

Village of Carol Stream

BOARD MEETING

AGENDA

FEBRUARY 1, 2010

All matters on the Agenda may be discussed, amended and acted upon

A. ROLL CALL AND PLEDGE OF ALLEGIANCE:

B. MINUTES: Approval of the Minutes of the January 19, 2010 Meeting.

C. AUDIENCE PARTICIPATION & PUBLIC HEARINGS:

1. Recognition of Police Department Volunteers.
2. Recognition of the 50th Anniversary Photo Contest Winners.
3. Proclamation Declaring the Week of February 7-13 as Scouting Anniversary Week.

D. SELECTION OF CONSENT AGENDA:

If you are here for an item which is added to the consent agenda and approved, the Village Board has acted favorably on your request.

E. BOARD AND COMMISSION REPORTS:

1. PLAN COMMISSION:

F. OLD BUSINESS:

1. Tubeway Storm Water Lift Station – Recommendation to Award Construction Contract.
*Staff recommends tabling consideration of an award of contract until February 16, 2010. **TABLED FROM THE JANUARY 19, 2010 MEETING.***

G. STAFF REPORTS & RECOMMENDATIONS:

1. Award of Consultant Contract – Phase III Construction Services for Lies Road LAPP (Gary to Kuhn).
Engineering Services recommends award of contract for inspection and material testing to TranSystems Corporation in the amount of \$27,214.54.
2. Police Pension Fund – Compliance Report FYE09.
Consistent with recent changes in state law, the Police Pension Fund submits the Compliance Report for receipt by the Village Board.
3. Budget Transfers.

Village of Carol Stream

BOARD MEETING

AGENDA

FEBRUARY 1, 2010

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Budget transfers are needed due to an increase in the scope of the annual rejuvenation program, the storm water work that was done in conjunction with the Glenbard North project, carryover work for the seeding project at the Town Center and a refund to a former employee of their police pension fund contribution.

4. Status Update Regarding New Development Permit Fee Schedule.
Status update for discussion of key issues pertaining to an updated fee schedule of building, zoning, engineering, fire and water and sewer fees, and request to schedule a workshop.

H. ORDINANCES:

I. RESOLUTIONS:

J. NEW BUSINESS:

1. Raffle License Application – Pleasant Hill School PTA.
Pleasant Hill School PTA is requesting approval of a raffle license application and waiver of the fee and manager's fidelity bond.

K. PAYMENT OF BILLS:

1. Regular Bills:
2. Addendum Warrant:

L. REPORT OF OFFICERS:

1. Mayor: Reschedule February 15th Board Meeting to Tuesday, February 16th Due to the President's Day Holiday.
2. Trustees:
3. Clerk:

M. EXECUTIVE SESSION:

N. ADJOURNMENT:

LAST ORDINANCE: 2010-01-04

LAST RESOLUTION: 2455

NEXT ORDINANCE: 2010-02-05

NEXT RESOLUTION: 2456

REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES
Gregory J, Bielawski Municipal Center, Carol Stream, Illinois

January 19, 2010

Mayor Frank Saverino, Sr. called the Regular Meeting of the Board of Trustees to order at 8:00 p.m. and directed Clerk Beth Melody to call the roll;

Present: Mayor Frank Saverino, Trustees Anthony Manzzullo, Matt McCarthy, Rick Gieser and Pam Fenner
Absent: Trustees Don Weiss and Greg Schwarze
Also Present: Village Manager Joe Breinig, Asst. Village Manager Bob Mellor
Village Attorney Stewart Diamond, Village Clerk Beth Melody & Deputy Clerk Wynne Progar

Mayor Saverino led those in attendance in the Pledge of Allegiance.

MINUTES:

Trustee Manzzullo moved and Trustee Fenner made the second to approve the Minutes of the Meeting of December 21, 2009 and January 4, 2010 as presented. The results of the roll call vote were:

Ayes: 4 Trustees Manzzullo, McCarthy, Gieser and Fenner
Nays: 0
Absent: 2 Trustees Weiss and Schwarze

AUDIENCE PARTICIPATION AND PUBLIC HEARINGS:

Public Hearing: Pre-Annexation Agreement for McCaslin Park:

This is a request from the Carol Stream Park District to enter into a pre-annexation agreement to allow a connection to the Carol Stream water system.

Trustee Gieser moved and Trustee McCarthy made the second to open the Public Hearing. The results of the roll call vote were:

Ayes: 4 Trustees Manzzullo, McCarthy, Gieser and Fenner
Nays: 0
Absent: 2 Trustees Weiss and Schwarze

There were no comments or questions from the Mayor, the Trustees or from those in attendance at the call for Public Hearing.

Trustee Manzzullo moved and Trustee Fenner made the second to close the Public Hearing. The results of the roll call vote were:

Ayes: 4 Trustees Manzzullo, McCarthy, Gieser and Fenner
Nays: 0
Absent: 2 Trustees Weiss and Schwarze

Audience Participation:**Resolution 2453: A Resolution recognizing the 2009 Glenbard North Varsity Panther Football Team.**

Trustee McCarthy read the Resolution and moved for its approval. Trustee Manzullo made the second. The results of the roll call vote were:

Ayes:	4	Trustees Manzullo, McCarthy, Gieser and Fenner
Nays:	0	
Absent:	2	Trustees Weiss and Schwarze

CONSENT AGENDA:

Trustee Fenner moved and Trustee McCarthy made the second to establish a Consent Agenda for this meeting. The results of the roll call vote were:

Ayes:	4	Trustees Manzullo, McCarthy, Gieser and Fenner
Nays:	0	
Absent:	2	Trustees Weiss and Schwarze

Trustee Fenner moved and Trustee McCarthy made the second to put the following items on the Consent Agenda for this meeting. The results of the roll call vote were:

Ayes:	4	Trustees Manzullo, McCarthy, Gieser and Fenner
Nays:	0	
Absent:	2	Trustees Weiss and Schwarze

1. Award of contract for Consultant Engineering Services – Thunderbird Trail Bridge Deck Replacement Project.
2. Letter of Credit Reduction #1 – Armstrong Park Shoreline Erosion Stabilization, Phase II
3. Local Agency Agreement for Federal Participation – Kuhn Rd. Bike Trail Phase II Construction Drawings
4. Engineering Services Agreement for Federal Participation – Kuhn Rd. Bike Trail Phase II Construction Drawings
5. Tubeway Storm Water Lift Station-Recommendation to award Construction Contract – This item is tabled to the February 1, 2010 meeting.
6. Emerald Ash Borer Compliance Agreement
7. Award of Contract – Janitorial Services
8. **Ordinance 2010-01-01:** Authorizing the Execution of an Annexation Agreement – McCaslin Park, 27W650 North Avenue
9. **Ordinance 2010-01-02:** Provide for Vehicle Seizure and Impoundment
10. **Ordinance 2010-01-03:** Amending Section 13-3-13 of the Village Code – Pertaining to Water and Sewer Rates
11. **Resolution 2454:** Declaring Surplus Property owned by the VofCS
12. **Resolution 2455:** For Maintenance of Streets & Highways by Municipality Under the Illinois Highway Code
13. Contract Ratification – Fraternal Order of Police (FOP)
14. Regular Bills, Addendum Warrant of Bills, Treasurer's Report

Trustee Gieser moved and Trustee Manzullo made the second to approve the Consent Agenda for this meeting by Omnibus vote. The results of the roll call vote were:

Ayes:	5	Trustees Manzzullo, McCarthy, Gieser, Fenner & Mayor Saverino
Nays:	0	
Absent:	2	Trustees Weiss and Schwarze

The following is a brief description of those items approved on the Consent Agenda for this meeting.

Award of contract for Consultant Engineering Services – Thunderbird Trail Bridge Deck Replacement Project:

Staff recommends the award of contract to ERA in an amount not to exceed \$30,497 for consultant engineering services for the Thunderbird Trail Bridge Deck Replacement Project. The Board concurred with the recommendation and awarded Engineering Resource Associates, Inc. (ERA) of Warrenville, IL the contract as noted above.

Letter of Credit Reduction #1 – Armstrong Park Shoreline Erosion Stabilization, Phase II:

The Carol Stream Park District has submitted Reduction Request # 1 for Letter of Credit Reduction for Armstrong Park Shoreline Erosion Stabilization Phase II. All of the work as shown on the reduction request has been completed per the approved plans and Village specifications. The total authorized reduction from the original security is \$158,145.00 with a remaining security of \$23,721.75. The Board approved the Letter of Credit Reduction.

Local Agency Agreement for Federal Participation – Kuhn Rd. Bike Trail Phase II Construction Drawings:

The Board authorized the Mayor to sign the Local Agency Agreement for Federal Participation in regard to Kuhn Road Bikeway Phase II Drawings.

Engineering Services Agreement for Federal Participation – Kuhn Rd. Bike Trail Phase II Construction Drawings:

Engineering Staff recommends that the Request for Proposal (RFP) process be waived and that the Phase II Engineering Services Contract for the Kuhn Road Bike Trail be awarded to TranSystems Corporation in the amount of \$153,210. The Board concurred with the recommendation and waived the RFP process and made the award of \$153,210 to TranSystems Corp., Schaumburg, IL.

Tubeway Storm Water Lift Station-Recommendation to award Construction Contract – This item is tabled to the February 1, 2010 meeting.

Emerald Ash Borer Compliance Agreement:

The Board authorized the Mayor to sign the Emerald Ash Borer Compliance Agreement.

Award of Contract – Janitorial Services:

Uni-Max Management Corporation agreed to adjust the level of Janitorial Services by lowering the amount of days that cleaning is done that will save \$22,248/year.

Therefore, the Board approved the third year of janitorial service with Uni-Max in the amount of \$29,952.

Ordinance 2010-01-01: Authorizing the Execution of an Annexation Agreement – McCaslin Park, 27W650 North Avenue

Ordinance 2010-01-02: An Ordinance Providing for Vehicle Seizure and Impoundment

Ordinance 2010-01-03: Amending Section 13-3-13 of the Village Code – Pertaining to Water and Sewer Rates

Resolution 2454: Declaring Surplus Property owned by the VofCS – Vehicles

Resolution 2455: For Maintenance of Streets & Highways by Municipality Under the Illinois Highway Code

Contract Ratification – Fraternal Order of Police (FOP)

Approval of a new 1-year contract with the FOP union representing the police patrol officers. It represents a 2% increase annually.

Regular Bills, Addendum Warrant of Bills, Treasurer's Report

The Board approved the payment of the Regular Bills in the amount of \$954,979.36. The Board approved the payment of the Addendum Warrant of Bills in the amount of \$781,679.72.

The Board accepted the Treasurer's Report for the month ending December 31, 2009.

REGULAR MEETING:

Ordinance amending Chapter 11, Article 2 of the Carol Stream Code of Ordinances by Increasing the number of Class G Liquor License for 2 to 3 – Walgreens, 540 N. Schmale Road.

The owner of a liquor store located on the same property of the Walgreens store spoke against granting a liquor license to Walgreens because it is not fair to the small businesses like his. Mr. Patel said that the Village should limit the number of liquor licenses in each area so the small stores will not be put out of business. He added that Walgreens does not care about what happens to him. The manager of Walgreens said that in the past, Walgreens stores had a liquor license and 20% of their inventory was liquor, beer and wine. Currently, Walgreens will only have 2% of their floor space devoted to liquor sales and the stock will be limited to just beer and wine.

Trustee McCarthy asked the Walgreens manager if there are plans to move up to selling hard liquor in the future and was told that there are no upgrading plans.

Mayor Saverino said that the Walgreens Liquor License should not hurt Mr. Patel's business because he does sell hard liquor with a Class A license, and he has both scratch-off tickets and lottery/mega million tickets to sell the Walgreens does not. He told Mr. Patel that his customer can only get what they want to buy at his store and not at Walgreens.

Attorney Diamond said that the Village does limit the amount of Liquor Licenses by the Municipal Code. Each time a business owner wants to establish a liquor store, the Board must amend the Code to allow another increase.

Trustee Fenner moved and Trustee Gieser made the second to amend Chapter 11, Article 2 of the Carol Stream Code of Ordinance By increasing the number Class G liquor licenses from 2 to 3. The results of the roll call vote were:

Ayes:	4	Trustees Manzullo, McCarthy, Gieser and Fenner
Nays:	0	
Absent:	2	Trustees Weiss and Schwarze

REPORT OF OFFICERS:

Trustee Manzullo congratulated the Glenbard North Varsity Football Team for their great season. He also reminded everyone to vote their choice on February 2nd.

Trustee McCarthy echoed Trustee Manzullo's remarks and commented on the great job the Outreach Community Center and the Wheaton Christian Center did on the MLK celebration. Trustee McCarthy said that it is still very cold and asked residents to check on their neighbors to make sure they do not need help and in the vein, remember to clear out around the fire hydrants of your street, so if they are needed they will be visible. Trustee Fenner congratulated the Glenbard Panther Football team on their entertaining season and urged everyone to be careful on snow and ice.

Trustee Gieser commented on the celebration of MLK by the Outreach Community Center and the Wheaton Christian Center. He reminded all of the Citizens of the Year banquet on February 6. Trustee Gieser commended staff on the negotiations with the janitorial service which lowered the cost significantly and for obtaining government grants for important projects in the Village, and noted that there will be another budget workshop of Thursday, January 21st.

Village Manager Breinig also noted the Budget Workshop on the 21st to discuss the newest challenges. He said that the passage of an ordinance increasing the sewer and water bills starting May 1st is the result of pass-thru costs of the increased Chicago fee for water as well as a pass-thru of costs of sewer treatment.

Mayor Saverino said that he attended and intergovernmental meeting with all of the taxing bodies and commented that there are many entities that are far worse off than the Village and all taxing bodies are having it tough in finding sources of income. The Mayor said that the Park Districts Viva Italia night had a great turn out and they are considering doing other nationalities later in the year. He also asked everyone to pray for our troops and (for Trustee Schwarze) SHOP CAROL STREAM, and noting that there is no Executive Session asked for a motion to adjourn. At 8:40 p.m. Trustee McCarthy moved and Trustee Manzullo made the second to adjourn. The results of the roll call vote were:

Ayes:	4	Trustees Manzullo, McCarthy, Gieser and Fenner
Nays:	0	
Absent:	2	Trustees Weiss and Schwarze

FOR THE BOARD OF TRUSTEES

Frank Saverino, Sr., Mayor

Beth Melody, Village Clerk

AGENDA ITEM

Village of Carol Stream 2-1-10

INTER-DEPARTMENTAL MEMO

TO: Mayor & Trustees

FROM: Robert Mellor, Assistant Village Manager *Rm*

DATE: January 27, 2010


RE: Photo Contest



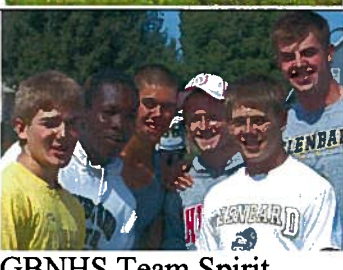

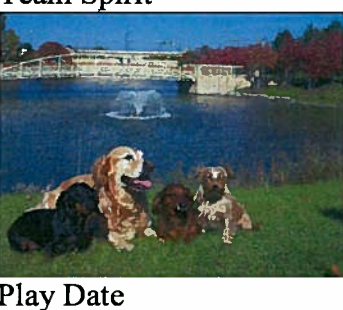
On July 13, in conjunction with our 50th anniversary celebration, we launched a photo contest and encouraged amateur and professional photographers to submit photos that “Captured the Spirit of Carol Stream”. Attached is the news release posted on the Village website (http://www.carolstream.org/ReferenceDesk/PressReleases/PhotoContest-50thAnniv_100209.pdf) announcing the contest. The deadline for submittals had been extended due to the limited number and variety of pictures submitted. We ultimately received 75 photos from 17 photographers.

The contest has concluded and you have judged the photos measured against the selection criteria which included the following components:

- Pictures should embody the spirit of Carol Stream through the photographer's eyes and should be easily recognized and understood by the viewer.
- Pictures should include a component (person, place, building, etc.) that is associated with Carol Stream.
- Pictures should tell a story in a single image.
- The photographer should ask her/himself whether the viewer will easily understand why the image captures the spirit of Carol Stream.
- The picture should be composed to exclude any unnecessary/distracting components & include only key elements you wish to show your viewer.
- Pictures should be appealing to the targeted audience (primarily Carol Stream residents and visitors the website).
- Photos will be judged on their **creativity** (perspective, contrast), **image quality** (clarity, color mix, hue) and **conformity to the established theme** (Capturing the Spirit of Carol Stream).

The 6 top rated photos embodying the “Spirit of Carol Stream” are listed below.

Photographer	Picture	Location
Helen Toreev	 Carol Stream Arch	Town Center – Gary & Lies Rd.

Farah Moarefi		Town Center – Gary & Lies Rd.
Farah Moarefi		Hahn Farm Barn – Lies & Kuhn Rd.
Dave Farley	 <p data-bbox="488 909 756 940">GBNHS Team Spirit</p>	Glenbard North H.S. – Lies & Kuhn Rd.
Jim Pelar	 <p data-bbox="488 1188 639 1220">Team Spirit</p>	Carol Stream U-16 Fast Pitch Softball
Sharon Rodkey	 <p data-bbox="488 1493 610 1524">Play Date</p>	Town Center – Gary & Lies Rd.

The photographers have been invited to attend the February 1, 2010 Board meeting to be recognized for their efforts and their winning submittals. The winning photos will be displayed on our newly redesigned website.

Cc: Joseph E. Breinig, Village Manager
Chris Oakley, Assistant to the Village Manager
Marc Talavera, Information Systems Coordinator



Village of Carol Stream

500 N. Gary Avenue • Carol Stream, IL. 60188-1899 • 630-665-7050 • Fax (630) 665-1064

News Release

50th Anniversary Photography Contest Extended Thru December 4th

The Village challenges all professional and amateur photographers to submit their prized photos as part of the 1st ever Carol Stream Photography contest. The theme of the photography contest is '**Capturing the Spirit of Carol Stream**' and may include images of places, people, nature or landmarks. Please note that only digital or scanned photos no larger than 3 megabytes will be accepted and should be sent as attachments to bmellor@carolstream.org. Touched up photos will be allowed, however, overly processed images will not be considered and photographers will be limited to 5 submissions. In the body of the e-mail, please include the following information:

Some helpful tips to consider when shooting your photos:

- All submittals shall include photographer's name, address, phone number, title of photograph & location where photograph was taken.
- Pictures should embody the spirit of Carol Stream through the photographer's eyes and should be easily recognized and understood by the viewer.
- Pictures should include a component (person, place, building, etc.) that is associated with Carol Stream.
- Pictures should tell a story in a single image.
- The photographer should ask herself/himself whether the viewer will easily understand why the image captures the spirit of Carol Stream.
- The picture should be composed to exclude any unnecessary/distracting components & include only key elements you wish to show your viewer.
- Pictures should be appealing to the targeted audience (primarily Carol Stream residents and visitors the website).

Photo submissions will be judged by an independent panel who will score the photos based on their **creativity** (perspective, contrast), **image quality** (clarity, color mix, hue) and **conformity to the established theme** (Capturing the Spirit of Carol Stream). All winners shall be required to sign a release form allowing the Village to use the photo for promotional and display purposes only. Photographers will be required to provide release forms for any recognizable person(s) appearing in their photo submission(s).

Contest winners will have their work displayed on the Village's website and receive recognition in the Village's winter electronic newsletter. **The final photograph submission day is Friday, December 4th with the winners to be announced in early January.**

RELEASE DATE: October 2, 2009

CONTACT: Robert Mellor, Asst. Village Manager

PHONE: (630) 871-6250

AGENDA ITEM

C-3 2-1-10

PROCLAMATION DECLARING THE WEEK OF FEBRUARY 7-13, 2010 AS SCOUTING ANNIVERSARY WEEK

WHEREAS, the Boy Scouts of America has been at the forefront of instilling timeless values in youth since its founding in 1910; and

WHEREAS, this national youth movement has made serving others through its values-based program its mission; and

WHEREAS, the Boy Scouts of America is committed to helping millions of youth succeed by providing the support, friendship, and mentoring necessary to live a happy and fulfilling life; and

WHEREAS, the Three Fires Council of Boy Scouts of America and its 637 Cub Scout packs, Boy Scout troops, and Venturing crews are celebrating Scouting's 100th anniversary with the theme "Celebrating the Adventure, Continuing the Journey;" and

WHEREAS, there are more than 454 community organizations that make Scouting available to 36,644 youth members in our area; the Scouting program provides a means of character building, citizenship training, and personal fitness; and

WHEREAS, memorialize by the planting of a tree in honor of one or more of our community leaders who has been nominated to the Boy Scouts of America National Hall of Leadership;

NOW, THEREFORE, BE IT PROCLAIMED, BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF CAROL STREAM, DUPAGE COUNTY, ILLINOIS, that February 7-13, 2010 be designated as Scouting Anniversary Week and express the appreciation of our citizens to the Three Fires Council and the Boy Scouts of America for their interest in and dedication to America's youth.

PROCLAIMED THIS 1ST DAY OF FEBRUARY, 2010.

Frank Saverino, Sr., Mayor

Beth Melody, Village Clerk


AGENDA ITEM

Village of Carol Stream

FI 2-1-10

INTER-DEPARTMENTAL MEMO

TO: Mayor and Trustees

FROM: Joseph E. Breinig, Village Manager 

DATE: January 27, 2010

RE: Tubeway Stormwater Pumping Station – Bid Award

Replacement of the Tubeway Stormwater Pumping Station is scheduled in the 2010-11 fiscal year. Attached you will find a sheet from the proposed Capital Improvement Program describing the scope of the project. One pump at the pumping station became inoperable and direction was given to bid the project to have it ready for construction prior to inclement weather in the spring. Bids were opened for the project on December 8, 2009. The low bidder was Cecchin Plumbing & Heating, Inc.

On December 4, 2009, the Village was notified by Congressman Roskam's office that an appropriation of \$192,500 had been made for replacement of the Tubeway Stormwater Pumping Station. Staff will be attending a grant workshop hosted by USEPA on February 11, 2010.

At the moment the status of the bid award is uncertain. Cecchin has provided a written extension of their bid price until February 18, 2010. Without the extension the bid would expire 60 days after the opening.

This matter was tabled at the January 19th meeting to allow additional time to evaluate the bid and grant. Staff recommends tabling this matter again to the February 16, 2010 meeting. This will allow staff to attend the grant workshop and is within the extension granted by Cecchin Plumbing & Heating, Inc.

Attachments

Project Title: Tubeway Storm Water Lift Station Replacement

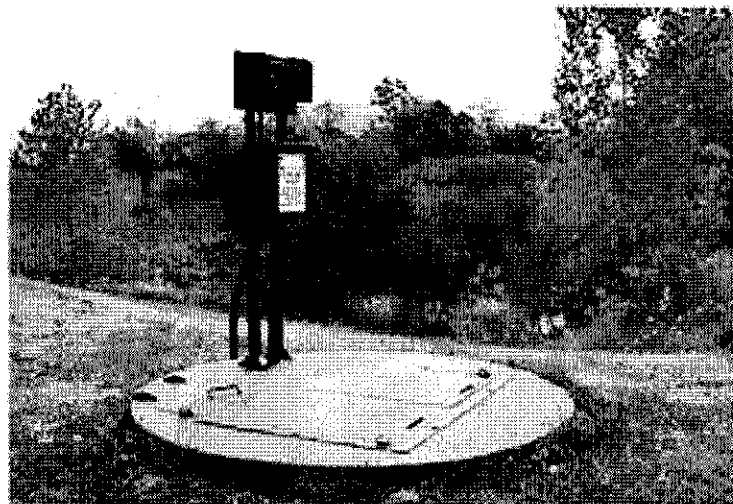
Responsible Department: Public Works

Total Project Cost	Total Expended To Date	Budget Year 1 2010-11	Unappropriated Subsequent Years				Future Funding Requirements
			Year 2 2011-12	Year 3 2012-13	Year 4 2013-14	Year 5 2014-15	
\$385,000	\$40,000	\$0	\$345,000	\$0	\$0	\$0	\$0

Description & Scope: The existing Tubeway Storm Water Lift Station serves an industrial park area of the Village. It is an underground steel station built in 1974 and is 35 years old. The proposed replacement would be a submersible station, similar to what has been developed for the other lift station replacements. The new station would be located on the same site and the existing facilities would be removed.

Purpose & Need: The existing station was constructed in 1974, and although it is still operational and has been well maintained, it is approaching the end of its current economic life. The structure is an underground steel tank and is showing some signs of corrosion. Additionally, the pump valves are located inside the structure, making them difficult to access. Our new stations have the pump valves outside of the water tank in a separate structure, making them more accessible. Replacing the station in a timely manner will insure system reliability and provide cost-effective operation.

Impact on Future Operating Budget: By 2009, the Tubeway storm water lift station will be the oldest lift station in the Village and will undoubtedly have increased maintenance and operating costs due to its age. The replacement facility should have the net effect of reducing operating and maintenance costs on the operating budget.



Schedule of Activities

Activity	From - To	Amount
Design	5/09 - 4/10	\$40,000
Construction	5/10 - 4/11	\$345,000

Means of Financing

Funding Source	Amount
General Corporate Fund Reserves	\$385,000



**CECCHIN PLUMBING
& HEATING, INC.**

COMMERCIAL & INDUSTRIAL

Timothy Cecchin
President

Bruno Cecchin
C.E.O.

January 27, 2010

Village of Carol Stream
124 Gerzevske Lane
Carol Stream, IL 60188

Attn: Al Turner

RE: Tubeway Stormwater Pumping Station Replacement
Carol Stream, IL

Dear Al,
Cecchin Plumbing and Heating, Inc. will hold our price of \$ 155,500.00 until February
17, 2010.

If you need anything from us please do not hesitate to call

Sincerely,




Mr. Michael C. Rossetti
Estimator/Project Manager

G-1 2-1-10

Village of Carol Stream
Interdepartmental Memo

TO: Joseph Breinig, Village Manager

FROM: William N. Cleveland, Assistant Village Engineer 

DATE: January 26, 2010

RE: Award of Consultant Contract – Phase III Construction Services for Lies Road LAPP (Gary to Kuhn)

Engineering Services has received a proposal from TranSystems Corporation to provide construction management services for the referenced project. The construction cost of this project is being funded by federal stimulus dollars, therefore special state and federal procedures and documentation is required beyond the expertise of Village staff.

TranSystems Corporation has been involved in federally funded projects with the Village in the past, assisting inspection and documentation of the Lies Road and Kuhn Road Bike Trails and Fullerton Avenue and Lies Road LAPP projects. The cost estimate for consultant services is \$27,214.54, which is to help staff with federal inspection and documentation procedures. Also included is quality assurance field testing and plant inspection required but no longer performed by IDOT. Full time consultant construction administration for this project without the assistance of engineering staff would be around \$100,000.

The contract amount is within the proposed FY 10-11 budget of \$102,000 from General Corporate Fund Reserves. It is anticipated that the project construction will begin in April, as soon as asphalt plants open for the year. A budget transfer of \$1,000 has been requested for possible work done in this fiscal year. No funding is required from the Village for construction work.


Engineering staff therefore recommends that the Phase III Construction consultant contract be awarded to TranSystems Corporation for \$27,214.54. If you have any questions, please call me.

Cc: James T. Knudsen, Director of Engineering Services
Stan Helgerson, Finance Director
Jim Ludman, Engineering Inspector

AGENDA ITEM

6-2 2-1-10

Village of Carol Stream INTER-DEPARTMENTAL MEMO

TO: Mayor and Trustees
FROM: Joseph E. Breinig, Village Manager 
DATE: January 27, 2010
RE: Police Pension Fund – Compliance Report FYE09

Attached is the Compliance Report prepared for the Police Pension Fund for the year ended April 30, 2009. State law now requires that the report be filed annually. Staff recommends receipt of the Compliance Report.

Attachment

cc: Police Pension Fund

**Village of Carol Stream, Illinois
Police Pension Fund**

House Bill 5088 – Municipal Compliance Report

For the Year Ended

April 30, 2009

Village of Carol Stream, Illinois
Police Pension Fund

House Bill 5088 (Public Act 95-950) Municipal Compliance Report
For the Year Ended April 30, 2009

The Pension Board certifies to the Board of Trustees of the Village of Carol Stream on the condition of the Pension Fund at the end of its most recently completed fiscal year the following information:

- 1) The total assets of the fund in its custody at the end of the fiscal year and the current market value of those assets:

	<u>Current Fiscal Year</u>	<u>Preceding Fiscal Year</u>
Total Assets	\$23,820,841	\$25,543,605
Market Value	\$23,820,841	\$25,543,605

- 2) The estimated receipts during the next succeeding fiscal year from deductions from the salaries of police officers and from other sources:

Estimated Receipts

Employee Contributions	\$ 533,731
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Estimated Receipts

All Other Sources	
Investment Earnings	\$1,436,775
Municipal Contributions	\$ 955,957

- 3) The estimated amount required during the next succeeding fiscal year to (a) pay all pension and other obligations provided in Article 3 of the Illinois Pension Code, and (b) to meet the annual requirement of the fund as provided in Sections 3-125 and 3-127:

(a) Pay all Pensions and Other Obligations	\$1,390,240
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- (b) Annual Requirement of the Fund as Determined by:

Illinois Division of Insurance - Actuarial Report	\$1,185,852
Private Actuary	\$ 955,957

- 4) The total net income received from investment of assets along with the assumed investment return and actual investment return received by the fund during its most recently completed fiscal year compared to the total net income, assumed investment return, and actual investment return received during the preceding fiscal year:

Village of Carol Stream, Illinois
Police Pension Fund

House Bill 5088 (Public Act 95-950) Municipal Compliance Report
For the Year Ended April 30, 2009

	<u>Current Fiscal Year</u>	<u>Preceding Fiscal Year</u>
Net Income Received from Investment of Assets	(2,016,102)	971,630
Assumed Investment Return		
Illinois Division of Insurance - Actuarial Report	7.0%	7.0%
Private Actuary	7.75%	8.0%
Actual Investment Return	(8.4)%	3.8%

5) The total number of active employees who are financially contributing to the fund:

Number of Active Members	65
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6) The total amount that was disbursed in benefits during the fiscal year, including the number of and total amount disbursed to (i) annuitants in receipt of a regular retirement pension, (ii) recipients being paid a disability pension, and (iii) survivors and children in receipt of benefits:

	<u>Number of</u>	<u>Total Amount Disbursed</u>
(i) Regular Retirement Pension	16	\$ 952,834
(ii) Disability Pension	1	\$ 24,807
(iii) Survivors and Child Benefits	1	\$ 24,264

7) The funded ratio of the fund:

	<u>Current Fiscal Year</u>	<u>Preceding Fiscal Year</u>
Illinois Division of Insurance - Actuarial Report	68.5%	72.3%
Private Actuary	80.2%	88.1%

Village of Carol Stream, Illinois
Police Pension Fund

House Bill 5088 (Public Act 95-950) Municipal Compliance Report
For the Year Ended April 30, 2009

- 8) The unfunded liability carried by the fund, along with an actuarial explanation of the unfunded liability:

Unfunded Liability:

Illinois Division of Insurance - Actuarial Report	\$11,291,284
Private Actuary	\$ 6,305,584

The accrued liability is the actuarial present value of the portion of the projected benefits that has been accrued as of the valuation dated based upon the actuarial valuation method and the actuarial assumptions employed in the valuation. The unfunded accrued liability is the excess of the accrued liability over the actuarial value of assets.

- 9) The investment policy of the Pension Board under the statutory investment restrictions imposed on the fund.

Investment Policy – See Attached

Please see Index of Assumptions attached

CERTIFICATION OF MUNICIPAL POLICE PENSION FUND
COMPLIANCE REPORT

The Board of Trustees of the Carol Stream Police Pension Fund, based upon information and belief, and to the best of our knowledge, hereby certify pursuant to §4-134 of the Illinois Pension Code 40 ILCS 5/4-134, that the preceding report is true and accurate.


Adopted this _____ day of _____, 2010

President



Date 12/31/3009

Secretary



Date 12/31/2009

Village of Carol Stream, Illinois
Police Pension Fund

House Bill 5088 (Public Act 95-950) Municipal Compliance Report
For the Year Ended April 30, 2009

INDEX OF ASSUMPTIONS

- 1) Total Assets – As Reported in the Audited Financial Statements for the Years Ended April 30, 2009 and 2008

Market Value – Same as above
- 2) Estimated Receipts – Employee Contributions as Reported in the 2009-2010 Annual Budget

Estimated Receipts - All Other Sources
Investment Earnings as Reported in the 2009-2010 Annual Budget

Municipal Contributions – Same as above
- 3) (a) Pay all Pension and Other Obligations – Total Expenses as Reported in the 2009-2010 Annual Budget.

(b) Annual Requirement of the Fund as Determined by:

Illinois Division of Insurance – Suggested Amount of Tax Levy as Reported in the April 30, 2008 Actuarial Valuation

Private Actuary – Tax Levy Requirement as Reported by Timothy W. Sharpe, Actuarial Valuation Report for April 30, 2009
- 4) Net Income Received from Investment of Assets – Investment Income(Loss) Net of Investment Expense, as Reported in the Audited Financial Statements for the Years Ended April 30, 2009 and 2008

Assumed Investment Return
Illinois Division of Insurance – Interest Rate Assumption as Reported in the April 30, 2008 and 2007 Actuarial Valuations

Private Actuary – Interest Rate Assumption as Reported by Timothy W. Sharpe, Actuarial Valuation Reports for April 30, 2009 and 2008.

Actual Investment Return – Net Income Received from Investments as Reported Above as a Percentage of Total Assets as Reported in the Audited Financial Statements for the Years Ended April 30, 2009 and 2008
- 5) Number of Active Members – Illinois Division of Insurance Annual Statement for April 30, 2009 – Schedule P
- 6) (i) Regular Retirement Pension – Illinois Division of Insurance Annual Statement for April 30, 2009 – Schedule P for Number of Participants and Expense page 1 for Total Amount Disbursed

(ii) Disability Pension – Same as above

(iii) Survivors and Child Benefits – Same as above

Village of Carol Stream, Illinois
Police Pension Fund

House Bill 5088 (Public Act 95-950) Municipal Compliance Report
For the Year Ended April 30, 2009

7) The funded ratio of the fund:

Illinois Division of Insurance – Net Present Assets as a percentage of Total Assets as Reported in the April 30, 2008 and 2007 Actuarial Valuations

Private Actuary – Percent Funded as Reported by Timothy W. Sharpe, Actuarial Valuation Reports for April 30, 2009 and 2008

8) Unfunded Liability:

Illinois Division of Insurance – Deferred Asset (Unfunded Accrued Liability) as Reported in the April 30, 2008 Actuarial Valuation

Private Actuary – Unfunded Liability as Reported by Timothy W. Sharpe, Actuarial Valuation Report for April 30, 2009

Village of Carol Stream

POLICE PENSION FUND INVESTMENT POLICY

1.0 Policy:

The fundamental goal of the Carol Stream Police Pension Fund is to provide retirement and other benefits to fund participants. As such, the Pension Fund Board of Trustees (Board) will invest fund assets solely in the interests of fund participants and beneficiaries for the exclusive purpose of providing retirement and other benefits to fund participants and beneficiaries. This criterion applies to specific investments and to the entire investment policy established by the Fund.

2.0 Scope:

This investment policy applies to the assets of the Police Pension Fund of the Village of Carol Stream.

3.0 Prudence:

Investments shall be made with care, skill, prudence and diligence that a prudent person acting in like capacity and familiar with such matters would use in the conduct of an enterprise of like character with like aims. (Prudent Expert Rule)

3.1 The standard of prudence to be used shall be the "**prudent investment expert**" standard and shall be applied in the context of managing an overall portfolio. Pension Fund Trustees acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0 Investment Philosophy:

The Board believes that fund assets should be managed in a fashion that reflects the fund's unique liabilities and funding resources, incorporating accepted investment theory and related, empirical evidence. Specifically, the Board has adopted the following principles:

- A. That Asset allocation is the key determinant of return and, therefore, commitments to asset allocation targets will be maintained through a disciplined rebalancing program.
- B. That diversification, both by and within asset classes, is the primary control element.
- C. That passive fund portfolios are suitable investment strategies, especially in highly efficient markets.
- D. That "market timing" (defined as bringing an asset class below policy minimums) is precluded as an acceptable investment strategy.

5.0 Goals and Objectives:

For total fund assets, the goals are as follows:

- A. To preserve the actuarial soundness of the fund in order to meet benefit obligations.
- B. Long-term (one to two market cycles) rate of return, net of fees, in excess of the policy benchmarks.
- C. The assets of the Fund shall be invested in a manner that is consistent with generally accepted standards of

fiduciary responsibility. The safeguards which would guide a prudent expert will be observed. All transactions undertaken on behalf of the Fund will be for the sole benefit of the participants and beneficiaries of the Fund.

- D. The investment portfolio shall remain sufficiently liquid to meet all cash flow requirements that may be reasonably anticipated.
- E. The investment program shall be operated in conformance with federal, state and other legal requirements.

6.0 Delegation of Authority:

Authority to manage the Village of Carol Stream Police Pension Fund's investment program is derived from the following:

The establishment of investment policies is the responsibility of the Police Pension Board (Board). Management and administrative responsibility for the investment program is the responsibility of the Board who has established written procedures for the operation of the investment program as defined in this policy. Included procedures are: safekeeping, delivery vs. payment, investment accounting, wire transfer agreements and collateral/depository agreements. Such procedures include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Board. The Board shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The Board may from time to time amend the written procedures in a manner not inconsistent with this policy or with state statutes.

7.0 Ethics and Conflicts of Interest:

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Officers shall refrain from undertaking personal investment transaction with the same individual with whom business is conducted on behalf of their entity.

8.0 Authorized Financial Dealers and Institutions:

The Village Treasurer will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness. All authorized firms must be "primary" dealers or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except on a qualified public depository as established by state statutes.

Unless transacted by the Investment Manager, all financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Treasurer with the following:

- audited financial statements
- proof of National Association of Security Dealers (NASD) certification
- proof of state registration
- completed broker/dealer questionnaire
- certification of having read the Pension Fund's investment policy
- depository contracts

An annual review of the financial condition and registration of qualified bidders will be conducted by the Treasurer.

9.0 Authorized and Suitable Investments:

The Fund may invest in any type of security allowed for in Illinois Compiled Statutes (40 ILCS 5/1-113.1-113.4) regarding the investment of pension funds. Approved investments include:

- 1) Interest bearing direct obligations of the United States of America.
- 2) Interest bearing obligations to the extent that they are fully guaranteed or insured as to payment of principal and interest by the United States of America.
- 3) Interest bearing bonds, notes, debentures, or other similar obligations of agencies of the United States of America. For the purposes of this Section, "agencies of the United States of America" includes: (i) the Federal National Mortgage Association; (ii) federal land banks, federal intermediate credit banks, federal farm credit banks, and any other entity authorized to issue direct debt obligations of the United States of America under the Farm Credit Acts of 1971 or amendments to that Act; (iii) federal home loan banks and the Federal Home Loan Mortgage Corporation; and (iv) any agency created by Act of Congress that is authorized to issue direct debt obligations of the United States of America.
- 4) Interest bearing savings accounts or certificates of deposit, issued by federally chartered banks or savings and loan associations, to the extent that the deposits are insured by agencies or instrumentalities of the federal government.
- 5) Interest bearing savings accounts or certificates of deposit, issued by State of Illinois chartered banks or savings and loan associations, to the extent that the deposits are insured by agencies or instrumentalities of the federal government.
- 6) Investments in credit unions, to the extent that the investments are insured by agencies or instrumentalities of the federal government.
- 7) Interest bearing bonds of the State of Illinois.
- 8) Pooled interest bearing accounts managed by the Illinois Public Treasurer's Investment Pool (Illinois Funds) in accordance with the Deposit of State Moneys Act and interest bearing funds or pooled accounts managed, operated, and administered by banks, subsidiaries of banks, or subsidiaries of bank holding companies in accordance with the laws of the State of Illinois.
- 9) Interest bearing bonds or tax anticipation warrants of any county, township, or municipal corporation of the State of Illinois.
- 10) Direct obligations of the State of Israel, subject to the conditions and limitations of item (5.1) of Section 1-113.
- 11) Money market mutual funds managed by investment companies that are registered under the federal Investment Company Act of 1940 and the Illinois Securities Law of 1953 and are diversified, open-ended management investment companies; provided that the portfolio of the money market mutual fund is limited to the following: (i) bonds, notes certificates of indebtedness, treasury bills, or other securities that are guaranteed by the full faith and credit of the United States of America as to principal and interest; (ii) bonds, notes debentures, or other similar obligations of the United States of America or its agencies; and (iii) short term obligations of corporations organized in the United States with assets exceeding \$400,000,000, provided that (A) the obligations mature no later than 180 days from the date of purchase, (B) at the time of purchase, the obligations are

rated by at least 2 standard national rating services at one of their 3 highest classifications, and (C) the obligations held by the mutual fund do not exceed 10% of the corporation's outstanding obligations.

12) General accounts of life insurance companies authorized to transact business in Illinois.

13) Any combination of the following, not to exceed 45% of the pension fund's net assets: (1) separate accounts that are managed by life insurance companies authorized to transact business in Illinois and are comprised of diversified portfolios consisting of common or preferred stocks, bonds, or money market instruments; (2) separate accounts that are managed by insurance companies authorized to transact business in Illinois, and are comprised of real estate or loans upon real estate secured by first or second mortgages and (3) Mutual Funds that meet the following requirements: (i) the mutual fund is managed by an investment company and registered under the Federal Investment Company Act of 1940 and registered under the Illinois Securities Law of 1953; (ii) the mutual fund has been in operation for at least 5 years; (iii) the mutual fund has total net assets of \$250 million or more, and; (iv) the mutual fund is comprised of diversified portfolio of common or preferred stocks, bonds, or money market instruments. (4) through an investment adviser, invest a portion of the assets in common and preferred stocks authorized for investments of trust funds under the laws of the state of Illinois. The stocks must meet all of the following requirements: (a) The common stocks are listed on a national securities exchange or board of trade (as defined in the federal Securities Exchange Act of 1934 and set forth in Section 3.G of the Illinois Securities Law of 1953) or quoted in the national Association of Securities Dealers

Automated Quotation System National Market System (NASDAQ MS), (b) The securities are of a corporation created or existing under the laws of the United States or any state, district, or territory thereof and the corporation has been in existence at least 5 years, (c) The corporation has not been in arrears on payment of dividends on its preferred stock during the preceding 5 years, (d) the market value of stock in any one corporation does not exceed 5% of the cash and invested assets of the pension fund, and the investments in the stock of any one corporation do not exceed 5% of the total outstanding stock of that corporation, (e) the straight preferred stocks or convertible preferred stocks are issued or guaranteed by a corporation whose common stock qualifies for investment by the board, (f) the issuer of the stocks has been subject to the requirements of Section 12 of the federal Securities Exchange Act of 1934 and has been current with the filing requirements of Sections 13 and 14 of that Act during the preceding 3 years.

The fund's total investment in separate accounts and mutual funds shall not exceed 45% of the market value of the pension fund's net present assets stated in its most recent annual report on file with the Illinois Department of Insurance.

Except for pecuniary interests permitted under subsection (f) of Section 3-14-4 of the Illinois Municipal Code or under Section 3.2 of the Public Officer Prohibited Practices Act, no person acting as treasurer or financial officer or who is employed in any similar capacity by or for a public agency may do any of the following:

- have any interest, directly or indirectly, in any investments in which the agency is authorized to invest.

- have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments.
- receive, in any manner, compensation of any kind from any investments in which the agency is authorized to invest.

Any public agency may also invest any public funds in a Public Treasurers' Investment Pool (Illinois Funds) created under Section 17 of the State Treasurer Act. Any public agency may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.

To the extent a public agency has custody of funds not owned by it or another public agency and does not otherwise have authority to invest such funds, the public agency may invest such funds as if they were its own. Such funds must be released to the appropriate person at the earliest reasonable time, but in no case exceeding 31 days, after the private person becomes entitled to the receipt of them. All earnings accruing on any investments or deposits made pursuant to the provisions of this Act shall be credited to the public agency by or for which such investments or deposits were made, except as provided otherwise in Section 4.1 of the State Finance Act or the Local Governmental Tax Collection Act, and except where by specific statutory provisions such earnings are directed to be credited to and paid to particular fund.

10.0 Collateralization:

It is the policy of the Fund and in accordance with the GFOA's Recommended Practices on the Collateralization of Public Deposits (attachment 1), the Fund requires that funds on deposit in excess of FDIC limits be secured by some form of collateral. The Fund will accept any of the following assets as collateral:

- Government Securities
- Obligations of Federal Agencies
- Obligations of Federal Instrumentalities
- Obligations of the State of Illinois

(The Fund reserves the right to accept/reject any form of the above named securities.)

The Fund also requires that all depositories that hold the Fund's deposits in excess of the FDIC limit must provide and sign a Collateralization Agreement (attachment 2).

The amount of collateral provided will not be less than 110% of the fair market value of the net amount of public funds secured. The ratio of fair market value of collateral to the amount of funds secured will be reviewed monthly, and additional collateral will be required when the ratio declines below the level required and collateral will be released if the fair market value exceeds the required level. Pledged collateral will be held in safekeeping, by an independent third party depository, or the Federal Reserve Bank of Boston designated by the Fund and evidenced by a safekeeping agreement. Collateral agreements will preclude the release of the pledged assets without an authorized signature from the Fund.

11.0 Safekeeping and Custody:

All fixed income security transactions entered into by the Fund shall be conducted on a delivery-verses-payment (DVP) basis. Securities will be held by one third party custodian designated by the Treasurer and evidenced by safekeeping receipts plus any tri-party arrangements utilized by mutual funds and/or repurchase agreements.

12.0 Diversification:

In order to reduce the risk of default, the investment portfolio of the Fund shall not exceed the following diversification limits unless specifically authorized by the Board:

- No financial institution shall hold more than 40% of the Fund's investment portfolio, exclusive of U.S. Treasury securities in safekeeping.
- Monies deposited at a financial institution shall not exceed 75% of the capital stock and surplus of that institution.
- Deposits in the Illinois Public Treasurer's Investment Pool (Illinois Funds) shall not exceed 50% of the Fund's investment portfolio.
- Brokered certificates of deposit shall not exceed 25% of the Fund's investment portfolio.
- Equities:
 - International - minimum 2%.
 - Large Cap/Growth/Value - minimum 20%.
 - Small/Mid Cap - minimum 2%.
 - Target of 50%/50% \pm 10%, split between Growth and Value.
 - REIT Mutual Funds - range of 0% - 5%.
- Fund Longevity: The fund must have been in existence for at least five years.
- Morningstar Rating: Four or Five star Morning-star rating.
- Net Asset Size: The net asset size of the individual equity fund must be at least \$500,000,000.
- Consistency of Style: The fund must demonstrate a five-year consistency of style. Minimal "style drifting" will be accepted.
- Positive Risk Adjusted Return: The fund will demonstrate a five-year positive risk adjusted return.
- Competitive Fees: Annual expenses, consulting fees, front load, transaction costs and all other fees associated with the purchase and maintenance of the investment will be competitive as compared to like investment. All fees will be fully disclosed.

13.0 Equity Selection Criteria:

The following criteria will be used in selecting an Equity Fund or investment consideration. Criteria may be added to, deleted from, or modified as agreed by the Board provided at a minimum all statutory requirements are met.

Equity selection criteria include style, manager longevity, fund longevity, MorningStar rating, net asset size, performance over comparable index, consistency of style, positive risk adjusted return and competitive fees.

- Style: The style will be consistent with the asset allocation mix as previously identified.
- Manager Longevity: The lead manager must have a minimum of five years managing the fund. Consistency of the underlying team should be documented.

14.0 Rebalancing Policy:

The primary purpose of rebalancing is to ensure that the Fund adheres to its strategic asset allocation, which is the Fund's explicit statement of its investment approach. Secondly, historical analysis of portfolio returns when rebalancing is used indicates that rebalancing reduces volatility and may add modest value, in comparison to a similar portfolio that is not rebalanced.

To rebalance its portfolio cost-effectively, the Fund will carry out rebalancing in a hierarchical fashion. First, employee and employer contributions and withdrawals of cash will be used to maintain target allocations. Second, when capital distributions are required, income from dividends and interest payments will be used to re-establish target allocations. Third, manager securities will be liquidated from the over-funded manager(s) until the target allocations are met.

The Fund will review the portfolio annually for rebalancing and no more frequently than quarterly.

Rebalancing shall be within the ranges as outlined in Section 12: Diversification.

15.0 Internal Controls:

The Board is responsible for establishing and maintaining an internal control structure designed to insure that the assets of the Fund are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of the control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits require estimates and judgments by management.

Accordingly, the Board shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and record keeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members.
- Written confirmation of telephone transactions for investments and wire transfers
- Development of a procedure for making wire transfers

16.0 Performance Standards:

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to appropriate benchmarks on a regular basis. Over the

investment horizon established in this statement, it is the goal to meet or exceed: The return of 55% Lehman Brothers Government Index and 45% Russell 3000.

16.1 Performance Benchmarks-Fixed:

The fixed income assets shall be invested in one of two distinct strategies. (1) actively managed utilizing a professional money manager and (2) internally, utilizing a passive strategy that is managed per the policies and procedures established by the Board. The goal of the Board, over a market cycle, shall be to meet or exceed the returns of the Lehman Government Index.

16.2 Performance Benchmarks - Equities:

The goal of each investment manager mutual fund/separate account, over the investment horizon, shall be to:

- 1) Meet or exceed the market index, or blended market index, selected and agreed upon by the Trustees that most closely correspond to the style of investment management.
- 2) Display an overall level of risk in the portfolio which is consistent with the risk associated with the benchmark specified above. Risk will be measured by the standard deviation of quarterly returns.

17.0 Investment Manager Performance Review and Evaluation:

Performance reports generated by the Investment Consultant shall be compiled at least quarterly and communicated to the Trustees for review. The investment performance of total portfolios as well as asset class components will be measured against commonly accepted performance benchmarks. Consideration shall be given to the

investment objectives, goals and guidelines as set forth in this statement. The Trustees intend to evaluate the portfolio(s) over at least a three year period, but reserve the right to terminate a manager for any reason including the following:

- Investment performance which is significantly less than anticipated given the discipline employed and the risk parameters established, or unacceptable justification of poor results.
- Failure to adhere to any aspect of this statement of investment policy, including communication and reporting requirements.
- Significant qualitative changes to the investment management organization.

Investment managers shall be reviewed regularly regarding performance, personnel, strategy, research capabilities, organizational and business matters, and other qualitative factors that may impact their ability to achieve the desired investment results.

18.0 Reporting:

The Treasurer shall prepare an investment report at least monthly. The report should be provided to the Police Pension Board. The report will include the following:

- A listing of individual securities held at the end of the reporting period.
- Average weighted yield to maturity of portfolio on Fund investments as compared to applicable benchmarks.
- Listing of investments by maturity date.
- The percentage of the total portfolio which each type of investment represents.
- The percentage of the total portfolio which each institution is holding.
- The percentage of the total portfolio broken down by defined maturity periods.
- Principal and type of investment by fund.

18.1 Marking to Market:

A statement of the market value of the portfolio shall be issued at least quarterly. This will ensure that the minimal amount of review has been performed on the investment portfolio in terms of value and subsequent price volatility. Review should be consistent with the GFOA Recommended Practice on Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools (attachment 3).

19.0 Investment Policy Adoption:

The Fund's investment policy shall be adopted by resolution of the Carol Stream Police Pension Fund. This policy shall be reviewed on an annual basis and any modifications made thereto must be approved by the Police Pension Board and re-filed with the Department of Insurance.

Approved 10-17-07

AGENDA ITEM

6-3 2-1-10

Village of Carol Stream Interdepartmental Memo

TO: Joseph Breinig, Village Manager
FROM: Stan W. Helgerson, Finance Director
DATE: January 20, 2010 *SWH*
RE: Budget Transfers

The attached Budget Transfers will require Village Board approval.

1. Street Maintenance - \$35,000.00 – The Village Board previously approved an increase to the pavement rejuvenation contract because the contractor had excess material and offered it to the Village at a very favorable rate. The transfer will be made from the Contingency account.
2. CIP – Stormwater Utilities - \$175,000.00 – This includes the cost to do the stormwater work in conjunction with the Glenbard North construction project (\$135,000). It also includes the design costs for the Tubeway stormwater lift station (\$40,000). This project was moved forward a year so that both lift stations could be designed at the same time. The transfer will be made from the CIP – Road Capital Improvement account.
3. CIP – Facilities Capital Improvement \$2,000.00 – This is a carryover from the FY09 budget for the seeding of the field at the Town Center. The transfer will be made from the CIP – Road Improvement account.
4. Employee Contribution Refund - \$12,700.00 – As the result of a longer-term employee leaving the Village, the refund was significant. The transfer will be made from the Retirement Members account.

If you have any questions, please see me.

BUDGET TRANSFER REQUEST

FISCAL YEAR: 2010

DEPARTMENT/DIVISION: _____

FUND: _____

FROM PROG/OBJECT	TO PROG/OBJECT	AMOUNT
#01650100 - 57499	#01670500 - 52286	\$ 35,000.00
TITLE: CONTINGENCY	TITLE: STREET MAINTENANCE	

REASON: _____

#11740000 - 55486	#11740000 - 55488	\$ 175,000.00
TITLE: ROAD CAPITAL IMPROVEMENT	TITLE: STORMWATER UTILITIES	

REASON: _____

#11740000 - 55486	#11740000 - 55487	\$ 2,000.00
TITLE: ROADWAY CAPITAL IMPROVEMENT	TITLE: FACILITY CAPITAL INVESTMENT	

REASON: _____

#15370000 - 57473	#15370000 - 57475	\$ 12,700.00
TITLE: RETIREMENT MEMBERS	TITLE: EMPLOYEE CONTRIBUTION REFUND	

REASON: _____

DEPARTMENT HEAD: _____

DATE: _____

VILLAGE MANAGER:  _____

DATE: 1/20/10


VILLAGE BOARD CONCURRENCE DATE: _____

FINANCE DIRECTOR:  _____

DATE: 1/20/10

Village of Carol Stream
Interdepartmental Memo

TO: Stan Helgerson, Finance Director

FROM: James T. Knudsen, Director of Engineering Services 

DATE: January 14, 2010

RE: Budget Transfers

Per your request I'm providing you with the list of projects needing budget transfers and their respective amount. They are:

OPERATING BUDGET

<u>STREET MAINTENANCE</u>	<u>ACTUAL/FINAL CONTRACT AMOUNT</u>	<u>AMOUNT BUDGETED</u>	<u>BUDGET TRANSFER</u>
2009 Rejuvenation	\$246,597.74	\$213,000.00	\$34,000

CIP BUDGET


<u>STREET PROJECT</u>	<u>ACTUAL/FINAL CONTRACT AMOUNT</u>	<u>AMOUNT BUDGETED</u>	<u>BUDGET TRANSFER</u>
Lies Road LAPP			
Phase I & II	\$36,311.26	\$0.00	\$37,000
Phase III	\$1,000.00	\$0.00	\$1,000
Total	\$37,311.26	\$0.00	\$38,000

<u>STORMWATER PROJECT</u>	<u>ACTUAL/FINAL CONTRACT AMOUNT</u>	<u>AMOUNT BUDGETED</u>	<u>BUDGET TRANSFER</u>
Carol Stream Venture Flood Control			
Design - Jacob & Hefner	\$11,500.00	\$0.00	\$12,000
Permitting - CBBEL	\$16,000.00	\$0.00	\$16,000
Stormwater Review - AECOM	\$7,993.00	\$0.00	\$8,000
Construction - School District 87	\$98,931.52	\$0.00	\$99,000
Total	\$134,424.52	\$0.00	\$135,000

Cc: Al Turner, Director of Public Works
William N. Cleveland, Assistant Village Engineer

Village of Carol Stream
Interdepartmental Memo

TO: Joseph E. Breinig, Village Manager

FROM: Robert J. Glees, Community Development Director 

DATE: January 28, 2010

RE: **Agenda Item for the Village Board Meeting of February 1, 2010
Status Update Regarding New Development Permit Fee Schedule**

PURPOSE

The purposes of this memorandum are to provide a status update to the Village Board regarding the referenced project, to present issues which require policy direction, and request direction to schedule a workshop for discussion of a new fee schedule for development-related permits.

BACKGROUND

The current fee schedule for development work, which covers building, fire, zoning, engineering, and water/sewer fees, is included in Chapter Six, Article 13 of the Village Code. These fees were last updated in 2002, and so evaluating and updating this revenue source was identified as a significant component of the Village budget during these difficult economic times. We would note that the 2002 update was not a comprehensive update of the entire fee schedule, and also that the value of the dollar has decreased by approximately 20% since that time. As reported previously in weekly reports to the Village Board, it was staff's intention to bring a draft fee schedule to the Board for review and discussion in January.

Current Fee Schedule Structure:

The majority of fees for development approvals are included in Chapter Six, Article 13 of the Village Code. Some engineering fees are included in Chapter Seven (Subdivision Code). The current fee schedule is exceedingly complex, and very difficult to apply with consistency. Although the current fee schedule contains numerous individual fees that apply to specific situations, it can be broken into three general categories:

- **Plan Review.** Plan review fees vary with the nature of the work and the number of review disciplines involved. Some are flat fees, but most vary with the number of submittals for review. Engineering plan review fees are based on the estimated cost of construction. The intent of these fees is to cover the Village's and the Fire Protection District's costs of reviewing the permit applications.
- **Inspection.** There is a wide variety of inspection fees in the current fee schedule, depending on the nature of the inspection and whether it is an initial or a reinspection. Some inspection fees have not been updated for quite some time, and do not cover the Village's actual cost of services.
- **Building Permit Fees.** Section 6-13-4 determines a set of Building Permit Fees that are to be included in addition to plan review and inspection fees, with the exception of residential accessory permits. This fee was added to the Village's fee schedule some time between 1976 and 1985, in the amount of \$4.00 per \$1,000 of the estimated construction cost. It was raised to the current \$5.10 per \$1,000 in 1996, and has not been raised since, although the overall fee schedule was amended in 2002. The purpose of the Building Permit Fee is to provide a revenue to compensate the Village for the indirect labor costs of its development services staff; this is not uncommon in Chicago area communities.

Current Fee Schedule Characteristics:

The Village's current permit fee schedule has existed in its present form since 1985, and probably earlier. The structure served Carol Stream well during its growth decades, and equipped the Village with a solid revenue source to support the staff necessary to provide development-related services. It is important to know that, while the permit fee revenue generated during Carol Stream's growth years was sufficient to fund its development-related staff positions, the Village's staff levels have always been at the minimum necessary to provide services, as they are today.

During the growth years, the Village issued over 2,000 permits per year, and the majority of permits were for the construction of new homes and commercial/industrial buildings. Now that the Village is essentially built out, the composition of permits has shifted significantly. During 2009, only 1,382 permits were issued, and the majority of these were for accessory permits, such as residential patios and fences and commercial/industrial signs and equipment replacements. It is important to know that not only are accessory permits of low value, but the permit fees for residential accessory permits have historically been

set below the actual cost of providing services, as a means of reducing the burden on residents and encouraging property improvements.

The breakout of permits issued during 2009 is as follows:

New Residential Construction:	0.0%
Residential Remodel	2.7%
Residential Accessory	39.3%
New Commercial/Industrial Construction	0.1%
Commercial/Industrial Remodel	3.0%
Commercial/Industrial Accessory	54.9%

Goals and Objectives:

During the planning stages of the initiative to develop a new fee schedule for development-related work, staff identified the following goals and objectives:

- 1. Fees should be sufficient to cover the Village's costs of services.** During the management study conducted in the Community Development Department in 2008, the consultant produced estimates of the amount of time required to provide various services, as well as the costs of staff time. During the time since the completion of the study, staff has used the consultant's recommendations to improve the efficiency of the development services processes and reduce the time needed to provide such services. Going forward, tools will be put into place to provide more accurate measurements of the staff time spent on various services, in order to enable the fees for such services to be better determined. Reports will be generated to provide service turnaround times and costs; the fee schedule will be reviewed for accuracy and sufficiency on an annual basis and adjusted if necessary.
- 2. The fee schedule should be easy for customers to use.** The current fee schedule is the result of decades of modification, and has taken on such complexity that it is no longer practical to expect customers to be able to estimate permit fees in advance of their permit submittal. Most communities have far simpler fee schedules, and customers have the expectation that they should have a good idea of the cost of services before they embark on their project. In order for the new fee schedule to be simple and customer-friendly, it will be based on the model used by the Village's building codes consultant, which is commonly used in many Chicago area communities.
- 3. Fees should be taken in advance of services rendered.** Because the current fee schedule is so complex, it is impossible for even highly

trained staff to determine permit fees until the permit review process is complete. Permit fees are calculated just before issuance of the permit. Unfortunately, permit applicants do not always choose to go forward with their project, and withdraw from the process before paying the permit fee. In such cases, the Village must invoice the permit applicant and seek to recover the costs of permit review services performed, which exposes the Village to the possibility of lost revenue. The new fee schedule will be simple enough for trained counter staff to use, and the permit review fees will be taken at the time of permit application submittal. (Project inspection fees will be taken at time of permit issuance, again in advance of services rendered.)

DISCUSSION

The plan for the creation of a new development services fee schedule that meets the goals and objectives as defined above is given below, with the current status of the work in each phase.

- 1. Determine a suitable fee structure.** This phase of the project is complete and ready for discussion with the Village Board. Features of the draft fee schedule are as follows:
 - Staff has developed a comprehensive list of types of permits, and separated the list into two categories: 1&2-Family Residential and Commercial/Industrial/Institutional/Multifamily Residential. This separation reflects the fact that the two categories are governed by different building codes.
 - Within the two overall categories are simple types of permits for which a flat fee can be used, and complex types of permits for which the fee will be determined by a fee table.
 - Proposed fees for flat fee permits have been determined on the basis of best estimates of staff time spent on clerical processing, review and inspection, and the costs of those staff times.
 - The fee tables for complex permits are modeled after the fee schedule employed by the Village's building codes consultant, B&F Technical Code Services. Fee amounts are based on the size of the structure or work area (in cubic feet) and the number of disciplines involved in reviewing the work (i.e. building, zoning, plumbing, fire, electrical, mechanical and energy). The fees are sufficient to cover staff time if the project is reviewed in-house, or consultant services if reviewed by consultant.
 - The fee tables for complex permits include review and inspection under the requirements of the Village's energy code (2006

International Energy Conservation Code). We note that the IECC is now the required code in the State of Illinois.

- The draft fee schedule is comprehensive for all Village services, including engineering, water/sewer and the Fire Protection District. Engineering fees currently found in the Subdivision Code for development services have been relocated to the fee schedule and cross-referenced in the Subdivision Code.
- The Building Permit Fee, mentioned in the final bullet point above, has not yet been determined and incorporated into the fee schedule. This is discussed below.

2. Evaluate the effect of the new fee schedule. Staff has compared permit fee revenues generated by the current and draft fee schedules for hundreds of permits issued over recent years. Please note that this comparison was done without including a Building Permit Fee; which we expect to determine after discussion with the Village Board. Nonetheless, we are able to offer the following information:

- For the new fee schedule to cover the cost of services for residential accessory permits (i.e. fences, sheds, etc.) fees would increase by varying degrees. As noted above, the Village has historically kept the permit fees for such work below actual cost as a means of reducing the burden on residents and encouraging property improvements.
- The fees for complex residential projects such as new construction, additions or remodels would also increase by varying degrees even without the Building Permit Fee, which remains to be determined and added to the fee schedule. The greatest increases would be seen in improvements to existing homes, again due to the fact that the Village has historically kept the permit fees for such work below actual cost.
- The fees for plan review and inspection of simple commercial/industrial projects would increase slightly. As noted, the Building Permit Fee remains to be determined and added to the fee schedule.
- The fees for plan review and inspection of complex commercial/industrial projects would be reduced by varying degrees. Again, the Building Permit Fee remains to be determined and added to the fee schedule.

3. Coordinate the draft fee schedule with the Village Board. With the above work completed, staff is ready to discuss the draft fee schedule with the Village Board for necessary policy direction. We propose that this be done in a workshop format, with the draft fee schedule and

detailed information to be provided to the Village Board in advance of the workshop. Key issues are as follows:

- **Resident fee reduction.** As noted above, the Village has historically kept permit fees for residents below actual costs. The figures contained in the current draft of the new fee schedule are based on the Village's actual costs, with no reduction. Staff requests Village Board direction with respect to this policy.
- **Building Permit Fee.** As noted above, the current Building Permit Fee is \$5.10 per \$1,000 of the estimated construction cost, and the purpose of this fee is to provide a revenue to compensate the Village for the indirect labor costs of its development services staff. This fee is currently being assessed on all but residential accessory permits. Staff suggests that the basis of determination of this fee has changed since 1985, and should be reassessed. While we believe it is appropriate to include this fee in the new fee schedule, we would suggest that there should be policy direction on the development-services-related costs which should form the basis of the fee. Key issues would include the following:
 - ❖ Basis of the fee. In the past, the fee generated sufficient revenue to support the full cost of Community Development and Engineering Services staff. To what extent should the new Building Permit Fee cover staff cost?
 - ❖ Application of the fee. The current Building Permit Fee applies to all but residential accessory permits. The greatest revenue in past years was generated by new construction, which is no longer a significant component of the development work occurring in the Village. Will the application of the fee to the current mix of permits be sufficient to cover the desired staff costs, and what will be the impact on various types of permits?
 - ❖ How will the Village's new fees compare with neighboring communities once the Building Permit Fee is included in the new fee schedule?
- **Comparison with neighboring communities.** With direction and comment from the Village Board, staff will prepare a final draft fee schedule, including a suggested Building Permit Fee, and prepare a comparison of the new fee schedule with neighboring communities.
- **Effective date.** The current plan for implementation of the new fee schedule is that it be effective May 1, 2010, to coincide with the Village's fiscal year. This date can be changed if desired.

4. **Finalize and implement the new fee schedule.** With direction from the Village Board as obtained at the suggested workshop, staff will do the following:

- Complete the necessary ordinance for Village approval.
- Provide notification to customers regarding implementation of the new fee schedule as of a specified date.
- Develop informational handouts.
- Develop an automated fee calculation program using the Village's current database software.
- Conduct staff training on the new fee schedule and permit processing system.

RECOMMENDATION

For purpose of information and direction. Staff requests direction to schedule a fee schedule workshop for March 1, 2010.

RJG:bg

u:\fee schedules\vb memo 1.doc

AGENDA ITEM

J-1 2-1-10

Village of Carol Stream Interdepartmental Memo

TO: Joseph Breinig, Village Manager
FROM: Terry Davis, Secretary *td*
DATE: January 25, 2010
RE: Raffle License Request, Waiver of Fees and Manager's Fidelity Bond
Pleasant Hill School PTA

The Pleasant Hill School PTA will be holding a candlelight bowl fundraiser at Brunzwick Zone in Carol Stream on February 20, 2010 and has submitted an application for a raffle license for a raffle to be held during this event. Tickets will be sold only during the event on that day. The proceeds from the raffle will be used for student activities such as field trips and the Family Reading Program.

Applicant is a non-profit organization and is requesting a waiver of the application fee and manager's fidelity bond as indicated in the attached letter.

The raffle application, including the organization's by-laws, is available for review in the Clerk's office.

Please place this on the agenda for the February 1, 2010 Board Meeting for the Board's review and consideration.

td
Attachment

Pleasant Hill PTA



To: Village of Carol Stream

Fr: Pleasant Hill School PTA

Re: Raffle License for School Fundraiser

Our main fundraiser this year is a candlelight bowling at Brunswick Zone in Carol Stream. Included in the evening events, we would like to hold a raffle. The money we make that evening goes toward student centered activities such as field trips, Explore More Day and our new Family Reading program encouraged to promote reading at home as a family. Entire families are reading the same book donated by the PTA and school activities are centering on this book. Our school serves families from four communities, including Carol Stream.

Being a nonprofit organization, we are asking for a waiver of the license fee and fidelity bond. Along with this application you will find a copy of our bylaws.

Should you have any questions, please feel free to contact me.

Christine Crabtree
Pleasant Hill School PTA President
630-665-5306

VILLAGE OF CAROL STREAM SCHEDULE OF BILLS

February 1, 2010

AGENDA ITEM
K-1 2-1-10

<u>VENDOR NAME</u>	<u>AMOUNT</u>	<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>INVOICE</u>	<u>PO NUMBER</u>
ACTIVE EXCAVATING & WRECKING INC					
SNOW PLOWING	6,624.00	01670200 52266	SNOW REMOVAL	7994	20100091
	<u>6,624.00</u>				
ADT SECURITY SERVICES INC					
EQUIPMENT CHRG-FARM HOUSE	1,000.00	01680000 52244	MAINTENANCE & REPAIR	07681248	
EQUIPMENT CHRG-TOWN CTR	1,000.00	01680000 52244	MAINTENANCE & REPAIR	07683798	
SERV FOR 01/07/10 - 03/31/10 TOWN	34.00	01650100 52230	TELEPHONE	07752290	
SERV FOR 1/07/10 - 03/31/10 FARM H	34.00	01650100 52230	TELEPHONE	07752293	
	<u>2,068.00</u>				
ALAN F FRIEDMAN PH.D. INC					
PSYCHOLOGICAL SCREENG FOR NV	1,100.00	01510000 52228	PERSONNEL HIRING	01/13/10	
	<u>1,100.00</u>				
ASSOCIATION OF POLICE SOCIAL WORKERS					
MINDI THOMAS, EILEEN MOLLOY, KA	120.00	01662500 52234	DUES & SUBSCRIPTIONS	2010 DUES	
	<u>120.00</u>				
AVALON PETROLEUM COMPANY					
GAS PURCHASES FOR 2009/10	17,475.00	01696200 53356	GAS PURCHASED	539638	4
	<u>17,475.00</u>				
B & F TECHNICAL CODE					
PLAN REVIEWS	895.50	01643700 52253	CONSULTANT	31172	2
PLAN REVIEWS	1,778.87	01643700 52253	CONSULTANT	31167	2
PLAN REVIEWS	1,989.00	01643700 52253	CONSULTANT	31173	2
	<u>4,663.37</u>				
BAXTER & WOODMAN INC					
CONSTRUCTION ENGINEERING SEF	1,825.75	04101500 54480	CONSTRUCTION	0148559	20100030
TUBEWAY STORM WATER LIFT STA	1,099.97	11740000 55488	STORMWATER UTILITIES	0148560	20100075
	<u>2,925.72</u>				
C S CITIZEN OF THE YEAR					
MCCARTHY,GIESER,FENNER, SCHW	35.00	01590000 52222	MEETINGS	FEB 6 2010	
MCCARTHY,GIESER,FENNER, SCHW	280.00	01520000 52222	MEETINGS	FEB 6 2010	
	<u>315.00</u>				

<u>VENDOR NAME</u>	<u>AMOUNT</u>	<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>INVOICE</u>	<u>PO NUMBER</u>
C S FIRE PROTECTION DISTRICT					
PERMITS-OCT THRU DEC 2009	8,025.20	01 24416	DEPOSIT-FIRE DISTRICT PERMIT	OCT-DEC 2009	
	<u>8,025.20</u>				
C S PUBLIC LIBRARY					
PPRT FOR THE COLLECTION OF DE	1,855.03	01000000 41102	PERSONAL PROPERTY REPLAC	PPRT -DEC 2009	
	<u>1,855.03</u>				
CALL ONE					
SERV FROM DEC 15TH THRU JAN 14	320.10	04101500 52230	TELEPHONE	1010-6641-0000	
SERV FROM DEC 15TH THRU JAN 14	1,818.32	04201600 52230	TELEPHONE	1010-6641-0000	
SERV FROM DEC 15TH THRU JAN 14	2,537.23	01650100 52230	TELEPHONE	1010-6641-0000	
	<u>4,675.65</u>				
CAROL STREAM ROTARY CLUB					
2009 BEER GARDEN REIMBURSEME	11,536.78	01750000 52287	SUMMER IN THE CENTER	BEER GARDEN REIMI	
	<u>11,536.78</u>				
CHRISTMAS SHARING PROGRAM					
2009 CHRISTMAS SHARE DONATION	3,572.82	01 24223	CHRISTMAS SHARING	2009 SHARE DONATI	
	<u>3,572.82</u>				
CHRISTOPHER B BURKE ENGR LTD					
SERV'S NOV 29 2009 THRU DEC 31 2	30.80	01622200 52253	CONSULTANT	92023	20100035
	<u>30.80</u>				
CITY COMMUNICATIONS INC					
FIRE ALARM SERVICE CALL KUHN R	157.60	04201600 52244	MAINTENANCE & REPAIR	29388	
	<u>157.60</u>				
COMED					
SERV FROM 11/17 THRU 12/21	4,291.60	06320000 52248	ELECTRICITY	5853045025-DEC	
SERV FROM 11/18 THRU 12/22	114.05	06320000 52248	ELECTRICITY	3153036011-DEC	
SERV FROM 12/10/09 THRU 01/13/10	36.78	06320000 52248	ELECTRICITY	1083101009-DEC	
SERV FROM 12/21 THRU 01/22	322.33	06320000 52248	ELECTRICITY	6213120002-JAN	
SERV FROM 12/21 THRU 01/22	645.29	04101500 52248	ELECTRICITY	2496057000-JAN	
SERV FROM 12/21 THRU 01/23	14.62	01670600 52248	ELECTRICITY	0803155026-JAN	
SERV FROM 12/21 THRU 01/23	14.62	01670600 52248	ELECTRICITY	1865134015-JAN	
SERV FROM 12/21 THRU 01/25	14.62	01670600 52248	ELECTRICITY	4483019016-JAN	
SERV FROM 12/21 THRU 1/22	50.15	04201600 52248	ELECTRICITY	2514004009-JAN	
SERV FROM 12/21 THRU 1/22	86.27	01670600 52248	ELECTRICITY	6337409002-JAN	
SERV FROM 12/22 THRU 01/23	101.15	06320000 52248	ELECTRICITY	0030086009-JAN	
SERV FROM 12/22 THRU 01/23	124.28	06320000 52248	ELECTRICITY	6597112015-JAN	

<u>VENDOR NAME</u>	<u>AMOUNT</u>	<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>INVOICE</u>	<u>PO NUMBER</u>
SERV FROM 12/22 THRU 01/23	133.54	06320000 52248	ELECTRICITY	1353117013-JAN	
SERV FROM 12/22 THRU 01/25	16.83	06320000 52248	ELECTRICITY	7219135017-JAN	
SERV FROM 12/22 THRU 01/25	99.14	06320000 52248	ELECTRICITY	6675448009-JAN	
SERV FROM 12/22- 01/23	29.83	01662300 52298	ATLE SERVICE FEE	4202129060-JAN	
	<u>6,095.10</u>				
CUSTOM SERVICE HEAT COOL INC					
PWC -HVAC REPAIR EAST SYSTEM	479.88	01670400 52244	MAINTENANCE & REPAIR	12/31/09	
PWC-HUB HVAC REPAIR	374.88	01670400 52244	MAINTENANCE & REPAIR	12/21/09	
REPAIR TO HVAC -PUBLIC WORKS	621.75	01670400 52244	MAINTENANCE & REPAIR	01/26/10	
REPAIRS TO HVAC AT PUBLIC WOR	352.62	01670400 52244	MAINTENANCE & REPAIR	01/27/10	
REPAIRS TO HVAC PUBLIC WORKS	571.62	01670400 52244	MAINTENANCE & REPAIR	01/22/10	
	<u>2,400.75</u>				
DAVID G BAKER					
VLG BOARD MTG TELECAST 01/19/10	100.00	01650100 52253	CONSULTANT	011910	
	<u>100.00</u>				
DELL MARKETING LP					
LEASE AGR 02/02/10 THRU 02/01/11	21,049.90	01652800 54422	INSTALLMNT CAPITAL ACQUISIT	72544616	
	<u>21,049.90</u>				
DUPAGE COUNTY MAJOR CRIMES TASK FORCE					
2010 DUES FOR MCTF	500.00	01662400 53330	INVESTIGATION FUND	2010 ANNL DUES	
	<u>500.00</u>				
EMPHASYS					
ANNL DESKTOP SUPPORT 03/01/10-10/31/10	1,491.00	01610100 52255	SOFTWARE MAINTENANCE	05212	
ANNL DESKTOP SUPPORT 03/01/10-10/31/10	7,453.00	01 13010	PRE-PAID ITEMS	05212	
	<u>8,944.00</u>				
ENGINEERING RESOURCE ASSOCIATES INC					
PHASE III CONSTRUCTION ADM FOF	260.01	11740000 55486	ROADWAY CAPITAL IMPROVEME	290802.04	20100067
	<u>260.01</u>				
EXELON ENERGY INC					
SERV FROM 12/11/09 THRU 01/12/2010	442.27	04101500 52248	ELECTRICITY	100431100030	
	<u>442.27</u>				
FEDEX					
INV SUMMARY JAN 13 2010	17.77	01650100 52229	POSTAGE	9-464-44575	
	<u>17.77</u>				
HEALTH SMART INC					

<u>VENDOR NAME</u>	<u>AMOUNT</u>	<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>INVOICE</u>	<u>PO NUMBER</u>
FLEX ADMIN - DECEMBER 2009	221.85	0160000 52273	EMPLOYEE SERVICES	F1209129	
	<u>221.85</u>				
IIRTGC					
2010 MEMBERSHIP DUES FOR MIND.	40.00	01662500 52234	DUES & SUBSCRIPTIONS	MINDI THOMAS	
	<u>40.00</u>				
ILLINI POWER PRODUCTS					
REPAIRS TO EMERGENCY GENERA	5,622.36	04101100 52244	MAINTENANCE & REPAIR	109937	20100092
	<u>5,622.36</u>				
ILLINOIS SECRETARY OF STATE					
LUCAS, SAILER, COOPER, INCROCC	10.00	01660100 52234	DUES & SUBSCRIPTIONS	4 NOTARY COMM'S	
LUCAS, SAILER, COOPER, INCROCC	30.00	01662700 52234	DUES & SUBSCRIPTIONS	4 NOTARY COMM'S	
	<u>40.00</u>				
ILLINOIS TACTICAL OFFICERS ASSN					
MEMB DUES 2010 KURT SCHNEIDEF	40.00	01664700 52234	DUES & SUBSCRIPTIONS	SCHNEIDER	
	<u>40.00</u>				
ITRON INC					
MAINTENANCE AGR FOR HARDWAR	465.15	04103100 52221	UTILITY BILL PROCESSING	127052	5
MAINTENANCE AGR FOR HARDWAR	465.15	04203100 52221	UTILITY BILL PROCESSING	127052	5
	<u>930.30</u>				
JENNER TRUCKING					
SNOW PLOWING FY 09/10	1,597.00	01670200 52266	SNOW REMOVAL	166	20100087
SNOW PLOWING FY 09/10	2,101.50	01670200 52266	SNOW REMOVAL	167	20100087
	<u>3,698.50</u>				
JOHN L FIOTI					
ATLE ADJUDICATION FOR JAN 13TH	218.75	01662300 52310	ATLE LEGAL ADJUDICATION	CS14	
	<u>218.75</u>				
KANE COUNTY CHIEFS OF POLICE ASSN					
REGIS FOR K GEORGE AND A LARSI	990.00	01 13010	PRE-PAID ITEMS	MAY 10-12 2010	
	<u>990.00</u>				
KATHLEEN POWELL MSW LCSW BCD					
CLINICAL CONSULTATION 1/12/10	170.00	01662500 52223	TRAINING	01/12/10	
	<u>170.00</u>				
LAW ENFORCEMENT LEGAL REVIEW					
2010 ANNUAL DUES- KATHY STELM/	98.00	01660100 52234	DUES & SUBSCRIPTIONS	2010 ANNUL DUES	

<u>VENDOR NAME</u>	<u>AMOUNT</u>	<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>INVOICE</u>	<u>PO NUMBER</u>
	<u>98.00</u>				
LEAGUE OF ILLINOIS BICYCLISTS					
INTRODUCTION TO BICYCLE PLANN	25.00	01620100 52223	TRAINING	SEMINAR	
	<u>25.00</u>				
MICROSYSTEMS INC					
MICROFILM STORAGE 2010	135.00	01620100 52232	RECORDS STORAGE	I000061304	
STORAGE FROM JAN 1 2010-DEC 31	164.64	01643700 52232	RECORDS STORAGE	I000061303	
	<u>299.64</u>				
MIDCO					
PHONE REPAIR ON 10/30/09	45.00	01680000 52244	MAINTENANCE & REPAIR	229170	
	<u>45.00</u>				
NEXTEL COMMUNICATIONS					
MONTHLY SERV FOR NOV 24- DEC 2	10.12	01622300 52230	TELEPHONE	760300514-095	
MONTHLY SERV FOR NOV 24- DEC 2	20.23	01623100 52230	TELEPHONE	760300514-095	
MONTHLY SERV FOR NOV 24- DEC 2	22.55	01642100 52230	TELEPHONE	760300514-095	
MONTHLY SERV FOR NOV 24- DEC 2	22.55	01643700 52230	TELEPHONE	760300514-095	
MONTHLY SERV FOR NOV 24- DEC 2	37.09	01621900 52230	TELEPHONE	760300514-095	
MONTHLY SERV FOR NOV 24- DEC 2	45.66	01680000 52230	TELEPHONE	760300514-095	
MONTHLY SERV FOR NOV 24- DEC 2	47.21	01621300 52230	TELEPHONE	760300514-095	
MONTHLY SERV FOR NOV 24- DEC 2	53.10	01662500 52230	TELEPHONE	760300514-095	
MONTHLY SERV FOR NOV 24- DEC 2	56.29	01610100 52230	TELEPHONE	760300514-095	
MONTHLY SERV FOR NOV 24- DEC 2	62.54	01600000 52230	TELEPHONE	760300514-095	
MONTHLY SERV FOR NOV 24- DEC 2	62.54	01640100 52230	TELEPHONE	760300514-095	
MONTHLY SERV FOR NOV 24- DEC 2	74.18	01622200 52230	TELEPHONE	760300514-095	
MONTHLY SERV FOR NOV 24- DEC 2	90.43	01662700 52230	TELEPHONE	760300514-095	
MONTHLY SERV FOR NOV 24- DEC 2	92.03	01662300 52230	TELEPHONE	760300514-095	
MONTHLY SERV FOR NOV 24- DEC 2	124.03	01652800 52230	TELEPHONE	760300514-095	
MONTHLY SERV FOR NOV 24- DEC 2	148.36	01620100 52230	TELEPHONE	760300514-095	
MONTHLY SERV FOR NOV 24- DEC 2	174.35	01662400 52230	TELEPHONE	760300514-095	
MONTHLY SERV FOR NOV 24- DEC 2	175.57	01650100 52230	TELEPHONE	760300514-095	
MONTHLY SERV FOR NOV 24- DEC 2	181.85	01664700 52230	TELEPHONE	760300514-095	
MONTHLY SERV FOR NOV 24- DEC 2	185.20	04201600 52230	TELEPHONE	760300514-095	
MONTHLY SERV FOR NOV 24- DEC 2	188.07	01670100 52230	TELEPHONE	760300514-095	
MONTHLY SERV FOR NOV 24- DEC 2	321.11	01660100 52230	TELEPHONE	760300514-095	
	<u>2,195.06</u>				
NICOR GAS					
SERV FROM 12/08/09 THRU 01/08/10	146.28	04201600 52277	HEATING GAS	13-81-12-1000-7 DEC	
SERV FROM 12/08/09-01/08/10	3,502.52	01670600 52277	HEATING GAS	1771121000 9 DEC	

<u>VENDOR NAME</u>	<u>AMOUNT</u>	<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>INVOICE</u>	<u>PO NUMBER</u>
	<u>3,648.80</u>				
NOTARIES ASSOCIATION OF ILL INC					
LUCAS & INCOCCI (NEW) COOPER &	38.00	01660100 52234	DUES & SUBSCRIPTIONS	2 NEW & 2 RNWLS	
LUCAS & INCOCCI (NEW) COOPER &	114.00	01662700 52234	DUES & SUBSCRIPTIONS	2 NEW & 2 RNWLS	
	<u>152.00</u>				
OHIO CALIBRATION LABORATORIES					
LASER REPAIR SERIAL #UX015023	196.00	01662700 53317	OPERATING SUPPLIES	7792	
	<u>196.00</u>				
OLIVE GROVE LANDSCAPING INC					
SNOW PLOWING	4,455.00	01670200 52266	SNOW REMOVAL	11045	20100089
	<u>4,455.00</u>				
OMI					
WRC OPERATIONS	132,588.92	04101100 52262	OMI CONTRACT	47794	20100045
	<u>132,588.92</u>				
TIMOTHY W. SHARPE					
COMPLETION OF MAY 1 2009 ACTUA	1,900.00	01610100 52254	ACTUARIAL	OCT/09-JAN/10	
	<u>1,900.00</u>				
TRANSYSTEMS CORPORATION					
ENGINEERING SERVICES -KUHN RD	1,737.24	11740000 55486	ROADWAY CAPITAL IMPROVEME	17(1788769)	20100025
	<u>1,737.24</u>				
VILLAGE OF GLENDALE HEIGHTS					
2010 GUN RANGE FEES	2,000.00	01662700 52239	RANGE	6886	
	<u>2,000.00</u>				
WORLD FUEL SERVICES					
FUEL, GAS AND DIESEL PURCHASES	3,974.10	01696200 53356	GAS PURCHASED	275345	20100076
	<u>3,974.10</u>				
	<u><u>270,241.29</u></u>				

The preceding list of bills payable totaling \$270,241.29 was reviewed and approved for payment.

Approved by:



Joseph E Breinig - Village Manager

Date: 1/29/10

Authorized by:

Frank Saverino Sr. - Mayor

Beth Melody - Village Clerk

Date: _____

AGENDA ITEM

K-2 2-1-10

ADDENDUM WARRANTS Jan 20, 2010 to Feb 1, 2010

Fund	Check #	Vendor	Description	Amount
General	A C H	Charter One Bank	Payroll Jan 11, 2010 to Jan 24, 2010	511,124.26
Water & Sewer	A C H	Charter One Bank	Payroll Jan 11, 2010 to Jan 24, 2010	37,875.86
General	A C H	Ill Funds	Dupage Water Commission - December 2009	<u>167,183.16</u>
				<u>716,183.28</u>

Approved this _____ day of _____, 2010

By: _____
Frank Saverino Sr - Mayor

Beth Melody, Village Clerk