

Village of Carol Stream

BOARD MEETING

AGENDA

FEBRUARY 4, 2008

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

A. ROLL CALL AND PLEDGE OF ALLEGIANCE:

B. MINUTES:

1. Approval of the Minutes of the January 22, 2008 Meeting.

C. AUDIENCE PARTICIPATION & PUBLIC HEARINGS:

1. Resolution No. 2320 Recognizing the Carol Stream Panther 80 Lb. Gold Football Team.
2. Proclamation: March 2 – March 8 Local Government 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:

G. STAFF REPORTS & RECOMMENDATIONS:

1. Design/Build Contract for Chlorination Systems Modification.
Staff recommends the Award of the Design/Build Contract for Chlorination Systems Modifications to OMI in the Amount of \$151,788.
2. Budget Transfers for MFT Road Salt Account and Contractual Snowplowing Account.
Staff recommends a Budget Transfer to the MFT Road Salt Account and to the Contractual Snowplowing Account of \$50,000 each Due to Increased Winter Demands.
3. Fair Oaks Road Reconstruction Project – Final Payment, Change Order No. 6 and Acceptance.
Final payment of \$43,634.24 and approval of Change Order No. 6, reducing the contract by \$85,159.22 is recommended.

Village of Carol Stream

BOARD MEETING

AGENDA

FEBRUARY 4, 2008

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

4. 2006 Flexible Pavement Project – Final Payment, Change Order No. 2 and Acceptance.
Final Payment of \$32,372.36 and approval of Change Order No. 2, increasing the contract by \$55,781.10 is recommended.
5. Award of Consultant Contract to Perform a Management Study of the Village's Development Services.
Staff recommends award of contract to Virchow Krause in the amount of \$52,525.00 plus direct costs.
6. Award of Bid – Janitorial Services for the Gregory J. Bielawski Municipal Center and the Public Works Center.
Award of contract for cleaning services for municipal services.

H. ORDINANCES:

1. Ordinance No. _____, Amending Section 9-1-7 of the Municipal Code Pertaining to Recycling Container Regulations.
Staff recommends approval of an ordinance to facilitate enforcement of the Village's health regulations with respect to recycling containers.

I. RESOLUTIONS:

1. Resolution No. _____, MFT Construction Resolution – 2008 Flexible Pavement Project.
A construction resolution is required by the Illinois Department of Transportation allocating \$1,925,800.90 in Motor Fuel Tax funds for the 2008 Flexible Pavement Project.

J. NEW BUSINESS:

1. Local Agency Agreement for Federal Participation – Kuhn Road Bike Path.
An agreement needs to be executed between the Village and IDOT to provide \$173,000 in FHWA funding and \$66,934 in Village funding for the referenced project.

K. PAYMENT OF BILLS:

1. Regular Bills:

Village of Carol Stream

BOARD MEETING

AGENDA

FEBRUARY 4, 2008

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

2. Addendum Warrant:

L. REPORT OF OFFICERS:

1. Mayor:

2. Trustees:

3. Clerk:

M. EXECUTIVE SESSION:

1. Employment of a Specific Employee.

N. ADJOURNMENT:

LAST ORDINANCE: 2008-01-01

LAST RESOLUTION: 2319

NEXT ORDINANCE: 2008-02-02

NEXT RESOLUTION: 2320

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

January 22, 2008

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

Present: Mayor Frank Saverino, Trustees Michael Drager, Donald Weiss, Greg Schwarze, Matt McCarthy, Rick Gieser. Trustee Pam Fenner arrived at 8:07 pm .

Absent: None

Also Present: Village Manager Joseph Breinig, Assistant Village Manager Robert Mellor, Attorney Stewart Diamond, Village Clerk Beth Melody and Deputy Village Clerk Wynne Progar

Pack 196, Den 2 and Den 8, Webelos from Western Trail School presented the Colors and led those in attendance in the Pledge of Allegiance.

MINUTES:

Trustee McCarthy moved and Trustee Schwarze made the second to approve the Minutes of the Meeting of December 17, 2007 as presented. The results of the roll call vote were:

Ayes:	5	Trustees Drager, Weiss, Schwarze, McCarthy and Gieser
Nays:	0	
Absent:	1	Trustee Fenner

AUDIENCE PARTICIPATION AND PUBLIC HEARINGS:

Presentation by Carol Stream Chamber of Commerce to Christmas Sharing:

LuAnn Triolo of the Carol Stream Chamber of Commerce presented a Check for the 2008 Christmas Sharing fund in the amount of \$600.00. Mindi Thomas, Supervisor of the Social Services Unit of the Police Department accepted the donation with many thanks. Police Chief Willing noted that the Christmas Sharing Program for 2007 served 230 families with about 504 children. He stated that more than 500 tons of food were distributed along with each family receiving a \$25 gift card. There were more than 1200 toys donated, Joe and Paul Cotton distributed over \$600 worth of books and stuffed animals and the Youth Council filled over 200 stockings with small toys and treats.

Presentation of the 2008 APWA Suburban Branch Project of the Year Award – Fair Oaks Road Construction Project:

Earth Tech presented the Mayor with the APWA Project of the Year Award for the Fair Oaks Road Reconstruction Project. It was noted that Andrea Hoyt of the DuPage County Forest Preserve was a great help with the land transfers for this project. Mr. Breinig commented that this was an excellent example of co-operation between governmental entities in order to complete a project that was a win/win for everyone involved. Mayor Saverino also thanked the engineering staff for their work on this project and stated that he hopes that there can be this type of co-operation with the Township so that the rest of Fair Oaks Road can be reconstructed and that the bike trail can then be planned and completed so that residents can ride, walk, or run from Fair Oaks Road to the Great Western Trail safely.

CONSENT AGENDA:

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

Ayes: 6 Trustees Drager, Weiss, Schwarze, McCarthy, Gieser & Fenner
 Nays: 0

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

Ayes: 6 Trustees Drager, Weiss, Schwarze, McCarthy, Gieser & Fenner
 Nays: 0

1. no action required: Text Amendment-Zoning & Subdivision Codes
2. Ord. 2008-01-01: Amend Final PUD Plan-(476-496 W. ATR)
3. Res. 2317: Final Plat of Subdivision – Integrity 600 E. North Avenue
4. Award of contract: Carnival Amusement Services – 2008 4-day event
5. Res. 2315: Endorse Metropolitan Mayors Caucus' Greenest Region Compact
6. Res. 2316: Declare surplus property – seized vehicles on E-Bay
7. Res. 2318: Adopt statements of goals, direction & guidance- Village government decisions
8. Res. 2319: Authorize Mayor to execute purchase agree. for electric service
9. Approved: request/waive fee/ Mgrs.bond Raffle Lic. – C S School PTA
10. Approved: request/waive fee/Mgr. bond Raffle Lic. CS travel softball – baseball association- drawing to be held at Rocco Vino's Restaurant
11. Regular Bills —01/04/08 & 01/18/08
 Addendum Warrant -12/18/07 – 01/07/08 & 01/08/08 – 01/22/08
12. Treasurer's Report Month ending 12/31/2007

COMMENTS:

Trustee Schwarze commented that the Greenest Region Compact is a pro-active step in being a leader for environmental causes. There about 273 municipalities that are involved and will be focused on tangible things that can be done such as switching from incandescent light bulbs to the compact florescent bulbs. It will focus on trying to decrease the amount of electronic waste that is collected by curbside pick-up and initiate a plan for recycling electronics. Water conservation practices will be another focus. Trustee Schwarze gave the savings statistics for the CFLs, noting that there could be a savings of up to \$65 per year in energy costs and noted the several things that the Village is already doing to be conservative in many fields.

Resident Suzanne Hlotke said that she uses the CFL bulbs throughout her house, but stated that by residents saving \$65 annually per household it also reduces the amount of utility tax received by the Village. She asked how the Village will make up that short fall. Mayor Saverino said that the money saved by residents will allow them to put it back into the economy by Shopping Carol Stream.

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

Ayes:	6	Trustees Drager, Weiss, Schwarze, McCarthy, Gieser & Fenner
Nays:	0	

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

Ord. 2008-01-01: Amend Final PUD Plan-(476-496 W. ATR)

At their meeting on January 11, 2008, the Combined Plan Commission/Zoning Board of Appeals recommended approval of a Final PUD Plan Amendment in accordance with staff recommendations. The Board concurred with the recommendation and adopted Ordinance 2008-01-01, AN ORDINANCE APPROVING AN AMENDMENT TO A FINAL PLANNED UNIT DEVELOPMENT PLAN – (476-496 W. ARMY TRAIL ROAD).

Res. 2317: Final Plat of Subdivision – Integrity 600 E. North Avenue

At their meeting on February 26, 2007, the Combined Plan Commission/Zoning Board of Appeals recommended approval of a Final Plat of Subdivision in accordance with Staff recommendations. The Board concurred with the recommendation and adopted Resolution 2317, A RESOLUTION APPROVING A FINAL PLAT OF SUBDIVISION – (INTEGRITY – CAROL STREAM SHOPS – 600 E. NORTH AVENUE).

Award of contract: Carnival Amusement Services – 2008 4-day event:

The Board approved a contract with Alpine Amusement Co. for the 2008 4-day event at the Town Center June 5 -8, 2008.

Res. 2315: Endorse Metropolitan Mayors Caucus' Greenest Region Compact:

The Board adopted Resolution 2315, A RESOLUTION ENDORSING THE METROPOLITAN MAYOR CAUCUS' GREENEST REGION COMPACT.

Res. 2316: Declare surplus property – seized vehicles on E-Bay:

The Board adopted Resolution 2316, A RESOLUTION DECLARING SURPLUS PROPERTY OWNED BY THE VILLAGE OF CAROL STREAM – SEIZED VEHICLES)

Res. 2318: Adopt statements of goals, direction & guidance- Village government decisions:

The Board adopted Resolution 2318, A RESOLUTION ADOPTING STATEMENTS OF GOALS, DIRECTION AND GUIDANCE FOR VILLAGE GOVERNMENT DECISIONS.

Res. 2319: Authorize Mayor to execute purchase agree. for electric service:

The Board adopted Resolution 2319, A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT FOR THE PURCHASE OF ELECTRIC UTILITY SERVICE.

Regular Bills --01/04/08 & 01/18/08:

The Board approved the payment of the Regular Bills in the amount of \$438,728.79 dated 01/04/08.

The Board approved the payment of the Regular Bills in the amount of \$907,311.40 dated 01/18/08.

Addendum Warrant -12/18/07 – 01/07/08 & 01/08/08 – 01/22/08:

The Board approved the payment of the Addendum Warrant of Bills in the amount of \$1,173,196.68 dated 12/18/07 thru 01/07/08.

The Board approved the payment of the Addendum Warrant of Bills in the amount of \$756,836.90 dated 01/08/08 thru 01/22/08.

Treasurer's Report Month ending 12/31/2007:

The Board received the Treasurer's report for month ending December 31, 2007.

REPORT OF OFFICERS:

Trustee Weiss commented that our Mayor and the Mayor of West Chicago have met with the District 25 Board to discuss more co-operative and intergovernmental ideas and noted that co-operative efforts benefit everyone.

Trustee Schwarze asked everyone to please shop Carol Stream.

Trustee Gieser said that on February 20th Chicago Tribune journalist Rick Kogan will be doing a literary presentation on his new book, Sidewalks which is about both Chicago and the suburbs. Trustee Gieser said that there has been discussion about having a contest for designing a Village Christmas card.

Trustee Drager commented that he enjoyed the Martin Luther King celebration last night. He thanked the Public Works department on the good job handling the snowfall. He reminded everyone about the Primary on February 5th and noted that Pam Fenner is running for a County Board seat and that she is very qualified for the job. He added "Pray for our troops".

Trustee McCarthy wished everyone Happy New Year. Wheaton Christian Center and Community Outreach did a great job with the MLK celebration last night. He congratulated Trustee Fenner on the endorsement by the Chicago Tribune.

Trustee Fenner apologized for being late and commented that Carol Stream will always be her home.

Mr. Breinig polled the Board to see if there is interest in having a budget workshop prior to the next Board meeting, February 4th at 6 PM, this would also include an over view of the water and sewer fund in light of increase by the DuPage Water Commission and the possibility of issuing debt in the future. It was determined that Trustees Weiss and Fenner will not be able to attend, but that slides of the power point program will be available.

Mayor Saverino commented that everyone has been busy with the campaigns of the candidates in the February 5th primary. He also commended the MLK celebration last night. Mayor Saverino stated that he thinks the CFL bulbs are a good idea. He said that staff is studying alternatives for dealing with residents that leave their recycling bins in the front of their homes. He urged everyone watching to get the garbage cans put away after the pickup. In regard to the Smoke Free Illinois, there have been a few minor problems, and he reminded business owners that while the fine for the smoker is only \$25, the fine for the owner could be as much as \$2500. Mayor Saverino urged everyone to follow the law and also to wear seatbelts. Mayor Saverino acknowledged the great job done by Public Works in clearing the streets.

Mayor Saverino asked for a motion to move to Executive Session to discuss the Employment of a Specific Employee and to adjourn directly from that session without taking any further action. At 8:50 PM, Trustee Fenner made the motion and Trustee McCarthy made the second.

The results of the roll call vote were:

Ayes:	6	Trustees Drager, Weiss, Schwarze, McCarthy, Gieser & Fenner
Nays:	0	

FOR THE BOARD OF TRUSTEES

C-1 2-4-08

RESOLUTION NO. 2320

**A RESOLUTION RECOGNIZING THE
CAROL STREAM PANTHER 80 LB. GOLD FOOTBALL TEAM**

WHEREAS, Under the leadership of Mike Pauletti and his talented group of coaches Michael Milan, Tim Winkelman, Vince Gratzke, Nick Sperlazzo and lastly Phil Perez, the 80lb. Carol Stream Panther Football Team started preparing for what would soon become their undefeated 2007 championship season; and

WHEREAS, the Panthers kicked off the season against the Lombard Falcons securing the win with a 2 touchdown effort and a final score of 13 -0; and

WHEREAS, on September 9, 2007, the Panthers took the field against the Glendale Heights Spartans which proved to be a convincing win for the Panthers closing the game at 33-0; and

WHEREAS, on October 27, 2007, the dedication by the Panther staff and players once again paid off as they battled against the Wheaton Rams Blue team in the first round of the playoffs winning the game by a score of 6-0; and

WHEREAS, on November 3, 2007, the 80 lb. Panthers sealed their season's goal to go to the Super Bowl with a win over the visiting South Elgin Patriots Red 23-0 at Armstrong Park; and

WHEREAS, on November 11, 2007 the Panthers rose to the challenge and again earned a win against a very talented and undefeated Bartlett Raiders team by the score of 14 -0, again not allowing another team to score against them; and

WHEREAS, after an amazing season and post season the Panthers were able to boast they had the Number 1 defense out of 10 teams in the 80 lb. Gold Bill George Youth Football League having never been scored on through-out the season, playoffs and championship game; and

WHEREAS, the boys not only learned football, but a valuable life lesson that hard work produces good results. The team worked hard all season long and the results speak for themselves.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF CAROL STREAM, DUPAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, as follows:

SECTION 1: That the 2007 Carol Stream Panthers 80 lb. Gold Football Team is hereby recognized of an outstanding season.

SECTION 2: This Resolution shall be in full force and effect from and after its passage as provided by law.

PASSED AND APPROVED THIS 4TH DAY OF FEBRUARY 2008.

AYES:

NAYS:

ABSENT:

Frank Saverino, Sr., Mayor

ATTEST:

Beth Melody, Village Clerk

**PROCLAMATION
PROCLAIMING MARCH 2 - MARCH 8, 2008 LOCAL GOVERNMENT WEEK**

WHEREAS, Local government is the branch of the government closest to those it serves; and

WHEREAS, Illinois has more local governments than any other state; 6,700 local governments, an estimated 70,000 elected officials, and 100,000 appointed officials, providing critical services to the citizens of the State of Illinois and our communities; and

WHEREAS, resident citizens often have an incomplete understanding of the functions of local government; and

WHEREAS, municipal services such as the provision of water, sewage treatment, zoning, community development, roadway maintenance and public safety are essential to the functioning of a Village such as Carol Stream; and

WHEREAS, municipal government employs top professionals in the fields of administration, urban planning, civil engineering, law enforcement/criminal justice, financial management and construction-related fields who accept the high calling of public service; and

WHEREAS, Village officials and staff are committed to advance the understanding of the role that local government plays in individual lives and collectively, and appreciate the many services that the various forms of local governments provide their residents; and

WHEREAS, Local Government Week celebrates the valuable role municipal government plays in the lives of the citizens they serve.

NOW, THEREFORE, BE IT PROCLAIMED THAT I, MAYOR FRANK SAVERINO, SR. AND THE VILLAGE BOARD OF THE VILLAGE OF CAROL STREAM, in DuPage County, do hereby proclaim March 2-8, 2008, as "Local Government Week" in Carol Stream.

PASSED AND APPROVED THIS 4th DAY OF FEBRUARY, 2008.

Frank Saverino, Sr., Mayor


Attest:

Beth Melody, Village Clerk

G-1 2-4-08

Village of Carol Stream
Interdepartmental Memo

TO: Joe Breinig, Village Manager

FROM: John A. Turner, Director of Public Works 

DATE: January 29, 2008

RE: Staff Recommends the Award of the Design/Build Contract for Chlorination Systems Modifications to OMI in the Amount of \$151, 788

Since 1972, the Carol Stream WRC has used gas chlorination to disinfect the wastewater treated at the WRC prior to discharge. Recently OMI has suggested a conversion of the gas chlorine system to a liquid hypochloride solution. The main reason for considering the conversion are: the dangers that gas chlorine presents to the operators and to the neighbors of the WRC and operating problems that OMI has experienced in the gaseous chlorination system. A hypochloride solution is safer and easier to handle and additionally is expected to provide more reliability in the disinfection process, therefore eliminating possible chlorination violations of the discharge permit.

Chlorination is required by the NPDES April through October. OMI has developed the attached proposal. We would like to begin the conversion as quickly as possible, therefore minimizing the inconvenience to the WRC during the chlorination season, which begins April 1st. OMI, through its parent company, CH2MHill, would provide the design and installation of the hypochloride system on a time and material basis, not to exceed \$151,788. OMI and CH2MHill have developed two alternatives for the system, using the existing building would be the most cost effective solution, as compared to building a separate facility to house the new equipment.

After reviewing their proposal and the alternative considered, I concur that installing the new equipment in the existing chlorination room is the most cost effective manner in which to proceed. It is, therefore, recommended that the proposal from OMI be accepted and that a contract outside of their current operating contract be approved on a cost and material basis, not to exceed the \$151,788 without further Board authorization. Funding for the chlorination modification would come from Water & Sewer Fund reserves.

JAT:lm



CH2M HILL OMI
245 Kuhn Road
Carol Stream, IL 60188
Tel 630.653.5499
Fax 630.653.5781

18 January 2008

Mr. Al Turner, Director of Public Works
Village of Carol Stream
124 Gerzevske Lane
Carol Stream, IL 60188

Subject: Bleach disinfection conversion proposal

Dear Mr. Turner:

For the second phase of the disinfection upgrade project, CH2M HILL OMI proposes to design and install a sodium hypochlorite (chlorination) feed system and a sodium bisulfate (dechlorination) feed system. This would eliminate the current gaseous chlorination system which has been identified as a community safety hazard, and has not been able to reliably meet state and federal disinfection requirements for the treated wastewater.

The project will require that the existing gaseous feed systems be demolished and removed, and new liquid chemical storage tanks be installed in their place within the existing chlorine ton-cylinder room. Temporary disinfection facilities may be required since the current discharge permit requires disinfection to be applied as of April 1. In order to minimize the need for temporary disinfection this project will require a fast track approach to complete it on time. OMI has completed similar disinfection conversions and upgrades for several other plants in the region in the past few years. Phase 1 of this project is already underway, with the installation of instrumentation to control the new system. We are confident that the project can be completed with prompt approval of this proposal. With your consent, CH2M HILL OMI will provide the following out-of-scope services/materials:

What is being provided:	Demolition of the existing gaseous chlorination and dechlorination equipment; purchase and installation of sodium hypochlorite feed equipment (tanks, pumps, piping, spill containment, appurtenances); purchase and installation of sodium bisulfate feed equipment (pumps, piping, appurtenances, fork lift for tote transfer); electrical and controls; IEPA submittals.
When it is being provided:	Project to begin upon written approval from the Village of Carol Stream, and will require approximately four (4) months to complete.
Estimate of costs:	\$151,788. The attached cost estimate shows the labor and equipment costs.
Payment terms:	Pursuant to Article 5.2 of the Agreement dated September 1, 2005 between CH2M HILL OMI and the Village of Carol Stream.

All other terms and conditions of the Agreement dated September 2005 between OMI and the Village of Carol Stream remain in full force and effect.

If these terms are agreeable to you, please sign both copies of this letter. We will return one fully executed original for your files.

CH2M HILL OMI appreciates the opportunity to provide these additional services to the Village.

Sincerely,

Michael Burnett
Project Manager

Attachment A - Preliminary Cost Estimate

Both parties indicate their approval of the above described services by their signature below.

Authorized CH2MHILL OMI:

Authorized Client Name:

Roger Quayle
Executive Vice President

Al Turner, PE
Public Works Director

Date: _____

Date: _____



CH2MHILL
OMI

CH2M HILL OMI
245 Kuhn Road
Carol Stream, IL 60188
Tel 630.653.5499
Fax 630.653.5781

January 29, 2008

Mr. John A. Turner
Director of Public Works
Village of Carol Stream
124 Gerzevske Lane
Carol Stream, IL. 60188

RE: Carol Stream Disinfection Proposal

Dear Mr. Turner,

The following presents a cost analysis for the conversion of chlorine and sulfur dioxide gas to liquid sodium hypochlorite and sodium bisulfate. The analysis includes an option to store sodium hypochlorite and sodium bisulfate in the existing chemical storage room. A second alternative was prepared to determine the cost of constructing a stand alone new chemical building. It is recommended that the existing chemical rooms be used based upon the significant cost savings in excess of \$200,000.

The proposal includes the following:

1. Sodium hypochlorite will be stored in two 2,500 gallon tanks in order to receive bulk deliver of 4,500 gallons and have adequate storage prior to delivery (7-days at average day design flow of 6.5 MGD).
2. A sodium hypochlorite transfer pump and day tank will be provided. The day tank will be elevated 4- feet above the floor to provide positive suction head to the pumps.
3. Sodium bisulfate will be delivered in 330 gallon totes or 55 gallon drums which will be transferred by the operator into two double wall storage tanks elevated 4 feet above the floor to provide positive suction head to the pumps. The design includes interior day tanks for both chemicals.
4. A fork lift will be provided to unload sodium bisulfate totes or drums.
5. Engineering costs include design, construction management and permitting.

Our estimate for this work is \$151,788.

A cost estimate, layout of the facilities and project schematics are attached.

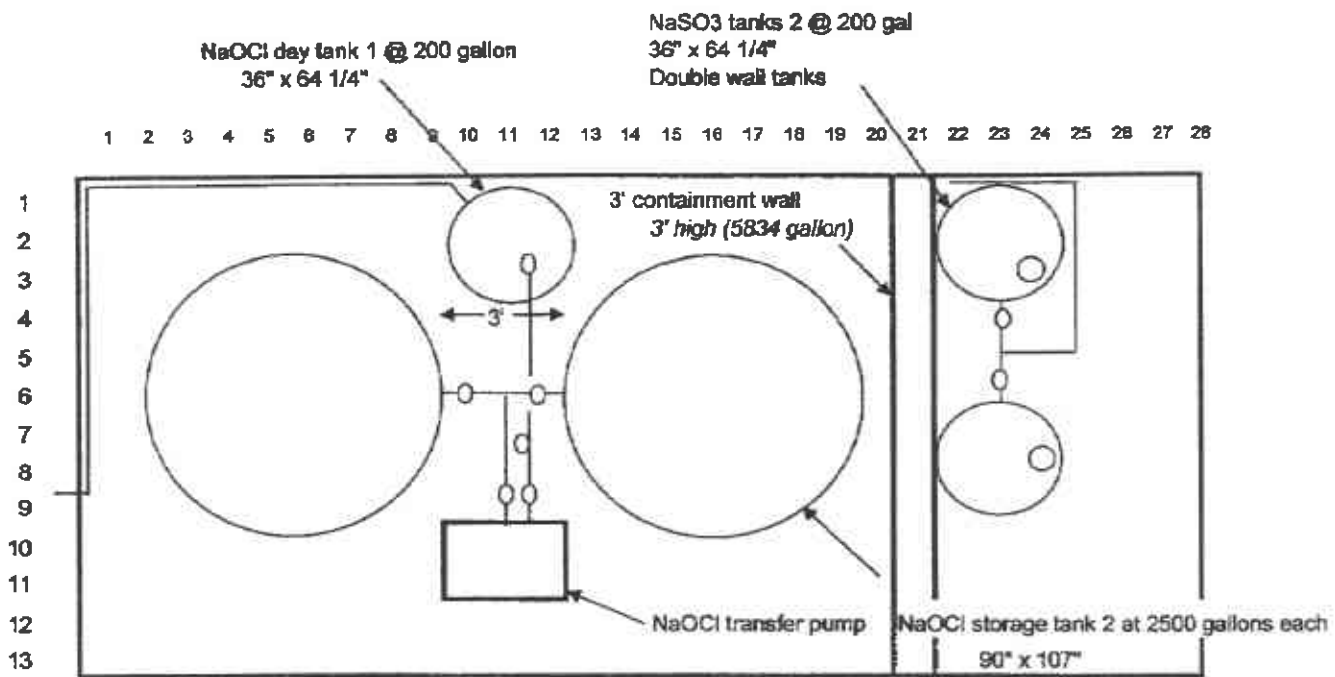
Sincerely,

A handwritten signature in cursive script that reads "Michael Burnett".

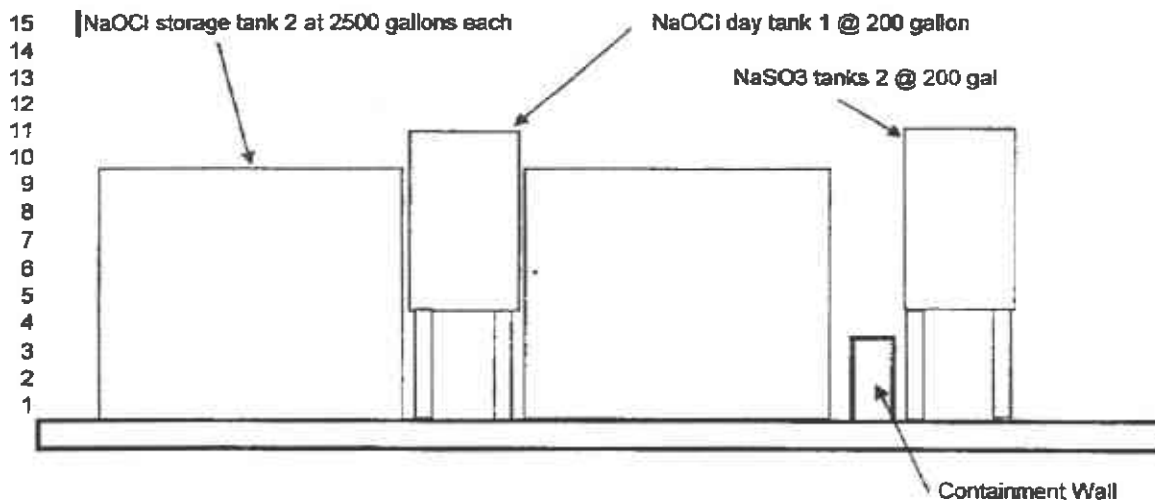
Michael Burnett
Project Manager

Project Cost Estimate

Item	Size	Quantity	Without Building		With Building	
			Unit Cost	Material Cost	Unit Cost	Material Cost
Chlorine Storage						
Tank, gallons	2500	2	\$ 15,000	\$ 30,000.00	\$ 15,000.00	\$ 30,000.00
Containment walls, 3' height		20 LF	\$ 2,000	\$ 2,000.00		
Piping		200	\$ 2.00	\$ 400.00	\$ 2.00	\$ 400.00
Isolation Valves		32	\$ 120.00	\$ 3,840.00	\$ 120.00	\$ 3,840.00
Basket Strainer		2	\$ 125.00	\$ 250.00	\$ 125.00	\$ 250.00
Calibration tube		2	\$ 50	\$ 100.00	\$ 50	\$ 100.00
Pressure Relief		2	\$ 400	\$ 800.00	\$ 400	\$ 800.00
Chlorine Pumping						
Eccentric Pumps SLP/058 Hose Pump	1 to 10 gph	2	\$ 3,950	\$ 7,900.00	\$ 3,950.00	\$ 7,900.00
Sodium Bisulfate Pumping						
Eccentric Pumps SLP/058 Hose Pump	0.1 to 0.3 gph	2	\$ 3,950	\$ 7,900.00	\$ 3,950.00	\$ 7,900.00
Chemical Transfer Pump						
Sodium Hypochlorite	30 gpm	1	\$ 1,100	\$ 1,100.00	\$ 1,100	\$ 1,100.00
Sodium Bisulfate	15 gpm	1	\$ 1,000	\$ 1,000.00	\$ 700	\$ 700.00
Day Tank						
Sodium Hypochlorite	200 gallon	1	\$ 1,000	\$ 1,000.00	\$ 1,000	\$ 1,000.00
Sodium Bisulfate Storage						
Double Wall Tank	200 gallon	2	\$ 1,500	\$ 3,000.00	\$ 750	\$ 1,500.00
Flow Meter						
Sodium hypochlorite	2400 gph	1	\$ 1,000	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Sodium bisulfate	300 gph	1	\$ 5,000	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Fork Lift						
				\$ 17,000.00		\$ 17,000.00
Building @ 450 ft2 (16 x 30)						
		450 .			150	\$ 67,500.00
Total				\$ 82,290.00		\$ 145,990.00
Electrical				\$ 15,000.00		\$ 15,000.00
HVAC						\$ 24,148.50
Contingency, 20%				\$ 19,458.00		\$ 37,027.70
Construction Costs				\$ 116,748.00		\$ 222,166.20
Engineering Design				\$ 35,000.00		\$ 139,726.00
Total				\$ 151,748.00		\$ 361,892.20



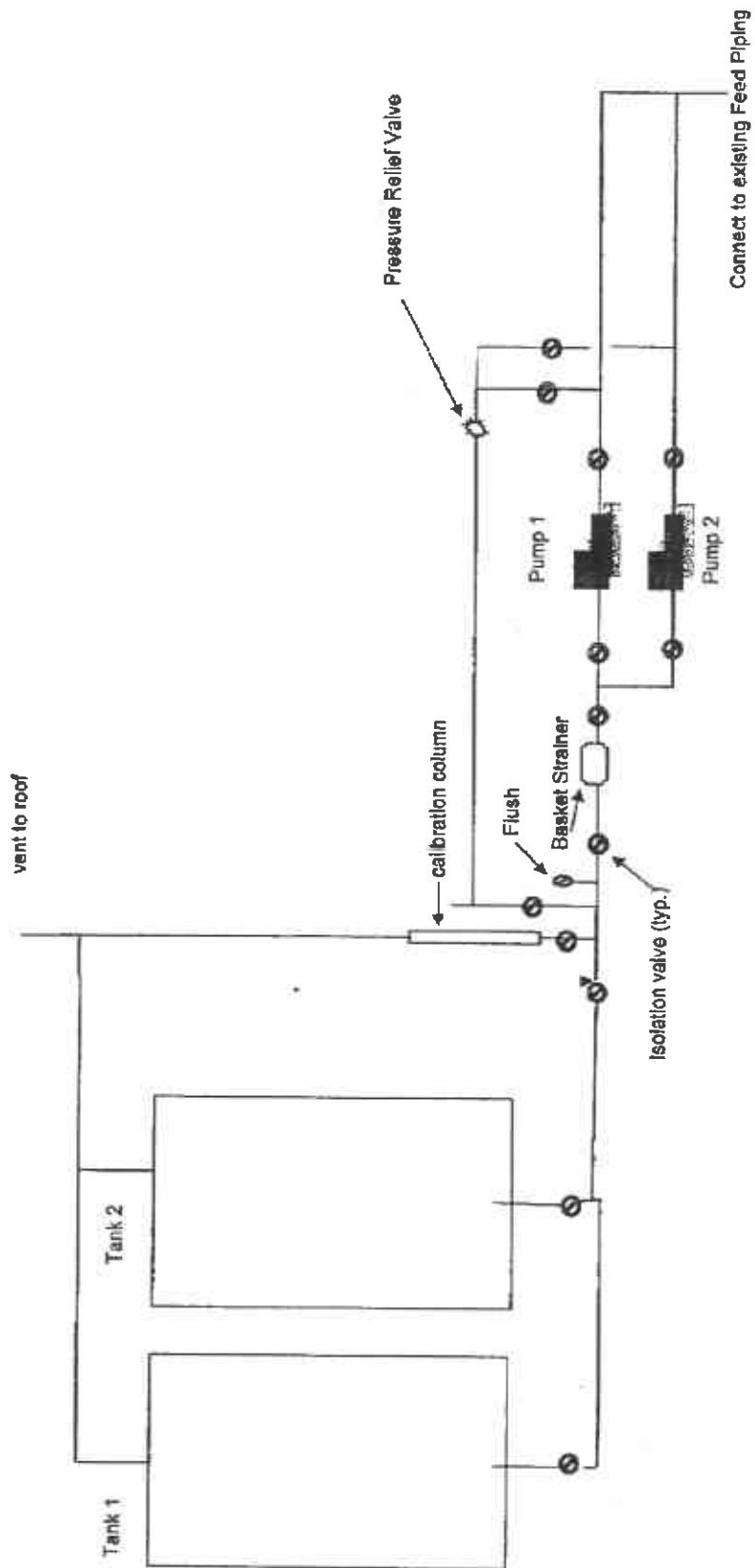
Room Layout



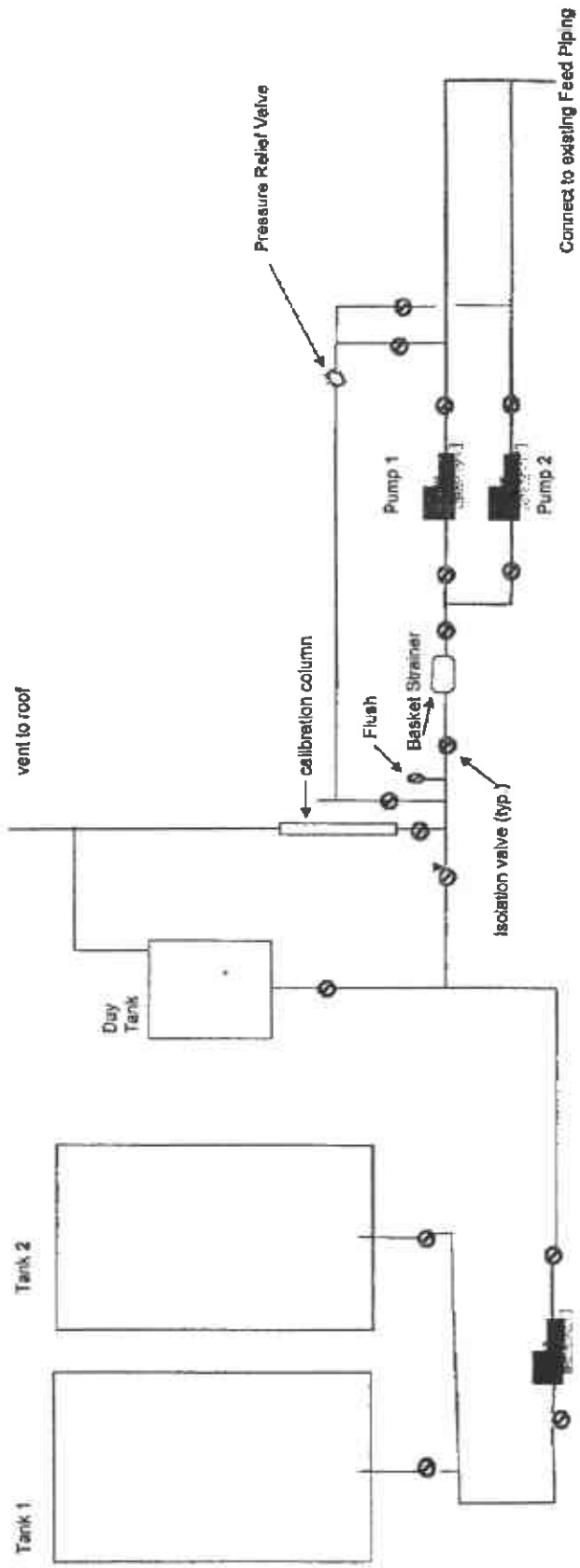
Room Profile

Piping Sizes

- 6" Fill and Vent Piping
- 2" Supply Piping
- 1" Piping at chemical Pumps



Sodium Bisulfate Schematic



Sodium Hypochlorite Schematic

AGENDA ITEM
6-2 2-4-08

Village of Carol Stream

Interdepartmental Memo

TO: Joe Breinig, Village Manager
FROM: John A. Turner, Director of Public Works *JAT*
CC: Stan Helgerson, Director of Finance
DATE: January 28, 2008
RE: Staff Recommends a Budget Transfer to the MFT Road Salt Account and to the Contractual Snowplowing Account of \$50,000 Each Due to Increased Winter Demands

So far the winter of 2007-2008 has been a costly one. Already this winter season, we have had 23 snowplowing events and have used over 2,300 tons of road salt. This equals the number of snowplowing events we had for all of last winter season, and our salt usage is running slightly ahead of the quantity used for last year's entire winter season.

The main accounts affected by snow removal operations are the Overtime Account for the Street Division employees, MFT Road Salt Account and the Contractual Services for Snowplowing Contractors. At the present time, all expenditures are within the budgeted amounts for the year; however, looking forward to the second half of this winter season, I believe additional funds will be needed for road salt and contractual services. I am, therefore, requesting a budget transfer for the MFT Road Salt Account to provide for approximately 1,400 additional tons of road salt at a cost of \$50,000 and that the Contractual Services Account for snowplow contractors be increased by \$50,000.

Hopefully, this winter season will be the opposite of last years in which most of our snow came in the second half of the winter. This year we have already had 38" of snow, which exceeded last year's total of 20". With these recommended budget transfers, we will be prepared for the winter season continuing at its present pace.

Attached for reference is a summary report of our snowplowing operations to date for this winter season along with the budget transfer form.

JAT:lm
att.

PUBLIC WORKS DEPARTMENT SNOW STORM SUMMARY

START DATE: 11/1/07

END DATE: 1/28/08

SNOW EVENT	START DATE	SNOW	SALT TONS	PW HOURS			PW LABOR COST			PW EQ. COST	CONTRACTOR	
				REG	O/T	DT	REG	O/T	DT		HOURS	COST
07-001	12/1/2007	1	150	8	110	0	\$320.00	\$6,570.00	\$0.00	\$3,870.20	3	\$198.00
07-002	12/4/2007	5.5	191	127	210	0	\$5,080.00	\$12,690.00	\$0.00	\$9,342.45	338	\$25,357.00
07-003	12/6/2007	1	88	6	88	0	\$240.00	\$5,280.00	\$0.00	\$2,568.50	135	\$10,321.00
07-004-A	12/8/2007	1	71	4.5	33	17	\$180.00	\$1,980.00	\$1,320.00	\$1,609.55		
07-004-B	12/8/2007	0.5	81.5	4	0	54	\$160.00	\$0.00	\$4,320.00	\$1,537.81		
07-005	12/10/2007	0.5	114	45	54	0	\$1,800.00	\$3,240.00	\$0.00	\$1,790.08		
07-006-A	12/11/2007	0.5	75	35	57	0	\$1,400.00	\$3,390.00	\$0.00	\$1,856.91		
07-006-B	12/12/2007	0.5	87	42	40	0	\$1,680.00	\$2,400.00	\$0.00	\$1,412.43		
07-007-A	12/15/2007	1.5	84	4	57	0	\$160.00	\$3,420.00	\$0.00	\$2,187.21		
07-007-B	12/15/2007	2.5	98	7	102	0	\$280.00	\$6,120.00	\$0.00	\$3,342.99	8	\$528.00
07-007-C	12/16/2007	3.5	113	6.5	5	87	\$260.00	\$300.00	\$6,920.00	\$2,809.40	177	\$13,780.00
07-008-A	12/23/2007	1	84.5	4	3.5	37	\$160.00	\$210.00	\$2,920.00	\$1,379.57		
07-008-B	12/24/2007	1	71.5	3.5	2.5	37	\$140.00	\$150.00	\$2,920.00	\$1,187.93		
07-009	12/28/2007	3	123	88	51	0	\$3,500.00	\$3,060.00	\$0.00	\$4,408.55	175	\$12,850.00
07-010-A	12/31/2007	3.5	154	12	69	67	\$480.00	\$4,110.00	\$5,320.00	\$6,663.30	11	\$776.00
07-010-B	1/1/2008	2	111	26	72	0	\$1,040.00	\$4,290.00	\$0.00	\$2,837.03	211	\$14,641.00
07-011	1/14/2008	0.5	70	3	34	0	\$120.00	\$2,040.00	\$0.00	\$1,276.04		
07-012	1/17/2008	0	85	24	13	0	\$960.00	\$750.00	\$0.00	\$1,509.34	0	\$0.00
07-013-A	1/21/2008	0.5	61.5	41	0	0	\$1,640.00	\$0.00	\$0.00	\$1,286.12	5	\$330.00
07-013-B	1/21/2008	4	140	104	154	0	\$4,160.00	\$9,240.00	\$0.00	\$7,822.07	5	\$330.00
07-014	1/23/2008	1.5	74	21	90	0	\$840.00	\$5,400.00	\$0.00	\$2,342.34		
07-015-A	1/25/2008	1.5	92	19	52	0	\$744.00	\$3,120.00	\$0.00	\$1,944.32		
07-015-B	1/26/2008	1.5	99	7	56	0	\$280.00	\$3,360.00	\$0.00	\$2,150.34		

SUMMARY OF SNOW STORM COST FROM 11/1/07 TO 1/28/08

	QUANTITY	COST	COST PER INCH
TOTAL SNOWFALL:	38 inches	<u> </u>	<u> </u>
C.S. TRUCKS AND EQUIPMENT:	1779.5 hrs	\$67,134.41	\$1,766.69
REGULAR LABOR HOURS:	640.6 hrs	\$25,624.00	\$674.32
OVERTIME HOURS:	1352 hrs	\$81,120.00	\$2,134.74
DOUBLE TIME HOURS:	296.5 hrs	\$23,720.00	\$624.21
CONTRACTOR:	1066 hrs	\$79,111.00	\$2,081.87
SALT:	2317.5 tons	\$88,872.03	\$2,338.74
SAND:	0 tons	\$0.00	\$0.00
CALCIUM:	0 gals	\$0.00	\$0.00
BRINE:	28630 gals	\$3,721.90	\$97.94
GEOMELT:	8030 gals	\$15,026.70	\$395.44
TOTALS:		\$384,330.03	\$10,113.95

BUDGET TRANSFER REQUEST

FISCAL YEAR: 2008

DEPARTMENT/DIVISION: _____

FUND: _____

FROM ACCOUNT	TO ACCOUNT	AMOUNT
#06320000-54470-20801	#06320000-53335	\$ 50,000.00
TITLE: STREET RESURFACING	TITLE: SALT	

REASON: _____

#01650100-57499	#01670100-52266	\$ 50,000.00
TITLE: CONTINGENCY	TITLE: SNOW REMOVAL	

REASON: _____

#	#	\$
TITLE:	TITLE:	

REASON: _____

#	#	\$
TITLE:	TITLE:	

REASON: _____

DEPARTMENT HEAD: _____

DATE: _____

VILLAGE MANAGER: _____

DATE: _____

VILLAGE BOARD CONCURRENCE DATE: _____

FINANCE DIRECTOR: _____

DATE: _____

Village of Carol Stream

6-3 2-4-08

Interdepartmental Memo

TO: Joseph Breinig, Village Manager
FROM: William N. Cleveland, Assistant Village Engineer *WB*
DATE: January 28, 2008
RE: Fair Oaks Road Project - Final Payment, Balancing Change Order No. 6 and Acceptance

Engineering Services has received the final invoice for the referenced project from Plote Construction, Inc. and Change Order No. 6 balancing final quantities from our engineering consultant, Earth Tech. This project was awarded in August of 2006, and final punch list work was finished in the fall of 2007.

The final cost for the project was \$1,935,226.40 or \$371,186.75 (23.7%) over the awarded price of \$1,564,039.65. This overrun was primarily due to Change Order No. 3 (unsuitable soils removal and replacement), and Change Order No. 4 (additional earthwork and bike path construction).

Change Order No. 6, to balance final quantities, is a net decrease of \$85,159.22 (4.2%) to the current contract price of \$2,020,385.58. It is based of the actual quantities of contract items used in the project construction. (See attached letter from Kevin Fuhr of Earth Tech to Gary Wohler of Plote Construction, Inc.)

Final waivers have been submitted and punch list items have been completed. Therefore, Engineering Staff recommends final payment in the amount of \$43,634.24 be made to Plote Construction, Inc., and Change Order No. 6 be approved.

Cc: James T. Knudsen, Director of Engineering Services
Stan Helgerson, Finance Director
John A. Turner, Director of Public Works
Fred Ceranek, Engineering Inspector
Gary Wohler, Plote Construction, Inc.
Preston Keefe, Earth Tech

Attachments

CHANGE ORDER NO. 6

PROJECT: Fair Oaks Road
(from Plum Grove Ct. to Army Trail Rd.)
OWNER: Village of Carol Stream

DATE OF ISSUANCE: December 20, 2007

CONTRACTOR: Plote Construction

You are directed to make the following changes in the Contract Documents:

Description: Additions and Deductions of Quantity Due to Project Close-out.
Purpose of Change Order: Balancing out of Final Project Quantities due to Project Completion
Attachments: Letter from Kevin Fuhr to Plote Construction Dated December 20, 2007.

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIME:

Original Contract Price:	\$ 1,564,039.65	Original Contract Time: Interim Completion—Nov. 30, 2006 Final Completion—June 15, 2007
Previous Change Orders:		
C.O. #1	\$ 24,600.00	
C.O. #2	\$ 28,690.43	Change from previous Change Orders: Interim Compl.—12/15/06 Final Completion—June 15, 2007
C.O. #3	\$ 292,500.00	
C.O. #4	\$ 109,805.50	
C.O. #5	\$ 750.00	
Current Contract Price:	\$ 2,020,385.58	Current Contract Time: Interim Completion—Dec. 15, 2006 Final Completion—June 15, 2007
Net increase/(decrease) of this Change Order:	\$ (85,159.22)	Net increase/(decrease) of this Change Order: None
Contract Price with this Change Order:	\$ 1,935,226.36	Contract Time with this Change Order: Interim Compl.—12/15/06 Final Completion—June 15, 2007

Pursuant to Public Act 85-1295, the circumstances which necessitate this Change Order were not reasonably foreseeable at the time the Contract was signed, were not within the contemplation of the Contract as signed, and are in the best interest of the Village.

RECOMMENDED:
Earth Tech, Inc.

APPROVED:
Village of Carol Stream

ACCEPTED:

By: Kevin C. Fuhr
Kevin C. Fuhr, P.E.
Resident Engineer
12/20/07

By: _____
Joseph Breinig,
Village Manager

By: [Signature]
Plote Construction, Inc.
Project Coordinator
Title
1/28/08

G-4 2-4-08

Village of Carol Stream
Interdepartmental Memo

TO: Joseph Breinig, Village Manager

FROM: William N. Cleveland, Assistant Village Engineer *WNC*

DATE: January 30, 2008

RE: **2006 Flexible Pavement Project Final Payment, Change Order No. 2 and Acceptance (MFT Section #06-00049-00-FP)**

The Village has received final waivers and are now recommending final payment be made for the referenced project. Acceptance of this project was delayed due to verification of in place measured quantities. In order to complete Illinois Department of Transportation Requirements, the Village needs to provide the final payment estimate, request for approval of change in plans, notice of completion and a final acceptance letter.

This project was completed for \$1,436,782.78. It was \$254,217.22 (15%) under the budget amount (\$1,691,000.00) and \$125,781.10 (9.6%) over the original contract (\$1,311,001.68) due to additional sidewalk, curb and base failure patching required due to deterioration. The contract was also over the MFT Construction Resolution of \$1,210,994.65, so a supplemental resolution of \$225,788.13 will be required to use MFT funds.

Change Order No. 2 for \$55,781.10, the final balancing change order, is for additional contract quantities constructed as part of the project. The primary cause for the additional items was due to concrete curb and sidewalk deterioration, requiring replacement.

Engineering staff therefore recommends approval of Change Order No. 2 in the amount of \$55,781.10, final payment in the amount of \$32,372.36 be made to Plote Construction, Inc. and acceptance of the public improvements for the 2006 Flexible Pavement Project.

Cc: James Knudsen, Director of Engineering Services
Stan Helgerson, Finance Director
Al Turner, Director of Public Works
Fred Ceranek, Engineering Inspector
Jim Ludman, Engineering Inspector

CHANGE ORDER NO. 2

PROJECT: 2006 Flexible Pavement Project

DATE OF ISSUANCE: February 4, 2008

OWNER: Village of Carol Stream

CONTRACTOR: Plote Construction, Inc.

You are directed to make the following changes in the Contract Documents:

Description: Final balancing change order based on constructed quantities

Purpose of Change Order: Increase contract amount

Attachments: Final invoice from Plote Construction, dated 1/30/08

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIME:

Original Contract Price:	\$ 1,311,001.68	Original Contract Time:	August 18, 2006
Previous Change Orders:	\$ 70,000.00	Change from previous Change Orders:	None
Current Contract Price:	\$ 1,381,001.68	Current Contract Time:	August 18, 2006
Net increase/(decrease) of this Change Order:	\$ 55,781.10	Net increase of this Change Order:	None
Contract Price with this Change Order:	\$ 1,436,782.78	Contract Time with this Change Order:	August 18, 2006

Pursuant to Public Act 85-1295, the circumstances which necessitate this Change Order were not reasonably foreseeable at the time the Contract was signed, were not within the contemplation of the Contract as signed, and are in the best interest of the Village.

RECOMMENDED:
Engineering Services Dept.

APPROVED:
Village of Carol Stream

ACCEPTED:
Plote Construction, Inc.

By: 
James T. Knudsen
Director of Engineering Services

By: _____
Joseph Breinig,
Village Manager

By: 
(Name)
(Title)



1100 BRANDT DRIVE • HOFFMAN ESTATES, IL 60192

CONTRACT ADMIN
EST/PROJ MGR *01/30/08*
SUPT
SR COST ACCT

ROAD BUILDING
SITE DEVELOPMENT

PHONE: (847) 695-9300
Estimating FAX: (847) 695-9317
Administration FAX: (847) 695-7251

VILLAGE OF CAROL STREAM
500 N. GARY AVENUE
CAROL STREAM, IL 60188
ATTN: WILLIAM CLEVELAND

INVOICE#
DATE:
CUSTOMER#
JOB#

60120.09
1/30/08
22035
60120

PROJECT NAME	ESTIMATE
2006 FLEX PAVEMENT PROJECT CAROL STREAM, IL SECTION 06-00049-00-FP	ESTIMATE # 09 FINAL QUANTITIES & RELEASE OF RETENTION

CURRENT	BILLING
GROSS AMOUNT THIS ESTIMATE	\$18,186.40
RETENTION	-\$14,185.96
NET DUE THIS ESTIMATE	\$32,372.36

JOB TO DATE TOTAL	
TOTAL AMOUNT EARNED TO DATE	\$1,436,782.78
RETENTION TO DATE	\$0.00
NET AMOUNT TO DATE	\$1,436,782.78
LESS: PREVIOUS PAYMENTS	\$1,404,410.42
NET DUE THIS ESTIMATE	

Questions concerning this invoice ?
Call: GARY WOHLER
VICKI BREAN

MAKE ALL CHECKS PAYABLE TO:
PLOTE CONSTRUCTION INC.
1100 BRANDT DRIVE
HOFFMAN ESTATES, IL 60192

THANK YOU FOR YOUR BUSINESS!

Construction Inc.
 / Brandt Drive
 / ifman Estates, IL 60192
 / 847-695-9300

Pay Application	Date	Terms	Contract
9	30 JAN 2008	Net 30 Days	60120

Contract Location

Customer 22035

 VIL OF CAROL STREAM
 500 N GARY AVE
 CAROL STREAM, IL 60188

Job Cost Project# 60120
CAROL STREAM 2006 FLEX PVMT
CAROL STREAM, IL

Bid Item	Description	UCM	Estimated Quantity	Previous Quantity	Current Quantity	To Date Quantity	Unit Price	Current Amount	To Date Amount
33	THERMO PVMT MRKG LTR SF		31.0000	41.6000	31.2000	72.8000	3.5000	109.20	254.80
34	TRAFFIC CONTROL & PR LS		1.0000	1.0000	0.0000	1.0000	8645.0000	0.00	8,645.00
35	TEST STRIP	EA	2.0000	0.0000	0.0000	0.0000	100.0000	0.00	0.00
Total Base Contract								18,186.40	1,436,782.78
Total Contract And Change Orders								18,186.40	1,436,782.78

Billing Summary For Contract 60120

	Current	To Date
Complete To Date	18,186.40	1,436,782.78
Materials On Hand	0.00	0.00
Sales Tax	0.00	0.00
Less Retainage @ 0.0000 %	-14,185.96	0.00
Balance	32,372.36	1,436,782.78
Less Previous Payments		1,404,410.42
Total Amount Due	32,372.36	32,372.36

Plote Construction Inc.
 1100 Brandt Drive
 Hoffman Estates, IL 60192
 847-695-9300

Billing Estimate

Page No. -1-

Pay Application	Date	Terms	Contract
9	30 JAN 2008	Net 30 Days	60120

Contract Location

Customer 22035

 VIL OF CAROL STREAM
 500 N GARY AVE
 CAROL STREAM, IL 60188

Job Cost Project# 60120
CAROL STREAM 2006 FLEX PVMT
CAROL STREAM, IL

Bid Item	Description	UOM	Estimated Quantity	Previous Quantity	Current Quantity	To Date Quantity	Unit Price	Current Amount	To Date Amount
1	COMB C & G REMOVAL	LF	9556.0000	11318.0000	1220.0000	12538.0000	3.0000	3,660.00	37,614.00
2	COMB CONC C & G TY B	LF	5915.0000	8300.6000	502.4000	8803.0000	11.5000	5,777.60	101,234.50
3	COMB CONC C & G TY M	LF	3637.0000	3021.0000	714.0000	3735.0000	11.4000	8,139.60	42,579.00
4	SIDEWALK REMOVAL	SF	2302.0000	4154.8000	0.0000	4154.8000	1.5000	0.00	6,232.20
5	DETECTABLE WARNINGS	SF	210.0000	271.8000	0.0000	271.8000	10.0000	0.00	2,718.00
6	PCC SIDEWALK 5"	SF	2152.0000	4063.3000	0.0000	4063.3000	3.0000	0.00	12,189.90
7	TOPSOIL SEED & STRAW	LF	7274.0000	9151.0000	0.0000	9151.0000	1.0000	0.00	9,151.00
8	DRIVEWAY PVMT REMOVA	SY	602.0000	884.3000	0.0000	884.3000	14.0000	0.00	12,380.20
9	BIT DRIVEWAY REPL 2.	SY	589.0000	884.3000	0.0000	884.3000	26.0000	0.00	22,991.80
10	PCC DRIVEWAY PAVEMEN	SY	13.0000	13.5000	0.0000	13.5000	70.0000	0.00	945.00
11	INLETS TO BE REPAIR	EA	103.0000	85.0000	0.0000	85.0000	215.0000	0.00	18,275.00
12	INLETS TO BE RECONST	EA	19.0000	10.0000	1.0000	11.0000	500.0000	500.00	5,500.00
13	INLETS TO BE ADJ	EA	4.0000	3.0000	0.0000	3.0000	170.0000	0.00	510.00
14	MANHOLES TO BE ADJ	EA	1.0000	0.0000	0.0000	0.0000	200.0000	0.00	0.00
15	CLASS D PATCHES TY I	SY	2000.0000	2552.7000	0.0000	2552.7000	10.0000	0.00	25,527.00
16	BIT SURF REMOVAL COL	SY	53857.0000	54806.0000	0.0000	54806.0000	1.3000	0.00	71,247.80
17	BIT SURF REMOVAL COL	SY	46569.0000	55473.0000	0.0000	55473.0000	1.7000	0.00	94,304.10
18	BIT SURF REMOVAL COL	SY	14379.0000	13430.0000	0.0000	13430.0000	2.4500	0.00	32,903.50
19	AGGREGATE FOR TEMP A	TN	380.0000	0.0000	0.0000	0.0000	1.0000	0.00	0.00
20	PREPARATION OF BASE	SY	14379.0000	21735.0000	0.0000	21735.0000	0.2500	0.00	5,433.75
21	AGGREGATE PRIME COAT	TN	172.0000	17.5000	0.0000	17.5000	1.0000	0.00	17.50
22	BIT MATL PRIME COAT	GAL	6443.0000	7997.0000	0.0000	7997.0000	0.0100	0.00	79.97
23	AREA REFL CRK CONTRO	SY	46569.0000	63804.0000	0.0000	63804.0000	0.7500	0.00	47,853.00
24	LVL BNDR MM SPRPV IL	TN	2008.0000	2224.0000	0.0000	2224.0000	49.0000	0.00	108,976.00
25	BIT CBC SPRPV IL-19.	TN	2071.0000	2927.7000	0.0000	2927.7000	48.0000	0.00	140,529.60
26	BIT CONC SURF SPRPV	TN	7437.0000	7346.3000	0.0000	7346.3000	50.2500	0.00	369,151.58
27	BIT CONC SPRPV IL-12	TN	5355.0000	5041.1000	0.0000	5041.1000	50.2500	0.00	253,315.28
28	EARTH EXCAVATION	CY	22.0000	69.9900	0.0000	69.9900	35.0000	0.00	2,449.65
29	POROUS GRAN EMBANKME	CY	20.0000	12.5900	0.0000	12.5900	35.0000	0.00	440.65
30	THERMO PVMT MRKG LIN	LF	800.0000	672.0000	0.0000	672.0000	1.0000	0.00	672.00
31	THERMO PVMT MRKG LIN	LF	300.0000	602.0000	0.0000	602.0000	1.5000	0.00	903.00
32	THERMO PVMT MRKG LIN	LF	95.0000	293.0000	0.0000	293.0000	6.0000	0.00	1,758.00

Village of Carol Stream

G-5 2-4-08

Interdepartmental Memo

TO: Joseph E. Breinig, Village Manager
FROM: Robert J. Glees, Community Development Director *RJG*
DATE: January 30, 2008
RE: **Agenda Item for the Village Board Meeting of February 4, 2008
- Request for Approval of a Consultant Contract to Perform a
Management Study of the Village's Development Services**

PURPOSE

The purpose of this memorandum is to present proposals received to perform a management study of the Village's development services, and to recommend an award of contract.

DISCUSSION

At the recent goal-setting retreat attended by the Village Board and senior Village staff, the Village Board discussed a number of goals intended to guide future policy and governance decisions for the Village of Carol Stream. The result of this initiative was Resolution No. 2318, *A Resolution Adopting Statements of Goals, Direction and Guidance for Village Government Decisions*, approved by the Village Board at their January 22, 2008, meeting. Included in the goals adopted by the Village Board are the following:

- Research and design a streamlined permitting process for accessory permits and other smaller building projects. (#4)
- Develop a customer service training culture and mindset. (#6)
- Review all building and zoning codes and all permitting processes. (#12c)
- Update the Electrical Code. (#19)

In anticipation of these goals, staff recently began to prepare initiatives to (i) conduct a peer review of the Village's local amendments to the adopted building codes, (ii) conduct a management study of the Village's development services, and (iii) update the permit fee schedule in order to ensure an adequate revenue source for the desired services. Recently, staff requested and the Village Board authorized a consultant contract to conduct the peer review of the Village's local amendments to the adopted building codes. That project is in process,

and staff expects to bring a summary of the consultant's findings and recommendations to the Village Board in March.

With respect to the initiatives to research and make recommendations regarding the Village's development services processes and update the permit fee schedule, staff requested statements of qualifications and conducted interviews with three prominent consultants who have been successful at such work in many communities – *The PAR Group*, *Maximus* and *Virchow Krause & Company*. During the initial interviews, staff provided the consultants with an inventory of the Village's development services, as well as a list of concerns and observations regarding those services. The consultants were asked to design a scope of work that would address the Village's goals of providing friendly and efficient development services, establishing performance measurement metrics, and implementing a cost-recovery-based fee structure. The consultants were advised that the project should identify problems and make recommendations regarding processes, services, and organizational structure. The fee system should be easy to interpret, should be reasonable, and should be easy to update to reflect current costs and organizational changes.

Proposals were received from *Maximus* and *Virchow Krause & Company*. (*The PAR Group* chose not to submit a proposal.) Both companies are highly regarded and experienced in the types of consultant services desired by the Village of Carol Stream. *Maximus'* total fee for both phases of work, the organizational study and the fee schedule update, is \$43,375 including direct costs (reproduction, travel, etc.), with a 12-week schedule. *Virchow Krause's* proposed fee is \$48,025 with a 13-to-16-week schedule. In addition, *Virchow Krause* suggested an optional customer survey at a cost of \$4,500.

A review team was assembled consisting of the Village Manager, Finance Director, Village Engineer, Chief Code Enforcement Officer and Community Development Director. Upon review of the proposals, it was the team's consensus that *Virchow Krause's* scope of work and qualifications were stronger in the analysis of processes, services and organizational structure, which staff judged as having the most value towards achieving the Village's goals. In addition, two members of the *Virchow Krause* team are very capable and experienced in the desired fee structure work. The review team recommended that *Virchow Krause* be called in for a second interview in order to respond to questions and provide additional detail regarding their proposed scope of work.

As noted in the attached proposal, *Virchow Krause's* work plan includes the following:

- GOAL #1: Recommend improvements in the efficiency of the development review and permitting process.**
Task #1.1: Conduct internal review with Village staff and Village Board.
Task #1.2: Document development proposal review from concept to final approval.
Task #1.3: Document permitting processes from application to permit issuance.
- GOAL #2: Recommend enhancements to customer response with improved consistency and adequacy of response.**
Task #2.1: Conduct a policy and practice review.
Task #2.2: Conduct external review with developers, business leaders, and community stakeholders.
Option: Conduct a mailed and/or web-based customer service survey.
- GOAL #3: Create sufficient staffing redundancy, provide for work assignment backup and address succession planning.**
Task #3.1: Assess staffing needs for each of the core functions of the Community Development Department.
Task #3.2: Develop Succession Planning Framework
- GOAL #4: Develop a performance management framework.**
Task #4: Develop a Performance Management Framework
- GOAL #5: Ensure full cost recovery for services provided.**
Task #5.1: Document comprehensive costs for review and permitting processes.
Task #5.2: Develop cost-allocation model and recommend changes to fee structure.
- GOAL #6: Create a report for an implementation plan.**
Task #6.1: Summarize findings, prepare draft report and hold meeting to review findings.
Task #6.2: Recommend changes to improve process, provide written report of findings and report to village decision-makers.
Task #6.3 Develop action plan for system improvements and provide periodic assistance with implementation.

A second meeting was arranged with *Virchow Krause* to discuss staff's questions regarding their proposal, and the review team was favorably impressed with the consultant's project team. The team believes that *Virchow Krause's* proposal is the most responsive to the Village's needs, and that *Virchow Krause* is the best choice to perform the work. The team also believes

the optional customer survey suggested by *Virchow Krause* would be highly beneficial.

Virchow Krause's list of references and representative projects includes a very similar organizational study of development services at the City of Evanston. Staff contacted Evanston's Assistant City Manager to discuss *Virchow Krause's* performance, and received a very favorable report. The Evanston project was successful in that recommendations for improved system performance were followed, performance metrics are now in place, and complaints have dropped significantly. The *Virchow Krause* project manager for the Evanston project, Christine Smith, would be in charge of the Carol Stream project, if awarded.

Attached are copies of the proposal and engagement letter from *Virchow Krause*. The engagement letter has been sent to the Village Attorney for review. Staff resumes and company project descriptions have been omitted in the interest of reducing the size of the Village Board's packet. These items will be provided upon request.

RECOMMENDATION

Staff recommends award of contract to *Virchow Krause*, with the scope of work to include the customer survey, in the total amount of \$52,525.00. Although this work is not budgeted in FY07/08, staff believes the project is important and it responds directly to goals established by the Village Board. Staff proposes to fund the work by deferring the Sign Code update to FY08/09. The \$40,000 budgeted in FY07/08 for the Sign Code project would be applied towards the proposed management study. *Virchow Krause's* project schedule calls for a completion in early FY08/09, and so the remaining \$12,525 would be budgeted in that fiscal year. In addition, the Sign Code update would also be budgeted in FY08/09.

If the Village Board concurs with staff's recommendation, they should authorize the Village Manager to execute the contract for consultant services with *Virchow Krause & Company* in the amount of \$52,525.00, subject to review of the engagement letter by the Village Attorney.

RJG:bg

u:\department\2007-2008 management study\award of contract.doc

Village of Carol Stream

Community Development Department Review
December 3, 2007



**Virchow Krause
& company**

225 North Michigan Avenue, 11th floor
Chicago, Illinois 60601-7601

Phone: 800.362.7301

Fax: 312.819.4353

www.virchowkrause.com

Michael Ley, CMC, Partner
800.362.7301 ext. 2329
mley@virchowkrause.com

TRANSMITTAL LETTER

FIRM BACKGROUND, PRINCIPAL OFFICERS, AND STATEMENT OF STAFF EXPERIENCE 1

- About Virchow, Krause & Company, LLP 1
- Participation with Industry Associations 1
- Proposed Project Team 2

WORK PLAN 7

- Project Goals and Objectives 7
- Scope of Services and Workplan 9

WORK SCHEDULE 19

- Project Work Schedule 19

PROJECT INVESTMENT 20

- Professional Fees and Expenses 20

REFERENCES 21

- Planning and Development Reviews 21
- Cost Allocation Experience 25
- Economic Development Assessment 27
- Municipal Operational Reviews 28

TESTIMONIAL 35

RESUMES 37

APPENDIX

- A – Resumes





Virchow Krause & company

TRANSMITTAL LETTER

December 3, 2007

Bob Glees
Village of Carol Stream
500 North Gary Avenue
Carol Stream, IL 60188-1899

Dear Mr. Glees:

Virchow, Krause & Company, LLP, is pleased to submit the following proposal to assist the Village of Carol Stream to ensure the effectiveness and customer responsiveness of the Community Development Department (CDD). Given the prominent position that this department plays in the growth and economic position of the community, the City is to be commended for seeking a systematic and independent appraisal its operations. Our team has successfully provided a range of management consulting services to municipal clients throughout Illinois, and we have specific experience related to zoning, planning, and development reviews for local government throughout the Midwest. We are confident that our depth of experience and knowledge of planning and development functions will benefit the Village of Carol Stream and be translated into improvements that enhance the integration, efficiency and responsiveness of the department.

Specifically, it is our understanding that the review is intended to evaluate:

- Overall alignment of department operations with the articulated development vision and strategic priorities of the Village;
- Process efficiency across all department functions, and transparency within the department and between CDD and other village departments;
- Customer responsiveness including the timeliness, adequacy, consistency and accuracy of response and development of effective frameworks for information exchange between customers and the Village;
- Staffing level adequacy and redundancy;
- Effective performance and accountability frameworks; and
- User fee modifications necessary to ensure full cost recovery for services provided.

Based on our work facilitating this type of review for several other clients, we have experienced first hand the benefits inherent in a project investment of this type. Specifically our clients have realized, the ability to realign tactical operations to truly enhance their community's ability to encourage managed growth, realize a shift to a more collaborative and planning and permitting approach, and facilitate customer confidence and village-wide coordination in managing critical community development related functions.

The purpose of many of our management consulting services is to determine to what extent our client is managing or using its resources in an appropriate, efficient and effective manner. As such, our services will provide the Village with creative yet practical recommendations for improving the efficiency of the development review process, including recommendations related to the technology used to support the process and the approach used by the Village to communicate with customers, as well as offer guidance for implementation of these recommendations. Our experience in performing similar reviews of zoning, planning, and development agencies tells us that organizational efficiency and customer service go hand-in-hand. Often an independent review offers a fresh perspective and an opportunity for developing innovative solutions to organizational and operational needs.

Bob Glees
Village of Carol Stream

December 3, 2007

Page 2

The Virchow, Krause project team is uniquely qualified to provide you with the solutions the Village needs to optimize resources toward responsive services. As the Village considers which firm is best able to provide these services, there are several factors which distinguish our team of consultants:

Public Sector Focus and Commitment. Virchow, Krause & Company has a long-standing tradition and solid reputation for providing high quality consulting, auditing and accounting services to public sector organizations throughout the Midwest. To illustrate that commitment, we have a separate public sector group that provides services to more public sector clients than any other consulting and accounting firm in the region. Over 170 public sector specialists provide services to a significant number of Midwestern counties, municipalities, public utilities, school districts, state agencies, special purpose governments, not-for-profit and colleges and universities throughout the Midwest (see page 21 for a listing of Illinois based clients. Many of these specialists have worked within public sector entities and therefore understand the challenges faced by those serving "the public". Our commitment to quality services is demonstrated in the high caliber of our work products resulting in numerous requests for additional client assignments.

Expertise and Experience – Planning, Permitting and Zoning Operations. Our project team members have extensive public sector operational assessment and improvement experience. They combine direct service, as planners, analysts, budget, and system managers in local and state government, with consulting capacity and specifically have conducted reviews of permitting, property description, zoning, development review and taxation and collection functions that identified current and optimal workflow to increase efficiencies. In addition, this team has the added benefit of significant experience with other municipal departments (e.g. public works, police, fire) that are often indirectly involved in the permitting and development review process. Our team also has the required knowledge and experience to evaluate the use of technology in support of operations with specific municipal experience implementing permitting software, the integration of GIS systems with permitting and planning functions, and the facilitation of accountability frameworks in support of municipal-wide and collaborative development related functions.

Expertise and Experience – User Fees. Our consulting team understands the intricacies and required methods for developing an effective cost recovery framework to ensure that the Village is fully recovering costs associated with key municipal processes. The team assigned to this project includes two individuals with extensive experience in cost allocation, activity based costing and user fee development having both worked with numerous municipal units of government to develop cost allocation plans while employed as consultants for a national consulting firm. However, of paramount importance to this project is the fact that these individuals possess skills that go beyond just technical cost methodology expertise in that they have years of experience in facilitating difficult fiscal impact and cost recovery decision-making processes with governing members and bodies. They therefore, can assist to not only develop a credible and sound costing methodology, but also have the expertise necessary to justify the importance of such methodology with key decision-makers and community representatives.

Proven Methodologies. Virchow Krause has proven, systematic operations evaluation and formal project management methodologies, tools, and project, quality and risk management disciplines to successfully and efficiently conduct process redesign, systems analysis, and organizational change projects. Our proven implementation framework is one of these methodologies which clients have found to be extremely effective in recouping the investment into evaluations of this type in that it effectively sets the bar, ensures accountabilities, and offers continuous feedback and communication at all levels and provides a roadmap for use in turning our recommendations into reality.

Bob Glees
Village of Carol Stream

December 3, 2007

Page 3

Expertise in Aligning Operations and Performance Frameworks with Strategic Priorities. One critical component often lacking in operational reviews is the understanding that operational priorities and frameworks must be flexible and nimble enough to transcend changes in policy, strategic priorities and community expectations. Our consultants have assisted other municipal clients to ensure that critical performance frameworks are established which align operational activities and priorities with articulated community expectations and related development or community growth strategies. These frameworks are effective in that they establish frequent milestone or touch points that consider operational performance in the context of overall village strategic priorities which allows for critical management discussion relative to mid-course corrections on an ongoing basis. Key accountabilities and frameworks that force constant consideration of what is important can also go a long way to ensure that operational activities and resource allocations contribute to the "right" outcomes.

This proposed scope and approach is predicated upon our previous discussions with you and our vast experience in conducting similar projects for our other municipal clients. We are confident that we have the skills and abilities to provide both the operational review and cost recovery evaluations requested. In fact, our ability to conduct both the operational review and the costing evaluation benefit the village given the interplay between the in-depth knowledge of processes and individual staff involvement required to effectively complete both evaluations. In summary, we feel our capacity to conduct both components will result in a better informed costing evaluation and ultimately the ability to identify potential impacts of process improvements on operational costs, thus allowing us to align recommendations for user fee modifications based on potential short-term operational cost savings.

We appreciate the opportunity to respond to your Request for Proposal, and welcome the opportunity to further discuss our specific approach or any aspects of our qualifications should you find additional information necessary. These qualifications, rates, proposed work plan, and project approach represent a valid offer for 90 days from the submittal opening date. If you have any questions or need additional information, please contact Christine Smith, senior consulting manager, at 608.240.2391, or me at 312.819.7153. We look forward to working with the Village of Carol Stream on this important project.

Sincerely,

VIRCHOW, KRAUSE & COMPANY, LLP

A handwritten signature in black ink that reads "W. Michael Ley". The signature is written in a cursive, flowing style with a large, stylized "L" at the end.

Michael Ley, CMC, Partner
State and Local Government Consulting Group

ML/CMS/dh

Enclosure

Firm Background and Statement of Staff Experience

We believe that our commitment to providing quality services to the public sector is second to none.

ABOUT VIRCHOW, KRAUSE & COMPANY, LLP

At Virchow, Krause & Company, LLP, our goal is to help clients succeed both today and in the future. As a full service consulting and accounting firm, we have a long history of commitment to our clients and strive to ensure client satisfaction. Our staff approaches each project with the perspective that it is unique and will work with you to ensure that our approach meets your specific needs.

Virchow, Krause & Company, LLP is one of the Midwest's largest and oldest consulting and certified public accounting firms, originating in 1931. The firm today includes 160 partners and over 1,280 total staff located throughout our 9 Midwest offices.

Our mission is to serve as our clients' **Most Valued Advisor**. We strive to achieve this by providing value-added advice and guidance throughout many aspects of your organization. Our goal is to establish an enduring relationship with you that you will count on for years to come. As a full service consulting and accounting firm, we have a long history of commitment to our clients and strive to ensure your complete satisfaction. Our staff responds to your needs by carefully listening and evaluating your particular situation. We go beyond the services of a traditional CPA firm to find innovative solutions and offer useful suggestions to strengthen your organization.

Within our Public Sector Group, Virchow Krause has taken a unique approach to providing public sector services. We are specialized into teams serving municipalities and counties, utilities, school districts, colleges, and other nonprofit entities. Why do we do this? Because the specialization allows us to more deeply understand the unique issues affecting various areas of the public sector. This means our people bring more knowledge on issues directly affecting you and can help guide your future.

Services provided to our clients include accounting and auditing, budget analysis, operational analysis, human resources consulting, information systems analysis, and utility consulting among others. In all engagements, our clients are welcome to consult with all levels of staff, as well as partners.

PARTICIPATION WITH INDUSTRY ASSOCIATIONS

Virchow Krause has long taken an active interest in governmental finance. This involvement enables us to stay active with industry issues and keep our clients informed of changes.

We are active in a variety of education and governmental associations including:

- American Planning Association
- International City/County Management Association
- American Institute of CPAs
- American Institute of CPAs Quality Control Committee
- Association of School Business Officials
- AICPA Government Accounting & Auditing Committee
- Institute of Management Consultants – USA



Firm Background and Statement of Staff Experience

- Government Finance Officers Association
- Association of Government Accountants
- Illinois Government Finance Officers Association
- Illinois Municipal Transportation Association
- Illinois Government Finance Offices Association
- Illinois Institute of CPA's
- Illinois Municipal Utilities Association
- Illinois Municipal League
- Illinois American Waterworks Association
- International Association for Public Participation IAP2
- Municipal Clerks of Illinois
- Numerous state and local municipal organizations

In the final analysis, our philosophy and reputation of providing quality service should be a major contributing factor in your evaluation of our proposal. Virchow, Krause & Company is large enough to assure you of top quality service, yet small enough to provide personalized service that is responsive to your needs.

PROPOSED PROJECT TEAM

In developing our project team, we have carefully matched the capabilities of our personnel with your requirements for this project. The individuals comprising our project team routinely deal with complex client situations. They have the knowledge, maturity and professionalism to develop solid recommendations by bringing to these projects the necessary balance of technical discipline, creativity, and common sense. As a team, they will conduct highly coordinated and responsive reviews.

Of particular importance to note is the specialized knowledge and experience of our project team members in a number of areas critical to the review effort, including:

- Working knowledge about all aspects of municipal government and extensive experience evaluating municipal agencies and services;
- Specific expertise in conducting studies of municipal planning departments and in assisting clients with economic impact analysis and economic development feasibility studies;
- Direct, hands-on experience in planning, GIS management, public sector administration, budgeting and management analysis, program evaluation, and service design and delivery; and
- Experience conducting organizational and operational analysis, analyzing fiscal and policy issues, interpreting federal and state laws and regulations, and developing financial and operational performance measures for public sector organizations.
- Extensive experience with cost allocation methodologies.

The following provides a summary of the primary project team members, relevant project experience and their project responsibilities. Resumes of these project team members can be found in Appendix A. Detailed information regarding project experience is located in the References section of this proposal.



Firm Background and Statement of Staff Experience

Michael Ley, Project Partner

Mike is the partner of the firm's State and Local Government Consulting Group and a certified management consultant. He has designed, directed and conducted over 140 projects for public sector clients in Illinois, Wisconsin, Michigan, Minnesota, Texas, New York, Florida, Pennsylvania and California. Prior to joining Virchow Krause, Mike was a vice-president with a national public sector consulting practice. In this role Mike was involved in the cost allocation practice and also continues to lead efforts at VK relative to alternative revenue sources and cost recovery analyses. In addition, Mike served over fifteen years as a manager and cabinet secretary in Wisconsin state government, including positions as Secretary of Revenue, Budget and Planning Director for the Department of Natural Resources, and team leader and analyst in the State Budget Office. He also served as an alderperson and president of the Madison, Wisconsin City Council.

Mike will have responsibility for overall direction and management of the projects, serving as the project partner.

Christine Smith, Project Manager

Christine is a senior manager in the firm's State and Local Government Consulting Group in Madison and, since joining the firm in 1998, has successfully managed numerous operational and organizational reviews for local governments in Wisconsin, Minnesota, and Michigan. Her planning and development experience includes operational reviews of the City of Evanston Community Development Department, the Dane County Department of Planning and Development, Waukesha County Division of Planning and the Register of Deeds office. Additionally, she recently managed an organizational/operational restructuring project for the City of Eagan, MN, a fast growing community faced with significant changes in municipal service delivery based on the explosive nature of growth and the need to effectively meet those needs within limited resources. Her effective project management and client relationship skills result in clients who turn to this team time and time again to resolve complex operational and organizational issues. She has lead operational reengineering projects for diverse clients including the Cities of St. Paul, MN and Milwaukee, WI and also has successfully managed critical projects for the Village of Waunakee, WI, and Cities of Rochelle and Freeport (IL).

Prior to joining the firm, Christine was a human resources specialist and policy analyst/program manager with the Wisconsin Department of Transportation. She has almost twenty years of experience within the public sector.

Christine will serve as project manager for the study, providing client liaison, overseeing the project approach and quality and ensuring that the final deliverables are on target and time.



VirchowKrause
& company

Firm Background and Statement of Staff Experience

Claudia Haack, Senior Consultant

Claudia is a Senior Consultant with the firm's State and Local Government Consulting Group in Madison. She has extensive experience in management and policy development in the public sector. Her analyst and policy development experience ranges from administrative policies, such as document management retention and impact fee assessments to land use policies. As a technology systems manager for a municipality in Colorado, she led the strategic planning and implementation efforts for an enterprise-wide GIS as well as a building permitting system and has led several organizational needs assessments for the identification of appropriate technology for improved organizational efficiencies. Claudia is a certified Total Quality Management trainer.

For this project she will be the lead analyst, assessing the current processes, designing the customer needs assessment tools; analyzing and documenting customer needs; and, identifying opportunities for improved operations and customer service. Her considerable experience as a planner and as a municipal manager serving multiple departments, including planning and permitting as well as the general public will ensure a thorough analysis and practical implementation recommendations.

Robert Lefeber

Rob is a Manager in Virchow Krause's State and Local Government Consulting Group and has 15 years of experience in assisting a wide variety of public sector clients in reviewing organization, management, and operations issues. He is an expert in fiscal analysis and cost allocation. He has served as a consultant, senior consultant, and manager preparing over 300 cost allocation plans and cost of service/user fee studies for cities and counties. Mr. Lefeber was also responsible for overseeing staff assigned to annually prepare over 60 county cost allocation plans in Wisconsin (while with another national consulting firm).

Since joining Virchow Krause, Rob has performed a cost allocation review for the Village of Germantown, Wisconsin to identify general fund support of its water and wastewater utility, and a rental rate study for Washington County, Minnesota. He has also helped evaluate the impact of proposed legislation on funding for school programs for a client in Missouri. Rob has also been a key member of project teams that have evaluated the fiscal impact of development on municipal and school district operations in Wisconsin for the towns of Lafayette (Walworth County) and Bristol (Kenosha County).

In addition to these projects, Mr. Lefeber has served as a manager and primary consultant on annual cost and revenue analysis reviews for the Kenosha County, Wisconsin Division of Health, biennial reviews of the cost of central city services for the City of Kenosha, Wisconsin, a review of charges to enterprise funds for the Waukesha County, Wisconsin Department of Parks and Land Use, evaluation and audit of costs and charges for the Dane County, Wisconsin Consolidated Food Service, and user fee/cost of service studies for the Wisconsin cities of Appleton, Neenah, and Oconomowoc. Additionally, he has performed a wide variety of reviews of the organization, management, staffing and operations of over 50 entities including highway/public works departments, sheriff's/police departments, human services departments, and administrative support agencies.



VirchowKrause
& company

Firm Background and Statement of Staff Experience

Robin Lisowski, Senior Consultant

Robin is a senior consultant with the firm's State and Local Government Consulting Group in Madison, and has been with the firm since 2002. She provides management consulting services to public sector organizations including municipalities, utilities, school districts, and state agencies. Robin specializes operational and organizational reviews and reengineering, benchmarking, and shared service/consolidation studies. Ms. Lisowski has provided key analytical work related to municipal planning departments including playing a key role on the referenced projects for City of Evanston, Dane County, City of Eagan (MN), and City of St. Paul, MN.

Additionally, she is our benchmarking and best practice specialist having performed extensive comparative analyses to define appropriate staffing levels for a variety of municipal position types. As part of our review of the Dane County Department of Planning and Development, Robin completed a best practice analysis that compared planning and development best practices in Lake and Winnebago Counties, as well as in four counties in Wisconsin. As a project consultant, Robin will contribute her considerable experience in municipal planning process reengineering, and optimization of organizational resources to the project. She will also assist to facilitate the focus group portions of the project.

Dave Varana, Senior Consultant

Dave is a senior consultant with the firm's State and Local Government Consulting Group in Madison, and has been with the firm since 2004. He has extensive experience in staffing analyses, organizational and operational reviews, performance evaluation, policy analysis, developing survey methodologies, and benchmarking. Specifically, Dave played a key role in conducting a review of external stakeholders for the Dane County Department of Planning and Development project in designing and implementing a customer service survey and focus group sessions. Further, his team role on the organizational review for the City of Eagan was to analyze and develop recommendations related to the City's zoning, planning, and development function.

Prior to joining the firm, Dave gained extensive experience providing non-partisan and objective program evaluation and policy analyses as a senior legislative analyst with the Wisconsin Legislative Audit Bureau.

Dave will assist in the analysis of the Planning and Development operations with an emphasis on alignment of resources, efficient workflow, and governance structures. He will also play a lead role on any survey work and will assist to facilitate the focus group portions of the project.



VirchowKrause
& company

Firm Background and Statement of Staff Experience

Office Location

Services will be provided by staff in our Chicago and Madison offices. All staff, including the project partner, will be available for consultation in person or via telephone conference.

Other Resources

Additional technical counsel and staff support will be provided, as needed, through our Chicago and Madison offices. The size and resources of our firm enable us to commit the personnel with the appropriate expertise to ensure the successful and timely completion of this project.



VirchowKrause
&company

PROJECT GOALS AND OBJECTIVES

Our consulting team will function as the Village of Carol Stream's advocate in the development of recommendations that provide creative, yet practical options for the Village. Our approach for conducting studies of this nature ensures a thorough and comprehensive study effort.

Our study approach is comprised of various phases and tasks we believe provide the foundation for meeting your needs and objectives as outlined in the list of concerns and issues we discussed with you on November 12, 2007. However, our approach is flexible. During the initial phase of the project, we may determine, in conjunction with the Village, that modifications to this approach may be necessary. Our intent is to work with the Village to solidify the most desirable approach, prior to initiating the study, in order to ensure the highest quality service.

Based on the information that we have received, the intended scope of this evaluation is a comprehensive assessment of the Village's development review process to build on strengths and address challenges to becoming more efficient, effective and customer responsive.

Specifically, the project we propose is designed to meet the following goals:

- Goal #1: Recommend improvements in the efficiency of the development review and permitting process.**
- Goal #2: Recommend enhancements to customer response with improved consistency and adequacy of response.**
- Goal #3: Create sufficient staffing redundancy, provide for backup and address succession planning.**
- Goal #4: Develop a performance management framework.**

The second phase of this project has the following goals:

- Goal #5: Ensure full cost recovery for services provided.**
- Goal #6: Present a Comprehensive Report and Implementation Plan.**

Concerns related to development review and permitting process predictability, clarity, and staff responsiveness were key factors in the Village's decision to request this proposal. An integrated and transparent approach aligned effectively with a performance measurement framework is a critical element to ensure effective review and permitting functions.

Our experience conducting similar reviews indicates that there are very generally two distinct types of customers that seek approval from municipal zoning and planning agencies:

- *Repeat customers*, usually professionals in the development and construction industry, who seek approval for projects. Some of these projects can significantly impact overall development and economic activity in a community; and
- *Occasional or one-time customers*, who are seeking building permits for a single residence or to add a garage, home addition, fence, or similar small-scale project that is very important to them but does not, on its own, significantly impact the larger community.



Both types of customers expect high standards of timeliness, customer service, and responsiveness. However, each type of customer also presents a different type of challenge to review and permitting agencies and often may warrant district processes and approaches.

Repeat customers are seeking predictability, timeliness, and accuracy of information provided by staff and the review process. As repeat customers, they are typically familiar with the requirements of the Village's process, however, the review and permitting process is part of their overhead costs, and therefore they are very sensitive to delays and any direct costs for them. Their review or permit requests may also represent very large investments, and therefore delays can be associated with significant negative financial impacts to their projects.

Occasional or one-time customers present challenges because they are often unfamiliar with the process and requirements, and therefore may require additional assistance from staff to navigate the process. They often do not understand, for example, why certain supporting documentation is necessary, or what type of inspections are required along the way. These customers also often are more anxious when faced with lengthy review periods since the impacts are on a personal level.

As noted, our approach and project team are driven to provide independent, objective, and balanced assessments for public sector organizations. Our experience tells us this is particularly important for reviews of this type because of the sensitive nature of the work performed by community development agencies. Our project team has experience working in highly-charged political environments, and we have been successful in assisting agencies operating in these environments enhance the effectiveness of their organizations.



VirchowKrause
&company

SCOPE OF SERVICES AND WORKPLAN

Our evaluation of the Village of Carol Stream's development review and permitting processes will include the following tasks for each of the goals identified:

GOAL #1: RECOMMEND IMPROVEMENTS IN THE EFFICIENCY OF THE DEVELOPMENT REVIEW AND PERMITTING PROCESS.

Task #1.1: Conduct internal review with Village staff and Village Board.

Task Objectives

The initial task is vital to the ultimate success of the project. Our experience tells us that effective planning facilitates successful project completion. In completing this task, key consulting team members will meet with appropriate Village representatives to plan the study. Project work plan, scope, and timing (activity, responsibility and sequence) will be discussed and modified, if needed, based on Village input. In addition, the Village will need to designate its project liaison.

Major objectives of this task are to identify specific issues associated with each of the project goals and objectives, to ensure that project staff resources are allocated according to the Village's priorities, and to enhance final acceptance of the project deliverables by the Village Board.

Specific Activities:

- Initial meeting with Village officials to review scope, approach, work plan and timing;
- Village to assign project liaison;
- Gather and analyze relevant background materials and data for preliminary review, including pertinent statutes and ordinances, annual reports, position descriptions, data related to process review completion and staff time records, customer contact data for development projects and building permits, overall budgets and expenditures for each units involved in process review, policies and procedures, and existing measures of program effectiveness; and
- Develop a list of persons to be interviewed, including department management and staff responsible for administering these programs, and representatives from other departments that interact with the Community Development Department. Prepare for and schedule interviews and site visits.



VirchowKrause
& company

Task #1.2: Document development proposal review from concept to final approval.

AND

Task #1.3: Document permitting processes from application to permit issuance.

As understood by the project team, Task #1.2 and Task #1.3 involve parallel objectives and specific activities, but involve different processes. Therefore, we envision a comparable approach for each task, and present combined task objectives and specific activities that will be completed for both functional areas.

Task Objectives

A key expected outcome of both Task #1.2 and #1.3 is to describe the processes and identify key process steps. Once identified, the project team will be able to perform a comparison of current operations and an ideal state, under which the Village's goals of increased efficiency and enhanced customer would be fully realized. This would include options to merge processes and introduce shared terminology, an important foundation for potential introduction of technology solutions.

Local governments face ever-increasing pressure to do more with less. We recognize that budgets are tight for community development agencies. Our experience with similar projects tells us that technology can be a significant avenue for increasing operational efficiency by:

- Improving customer self-sufficiency, thereby reducing the amount of staff time spent answering basic questions;
- Enhancing internal coordination and communication through shared access to all information;
- Enhancing operational effectiveness by automating some tasks, improving internal controls and process checks, improving document management and task tracking; and
- Providing management increased information related to workload, task aging, and unit and employee performance.

Finally, it is expected that the information collected in these tasks will be used as value-added components of enhanced communication with developers and village residents. While the Community Development Department web-site already provides a significant amount of information related to process and requirements, our proposed approach will result in easy-to-understand descriptions of the process that may be useful in outreach communication.

Specific Activities:

- Interview key staff to determine staff roles, responsibilities, and duties;
- Review background information and conduct on-site staff shadowing in order to complete process mapping, including description of key staff, systems, ordinance- and statutorily-required steps, and decision points;



- Complete a comprehensive assessment of currently implemented software solutions related to plan review and permitting systems, Geographic Information Systems (GIS), document management systems, time- and task-tracking systems, and other technology used to support the review process;
- Identify opportunities for customer self-sufficiency through use of technology, educational materials, etc.;
- Determine whether existing outreach activities fully take advantage of available technology;
- Assess activities and workload levels within each division and conducted by individual staff positions to ensure even workload distribution;
- Using available data, analyze the length of time typically required to complete reviews, inspections and permit issuance;
- Review management approach to assigning and prioritizing workload and activity assignments; and
- Determine training necessary to ensure staff competency and efficiency in carrying out assigned responsibilities.

GOAL #2: RECOMMEND ENHANCEMENTS TO CUSTOMER RESPONSE WITH IMPROVED CONSISTENCY AND ADEQUACY OF RESPONSE.

Task #2.1: Conduct a policy and practice review.

Task Objectives:

On similar projects, we have found that it is necessary to determine if and how existing policies and administrative practices provide interpretive guidance to ensure consistency in day-to-day activities. Under ideal circumstances, long-range, big-picture policies as expressed in the comprehensive plan and specific ordinance language, such as set-back requirements and administrative guidelines (such as under what kind of circumstances a nuisance ordinance is enforced) create a cohesive framework that guides staff in their day-to-day activities and decision-making. However, it is our experience that this is seldom the case and it is critical to assess, where gaps exist or apparently contradictory guidance prevents effective operations. This issue will also be addressed in the interviews conducted under Task #1. Additionally the following activities will be conducted.

Specific Activities:

- Review strategy, comprehensive plan and community/economic development in documents.
- Review samples of controversial and/or inconsistent staff interpretations.
- Review management approach to providing guidance on decision-making, customer service and individual and team/department performance.
- Determine likely causes of inconsistent interpretations and actions.



**Virchow Krause
& company**

Task #2.2: Conduct external review with developers, business leaders, and community stakeholders.

Task Objectives:

On similar projects, we have found that information collected from external stakeholders and Department customers contributes significant value to the project as a complement to information collected directly from Village staff through interviews and data analysis. We propose to use facilitated focus groups, and feed-back sessions with representatives of key interest groups in the community. In the past, we have also found mailed or web-based customer service surveys to be effective especially in the case in which the customer received service more than six months ago and may have a general impression versus detailed specifics to be discussed. We have included such a survey for occasional customers as an *optional add-on component* of this project. Our experience is that surveys provide additional data-points and can confirm the level of agreement with the themes and sentiments expressed within the focus groups. Depending on the political climate in the community it may be important to substantiate the analysis with a broad outreach effort to gather relevant data.

Both methodologies also serve as tools to establish a participatory approach to determine desired changes. Engaging the public by disseminating information about the project and gathering input is important in establishing public support for any changes that may take either resources, or, as may be the case here, changes to a fee-structure that impacts parts of the public.

Our objectives for the customer service assessment include evaluating customer satisfaction with the:

- Reasonableness of the fees charged;
- Efficiency of review, inspections and permitting as measured by overall length of the process;
- Accuracy of information provided by staff;
- Consistency of staff decisions and information provided to customers;
- Professional manner of staff;
- Clarity of application requirements; and
- Customer's experience in contacting the Department by telephone.

Our objectives for the focus groups include:

- Gain insight into the perception of services rendered by the Department from the perspective of the various stakeholder groups;
- Identify potential opportunities for improvement in review and permitting workflow and customer service;
- Identify desired modifications to service including assessing willingness to pay for convenience through enhanced self service option; and
- Gauging public sentiment regarding potential fee changes.



**Virchow Krause
& company**

Specific Activities:

- In consultation with Village staff, identify and invite representatives of other Village Departments, homeowners, development and construction professionals including developers, real estate agents, and attorneys, and public interest groups;
- Develop guide for focus group sessions;
- If a survey is chosen, develop and present customer survey methodology, including sampling approach and for approval by the project liaison;
- If feasible, use customer contact data collected from Village databases to ensure a random and representative sample of recent customers and send survey; and
- Conduct focus group and/or mailed/web-based survey and compile results;
- Identify the effectiveness of current reporting and information sharing between the Department, other departments involved in the processes, and the various governance bodies and decision-makers;
- Analyze the input from the focus groups and, if chosen, survey results, accounting for important subgroups such as developers and homeowners, first-time and repeat customers, and others as needed.

GOAL #3: CREATE SUFFICIENT STAFFING REDUNDANCY, PROVIDE FOR WORK ASSIGNMENT BACKUP AND ADDRESS SUCCESSION PLANNING.

Task #3.1: Assess staffing needs for each of the core functions of the Community Development Department.

Task Objectives:

The expected outcome for this task is to identify staffing needs by function that ensures sufficient redundancy and enables the Village to ensure consistent and continuous service delivery.

Specific Activities:

- Analyze results from previous tasks, specifically anticipated workload and workflow issues based on existing review/permitting data and anticipated process improvements in the context of staffing requirements.
- Determine adequacy of staffing levels.
- Determine process/activity documentation requirements to ensure that services can be continuously provided.
- Determine task assignment modifications.
- Determine cross-training requirements.



Task #3.2: Develop Succession Planning Framework

Task Objective:

Succession planning is a process, not a one-time effort, or static document. The objective of this task is therefore to identify recurring review activities and criteria that will support the ongoing Community Planning Department succession planning efforts.

Specific Activities:

- Analyze the current staffing structure, workload and functions to predict future staffing needs.
- Inventory existing skills sets and training needs.
- Review industry data from sources such as the American Planning Association regarding succession planning issues and trends.
- Identify best practices for planning departments.
- Determine and document process steps and criteria for effective succession planning and knowledge transfer

GOAL #4: DEVELOP A PERFORMANCE MANAGEMENT FRAMEWORK

Task #4: Develop a Performance Management Framework

Task Objective:

The objective of this task is to develop a framework that addresses performance measures specific to the community development function. A performance framework allows management to assess and influence individual as well as unit and departmental performance in terms of efficiency and effectiveness. It also establishes a clear nexus between the overall policy objectives and the day-to-day work of the department.

Specific Activities:

- Identify existing performance metrics from previously completed tasks.
- Determine relevant relationships between individual performance, unit performance and the alignment of activities with policy objectives.
- Identify gaps in performance metrics.
- Develop recommendations for a performance management framework
- Develop recommendations relative to reporting and system enhancements necessary to support an effective performance management framework and to keep municipal administration and the relevant governing bodies apprised of performance progress.



GOAL #5: ENSURE FULL COST RECOVERY FOR SERVICES PROVIDED

Unit costs for services are generally not limited only to direct department charges based on how the government's budget is organized, but rather are based on comprehensive costs incurred by many different areas that contribute to the service. Total costs should include an allocation of entity-wide administrative overhead functions (e.g., finance, personnel, legal, information technology, etc.), department-specific administrative overhead, and direct department costs from all areas associated with the provision of the service.

An analysis of the full cost of providing services can identify opportunities for increased revenue based on reducing subsidies for services where fees are currently charged. It can also develop a better understanding of a municipality's cost structure and operating organization since traditional budget and reporting systems generally focus on funding operations rather than on the cost of providing services. Further, it can provide insights into the cost components of providing services that can be helpful in identifying areas for process improvement, making staffing adjustments, considering utilization of contract resources, or other management priorities. When combined with an operations review, a full cost analysis can incorporate changes to process and staffing to adjust fees to reflect the new operating environment.

Task #5.1: Document comprehensive costs for review and permitting processes.Task Objectives:

To analyze the current services provided by the Community Development Department to determine the full cost of each. The identification of costs would include the analysis of both the direct departmental efforts for Community Development and other Village departments involved in the direct provision of services as well as those supporting departments that assist in the daily operations of the Village. The full cost of providing services would then be analyzed to develop a per unit cost that will be compared to current revenues to identify the gap in cost and revenues under the current fee schedules. Finally, it is expected that the review will develop a permit fee schedule to reflect the full cost of providing services that incorporates all direct and indirect activities.

Specific Activities:

- Develop a questionnaire to be distributed to Community Development to develop a list of all services (fee and non-fee) and key per unit inputs to be included in the full cost analysis;
- Hold an orientation meeting with key Community Development staff to refine the questionnaire and identify other involved Village departments that support services to be included in the full cost analysis;
- Distribute questionnaire to all Community Development and other involved department staff to obtain information associated with total units of service by type and per unit time efforts devoted by individual to providing each service type;
- Review information provided by staff on the questionnaire and perform follow-up to clarify as necessary;



- Collect revenue, expenditure, and payroll information for Community Development and other departments involved in the direct provision of services;
- Complete a comprehensive cost analysis that assigns direct payroll and operating costs to each service type to develop a per unit full cost;
- Collect revenue and expenditure information for Village administrative offices and determine which departments or cost centers provide overhead support to Community Development.

Task #5.2: Develop cost-allocation model and recommend changes to fee structure.

Task Objectives:

Determine a methodology that allows the allocation of all associated costs to a particular review/permitting function and recommend new fees for each process.

Specific Activities:

- Develop a high-level indirect cost allocation model to distribute Village administrative costs that support Community Development services.
- Incorporate indirect costs into Community Development direct costs by service type and distribute to develop a full cost of service inclusive of direct and indirect costs.
- Develop a summary schedule by service type to define the full cost of service including direct and indirect components, the current per unit fees charged for each service type, the current revenue received for each service type, the variance between actual full cost and current revenue by service type, and a recommended fee level.
- Present preliminary results to appropriate Village officials to ensure that assumptions and analyses were reasonable.
- Incorporate adjustments to assumptions based on feedback from the Village and incorporate into a draft fee schedule.

GOAL #6: CREATE A REPORT FOR AN IMPLEMENTATION PLAN.

Task #6.1: Summarize findings, prepare draft report and hold meeting to review findings.

Task Objectives:

We view continuing communication between our project team members and Village representatives to be essential for a successful project, and we will work to ensure an open, ongoing dialogue throughout the term of our engagement. We anticipate holding a minimum of three project status meetings with the Village liaison and other representatives as needed – one to initiate the project, one to provide an update at the midpoint of the project, and one to review the draft summary report.

In completing this task, we will identify findings related to programmatic and financial efficiency and effectiveness and develop preliminary recommendations. The recommendations will be designed to provide creative yet practical solutions for improved operating efficiency and effectiveness.



Specific Activities:

- Participate in two project status meetings with the Village project liaison during fieldwork;
- Based on best practices and emerging trends in planning and development, review opportunities to enhance the efficiency and effectiveness and of the Village's current development review process;
- Summarize the results of our analyses into draft findings and recommendations;
- Obtain additional data and conduct follow-up interviews, if necessary.
- Prepare a written report including tables, graphs, and/or charts, as appropriate, to facilitate understanding of the ideas presented;
- Identify other related areas that may be outside the scope of the requested project, but which we believe may be in need of further study and evaluation;
- Review of draft report by project partner; and
- Discuss draft report with project liaison and other appropriate individuals.

Task #6.2: Recommend changes to improve process, provide written report of findings and report to village decision-makers.

Task Objectives:

In completing this task, we will prepare a final report for presentation to the Village. The final report will reflect the outcome of our fieldwork and the comments on the draft findings and recommendations provided to the project team by the project liaison and other Village staff as appropriate.

Specific Activities:

- Incorporate changes to the format or factual accuracy of the draft report based on input from the project liaison;
- Prepare and deliver final report; and
- Present final report to the Village Board at a time and place of the Village's choosing.

Task #6.3 Develop action plan for system improvements and provide periodic assistance with implementation.

Task Objectives:

Since the true value of a management audit is realized after the implementation of recommendations, we will assist the Village to develop a detailed implementation plan and to conduct a follow-up review approximately six months after issuance of our final report and action plan. The purpose of this review is to assess the status of the Village's efforts in implementing the recommendations of the study. We will summarize our finding in a brief implementation status report.



**Virchow Krause
& company**

Specific Activities:

- Prepare an implementation plan to assist staff in execution of any process changes approved by the Village Board, including:
 - Recommendation;
 - Priority and Timeline;
 - Necessary action steps;
 - Identification of staff responsible for implementation;
 - Identification of staff responsible to monitor implementation status; and
 - Completion Date;
- Complete a follow-up review, to be performed six months after release of the final report and implementation plan;
- Prepare a brief implementation status report.



VirchowKrause
& company

PROJECT WORK SCHEDULE

The project work schedule for this review is presented in the chart below. Our project team could begin work on the project beginning on January 13th assuming confirmation of project award by January 6th.

Task ID	Task Name	Start	Finish	Duration	Jan 2008				Feb 2008				Mar 2008				Apr 2008			
					1/12	1/21	1/27	2/3	2/10	2/17	2/24	3/2	3/9	3/16	3/23	3/30	4/6	4/13	4/20	
1.1	Internal Review	1/14/2008	1/18/2008	1w	█															
1.2 & 1.3	Process Documentation	1/18/2008	1/31/2008	2w	█	█														
2.1	Policy and Practice Review	1/18/2008	1/31/2008	2w	█	█														
2.2	Customer Service Assessment	1/31/2008	2/27/2008	4w			█	█	█	█										
3.1	Staffing Needs	2/27/2008	3/11/2008	2w						█	█									
3.2	Succession Planning	2/27/2008	3/11/2008	2w						█	█									
4	Performance Management Framework	3/11/2008	3/24/2008	2w							█	█								
5.1	Cost Assessment	3/11/2008	3/24/2008	2w							█	█								
5.2	Cost Allocation Model	3/24/2008	4/4/2008	2w								█	█							
6.1	Draft Report	4/4/2008	4/17/2008	2w									█	█						
6.2	Final Report	4/17/2008	4/23/2008	1w														█		
6.3	Implementation Action Steps	4/23/2008	4/29/2008	1w														█		

Proposed Project Timeline – 13 - 16 weeks

The project manager will monitor the initial work plan and project deadlines to ensure the timely and effective completion of this study. In addition, the Village's assignment of a project liaison will greatly facilitate efficient communications and requests for information between our project team and the Village. If it is necessary to modify this timeline due to factors we may not be aware of, we are willing to discuss this with the Village and make changes that best meet the Village's needs.

Clearly, our ability to meet this or any other mutually agreed upon timeline is dependent on the availability of appropriate Village staff and other key personnel and on our ability to access relevant information in a useable format.

Unless otherwise indicated, our proposal for this project is based on the assumption that we would not expend a significant amount of time performing data extraction or review of individual paper records, but would focus on analysis of data and issues. If the Village desires to utilize our services to a greater extent for data extraction, we could develop an appropriate response once we have a chance to review the available data's format

During the project, we will make the Village's project liaison aware of any other issues that impact our access to staff and/or information, which may affect our ability to meet the completion date for this project. We will work with the Village to resolve any of these issues in a timely manner.



**Virchow Krause
& company**

PROFESSIONAL FEES AND EXPENSES

Based on the scope of services outlined in this proposal, our professional fees for this project are estimated at \$48,025. Actual fees will be confirmed once the final scope and timeline have been negotiated; however, this assumes completion of both the operational review and the user fee evaluation. This amount is exclusive of out of pocket cost for travel (i.e. mileage, lodging and meals) and copying, mailing and other costs associated with the focus groups. These costs are estimated at \$1,460-2,200.

These fees include costs associated with all activities outlined in our proposal and include three on-site visits, two focus groups, one draft report discussion and one final presentation. Also included is development of an implementation plan and a six month implementation review.

Additionally, if a customer survey is desired, estimated fees for such a survey would be approximately \$4,500 to include survey development, distribution, results entry and tabulation and analysis. Alternatively occasional customers could be invited to attend one of the other focus groups; however, their perspective will likely be totally different than that of repeat professional customers.

Our proposal for this project is based on the assumption that we would not expend a significant amount of time performing data extraction or review of individual paper records, but would focus on analysis of data and issues and evaluation of operational improvement options. If the village desires to utilize our services to a greater extent for data extraction, we could develop an appropriate response once we have a chance to review the available data's format.

Should our proposed project scope and estimated fees exceed the investment the village expected to make in this study, we are willing to discuss alternatives to modify the work plan and assumptions to come to a mutually agreeable solution that provides the Village with a quality work product that meets its overall goals.

During the project, we will make the village's project liaison aware of any other issues that impact our access to staff and/or information, which may affect our ability to meet the completion date for these projects. We will work with the Village to resolve any of these issues in a timely manner.





Virchow Krause & company

January 28, 2008

Mr. Robert J. Glees, PE, AICP
Community Development Director
Village of Carol Stream
500 North Gary Avenue
Carol Stream, Illinois 60188-1899

Dear Mr. Glees:

This engagement letter sets forth a contractual Agreement specifying the scope of work, project timeline, expected deliverables, project fees, and terms and conditions for the services to be provided by Virchow Krause & Company, LLP (Contractor) for the Village of Carol Stream, Illinois (Client) to conduct an evaluation of the Community Development Department's planning, permitting, plan review, and zoning functions. This engagement is pursuant to the Virchow Krause proposal to the Village December 3, 2007.

1. Scope of Work

The objectives of the engagement are to evaluate:

- Overall alignment of department operations with the articulated development vision and strategic priorities of the Village;
- Process efficiency across all department functions, and transparency within the department and between the Department and other Village departments;
- Customer responsiveness including the timeliness, adequacy, consistency and accuracy of response and development of effective frameworks for information exchange between customers and the Village;
- Staffing level adequacy and redundancy (backup and succession planning);
- Effective performance and accountability frameworks; and
- User fee modifications necessary to ensure full cost recovery for services provided.

To achieve the project objectives, we will perform the following:

- Review background information about the Department's operation, including financial, contract, staffing, operational, organizational, and utilization information.
- Utilize information from available program reports, previous analyses, and other Village-provided data to evaluate program effectiveness.
- Conduct interview and focus groups sessions with a broad spectrum of individuals involved in the oversight, administration, and delivery of development services in the Village to gain their insights about program effectiveness, strengths, and shortcomings.
- Conduct a focus group session to solicit input from stakeholder groups served by the Department.

- Based on best practices and emerging trends in planning, permitting, plan review, and other community development processes, make recommendations to enhance the effectiveness and funding of the Village's current operations and user fee structure to identify areas with the greatest potential for:
 - Operating efficiencies and other process improvements.
 - Improved customer responsiveness and service
 - Program, service, and staff roles and responsibility modifications.
 - Maximization of fee revenues.

Furthermore, we will perform all of the tasks contained in our December 3, 2007 Request for Proposal's work plan, which is herein incorporated by reference and attached. The scope will contain the optional customer survey. And, the two-page "List of Development Services" provided to us with your letter of January 15, 2008 will be covered by the study. That list is also incorporated by reference and attached to this agreement.

2. Project Timetable

Virchow Krause will provide the Village with an initial request for information within one-week of receiving a notice to proceed with this engagement. Assuming a contract award date of no later than February 5, 2008, we anticipate being able to complete the general fact-finding and issue identification phase of the study in approximately two months. We expect that the draft report, including the cost of service/user fee analysis will be issued between April 21 and April 30, 2008.

The completion of the final report is largely dependent on the timing of the Village's review and comment regarding the draft report. However, we would anticipate being able to finalize the report within one to two weeks of receiving the Village's comments, and then be in a position to present it to the appropriate Village officials.

Clearly, our ability to meet this or any other mutually agreed upon timeline is dependent on the availability of appropriate Village officials and other key personnel and on our ability to access relevant information in a useable format. Therefore, our proposed timeline assumes that the Village can produce data in electronic format with sufficient program and service utilization detail to enable our team to analyze the data to meet the objectives of this project. If this is not the case, and depending on the format and completeness of the data available, the timeline for completion of this project may take longer.

The Virchow Krause project manager will monitor the work plan and project deadlines to ensure the timely and effective completion of this study and inform the Village of any issues as they arise.

3. Project Professional Fee

Based on the scope of services described in this letter and outlined in our proposal, professional fees and out-of-pocket expenses will total a not-to-exceed \$52,725 amount. Fees and expenses will be billed to the Village on a monthly basis during the course of the operational audit. Expenses will be invoiced at our actual cost.

This cost includes three presentations; one for a preliminary issues report to the project steering committee, one for presenting and discussion of the draft report to the project steering committee, and one of the final report to the Village Board or appropriate Village Committee as determined by the Village. Additional meetings would be billed to the Village at rates in existence at that time.

Mr. Robert Glees
Village of Carol Stream

January 28, 2008
Page 3

Our fees for this project are based on the assumption that we would not expend a significant amount of time performing data extraction or review of individual paper records, but would focus on analysis of data and issues and evaluation of operational improvement options. If the Village desires to utilize our services to a greater extent for data extraction, we could develop an appropriate response once we have a chance to review the available data's format. During the project, we will make the Village's project liaison aware of any other issues that impact our access to staff and/or information, which may affect our ability to meet the completion date or fees for this project. We will work with the Village to resolve any of these issues in a timely manner.

Virchow Krause will not perform any work beyond that described in this proposal without the prior written approval of the Client.

4. Village Project Management

Contractor shall submit all deliverable products and payment invoices to Client's project manager for review and approval. We understand that Robert Glees will serve as Client's project manager.

Client agrees to:

1. Designate a management-level individual to be responsible and accountable for overseeing this project.
2. Establish and monitor the performance of the project to ensure that it meets the Client's objectives.
3. Make any decisions that involve management functions related to this project.
4. Evaluate the adequacy of the services performed and any findings that result.
5. Establish internal controls, including monitoring ongoing activities.

5. Confidentiality

With respect to this Agreement and any information supplied in connection with this Agreement and designated by the disclosing party as confidential, the recipient agrees to:

1. Protect the confidential information in a reasonable and appropriate manner or in accordance with applicable federal, state and local laws and professional standards;
2. Use confidential information only to perform its obligations under this Agreement; and
3. Reproduce confidential information only as required to perform its obligations under this Agreement.

This section shall not apply to information which is (i) publicly known, (ii) already known to the recipient; (iii) disclosed to a third party without restriction; (iv) independently developed; or (v) disclosed pursuant to legal requirement or order. Subject to the foregoing, Contractor may disclose Client's confidential information to its subcontractors and affiliates.

6. Deliverables

Client may, solely for its internal business purposes, use, copy, distribute internally, and modify the deliverable items specifically described in the Scope of Work. Client shall not, without Contractor's prior written consent, disclose to a third party, publicly quote, or make reference to the deliverables. Contractor shall retain all right, title and interest in and to:

- A. The deliverables, including but not limited to all patent, copyright, trademark and other intellectual property rights therein; and
- B. All methodologies, processes, techniques, ideas, concepts, trade secrets and know-how embodied in the deliverables or that Contractor may develop or supply in connection with this Agreement (the "Virchow Krause Knowledge").

Subject to confidentiality restrictions, Contractor may use the deliverables and the Virchow Krause Knowledge for any purpose.

Notwithstanding the aforesaid, Contractor acknowledges and understands that Client is a local governmental entity and that payments made pursuant to this agreement will be made with public funds. As such, the product of this agreement may be subject to various rules, regulations and laws, including but not limited to the Open Meetings Act, 5 ILCS120/1, *et seq.* and the Freedom of Information Act, 5 ILCS 140/1 *et seq.* and that disclosure that is legally required under the law or pursuant to court order shall not be a breach of contract.

7. Acceptance

Contractor will submit all deliverables as defined in the Scope of Work to Client's project manager within a mutually agreed to timeline. Client's project manager shall accept deliverables which (i) conform to the requirements of the Scope of Work. Client will promptly give Contractor notification of any non-conformance of the deliverables with such requirements ("Non-conformance"), and Contractor shall have a reasonable period of time, based on the severity and complexity of the Non-conformance, to correct the Non-conformance. If Client uses the deliverables before acceptance or fails to promptly notify Contractor of any Non-conformance then the deliverables shall be considered accepted by Client.

8. Warranty

Contractor warrants that the services shall be performed with reasonable care in a diligent and competent manner. Contractor's sole obligation shall be to correct any non-conformance with this warranty, provided that Client gives Contractor written notice within thirty (30) days after the deliverables are submitted. Contractor does not warrant and is not responsible for any third party products or services, except those products and services provided by Contractor's subcontractors and affiliates. Client's sole and exclusive rights and remedies with respect to any third party products or services other than products and services provided by Contractor's subcontractors and affiliates are against the third party vendor and not against Contractor. This section is Contractor's only warranty concerning the services and any deliverable, and is made expressly in lieu of all other warranties and representations, express or implied, including any implied warranties of merchantability, non-infringement, or fitness for a particular purpose, or otherwise.

9. Risk Allocation

The Contractor agrees to indemnify, defend and save harmless the Village, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Contract, including attorneys fees and costs, provided said loss is due to the negligence or willful misconduct of the Contractor, its officers, agents and employees.

The Village agrees to indemnify, defend, and save harmless the Contractor, its subcontractors and affiliates, present and former partners, principals, and employees from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Village during the performance of this Contract, including attorneys fees and costs, provided said loss is due to the negligence or willful misconduct of the Village, its officers, agents and employees.

Mr. Robert Glees
Village of Carol Stream

January 28, 2008
Page 5

As Contractor is performing the services solely for the benefit of Client, Client will indemnify the Contractor, its affiliates and their employees, officers and agents against all costs, fees, expenses, damages and liabilities (including defense costs) associated with any third party claim, relating to or arising as a result of the services, Client's use of the deliverables, or this Agreement. In the event we are requested by Client; or required by government regulation, subpoena, or other legal process to produce our engagement working papers or our personnel as witnesses with respect to our services rendered for Client, so long as we are not a party to the proceeding in which the information is sought, Client will reimburse Contractor for its professional time and expenses, as well as the fees and expenses of its counsel, incurred in responding to such a request.

The provisions of this section (Risk Allocation) are intended to apply in all circumstances, regardless of the grounds or nature of any claim asserted (including contract, statute, any form of negligence, whether of Client, Contractor, or others, tort, strict liability or otherwise) and whether or not the party seeking indemnification was advised of the possibility of the damage or loss asserted, to the extent not contrary to applicable law.

Any action against Contractor must be brought within eighteen (18) months after the cause of action arises. In no event will Contractor and its present or former partners', managers', staff's or other employees' aggregate liability (including attorneys' fees and all other costs) to Client, if any, exceed the amount of the fees actually paid by client to Virchow Krause under this agreement for the specific services for which liability has been asserted.

Throughout the term of this Agreement, Contractor shall carry worker's compensation and employers' liability insurance for its employees and general liability insurance, including errors and omissions coverage for claims which might occur in carrying out this Agreement. Client shall not be liable to Contractor or its employees for any injuries to the Contractor's employees arising out of the performance of work under this Agreement. Upon execution of this Agreement, a certificate of insurance shall be filed with Client evidencing such coverage if requested.

10. Force Majeure

Neither party will be responsible for, or will be deemed to have breached this Agreement, if delay or failure in performance results from an act beyond the control of such party. Such acts will include, but not be limited to: an act of god, an act of war, an act of government, riot, an epidemic, fire, lightning, flood or other disaster, a strike or lockout, power failure, and changes in regulations.

11. Applicable Law

Any lawsuits related to or arising out of disputes under this Agreement shall be commenced and tried in the Circuit Court in DuPage County, Illinois and the Contractor shall submit to the jurisdiction of this Court for such lawsuits. The contract shall be interpreted pursuant to the laws of the State of Illinois, irrespective of Choice of Law considerations.

12. Conflict of Interest

- A. No officer, employee or agent of Client who exercises any functions or responsibilities in connection with the carrying out of any services or requirements to which this Agreement pertains, shall have any personal interest, direct or indirect in this Agreement.
- B. No elected official of the Client who exercises any functions or responsibilities in the review or approval of the carrying out of this Agreement shall have any personal interest, direct or indirect, in this Agreement.

- C. Contractor covenants that no person described in Conflict of Interest Sections A and B above who presently exercises any functions or responsibilities in connection with the Agreement has any personal financial interest, direct or indirect, in this Agreement. Contractor further covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of his services hereunder. Contractor further covenants that in the performance of this Agreement no person having any conflicting interest shall be employed. An interest on the part of Contractor or his employees must be disclosed to the Client.

13. Personnel

During the term of this Agreement, and for a period of six (6) months following the expiration or termination thereof, neither party will actively solicit the employment of the personnel of the other party involved directly with providing services hereunder. Both parties acknowledge that the fee for hiring personnel from the other party, during the project term and within six months following completion, will be two times the individual's starting annual salary.

14. Amendments to Agreement

This Agreement may be modified only by written amendment to the Agreement, signed by both parties.

15. Waiver

One or more waivers by any party or breach of any term of this Agreement will not be construed as a waiver of any subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

16. Independent Contractor Status

This Agreement does not make either party an agent or legal representative of the other party, and does not create a partnership or joint venture. Both parties are independent contractors and principals for their own accounts.

17. Assignment or Subcontract

This Agreement may not be assigned or subcontracted by Contractor without the written consent of the Client.

18. Termination

- A. This Agreement may be terminated at any time, with or without cause by either party upon thirty (30) days written notice to the other.
- B. In the event Client terminates this agreement pursuant to subparagraph A above Client shall pay Contractor for all services rendered and expenses incurred as of the date of termination, and shall reimburse Contractor for all reasonable costs associated with any termination. In the event Contractor terminates the agreement pursuant to subparagraph A above, Client shall pay Contractor for reasonable costs and expenses for all deliverables actually received in conformance with the scope of work and the project timetable set forth in Sections 1 and 2 above.
- C. Except for matters related to confidentiality or intellectual property rights, the parties shall first attempt to resolve any dispute or alleged breach internally by escalating it through management and, prior to pursuing litigation, use a mutually acceptable alternative dispute resolution process.

Mr. Robert Glees
Village of Carol Stream

January 28, 2008
Page 7

19. Notices

Any notices given pursuant to this Agreement shall be in writing, and shall be considered given when received. Unless otherwise designated by the parties in writing from time to time, notices to Client shall be sufficient if sent by certified or registered mail, postage prepaid, addressed to:

Mr. Robert J. Glees
Village of Carol Stream
500 North Gary Avenue
Carol Stream, Illinois 60188-1899

and notices to Contractor shall be sufficient if sent by certified or registered mail, postage prepaid, to:

Michael Ley, Partner
Virchow, Krause & Company, LLP
225 North Michigan Avenue, Suite 1100
Chicago, Illinois 60601

20. General

- A. No term of this Agreement shall be deemed waived, and no breach of this Agreement excused, unless the waiver or consent is in writing signed by the party granting such waiver or consent.
- B. If any term or provision of this Agreement is determined to be illegal or unenforceable, such term or provision shall be deemed stricken, and all other terms and provisions shall remain in full force and effect.
- C. Sections 5 through 19 of this Agreement shall survive the expiration or termination of this Agreement.
- D. Client acknowledges that:
 - i. Contractor and Client may correspond or convey documentation via Internet e-mail unless Client expressly requests otherwise,
 - ii. Neither party has control over the performance, reliability, availability, or security of Internet e-mail, and
 - iii. Contractor shall not be liable for any loss, damage, expense, harm or inconvenience resulting from the loss, delay, interception, corruption, or alteration of any Internet e-mail due to any reason beyond Contractor's reasonable control.

21. Execution

If the terms of this Agreement are acceptable, please sign below and keep one copy for your records and return the other for our records. We look forward to working with Village on this important project.

IN WITNESS WHEREOF, Virchow, Krause & Company, LLP and the Village of Will have caused this Agreement to be executed for and on their respective behalf and on the dates hereinafter set forth.

Mr. Robert Glees
Village of Carol Stream

January 28, 2008
Page 8

Village of Carol Stream, Illinois

Date

Virchow, Krause & Company, LLP

Michael Ley, Partner

Date

G-6 2-4-08

Village of Carol Stream
 INTER-DEPARTMENTAL MEMO

TO: Joseph E. Breinig, Village Manager
 FROM: Robert Mellor, Assistant Village Manager
 DATE: February 1, 2008
 RE: Award of Contract – Janitorial Services

Rm

The Village utilizes various outside contractors to perform ongoing facility maintenance and upkeep such as janitorial cleaning services. We have contracted with Best Quality Cleaning for several years to clean the Municipal and Public Works Centers. Although the cost of the janitorial services has not historically gone up over time, we find that the quality of services provided tends to decline over the years. Bid specifications were prepared and notices sent to 13 janitorial companies who had expressed an interest in performing services for the Village in the past. A notice to bid was also placed in the Daily Herald. Mandatory pre-bid inspections were conducted to allow janitorial companies to view the locations to be cleaned and to ask questions regarding the bid. On Wednesday, January 30th, sealed bids from 9 companies were opened and publicly read aloud. The results of the bid opening were as follows:

Janitorial Services Contractor	Monthly Costs		Total Annual Cost	1 x Initial Cleanup	Avg. Daily Hrs.
	Municipal Center	Public Works Center			
LS Superior Maintenance, Inc. Downers Grove, Illinois	\$2,517	\$406	\$36,001	\$925	16
Best Quality Cleaning, Inc. Franklin Park, Illinois	\$2,800	\$875	\$44,100	\$0	16
Komar Building Services Chicago, Illinois	\$3,067	\$1,133	\$50,880	\$480	9
Uni-Max Management Corporation Glenview, Illinois	\$3,695	\$655	\$52,200	\$0	16
Capital Contractors, Inc. Oakbrook, Illinois	\$2,992	\$1,282	\$54,088	\$2,800	12
Perfect Cleaning Service, Inc. Chicago, Illinois	\$3,955	\$758	\$56,556	\$0	16
ABC Commercial Maintenance Northbrook, Illinois	\$3,574	\$1,150	\$57,538	\$850	12.75
Total Facility Maintenance, Inc. Wood Dale, Illinois	\$3,965	\$698	\$59,756	\$3,800	16
Imperial Service Systems, Inc. Lombard, Illinois	\$5,255	\$1,342	\$79,464	\$300	16

Staff reviewed each proposal for completeness and checked references on the low bidders. The bids listed below were deficient in the following areas:

Bidder	Deficiency
LS Superior Maintenance, Inc.	New company. No comparably sized client list. No history of successful cleaning service.
Best Quality Cleaning, Inc.	Current cleaning service unresponsive to repeated requests for quality improvement.
Capital Contractors, Inc.	Average daily hours of work below specified 16-hour minimum.
ABC Commercial Maintenance	Average daily hours of work below specified 16-hour minimum.
Komar Building Services	Average daily hours of work below specified 16-hour minimum.

The lowest responsible and responsive bid was received from Uni-Max Management Corporation in the amount of \$52,200 for the first year of cleaning services. References for Uni-Max Management Corporation were checked and came back very positive. **It is recommended that the contract for janitorial service for the Village Hall and Public Works Center be awarded to Uni-Max Management Corporation in the amount of \$52,200 with the option for the Village Board to renew the contract for a second year subject to satisfactory performance during the preceding year.**

SUBMITTED BY:

UNI-MAX MANAGEMENT CORP
CONTRACTOR

1727 Waukegan Road
STREET ADDRESS

Glenview, IL 60025
CITY AND STATE

(773) 594-1500
TELEPHONE NUMBER

**SPECIFICATIONS & CONTRACT PROPOSAL
FOR
JANITORIAL SERVICES FOR THE
VILLAGE OF CAROL STREAM, ILLINOIS
2008**

OWNER:
Village of Carol Street
500 N. Gary Avenue
Carol Stream, IL 60188

and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom; and (2) is caused in whole or in part by any negligent act of omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this subparagraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or Subcontractor under Workers Compensation Acts, disability benefit acts or other employee benefit acts.

5. For all responsibilities covered by the specifications, the total monthly cost is:

\$ 3685.00 for the Village Hall facility.

\$ 655.00 for the Public Works Center

The total average daily cleaning hours proposed for all three facilities is:

16

For additional and/or emergency service required the hourly rate per person is:

\$ 13.75

\$ NONE one-time initial cleanup cost at start of new contract (if required)

6. The undersigned agrees that if awarded the contract, he/she will comply with all requirements as herein set forth.

7. IF INDIVIDUAL BUSINESS:

(Signature of Bidder)

(Business Address)

8. IF A CO-PARTNERSHIP:

(Firm Name)

(Business Address)

Names and address of all Firm Members:

9. IF A CORPORATION:

UNI-MAX MANAGEMENT CORP.

(Corporate Seal)

(Corporate Name)

1727 Waukegan Road, Glenview IL 60025

(Business Address)

[Handwritten Signature]

(Signature of Officer)

Names of officers:

SLAWEK JAKOWCZYK

(President)

TERESA KALSKI

(Secretary)

(Treasurer)

ATTEST:

[Handwritten Signature]

(Secretary)

10. IF A JOINT VENTURE:

(Name of Joint Venture)

(CORPORATE SEAL)

(Signature of Joint Venture Owner)

(Signature of Joint Venture Owner)

(Business Address)

ATTEST:

(Secretary)

AGENDA ITEM

ORDINANCE NO. _____

H-1 2-4-08

**AN ORDINANCE AMENDING SECTION 9-1-7 OF THE MUNICIPAL CODE
PERTAINING TO RECYCLING CONTAINER REGULATIONS**

BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE
VILLAGE OF CAROL STREAM, DUPAGE COUNTY, ILLINOIS, IN THE
EXERCISE OF ITS HOME RULE POWERS, as follows:

SECTION 1: That Section 9-1-7 of the Village Code of Ordinances of the
Village of Carol Stream pertaining to Recycling Container Regulations, be and
the same is hereby amended to read as follows:

§9-1-7 PLACEMENT OF CONTAINERS.

All containers for recycling, garbage and refuse shall be placed by
residents at the curb line of the premises served not earlier than
6:00 p.m. on the day before the scheduled collection, and shall be
removed on or before midnight of the day on which the collection is
made. Thereafter, containers shall be situated or located so as to
be hidden from view of the street and shall not be placed so as to
constitute a nuisance to adjacent property or to the occupants
thereof. Any code enforcement officer observing a violation of this
section may issue a "hang-on ticket" as provided in Chapter 15,
Article 4 of this Code pursuant to which the person cited may pay
the sum of \$25 within the time stated on the ticket as a
compromise or settlement to avoid the prosecution of an ordinance
violation in the Circuit Court.

SECTION 2: All other sections of this code not herein modified or
changed shall remain in full force and effect.

SECTION 3: This Ordinance shall be in full force and effect from and
after its passage, approval and publication in pamphlet form as provided by
law.

PASSED AND APPROVED THIS 4th DAY OF FEBRUARY 2008.

AYES:

NAYS:

ABSENT:

Frank Saverino, Sr., Mayor

ATTEST:

Beth Melody, Village Clerk

Village of Carol Stream
Interdepartmental Memo

TO: Joseph E. Breinig, Village Manager

FROM: Robert J. Glees, Community Development Director *R.J.G.*

DATE: January 24, 2008

RE: **Agenda Item for the Village Board Meeting of February 4, 2008
- Request for Approval of an Amendment to §9-1-7 of the
Municipal Code, Regarding Recycling Container Regulations**

PURPOSE

The purpose of this memorandum is to request approval by the Village Board of an ordinance to amend §9-1-7 of the Municipal Code, in order to facilitate enforcement of the Village's health regulations with respect to recycling containers.

DISCUSSION

The Village has received complaints regarding the placement of recycling containers in front of homes. Our field investigations show that many residents keep the containers in front of their homes, in violation of §9-1-7 of the Municipal Code. The purpose of the proposed amendment is to facilitate enforcement by adding recycling containers by name to the Code as needing to be hidden from view.

We suggest the following amendment to §9-1-7:

§ 9-1-7 PLACEMENT OF CONTAINERS.

All containers for recycling, garbage and refuse shall be placed by residents at the curb line of the premises served not earlier than 6:00 p.m. on the day before the scheduled collection, and shall be removed on or before midnight of the day on which the collection is made. Thereafter, containers shall be situated or located so as to be hidden from view of the street and shall not be placed so as to constitute a nuisance to adjacent property or to the occupants thereof. Any code enforcement officer observing a violation of this section may issue a "hang-on ticket" as provided in Chapter 15, Article 4 of this Code pursuant to which the person cited may pay

the sum of \$25 within the time stated on the ticket as a compromise or settlement to avoid the prosecution of an ordinance violation in the Circuit Court.

With the Village Board's approval of the recommended code amendment, enforcement actions would commence as follows:

- Placement of educational material in the newsletter
- Use of informational door hangers in problem neighborhoods to educate residents as to the Code and possible penalties.
- Notification of individual homes if problems persist.
- Issuance of hang-on tickets if problems continue to persist following notification (similar to the tickets recently authorized for smoking violations).
- The last step in the enforcement process would be the long-form citation, requiring an appearance in court.

RECOMMENDATION

Staff recommends that the Village Board approve the proposed amendment to §9-1-7 of the Municipal Code.

RJG:bg

u:\department\2007-2008 management study\award of contract.doc

AGENDA ITEM

I-1 2-4-08

Village of Carol Stream
Interdepartmental Memo

TO: Joseph Breinig, Village Manager
FROM: William N. Cleveland, Assistant Village Engineer *BC*
DATE: January 30, 2008
RE: 2008 Flexible Pavement Project MFT Resolution for
Construction (Section 08-00052-00-FP)

Attached is the estimate of cost and MFT resolution for the referenced project in the format required by IDOT. The resolution is for \$1,925,800.90, which is less than the proposed budget amount of \$1,995,000 by \$69,199.10 (3.4%).

This project consists of Street Resurfacing and Structural Overlay combined together in one contract, rather than separate contracts. The Village has used this method the previous five years and received very good unit pricing due to the larger quantities. It is also easier to coordinate the project with a single contractor.

It is therefore recommended that the IDOT resolution for improvement by municipality under the Illinois Highway Code for Construction in the amount of \$1,925,800.90 be approved.

Cc: Stan Helgerson, Finance Director
James T. Knudsen, Director of Engineering Services
Al Turner, Director of Public Works
Fred Ceranek, Engineering Inspector
Jim Ludman, Engineering Inspector
Jesse Bahraini, Engineering Inspector

Attachments



BE IT RESOLVED, by the Mayor & Board of Trustees of the Council or President and Board of Trustees of Carol Stream Illinois that the following described street(s) be improved under the Illinois Highway Code:

Table with 4 columns: Name of Thoroughfare, Route, From, To. Row 1: See Attached, empty, empty, empty.

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of removal of existing bituminous surface pavement from a depth to 1.75" to 2.5" in some locations. Replacement will consist of two inches of new surface course and 0.75" of level binder in some locations. This work will also include removal & replacement of curb and gutter and sidewalk where needed.

and shall be constructed various 23' - 34' wide and be designated as Section 08-00052-00-FP

2. That there is hereby appropriated the (additional Yes No) sum of One million nine hundred twenty five thousand eight hundred dollars and ninety cents Dollars (\$1,925,800.90) for the improvement of said section from the municipality's allotment of Motor Fuel Tax funds.

3. That work shall be done by Contract Specify Contract or Day Labor ; and,

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit two certified copies of this resolution to the district office of the Department of Transportation.

Authorized MFT Expenditure
Date
Department of Transportation
Regional Engineer

I, Janice Koester Clerk in and for the Village of Carol Stream City, Town or Village DuPage County of DuPage, hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Mayor and Board of Trustees Council or President and Board of Trustees at a meeting on February 4, 2008 Date IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this day of February, 2008 (SEAL) City, Town, or Village Clerk

Name	From	To
ANTIGO BOWSTRING COURT BIG HORN TRAIL BIG HORN TRAIL BIG HORN TRAIL APPOMATTOX BRAVE COURT LIES PROVINCETOWN HAMPTON DR. HAMPTON DR. CHATHAM DR.	SPRING VALLEY DR APPOMATTOX TR 31'EAST OF WALNUT SPRING VALLEY SPRING VALLEY DR SPRING VALLEY DR SPRING VALLEY DR 50' EAST OF EASTON DR TOWN & COUNTRY CUL-DE-SAC (E) PROVINCETOWN DR PROVINCETOWN DR	BIG HORN TRAIL CUL-DE-SAC SPRING VALLEY DR 31'W SIDE WALNUT ANTIGO TRAIL ANTIGO CUL-DE-SAC COUNTY FARM RD 816 PROVINCETOWN CUL-DE-SAC (W) CUL-DE-SAC HAMPTON DR
HOOVER DRIVE DAYBREAK LANE ALLEGRO LN ECLIPSE DRIVE CAMELOT LANE KUHN KUHN DORCHESTER DR. SOMMERSET COURT	ELK TRAIL HOOVER DR DAYBREAK LANE DAYBREAK DAYBREAK LANE 470' NORTH OF YARDLEY ARMY TRAIL LIES RD DORCHESTER	DAYBREAK ELK TRAIL HOOVER DRIVE HOOVER DRIVE HOOVER DRIVE LIES 470' N OF YARDLEY PROVINCETOWN DR END
CONCORD COURT CONCORD COURT CONCORD LANE LENOX COURT FAIRFIELD COURT PEMBROOK COURT BROMPTOM COURT ARLINGTON COURT TUBEWAY WESTGATE VILLAGE	CONCORD LANE VILLAGE COURT/BUTT JT NORTH AVENUE CONCORD LANE CONCORD LANE PRESIDENT STREET PRESIDENT STREET PRESIDENT STREET END ST. CHARLES RD GARY AVE	END END PRESIDENT STREET END END CUL-DE-SAC CUL-DE-SAC END OF CUL-DE-SAC GARY AVENUE TUBEWAY KEHOE BLVD



(Construction) Estimate of Cost

Location and brief description (Sta. and land description of beginning; Sta. only for end for county and road districts; street limits for municipality.)
 Various streets within the Village limits – see attached list of streets

Total Project Length	30,952ft
Net Length	5.9 miles

Surface Type	bituminous
Width	23 - 34'

Shoulder Type	N/A
Width	N/A

<small>Bridge or Culvert</small>	
Length	N/A
Width	N/A

Item No.	Items	Unit	Quantity	Unit Price	Total Cost
CARRIED FORWARD					
1	Combination Curb and Gutter Removal	LF	18,047	\$4.25	\$76,699.75
2	Combination Concrete Curb and Gutter, Type B6-12	LF	17,517	\$15.00	\$262,755.00
3	Combination Concrete Curb and Gutter, Type M6-18	LF	530	\$17.00	\$9,010.00
4	Sidewalk Removal	SF	12,777	\$2.00	\$25,554.00
5	Detectable Warnings	SF	785	\$17.00	\$13,345.00
6	Portland Cement Concrete Sidewalk 5"	SF	12,377	\$4.50	\$55,696.50
7	Topsoil, Seed & Straw	LF	15,159	\$2.25	\$34,107.75
8	Driveway Pavement Removal	SY	1,554	\$15.00	\$23,310.00
9	Bituminous Driveway Replacement 2.5"	SY	1,145	\$30.00	\$34,350.00
10	Portland Cement Concrete Driveway Pavement 6"	SY	439	\$70.00	\$30,730.00
11	Inlets to be Repaired	EA	69	\$250.00	\$17,250.00
12	Inlets to be Reconstructed	EA	8	\$500.00	\$4,000.00
13	Inlets to be Adjusted	EA	32	\$200.00	\$6,400.00
14	Class "D" Patches Type, IV 3"	SY	5000	\$15.00	\$45,315.00
15	Hot-Mix Asphalt Surface Removal 1.75"	SY	66,336	\$2.65	\$175,790.40
16	Hot-Mix Asphalt Surface Removal 2.5"	SY	32,753	\$3.00	\$98,259.00
17	Aggregate for temporary access	TN	193	\$50.00	\$9,650.00
18	Aggregate (Prime Coat)	TN	149.55	\$60.00	\$8,973.00
19	Bituminous Material (Prime Coat)	GAL	10,295	\$3.25	\$33,458.80
20	Strip Reflective Crack Control Treatment 24" Type C	LF	8,250	\$2.50	\$20,625.00
21	Level Binder (machine method) SuperPave, IL 9.5 N50 0.75"	TN	1,577	\$60.00	\$94,620.00
22	Hot-Mix Asphalt Surface Course, Mix "C" N50, 2"	TN	9,371.7	\$70.00	\$656,019.00
23	Hot-Mix Asphalt Surface Course, Mix "D" N70, 2"	TN	2,504	\$70.00	\$175,280.00
24	Earth Excavation	CY	100	\$60.00	\$6,000.00
25	Porous Granular Embankment	CY	100	\$60.00	\$6,000.00
26	Thermoplastic Pavement Marking Line 4"	LF	4,640	\$1.75	\$8,120.00
27	Thermoplastic Pavement Marking Line 6"	LF	1,592	\$2.00	\$3,184.00
28	Thermoplastic Pavement Marking Line 24"	LF	355	\$4.50	\$1,597.50
<input checked="" type="checkbox"/> Page Total					
<input type="checkbox"/> Total Estimated Cost					\$1,912,789.7

Made by _____ Date _____

Checked by _____ Date _____

J-1 2-4-08

Village of Carol Stream
Interdepartmental Memo

TO: Joseph Breinig, Village Manager
FROM: William N. Cleveland, Assistant Village Engineer *WB*
DATE: January 28, 2008
RE: Local Agency Agreement for Federal Participation -
Kuhn Road Bikeway

An agreement needs to be executed between the Village and the Illinois Department of Transportation, acting in accordance with the Federal Highway Administration's policies and procedures. This agreement establishes guidelines for the contract and funding of the project.

The current cost estimate for preliminary engineering is \$239,934, of which \$173,000 is from FHWA funding and \$66,934 is from Village funding. Actual costs will be used in the final division of cost for billing and reimbursement.

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

Engineering staff therefore recommends the agreement be signed by the Mayor. If you have any questions, please call.

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



Illinois Department of Transportation

Local Agency Agreement for Federal Participation

Local Agency Village of Carol Stream	State Contract	Day Labor	Local Contract X	RR Force Account
Section 08-00052-00-BT	Fund Type CMAQ/STP		ITEP Number	

Construction		Engineering		Right-of-Way	
Job Number	Project Number	Job Number	Project Number	Job Number	Project Number
		P-91-157-08	M-CMM-8003(948)		

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

Location

Local Name Kuhn Road Bike Path Route FAU 2554 Length 11,500 feet
 Termini Great Western Trail to Lies Road

Current Jurisdiction Local Existing Str. No N/A

Project Description

Preliminary Engineering (Phase I) and Right-of-Way Acquisition Services to construct a bike path connecting the Great Western Trail south of St. Charles Road to Lies Road. Project omission in the vicinity of North Avenue where the new bike path will meet an existing path within Red Park Trail to the south and the existing 8' x 10' box culvert/underpass under North Avenue to the north.

Division of Cost

Type of Work	FHWA	%	STATE	%	LA	%	Total
Participating Construction							
Non-Participating Construction							
Preliminary Engineering	173,000	*			66,934	BAL	239,934
Construction Engineering							
Right of Way							
Railroads							
Utilities							
TOTAL	\$ 173,000		\$		\$ 66,934		\$ 239,934

* \$173,000 CMAQ cap

NOTE: The costs shown in the Division of Cost table are approximate and subject to change. The final LA share is dependent on the final Federal and State participation. The actual costs will be used in the final division of cost for billing and reimbursement.
 If funding is not a percentage of the total, place an asterisk in the space provided for the percentage and explain above.
 The Federal share of construction engineering may not exceed 15% of the Federal share of the final construction cost.

Local Agency Appropriation

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

Method of Financing (State Contract Work)

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

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

Agreement Provisions

THE LA AGREES:

- (1) To acquire in its name, or in the name of the state if on the state highway system, all right-of-way necessary for this project in accordance with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and established state policies and procedures. Prior to advertising for bids, the **LA** shall certify to the **STATE** that all requirements of Titles II and III of said Uniform Act have been satisfied. The disposition of encroachments, if any, will be cooperatively determined by representatives of the **LA**, and **STATE** and the **FHWA**, if required.
- (2) To provide for all utility adjustments, and to regulate the use of the right-of-way of this improvement by utilities, public and private, in accordance with the current Utility Accommodation Policy for Local Agency Highway and Street Systems.
- (3) To provide for surveys and the preparation of plans for the proposed improvement and engineering supervision during construction of the proposed improvement.
- (4) To retain jurisdiction of the completed improvement unless specified otherwise by addendum (addendum should be accompanied by a location map). If the improvement location is currently under road district jurisdiction, an addendum is required.
- (5) To maintain or cause to be maintained, in a manner satisfactory to the **STATE** and **FHWA**, the completed improvement, or that portion of the completed improvement within its jurisdiction as established by addendum referred to in item 4 above.
- (6) To comply with all applicable Executive Orders and Federal Highway Acts pursuant to the Equal Employment Opportunity and Nondiscrimination Regulations required by the U.S. Department of Transportation.
- (7) To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General and the department; and the **LA** agrees to cooperate fully with any audit conducted by the Auditor General and the department; and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the **STATE** for the recovery of any funds paid by the **STATE** under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
- (8) To provide if required, for the improvement of any railroad-highway grade crossing and rail crossing protection within the limits of the proposed improvement;
- (9) To comply with Federal requirements or possibly lose (partial or total) Federal participation as determined by the **FHWA**;
- (10) (State Contracts Only) That the method of payment designated on page one will be as follows:
 - Method A - Lump Sum Payment. Upon award of the contract for this improvement, the **LA** will pay to the **STATE**, in lump sum, an amount equal to 95% of the **LA**'s estimated obligation incurred under this Agreement, and will pay to the **STATE** the remainder of the **LA**'s obligation (including any nonparticipating costs) in a lump sum, upon completion of the project based upon final costs.
 - Method B - Monthly Payments. Upon award of the contract for this improvement, the **LA** will pay to the **STATE**, a specified amount each month for an estimated period of months, or until 95% of the **LA**'s estimated obligation under the provisions of the Agreement has been paid, and will pay to the **STATE** the remainder of the **LA**'s obligation (including any nonparticipating costs) in a lump sum, upon completion of the project based upon final costs.
 - Method C - Progress Payments. Upon receipt of the contractor's first and subsequent progressive bills for this improvement, the **LA** will pay to the **STATE**, an amount equal to the **LA**'s share of the construction cost divided by the estimated total cost, multiplied by the actual payment (appropriately adjusted for nonparticipating costs) made to the contractor until the entire obligation incurred under this Agreement has been paid.
- (11) (Day Labor or Local Contracts) To provide or cause to be provided all of the initial funding, equipment, labor, material and services necessary to construct the complete project.
- (12) (Preliminary Engineering) In the event that right-of-way acquisition for, or actual construction of the project for which this preliminary engineering is undertaken with Federal participation is not started by the close of the tenth fiscal year following the fiscal year in which this agreement is executed, the **LA** will repay the **STATE** any Federal funds received under the terms of this Agreement.
- (13) (Right-of-Way Acquisition) In the event that the actual construction of the project on this right-of-way is not undertaken by the close of the twentieth fiscal year following the fiscal year in which this Agreement is executed, the **LA** will repay the **STATE** any Federal Funds received under the terms of this Agreement.
- (14) (Railroad Related Work Only) The estimates and general layout plans for at-grade crossing improvements should be forwarded to the Rail Safety and Project Engineer, Room 204, Illinois Department of Transportation, 2300 South Dirksen Parkway, Springfield, Illinois, 62764. Approval of the estimates and general layout plans should be obtained prior to the commencement of railroad related work. All railroad related work is also subject to approval by the Illinois Commerce Commission (ICC). Final inspection for railroad related work should be coordinated through appropriate IDOT District Bureau of Local Roads and Streets office.

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

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

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

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

THE STATE AGREES:

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

- (4) (Local Contracts) That for agreements with Federal and/or State funds in engineering, right-of-way, utility work and/or construction work:
- (a) To reimburse the LA for the Federal and/or State share on the basis of periodic billings, provided said billings contain sufficient cost information and show evidence of payment by the LA.
 - (b) To provide independent assurance sampling, to furnish off-site material inspection and testing at sources normally visited by STATE inspectors of steel, cement, aggregate, structural steel and other materials customarily tested by the STATE.

IT IS MUTUALLY AGREED:

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

ADDENDA

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

Number 1 Location Map.

(Insert addendum numbers and titles as applicable)

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

APPROVED

Name Frank Saverino, Sr.

Title Mayor, Village of Carol Stream
County Board Chairperson/Mayor/Village President/etc.

Signature _____

Date _____

TIN Number E9997450904

APPROVED

State of Illinois
Department of Transportation

Milton R. Sees, Secretary of Transportation

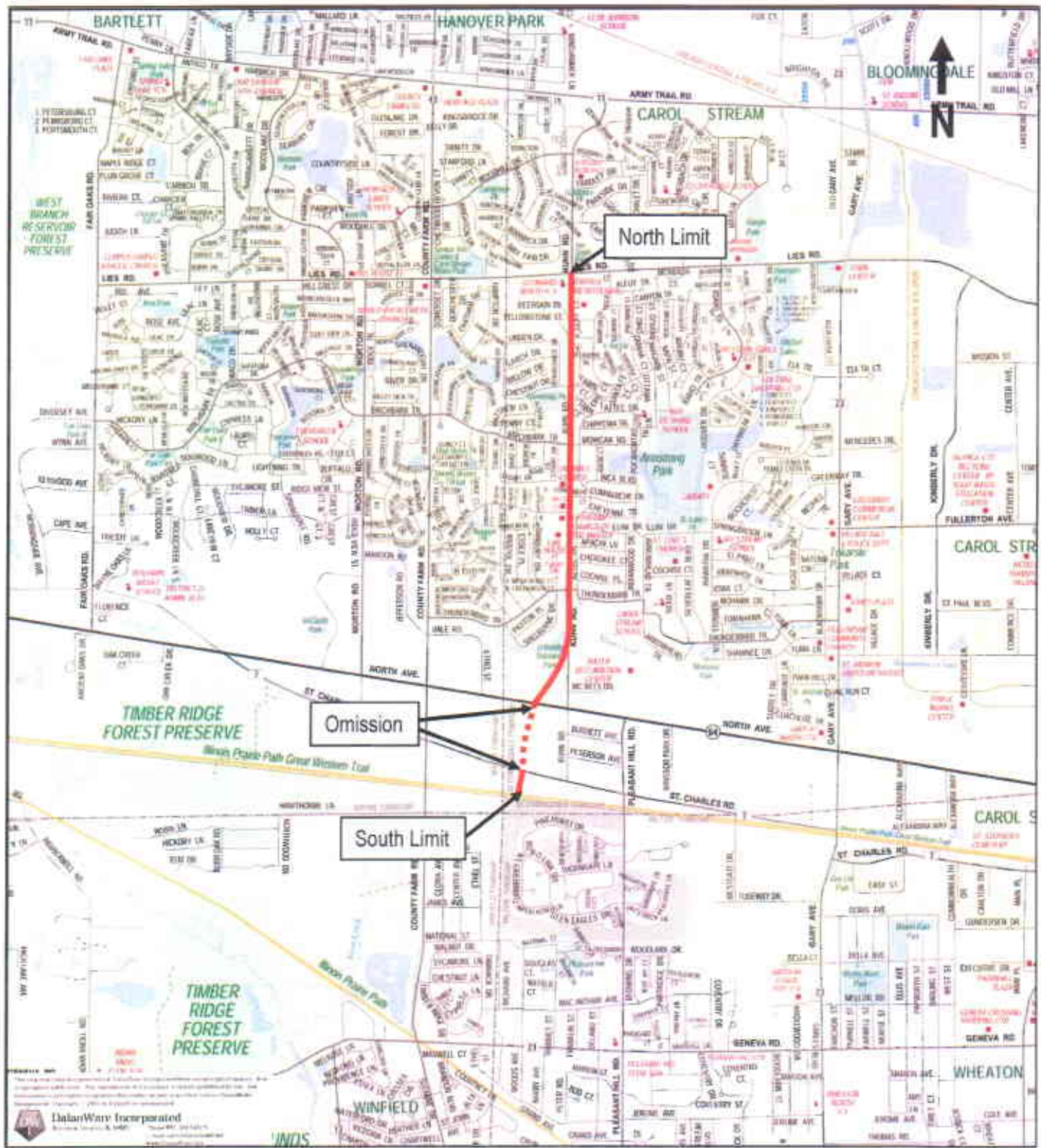
Date _____

Milton R. Sees, Director of Highways/Chief Engineer

Ellen J. Schanzle-Haskins, Chief Counsel

Ann L. Schneider, Director of Finance and Administration

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



Project Information:

Section No. 08-00052-00-BT
 Project No. M-CMM-8003(948)
 Job No. P-91-157-08
 Village of Carol Stream, DuPage County

Location Map

Kuhn Road Bike Path (FAU Route 2554)
 Great Western Trail to Lies Road

AGENDA ITEM

Village of Carol Stream

02/01/2008 09:39
ssullivan

VILLAGE of CAROL STREAM
VENDOR INVOICE LIST

K-1 2-4-08 ¹ _{apinvlst}

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
158 AMERICAN ADMINISTRATIVE GROUP										
15443		01/21/2008	1763	D020408	24777	195.75	02/04/2008	INV PD		FLEX SPENDING THRU 01/2/08
159 ANCEL GLINK DIAMOND BUSH DICIANNI &										
JANUARY 15 2008	20080072	01/15/2008	1769	D020408	24778	6,889.81	02/04/2008	INV PD		LEGAL SRV THR DEC 31 2007
556 AVALON PETROLEUM COMPANY										
000915	20080117	01/18/2008	1790	D020408	24779	9,003.00	02/04/2008	INV PD	20%	DIESEL
507865	20080117	01/18/2008	1791	D020408	24779	9,976.00	02/04/2008	INV PD	10%	ETHANOL GAS
						18,979.00				
438 DAVID G BAKER										
012208	20080110	01/22/2008	1758	D020408	24780	100.00	02/04/2008	INV PD		VIDEO TAPE VLG BRD MTG 1/2
165 BAXTER & WOODMAN INC										
0130148	20080146	12/20/2007	1792	D020408	24781	24,191.14	02/04/2008	INV PD		SW AREA WATER MAIN
0131111	20080130	01/24/2008	1801	D020408	24781	1,809.54	02/04/2008	INV PD		WRC EAST SD CONST 1/19/08
						26,000.68				
169 CHRISTOPHER B BURKE ENGR LTD										
73952	20080045	11/16/2007	1766	D020408	24782	350.00	02/04/2008	INV PD		PROF SRV SEPT 30-OCT 27 DC
74750	20080045	12/14/2007	1752	D020408	24782	70.00	02/04/2008	INV PD		SRV FRM OCT 28-NOV 24 VALU
75156	20080045	01/11/2008	1750	D020408	24782	88.00	02/04/2008	INV PD		SRV FRM NOV 25-DEC 29
75609	20080045	01/18/2008	1749	D020408	24782	1,209.00	02/04/2008	INV PD		SRV FRM NOV 25-DEC 29 TL G
75610	20080045	01/18/2008	1751	D020408	24782	912.00	02/04/2008	INV PD		SRV FRM NOV 25-DEC 29 KEHO
75611	20080045	01/18/2008	1748	D020408	24782	280.00	02/04/2008	INV PD		SRV FRM NOV 25-DEC 29 VALU
75621	20080045	01/28/2008	1747	D020408	24782	140.00	02/04/2008	INV PD		SRV FRM NOV 25-DEC 29 COVR
						3,049.00				
39 COMED										
0030086009	2	01/24/2008	1786	D020408	24783	116.94	02/04/2008	INV PD		SERV FOR 12/20/07-01/23/08
0803155026	2	01/24/2008	1784	D020408	24783	14.08	02/04/2008	INV PD		SERV FOR 12/20/07 - 01/24/
1353117013	2	01/24/2008	1785	D020408	24783	146.04	02/04/2008	INV PD		SERV FOR 12/20/07 - 01/24/
1865134015	2	01/24/2008	1783	D020408	24783	14.08	02/04/2008	INV PD		SERV FOR 12/20/07 - 01/24/
3153036011	2	01/22/2008	1782	D020408	24783	114.27	02/04/2008	INV PD		SERV FOR 12/20/07-01/22/08
4483019016	2	01/24/2008	1787	D020408	24783	14.08	02/04/2008	INV PD		SERV FOR 12/20/07-01/24/08
4863004008	2	01/24/2008	1789	D020408	24784	4,280.35	02/04/2008	INV PD		SERV FOR 12/19/07 - 01/23/
6213120002	3	01/22/2008	1788	D020408	24783	426.21	02/04/2008	INV PD		SERV FOR 12/18/07-01/22/08
6337409002	2	01/23/2008	1781	D020408	24783	138.71	02/04/2008	INV PD		SERV FOR 12/18/07-01/23/08
6597112015	2	01/22/2008	1780	D020408	24783	128.06	02/04/2008	INV PD		SERV FOR 12/20/07- 01/22/0
6675448009	2	01/23/2008	1796	D020408	24783	102.92	02/04/2008	INV PD		SERV FOR 12/20/07-01/23/08
7219135017		01/24/2008	1802	D020408	24784	15.58	02/04/2008	INV PD		SERV FR 12/20/07-01/24/08
						5,511.32				
42 CONSTELLATION NEW ENERGY										
0111013079	2	01/22/2008	1794	D020408	24785	272.08	02/04/2008	INV PD		SERV FOR 12/10/07-01/11/20

Village of Carol Stream

02/01/2008 09:39
 ssullivan

VILLAGE of CAROL STREAM
 VENDOR INVOICE LIST

PG 2
 apinvlst

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION	
2514004009 1		01/24/2008	1793	D020408	24785	64.16	02/04/2008	INV	PD	SERV FOR 12/18/07-01/22/08	
3054113024 2		01/24/2008	1795	D020408	24785	3,022.53	02/04/2008	INV	PD	SERV FRM 12/18/07-01/22/08	
						3,358.77					
173 COUNTY COURT REPORTERS INC											
094788		01/23/2008	1774	D020408	24786	150.00	02/04/2008	INV	PD	PLAN COMM MTG JAN 14	
497 CUSTOM SERVICE HEAT COOL INC											
01/16/2008		01/16/2008	1819	D020408	24787	946.92	02/04/2008	INV	PD	MTC & REPAIR WEST PUMP STN	
01/17/2008	20080186	01/17/2008	1821	D020408	24787	491.44	02/04/2008	INV	PD	PREVENATIVE MTC & REPAIRS	
01112008	20080186	01/11/2008	1823	D020408	24787	425.00	02/04/2008	INV	PD	PREVENATIVE MTC & REPAIRS	
01142008		01/14/2008	1824	D020408	24787	425.00	02/04/2008	INV	PD	HAC REPAIR ON WELL HEATER	
11/29/2007	20080186	11/29/2007	1822	D020408	24787	709.68	02/04/2008	INV	PD	PREVENATIVE MTC & REPAIRS	
12/10/2007		12/10/2007	1820	D020408	24787	478.40	02/04/2008	INV	PD	INSTL PART ON HEATING GARA	
						3,476.44					
617 ISABELLE BOSCO											
0708	20080176	01/22/2008	1753	D020408	24788	660.00	02/04/2008	INV	PD	SNOW REMOVAL JAN 22	
35 DU COMM											
13519	20080011	02/01/2008	1761	D020408	24789	137,610.00	02/04/2008	INV	PD	QTRLY SHRS FEB-APRIL 2008	
33 DUPAGE MAYORS AND MANAGERS CONFERENCE											
5101		01/21/2008	1759	D020408	24790	55.00	02/04/2008	INV	PD	DINNER MTG JAN 16TH BREINI	
226 EARTH TECH INC											
434264 FINAL	20080058	01/16/2008	1755	D020408	24791	1,392.19	02/04/2008	INV	PD	FAIR OAKS RD CONSTRUCTION	
182 EVARE											
DT14	20080188	01/31/2008	1825	D020408	24792	6,920.00	02/04/2008	INV	PD	DESKTOP LEASE3/08-2/09	
28 FEDEX											
2 483 12917	20080017	01/16/2008	1777	D020408	24793	61.48	02/04/2008	INV	PD	INV SUMM JAN 16 2008	
2 496 33102	20080017	01/23/2008	1797	D020408	24793	86.06	02/04/2008	INV	PD	INV SUMMARY JAN 23 2008	
						147.54					
57 GORDON FLESCH COMPANY INC											
20481 1		12/13/2007	1803	D020408	24794	2,463.00	02/04/2008	INV	PD	FAX MACHINE/RECORDS	
310 GRAINGER											
9517311941		12/05/2007	1772	D020408	24795	57.06	02/04/2008	INV	PD	SEAL ASSEMBLY	
9518411369 1		12/06/2007	1799	D020408	24795	-27.66	12/06/2007	CRM	PD	RETURNED PART	
						29.40					
407 HR SIMPLIFIED											

Village of Carol Stream

02/01/2008 09:39
 ssullivan

VILLAGE of CAROL STREAM
 VENDOR INVOICE LIST

PG 4
 apinvlst

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
2001384	20080111	01/17/2008	1768	D020408	24809	575.00	02/04/2008	INV	PD	POLICE OFFICER INDVD ASSES
7 THIRD MILLENIU ASSOCIATES INCORPORATED										
10442	20080036	12/31/2007	1757	D020408	24810	150.00	02/04/2008	INV	PD	CASS'ED ADDRESS 12/17/07
627 THORNE ELECTRIC INC										
16092	20080159	12/19/2007	1826	D020408	24811	2,601.52	02/04/2008	INV	PD	1428 VOILET LIGHT REPLCD
531 TRI R SYSTEMS INC										
002385	20080167	01/26/2008	1800	D020408	24812	3,250.00	02/04/2008	INV	PD	REMOUNT & REPR SCADA EQUIP
209 TYLER TECHNOLOGIES INC										
121863	20080007	01/22/2008	1776	D020408	24813	3,189.00	02/04/2008	INV	PD	UTIL IMPLEM JAN 8 - 10 200
=====										
65 INVOICES						429,118.40				
=====										

** END OF REPORT - Generated by Sue Sullivan **

The preceding list of bills payable totaling \$429,338.40 was reviewed and approved for payment.

Approved by:



Joseph E Breinig - Village Manager

Date: 2/1/08

Authorized by:

Frank Saverino Sr. - Mayor

Beth Melody -- Village Clerk

Date: _____

K-2 2-4-08

ADDENDUM WARRANTS
January 23, 2008 thru February 4, 2008

Fund	Check #	Vendor	Description	Amount
General	A C H	Oak Brook Bank	Payroll January 14, 2007 - January 27, 2008	477,339.97
Water & Sewer	A C H	Oak Brook Bank	Payroll January 14, 2007 - January 27, 2008	33,258.62
General	A C H	Ill Funds	Dupage Water Commission - December 2007	<u>142,798.01</u>
				<u>653,396.60</u>

Approved this _____ day of _____, 2008

By: _____
 Frank Saverino, Sr. - Mayor

 Beth Melody, Village Clerk