

Village of Carol Stream

BOARD MEETING

AGENDA

APRIL 6, 2020

7:30 P.M.

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

A. ROLL CALL AND PLEDGE OF ALLEGIANCE:

B. MINUTES:

1. Approval of Minutes of the March 16, 2020 Special Workshop Meeting.
2. Approval of Minutes of the March 16, 2020 Village Board Meeting.

C. LISTENING POST:

1. Addresses from Audience (3 Minutes).

D. PUBLIC HEARINGS:

1. Public Hearing: Annual Budget for the 2020-2021 Fiscal Year beginning May 1, 2020.

E. 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.

F. BOARD AND COMMISSION REPORTS:

G. OLD BUSINESS:

H. STAFF REPORTS AND RECOMMENDATIONS:

1. Recommendation for approval of modifications to the Village's budgetary fiscal policies related to General Fund cash reserves. *Staff recommends a reduction in the amount of required reserves to be maintained in the General Fund from 50% to 25% of annual budgeted operating expenditures.*
2. Agreements for Professional Services – B&F Construction Code Services, Inc. *Staff recommends approval of the proposals for Professional Services and Independent Contractor's Agreement with B&F Construction Code Services for consultant services not to exceed \$80,000 in aggregate during FY20/21.*
3. Motion to Approve Purchase of Two (2) Zero-Turn Mowers (FY21). *Staff recommends the purchase of two (2) Exmark Lazer 72" Deck Zero-turn Mowers for a total amount of \$35,408 from Mowers & More under Sourcewell contract #062117-EXM.*

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4. Motion to Reject all Bids for the Emergency Street Light Repair Services. *Staff recommends approving a Motion rejecting all bids for Emergency Street Light Repair Services and that staff be directed to revise the bid form and re-bid the contract.*
5. Police Department Administrative Services Agreement. *Staff recommends the contract for Administrative Services with Stephen F. Schmidt Consulting, Inc. be extended for an additional term of 4-months at the negotiated fee of \$11,500/month per terms and conditions, outlined in the original contract.*

I. ORDINANCES:

1. Ordinance No. 2020-04-____, Authorizing the Amendment of the Annual Budget of the Village of Carol Stream for the Fiscal Year Ending April 30, 2020. *This item amends the FY19/20 budget to account for certain expenses incurred during the year which were more than originally projected and also establishes budgetary appropriations for new funds created during the year.*
2. Ordinance No. 2020-04- _____, An Ordinance Adopting the Annual Budget of the Village of Carol Stream in the Amount of \$58,837,023 for the FY20/21 Fiscal Year Beginning May 1, 2020, and Ending April 30, 2021. *This ordinance adopts the annual budget for the Village for the new fiscal year which begins on May 1, 2020. The proposed budget was compiled over the last several months and has been reviewed with the Village Board and public over several workshop meetings beginning last January.*
3. Ordinance No. 2020-04-_____, An Ordinance Amending Section 13-3-13 of the Village Code pertaining to Water and Sewer Rates. *This ordinance increases the standard billing rate for water services from \$8.14 to \$8.38 per 1,000 gallons metered. There is no recommended increase in the sanitary sewer billing rate. The \$0.24 water rate increase is necessary for the ongoing operation and maintenance of the water distribution system. The new rates will take effect May 1, 2020 and will result in an increase of \$1.44 per month for a customer using 6,000 gallons of water. Carol Stream has among the lowest water and sewer rates in effect among all DuPage Water Commission communities.*

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4. Ordinance No. 2020-04-____ Amending Chapter 6, Article 13, Sections 6-13-3, 6-13-4, 6-13-7 and 6-13-10 of the Carol Stream Code of Ordinances (Fees and Securities for Construction and New Development). *This ordinance increases various plan review and inspection fees in accordance with increases to be implemented by the Village's Building Codes Consultant, proposes organizational and housekeeping revisions to the fee schedule, and adds language and establishes a fee for Temporary Certificates of Occupancy.*

J. RESOLUTIONS:

1. Resolution No. ____ Authorizing the Village Manager to Execute Powers of Attorney to the Secretary of State's Office. *This resolution authorizes the Village Manager to issue the Power of Attorney for the purchase or sale of motor vehicles and for the purchase of license plates.*
2. Resolution No. ____ Adopting the 2020-21 Employee Compensation Plan for the Village of Carol Stream. *Staff recommends a general wage adjustment of 3% and funding this year's performance based non-union compensation program at a set 2% adjustment.*

K. NEW BUSINESS:

L. PAYMENT OF BILLS:

1. Regular Bills: March 17, 2020 through March 30, 2020.
2. Addendum Warrants: March 17, 2020 through March 30, 2020.
3. Regular Bills: March 31, 2020 through April 6, 2020.

M. REPORT OF OFFICERS:

1. Mayor:
2. Trustees:
3. Clerk:

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N. EXECUTIVE SESSION:

O. ADJOURNMENT:

LAST ORDINANCE	2020-03-07	LAST RESOLUTION	3131
NEXT ORDINANCE	2020-04-08	NEXT RESOLUTION	3132

Village of Carol Stream

Special Meeting of the Village Board

FY 21 Budget Workshop-Water & Sewer Fund, Capital Improvements Program and Other Funds

Gregory J. Bielawski Municipal Center
500 N. Gary Avenue, Carol Stream, IL 60188

March 16, 2020

6:00 p.m. – 7:23 p.m.

Meeting Notes

ATTENDANCE:

Mayor Pro Tem Matt McCarthy
Trustee Rick Gieser
Trustee Greg Schwarze
Trustee Mary Frusolone
Trustee John Zalak

Bob Mellor, Village Manager
Joe Carey, Assistant Village Manager
Tia Messino, Asst. to the Village Manager
Jon Batek, Finance Director
Bill Cleveland, Engineering Director
Phil Modaff, Public Works Director

ABSENT: Mayor Frank Saverino, Sr., Trustee John LaRocca and Village Clerk Laura Czarnecki

The meeting was called to order at 6:00 p.m. by Mayor Pro Tem Matt McCarthy and the roll call read by Assistant to Village Manager Tia Messino. The result of the roll call vote was as follows:

Present: Mayor Pro Tem McCarthy, Trustees Zalak, Gieser, Frusolone and Schwarze

Absent: Mayor Saverino, Sr., Trustee LaRocca and Village Clerk Czarnecki

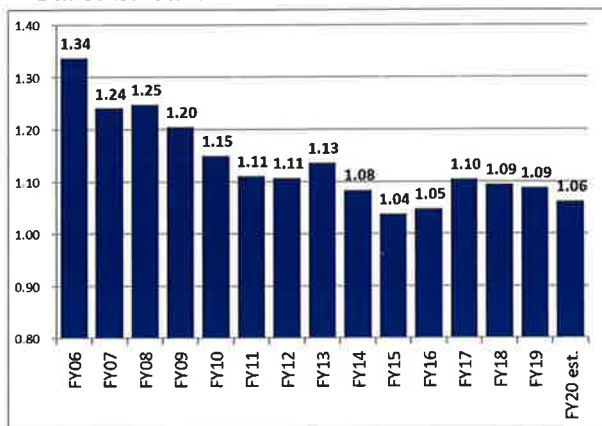
FY 21 Budget Workshop – Water & Sewer Fund, Capital Improvements Program and Other Funds

Finance Director Jon Batek, Village Engineer Bill Cleveland and Director of Public Works Phil Modaff led the discussion of the Water and Sewer Fund, Capital Improvements Program, Equipment Replacement Fund and State & Federal Asset Seizure Funds as follows:

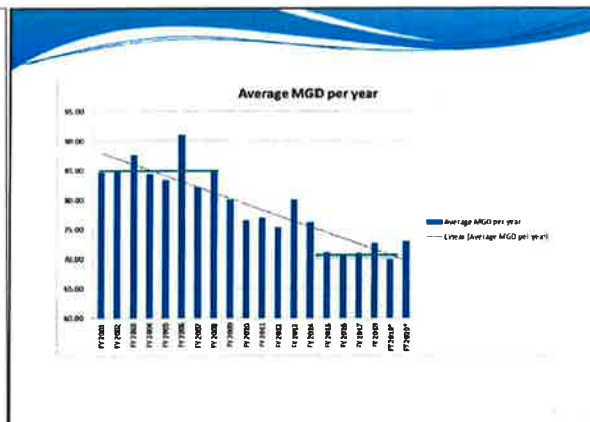
Water & Sewer Fund – Historical Perspective

- Long-term trend of reduced water consumption in Carol Stream is consistent with other DuPage Water Commission (DWC) members:

Carol Stream

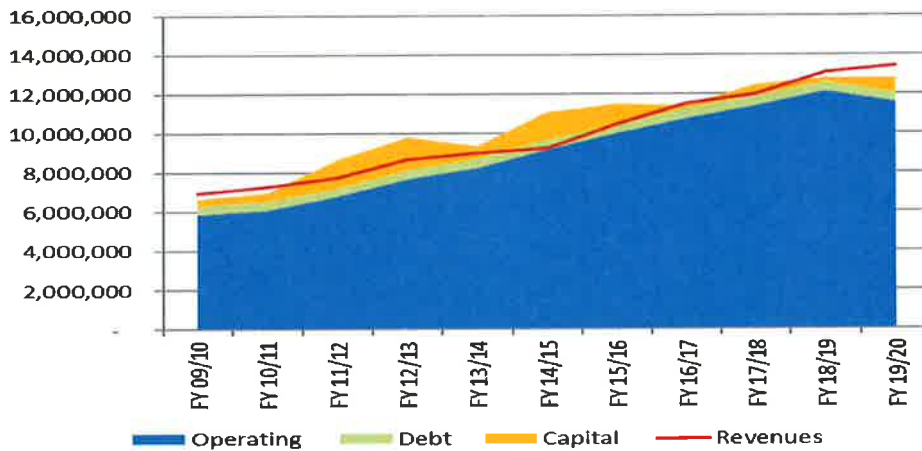


All DWC Members



- Significant shift in the cost of purchasing water from City of Chicago through the DuPage Water Commission (DWC). 116% increase in water purchase costs from 2011-2015.
- During Chicago rate increases, Carol Stream only passed along additional water cost increases to customers. All other system maintenance and capital costs were funded through use of reserves.
- Cash Reserve balances were reduced during this period to the point the Village was not fully covering its operating expenses and all capital spending was entirely from reserves.
- Carol Stream began its own series of regular rate increases in 2016 to ensure coverage of operating costs and the ability to accumulate resources for future capital maintenance activities.
- The last 4 years of “catch-up” rate increases have provided improved operating cost coverage and moved the combined fund into improved financial health.

Water & Sewer Fund – Historical Expenses by Type vs Revenues

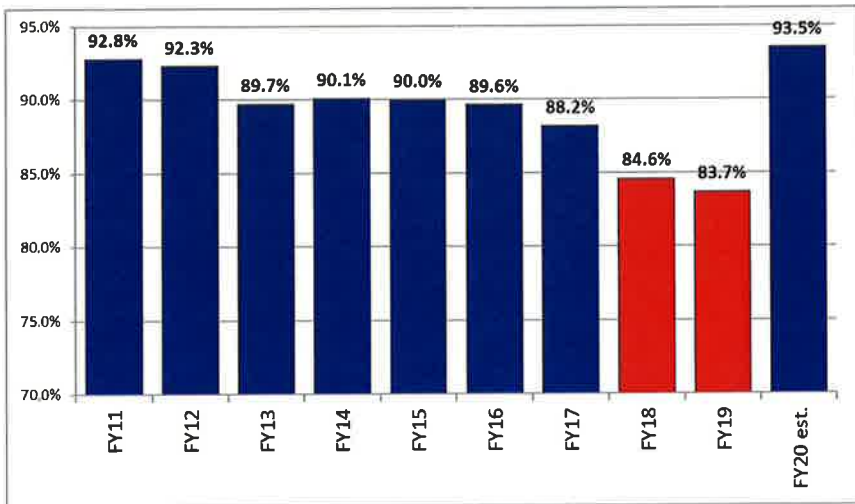


Water Loss Update

Actions Taken to Address Unaccounted Water

- Task force formed including staff from Public Works, Finance, Engineering and Community Development.
- Review of all potential sources of unaccounted for water loss from DWC delivery point to consumption by customer, including:
 - Leak detection – completed annually on both public and private service mains (industry, multi-family, commercial, schools).
 - Use of water during construction, chlorination, pressure testing.
 - Meter tampering / illegal connections / unbilled addresses
 - Billing system errors / incorrect meter multipliers
 - Large meter testing and replacement
 - Meter training with industry experts
 - “Red flag” analysis and follow-up of unusual consumption
 - Continuous monitoring

Water & Sewer Fund – Water Loss – Historical Water Billed to Purchased Ratio



Water & Sewer Fund – AMR Replacement Program Update

- AMRs (attached on top of water meter) that transmit meter readings via radio wave to collection equipment.
- FY19 began program for replacement of approximately 10,800 AMR’s over 3+ year time frame using internal staff to complete.
- 4,300 AMR’s have been replaced since program start-up in August 2018 (including those replaced in day-to-day operations)
- 6,500 remain to be replaced (40% complete to date).

Water & Sewer Fund – Current Year FY20 – Projected Performance – FY20 Revenues

- Billed consumption for FY20 is projected to decrease by 1.5% compared to the prior year FY19.
- Consumption losses have slowed to some degree over last 5 years (2.4% net reduction from FY15 to FY20) compared to our longer-term trend of steeper decline (22% net reduction in 10 year period from FY06 to FY15).
- Due to moderate drop-off in consumption, total Fund revenues projected to be slightly below budget by \$72,000 or 0.5%.

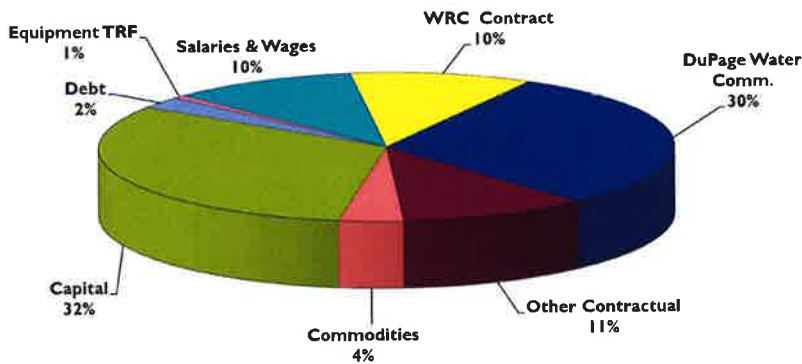
Water & Sewer Fund – Current Year FY20 - Projected Performance – FY20 Expenses

- Total projected FY20 operating expenses (excluding capital) are \$455,550 or 3.6% below budget. 83% of reduced expenditures below budget are the result of reduced DWC water purchases.
- Total FY20 expenditures (including capital) are \$3.4 million below budget due to the budgeted Schmale Road water main project that will not be completed this year (re-budgeted in FY21).
- A Fund surplus of just under \$700,000 is projected by the end of FY20 on April 30, 2020.
- Performance of the fund is within budget expectations and meets previous rate adjustment goals of full operating expense coverage AND we are now beginning to save for future capital improvement projects.

Water & Sewer Fund – Current Year FY20 – Projected Performance

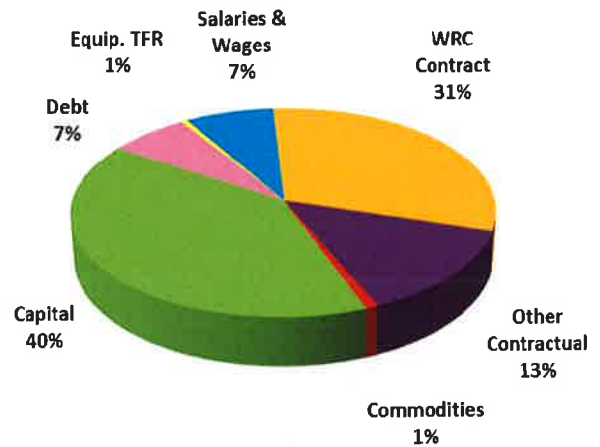
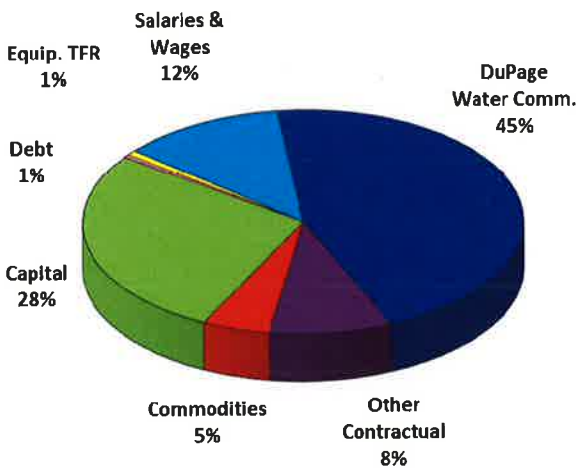
	Actual FY18/19	Revised Budget FY19/20	Estimated FY19/20	Above (Below) Budget
REVENUES	\$ 13,074,303	\$ 13,560,000	\$ 13,488,000	\$ (72,000)
OPERATING COSTS				
Salaries & Wages	1,627,851	1,670,102	1,837,115	167,013
Contractual Services				
Water Commission	6,396,864	6,024,000	5,645,000	(379,000)
WRC Contract	1,798,153	1,894,000	1,894,000	-
All Other	1,599,992	1,781,019	1,549,227	(231,792)
Total Contractual	9,795,009	9,699,019	9,088,227	(610,792)
Commodities	704,347	648,593	636,822	(11,771)
Debt	484,516	484,560	484,560	-
TOTAL OPERATING	12,611,723	12,502,274	12,046,724	(455,550)
Net G/L Before Capital	462,580	1,057,726	1,441,276	383,550
CAPITAL COSTS	190,395	3,668,000	745,000	(2,923,000)
Total Expenses	\$ 12,802,118	\$ 16,170,274	\$ 12,791,724	\$ (3,378,550)
Fund Income/(Loss)	\$ 272,185	\$ (2,610,274)	\$ 696,276	

Water & Sewer Fund – Proposed Expenses by Category FY21



Water Division

Sewer Division



Water & Sewer Fund – Proposed FY21 – Revenues

Assumptions used in projecting revenues:

1. Projecting billed water consumption at same level as FY20 estimate. This assumes billing of 1.062 billion gal.

2. Revenues shown reflect the following 5/1/20 proposed rate adjustments:
- Water - \$0.24 increase from \$8.14 to \$8.38 per 1,000 gallons. (2.9% increase)
 - Sewer - No rate increase recommended. Current rate = \$4.66 per 1,000 gallons water billed.
 - Combined rate increase = \$0.24 or 1.9% over current rates.
 - 3.0% water and 0.0% sewer increase in FY22 and FY23.

Draft Water & Sewer Fund Budget Expenditures-FY21 Proposed Compared to FY20 Budget

	Revised Budget FY19/20	Estimated FY19/20	Proposed Budget FY20/21	FY20/21 proposed to FY19/20 Budget	
REVENUES	\$ 13,560,000	\$ 13,488,000	\$ 13,530,000	\$ (30,000)	-0.2%
OPERATING COSTS					
Salaries & Wages	1,670,102	1,837,115	1,990,555	320,453	19.2%
Contractual Services					
Water Commission	6,024,000	5,645,000	5,715,000	(309,000)	-5.1%
WRC Contract	1,894,000	1,894,000	1,945,000	51,000	2.7%
All Other	1,781,019	1,549,227	2,002,275	221,256	12.4%
Total Contractual	9,699,019	9,088,227	9,662,275	(36,744)	-0.4%
Commodities	648,593	636,822	688,531	39,938	6.2%
Debt	484,560	484,560	483,579	(981)	-0.2%
TOTAL OPERATING	12,502,274	12,046,724	12,824,940	322,666	2.6%
Net G/L Before Capital	1,057,726	1,441,276	705,060		
CAPITAL COSTS	3,668,000	745,000	5,984,000	2,316,000	63.1%
Interfund Transfers			120,496	120,496	100.0%
Total Expenses	\$ 16,170,274	\$ 12,791,724	\$ 18,929,436	2,759,162	17.1%
Fund Income/(Loss)	\$ (2,610,274)	\$ 696,276	\$ (5,399,436)		

Water & Sewer Fund – FY21 – Operating Expenses

- Salary & Wages increase of 19.2% is the result of a rebalancing of PW payroll expenses allocated between General and Water & Sewer Funds based on historical trends. Combined salary and wage expenditures between both funds for FY21 is an increase of 3.3%.
- Water Purchases are projected to decrease by \$309,000 from FY20 budget, reflecting the Village’s improved billed to purchased ratio. DWC has proposed no increase in rates charged to member communities for May 1.

Lies Road Tower Painting & Minor Repairs (\$315.00)

Fullerton Tower Painting-Design (\$30,000)

- Water System Update – \$65,000
Updates are recommended every 10 years to aid in identifying system deficiencies, water quality and model system performance.
- Sewer Televising (RedZone) – \$173,240/yr. for 5 years
This project will televise every inch of sanitary sewer pipe in the system, providing data critical to planning maintenance work and capital projects. Televising should be completed within six months.
- Repairs Identified by Televising:
 - Pipe repairs - \$50,000

Water & Sewer Fund – FY21 – Capital Expenses

Water System

Schmale Road Water Main Replacement	\$	3,200,000
Fleet Addition – F550 Dump w/Plow		107,000
Chorine Injection Systems		100,000
Kuhn Rd. Tank Mixer		55,000
Total Water	\$	3,462,000

Sewer System

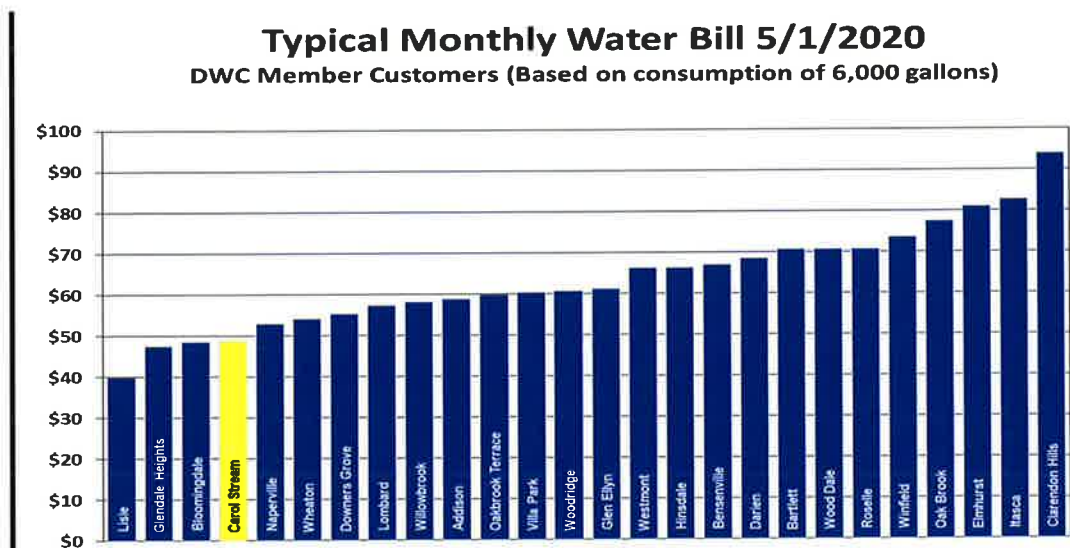
Sludge Dewatering System Improvements	\$	2,005,000
Gary Avenue Sanitary Sewer Bypass		400,000
Sewer Camera		67,000
Sanitary Sewer Manhole Repairs		50,000
Total Sewer	\$	2,522,000

Total Capital Improvement **\$ 5,984,000**

*** Re-budgeted from FY20**

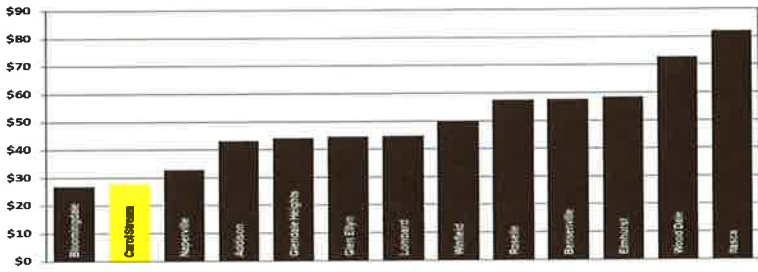
- Schmale Road Water Main Replacement Cost = \$3,200,000
- Additional One-ton Dump Truck – Cost = \$107,000
- Install Chlorine Injection Systems in Kuhn Road and Gerzevske Pumping Stations (\$100,000) and Mixer at Kuhn Road Station (\$55,000) – Kuhn Road Reservoir/Stratification in reservoir/Mixing to reduce stratification.
- WRC De-watering System Replacement – Estimated construction costs: \$2,005,000 – Design underway; bid in April and start construction in November.
- Gary Avenue Sanitary Sewer Bypass - \$400,000.

Water & Sewer Fund – Community Comparison – Water



Water & Sewer Fund – Community Comparison – Sewer

Typical Monthly Sanitary Sewer Bill 5/1/2020
 DWC Member Customers (Based on water consumption of 6,000 gallons)



Capital Improvement Program FY21-FY25 – Revenues

The Capital Improvement Program (CIP) is essentially the combined activities of the following 2 funds:

1. Capital Projects Fund
 - Local Gasoline Tax
 - Electricity Use Tax
 - Real Estate Transfer Tax
 - Telecommunications Tax
2. Motor Fuel Tax Fund
 - Per capita State Motor Fuel Tax
 - Separate accounting required by IDOT

Fund	Revenue	FY21	FY22	FY23	FY24	FY25
CPF	Local Gasoline Tax	\$890,000	\$925,000	\$925,000	\$925,000	\$925,000
CPF	Electricity Use Tax	1,870,000	1,870,000	1,870,000	1,870,000	1,870,000
CPF	Real Estate Tfr Tax	750,000	750,000	750,000	750,000	750,000
CPF	Telecom. Tax	627,000	533,000	453,000	408,000	367,000
CPF	Grants/Contr./Int.	819,000	185,000	1,085,000	75,000	100,000
MFT	State MFT Funds	987,000	980,000	970,000	960,000	950,000
MFT	TRF Supplement	670,000	670,000	670,000	670,000	670,000
MFT	Interest Income	50,000	50,000	50,000	50,000	50,000
	TOTALS	\$6,663,000	\$5,963,000	\$6,773,000	\$5,708,000	\$5,682,000

5 Year Total Revenues = \$30,789,000

Capital Improvement Program FY21-25 - Expenditures

Fund	Expenditure	FY21	FY22	FY23	FY24	FY25
CPF	Roadways	\$1,745,000	\$3,099,000	\$5,490,000	\$2,132,000	\$2,159,000
MFT	Roadways	3,355,000	2,600,000	100,000	2,600,000	2,100,000
CPF	Stormwater System	1,316,000	1,582,000	2,280,000	487,000	275,000
CPF	Village Facilities	300,000	1,000,000	400,000	400,000	0
CPF	Misc.	1,000	1,000	1,000	1,000	1,000
	TOTALS	\$6,717,000	\$8,282,000	\$8,271,000	\$5,620,000	\$4,535,000

5 Year Total Expenditures = \$33,425,000

5 Year Capital Improvement Program (CIP)

Projected reserves as presented at Sept. 30 and Oct. 6, 2019 – Property Tax Public Forums:

Projected Reserve Balances - BEFORE					
Fund	FY20	FY21	FY22	FY23	FY24
Capital Projects Fund	\$5,827,158	\$2,755,158	(\$2,359,842)	(\$6,154,842)	(\$9,609,842)
Motor Fuel Tax Fund	<u>2,813,954</u>	<u>872,954</u>	<u>1,841,954</u>	<u>2,806,954</u>	<u>3,767,954</u>
Total CIP	<u>\$8,641,112</u>	<u>\$3,628,112</u>	<u>(\$517,888)</u>	<u>(\$3,347,888)</u>	<u>(\$5,841,888)</u>

Projected reserve balances FY21-FY25 following approval of property tax & newly dedicated revenues for CIP:

Projected Reserve Balances - AFTER					
Fund	FY21	FY22	FY23	FY24	FY25
Capital Projects Fund	\$8,577,475	\$7,158,475	\$4,070,475	\$5,078,475	\$6,655,475
Motor Fuel Tax Fund	<u>2,047,666</u>	<u>1,147,666</u>	<u>2,737,666</u>	<u>1,817,666</u>	<u>1,387,666</u>
Total CIP	<u>\$10,625,141</u>	<u>\$8,306,141</u>	<u>\$6,808,141</u>	<u>\$6,896,141</u>	<u>\$8,043,141</u>

Capital Improvement Program FY21-FY25 – Summary

The Capital Improvement Program (CIP):

1. Is self-sustaining over the 5 year plan.
2. No longer primarily reliant on General Fund surplus balances to ensure proper investment in infrastructure maintenance and replacement.

Infrastructure Inventory

	UNIT	QUANTITY	ESTIMATED UNIT PRICE	TOTAL
Roadway				
Asphalt Pavement	Square Yards	1,930,430	\$ 60.00	\$ 115,825,800.00
Pavement Markings	Lump Sum	1	\$ 150,000.00	\$ 150,000.00
Curb	Lineal Feet	1,045,495	\$ 19.00	\$ 19,864,405.00
Sidewalks	Square Feet	6,245,019	\$ 5.25	\$ 32,786,349.75
Streetlights	Each	1823	\$ 4,000.00	\$ 7,292,000.00
Street Controllers	Each	38	\$ 20,000.00	\$ 760,000.00
Street Wiring	Lineal Feet	340,183	\$ 3.00	\$ 1,020,549.00
Street Signs	Each	4933	\$ 300.00	\$ 1,479,900.00
Traffic Signals	Each	1	\$ 300,000.00	\$ 300,000.00
Watermain				
Pipe	Lineal Feet	734,970	\$ 60.00	\$ 44,098,200.00
Valves (w. Vault)	Each	2,502	\$ 4,500.00	\$ 11,259,000.00
Hydrants	Each	2,046	\$ 3,250.00	\$ 6,649,500.00
Water Services (w. B-Box)	Each	6236	\$ 3,500.00	\$ 21,826,000.00
Water Service (vaults)	Each	390	\$ 4,500.00	\$ 1,755,000.00
Water Towers & Reservoirs	Each	5	\$ 1,000,000.00	\$ 5,000,000.00
Pump Stations	Each	2	\$ 350,000.00	\$ 700,000.00
Sanitary Sewer				
Pipe	Lineal Feet	558,544	\$ 40.00	\$ 22,341,760.00
Manholes	Each	2,764	\$ 2,250.00	\$ 6,219,000.00
Lift Stations	Each	3	\$ 350,000.00	\$ 1,050,000.00
Treatment Plants	Each	1	\$ 15,000,000.00	\$ 15,000,000.00
Storm Sewer				
Pipe	Lineal Feet	767,369	\$ 38.00	\$ 29,160,022.00
Storm Manholes	Each	2900	\$ 2,200.00	\$ 6,380,000.00
Storm Catch Basins	Each	2430	\$ 2,000.00	\$ 4,860,000.00
Storm Inlets	Each	3033	\$ 1,000.00	\$ 3,033,000.00
Storm Flared End Sections	Each	662	\$ 1,200.00	\$ 794,400.00
Lift Stations	Each	2	\$ 130,000.00	\$ 260,000.00
Detention Basins	Each	27	\$ 150,000.00	\$ 4,050,000.00
Facilities and Parking Lots				
Village Hall	Each	1	\$ 18,000,000.00	\$ 18,000,000.00
Public Works building, garages, etc.	Each	1	\$ 15,000,000.00	\$ 15,000,000.00
Town Center Fountain and Concessions	Each	1	\$ 10,000,000.00	\$ 10,000,000.00
President St. Parking Lot	Each	1	\$ 40,000.00	\$ 40,000.00
Total Cost of Carol Stream Infrastructure				\$ 406,954,885.75

Grant Funded Projects

Grant Funded Roadway Projects	Year	Source	Grant Amount
Kuhn Road Bridge Replacement	1999	BRRP	\$ 795,512
Lies Road & Kuhn Road Traffic Signal	1999	HSIP	120,916
CC&PR Crossing Replacement	2002	CC&PR	26,870
Lies Road Bike Path	2006	TCM	564,756
Lies Road Resurfacing – Gary to Schmale	2006	LAPP	489,974
Fullerton Avenue Resurfacing – Gary to Schmale	2008	LAPP	314,496
Lies Road Resurfacing – Gary to Kuhn	2010	LAPP	620,470
Fair Oaks Road Resurfacing – North to Army Trail	2012	LAPP	541,041
Kuhn Road Bike Path	2012	CMAQ, DCEO, TCM	812,785
West Branch DuPage River Trail	2015	ITEP, WTRD, FPD, TCM	729,284
Kuhn Road Pavement Rehabilitation – North to Lies	2015	LAFO	572,600
Lies Road Pavement Rehabilitation – County Farm to Kuhn	2016	LAFO	366,340
Lies Road Pavement Rehabilitation – Fair Oaks to High Ridge Pass	2017	LAFO	370,437
Lies Road Pavement Rehabilitation – Gary to Schmale	2019	LAFO	694,500
Lies Road Bike Path Extension	2019	ITEP, TCM	613,784
Carol Stream - Bloomingdale Trail	2019	ITEP, TCM	476,049
Gary Avenue Multi-Use Path	2019	DPC, TCM	3,636,835
Southeast Bike Path	2019	TAP-L, TCM	1,604,000
TOTAL:			\$ 13,350,649

FY20 Budgeted Versus Completed Projects

Transportation Projects – CPF Budget \$2.4 M – Spent \$1.0 M

- \$900,000 in bike trail projects dependent on IDOT approvals to use grants
- \$300,000 for the Lies Rd LAFO that was funded at 70% rather than 50%
- \$200,000 in Fair Oaks guardrail and culvert replacement delayed

Transportation Projects – MFT Budget \$2.3 M – Spent \$2.0 M

- \$300,000 in savings due to good bid pricing and actual field quantities

Stormwater Projects – CPF Budget \$900 K – Spent \$200 K

- \$400,000 to redesign the Clearwater Ct drainage system and save costs
- \$200,000 for various studies and savings on other projects

Facilities Projects – CPF Budget \$150 K – Spent \$204 K

- \$54,000 over due to soils contamination and environmental regulations

Completed CIP Projects

Roadway System

Cost

Pavement Preventative Maintenance Program

Pavement Sealers \$426 K

Pavement Patching \$54 K

Fiberized Crackfill \$75 K

Flexible Pavement Program \$1.9 M

Lies Road LAFO from Gary Ave to Schmale Rd \$300 K

Fair Oaks Road Retaining Wall Failure \$85 K

- Preventative Pavement Maintenance
- Motor Fuel Tax Funded Crackfill and Flexible Pavement
- Lies Road LAFO paved at night with tandem pavers
- Fair Oaks Road retaining wall replacement

<u>Stormwater Utility</u>	<u>Cost</u>
Roadway Drainage Repairs	\$150 K
The Park Unit I Detention Basin Retrofit – Naturalization	\$26 K
Klein Creek Phase 1 Study and Grant Application	\$4 K
Clearwater Ct. Storm Sewer Phase 2 Design	\$7 K
Kehoe Blvd Design Drawings and Grant Approval	\$22 K
<u>Facilities</u>	
PWC Fuel Island Removal	\$204 K

- Roadway Drainage Repairs
- The Park Unit I Detention Basin Improvement
- Klein Creek Phase I Study and Grant Application
- Clearwater Court Storm Sewer Design
- Kehoe Stream Stabilization and Grant Funding Approval
- Public Works Fuel Island and Tank Removal

Proposed FY21 Transportation Projects

<u>Transportation Projects</u>	<u>Cost</u>	<u>Fund</u>
• Flexible Pavement and Crackfilling	\$3.4 M	MFT
• Town Center* and President St. Parking Lots	\$186 K	CPF
• Pavement Maintenance (Sealers and Patching)	\$590 K	CPF
• Grant Funded Bike Trail Projects*		
•Lies Road from Gary Avenue to Schmale Road	\$90 K	CPF
•Kuhn Road from Army Trail Road to Lies Road	\$112 K	CPF
•Southeast Trail (Schmale/Gunderson/President)	\$590 K	CPF
• Fair Oaks Road Culvert/Guardrail/Slope Stabilization	\$100 K	CPF
• LED Streetlight Replacement Program	\$50 K	CPF
• Lies Road LAFO final payment to IDOT	\$46 K	CPF
• West Branch/Fair Oaks Trail final payment to IDOT*	\$65 K	CPF

* Includes revenue from other sources

- 2020 Flexible Pavement Project
- Town Center and President Street Parking Lots
- Federally Funded Bike Trail Projects
- Fair Oaks Road Culvert/Guardrail/Slope Stabilization
- LED Street Light Replacement Program

Proposed FY21 – Storm Water and Facilities Projects

<u>Stormwater Projects</u>	<u>Cost</u>	<u>Fund</u>
• Roadway Drainage Repairs	\$225 K	CPF
• Kehoe Blvd. Streambank Stabilization*	\$415 K	CPF
• Clearwater Ct. Storm Sewer Reconstruction	\$234 K	CPF
• Klein Creek Streambank Stabilization Studies	\$150 K	CPF
• Southeast (Gunderson and Main) Drainage Study	\$120 K	CPF
• Fullerton and Kimberly Drainage Study	\$120 K	CPF
• Detention Basin Rehabilitations and Project Maintenance	\$52 K	CPF

Facility Projects

• Town Center Lighting Repairs and Replacement	\$300 K	CPF
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* Includes funding from other sources

- Southeast (Gunderson and Main) Drainage Study
- Fullerton and Kimberly Drainage Study
- Detention Basin Rehabilitations and Project Maintenance
- Town Center Lighting Repairs and Replacements

Future FY22-25 Transportation Projects

<u>Transportation Projects</u>	<u>Fund</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
• Flexible Pavement and Crack filling Projects	MFT	\$2.6M	\$100K	\$2.6M	\$2.1M
• Flexible Pavement Project	CPF		\$2.6M		
• Pavement Maintenance (Sealers and Patching)	CPF	\$617K	\$647K	\$678K	\$709KK
• Proposed LAFOs w/o Federal Funding					
•Lies Road from County Farm to High Ridge Pass	CPF	\$510K			
•Kuhn Road from Army Trail Road to Lies Road	CPF		\$800K		
•Fair Oaks Road from Army Trail Road to Plum Grove Ct	CPF			\$520K	
•Fullerton Avenue from Gary Avenue to Schmale Road				\$20K	\$1.4M
•Flexible Pavement and Crack filling Projects	MFT	\$2.6M	\$100K	\$2.6M	\$2.1M

•Flexible Pavement Project	CPF		\$2.6M		
•Pavement Maintenance (Sealers and Patching)	CPF	\$617K	\$647K	\$678K	\$709K
•Proposed LAFOs w/o Federal Funding					
• Lies Road from County Farm to High Ridge Pass	CPF	\$510K			
• Kuhn Road from Army Trail Road to Lies Road	CPF		\$800K		
• Fair Oaks Road from Army Trail Road to Plum Grove Ct	CPF			\$520K	
• Fullerton Ave. from Gary Ave to Schmale Rd	CPF			\$20K	\$1.4M
• Proposed Bike Trails with Federal Funding					
• Lies Rd Trail-Gary Ave to Schmale Rd	CPF	\$206K			
• Kuhn Rd Trail-Lies Rd to Army Trail Rd	CPF	\$299K			
• Southeast Trail (Schmale/Gunderson/President)	CPF	\$608K			
•Morton Rd Reconstruction from St. Charles to North Ave	CPF	\$34K	\$380K		
•Old Gary Ave Reconstruction	CPF		\$77K	\$864K	
•Fair Oaks Road Culvert/Guardrail/Slope Stabilization	CPF	\$400			
•LED Streetlight Replacement Program	CPF	\$425K	\$50K	\$50K	\$50K

Future FY22-25 Storm Water and Facilities Projects

<u>Stormwater Projects</u>	<u>Fund</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
• Roadway Drainage Improvements	CPF	\$225K	\$225K	\$225K	\$225K
• Klein Creek Streambank Stabilization*	CPF	\$1.2M	\$2.0M		
• Public Detention Basin Rehabilitations	CPF	\$150K	\$50K	\$150K	\$50K
• Kehoe Blvd Streambank Stabilization continued	CPF			\$112K	
• Naturalization Projects Planned Maintenance	CPF	\$7K	\$5K		

Facilities Projects

• Public Works Facility and Yard Improvements	CPF	\$1.0M			
• Public Works W&S and Mechanics Roof Replacement	CPF		\$400K		
• Parking Lot and Vehicle Storage Improvements	CPF			\$400K	

*Revenue of \$1.0M Grant Funding and 5% Homeowner Contribution included, to be reevaluated based on award.

Equipment Replacement Fund

- Newly established in FY21.
- An internal service fund intended to accumulate funds for major Village equipment and vehicle replacements as the assets age, rather than when they have reached the end of their service life.
- Begin funding estimated replacement cost over projected service life in year after purchase.
- Ensures funds are available when vehicles require replacement.

- Lower-cost alternative to capital lease financing.
- Smooths annual operating costs. Fewer budgetary “peaks and valleys”.
- Transfers from General and Water & Sewer Fund reserves to fund current fleet depreciated value to provide “seed” funds.

State and Federal Asset Seizure Funds

- Newly established in FY20.
- Accounts for receipt and disposition of State and Federal asset forfeitures in cases where CSPD provides assistance.
- Activities formerly accounted for within General Fund, now separated into distinct funds for improved transparency and State and Federal compliance reporting.
- Funds must be spent on authorized law enforcement purposes and are in addition to regular law enforcement budget.

State Asset Seizure FY21 budget - \$108,350

Federal Asset Seizure FY21 budget - \$5,500

There being no further business, Trustee Schwarze moved and Trustee Frusolone made the second to adjourn the Special Board meeting. The meeting was adjourned unanimously at 7:23 p.m.

FOR THE BOARD OF TRUSTEES

Matthew McCarthy, Mayor Pro Tem

ATTEST:

Laura Czarnecki, Village Clerk

REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES
Gregory J. Bielawski Municipal Center, 500 N. Gary Avenue,
Carol Stream, DuPage County, IL

March 16, 2020

Mayor Pro Tem McCarthy called the Regular Meeting of the Board of Trustees to order at 7:30 p.m. and directed Village Clerk Laura Czarnecki to call the roll.

Present: Mayor Pro Tem McCarthy, Trustees John Zalak, Rick Gieser, Mary Frusolone and Greg Schwarze

Absent: Mayor Frank Saverino, Sr., Trustee John LaRocca and Village Clerk Laura Czarnecki

Also Present: Village Manager Bob Mellor, Assistant Village Manager Joe Carey and Village Attorney Jim Rhodes

*All persons physically present at meeting unless noted otherwise

MINUTES:

Trustee Schwarze moved and Trustee Frusolone made the second to approve the Minutes of the March 2, 2020 Special Workshop Meeting. The results of the roll call vote were as follows:

Ayes: 5 Trustees Zalak, Gieser, Frusolone, Schwarze and McCarthy

Abstain: 0

Absent: 1 Trustee LaRocca

The motion passed.

Trustee Gieser moved and Trustee Zalak made the second to approve the Minutes of the March 2, 2020 Village Board Meeting. The results of the roll call vote were as follows:

Ayes: 5 Trustees Zalak, Gieser, Frusolone, Schwarze and McCarthy

Abstain: 0

Absent: 1 Trustee LaRocca

The motion passed.

Trustee Frusolone moved and Trustee Schwarze made the second to approve, but not release the Minutes of the March 2, 2020 Executive Session Meeting. The results of the roll call vote were as follows:

Ayes: 5 Trustees Zalak, Gieser, Frusolone, Schwarze and McCarthy

Abstain: 0

Absent: 1 Trustee LaRocca

The motion passed.

LISTENING POST:

1. Addresses from Audience (3 Minutes). *None*

PUBLIC HEARINGS:

1. Public Hearing for an Annexation Agreement for the V Holdings, Inc. (formerly known as Vequity Holdings, Inc.) property at 2201 N. Main Street, Wheaton, Illinois. *This Public Hearing is noticed to receive comments on the proposed Annexation Agreement for the V Holdings, Inc. property at the northeast corner of Geneva Road and Schmale Road, which is proposed to be redeveloped with an automobile fueling station and convenience store.*

Trustee Frusolone moved and Trustee Gieser made the second to open the public hearing on an Annexation Agreement for the V Holdings, Inc. (formerly known as Vequity Holdings, Inc.) property at 2201 N. Main Street, Wheaton, Illinois. The results of the roll call vote were as follows:

Ayes: 5 Trustees Zalak, Gieser, Frusolone, Schwarze and McCarthy

Nays: 0

Absent: 1 Trustee LaRocca

Village Attorney Jim Rhodes stated the notice of the Public Hearing was published in the Examiner on February 12, 2020 and posted on the Village website as required by law. There was no other public comment regarding the public hearing on the Annexation Agreement for the V Holdings, Inc. property at 2201 N. Main Street, Wheaton, Illinois.

Trustee Schwarze moved and Trustee Frusolone made the second to close the public hearing on an Annexation Agreement for the V Holdings, Inc. property at 2200 N. Main Street, Wheaton, Illinois. The results of the roll call vote were as follows:

Ayes: 5 Trustees Zalak, Gieser, Frusolone, Schwarze and McCarthy

Nays: 0

Absent: 1 Trustee LaRocca

The motion passed.

CONSENT AGENDA:

Trustee Schwarze moved and Trustee Frusolone made the second to establish a Consent Agenda for this meeting. The results of the roll call vote were as follows:

Ayes: 5 Trustees Zalak, Gieser, Frusolone, Schwarze and McCarthy

Nays: 0

Absent: 1 Trustee LaRocca

The motion passed.

Trustee Gieser moved and Trustee Frusolone made the second to place the following items on the Consent Agenda established for this meeting. The results of the roll call vote were as follows:

Ayes: 5 Trustees Zalak, Gieser, Frusolone, Schwarze and McCarthy

Nays: 0

Absent: 1 Trustee LaRocca

The motion passed.

1. Recommendation for Approval of Amendment No. 4 to the Agreement for Operations, Maintenance and Management Services to the Water Reclamation Center (WRC).
2. 2020 Flexible Pavement Project – Award of Contract.
3. Truck Rehabilitation Services – Award of Contract.
4. Purchase of AMR's for the AMR Replacement Program.
5. Purchase of High Risk Ballistic Vests.

6. Ordinance No. 2020-03-07 Approving an Annexation Agreement-V Holdings, Inc., 2201 N. Main Street, Wheaton, Illinois.
7. Resolution No. 3130 Declaring Surplus Property Owned by the Village of Carol Stream. (Public Works)
8. Resolution No. 3131 Declaring Surplus Property Owned by the Village of Carol Stream. (Information Technology)
9. Appointment to the Police Pension Fund Board.
10. Payment of Regular and Addendum Warrant of Bills from March 3, 2020 through March 16, 2020.
11. Treasurer's Report: Revenue/Expenditure Statements and Balance Sheet for the Month Ended February 29, 2020.

Trustee Zalak moved and Trustee Schwarze made the second to approve the Consent Agenda for this meeting by Omnibus Vote. The results of the roll call vote were as follows:

Ayes: 5 Trustees Zalak, Gieser, Frusolone, Schwarze and McCarthy

Nays: 0

Absent: 1 Trustee LaRocca

The motion passed.

The following are brief descriptions of those items approved on the Consent Agenda for this meeting.

Recommendation for Approval of Amendment No. 4 to the Agreement for Operations, Maintenance and Management Services to the Water Reclamation Center (WRC):

The Village Board approved Amendment No. 4 to the Agreement for Operations, Maintenance and Management Services to the Water Reclamation Center in the amount of \$1,925,758 for the period of May 1, 2020 through April 30, 2021.

2020 Flexible Pavement Project – Award of Contract:

The Village Board approved the 2020 Flexible Pavement Project be awarded to Schroeder Asphalt Services, Inc. of Huntley, IL at the bid unit prices proposed.

Truck Rehabilitation Services – Award of Contract:

The Village Board approved a contract for truck rehabilitation services to Henderson Products under Sourcewell Contract number 080818-HPI in the amount of \$153,956.00, pursuant to the provisions of Section 5-8-3(B) and subsection 5-8-14(L) of the Carol Stream Code of Ordinances.

Purchase of AMR's for the AMR Replacement Program:

The Village Board approved the purchase of AMR's to Midwest Meter, Inc. in the amount of \$349,193.00.

Purchase of High Risk Ballistic Vests:

The Village Board approved the purchase of 42 high velocity ballistic vests through JG Uniforms in the amount of \$12,640.00.

Ordinance No. 2020-03-07 Approving an Annexation Agreement for the V Holdings, Inc.:

The Village Board approved an Annexation Agreement for the V Holdings, Inc. (formerly known as Vequity Holdings, Inc.) property at 2201 N. Main Street, Wheaton, Illinois, which is proposed to be redeveloped in conjunction with other adjacent, incorporated parcels with a 3,500 square foot automobile service station and convenience store.

Resolution No. 3130 Declaring Surplus Property Owned by the Village of Carol Stream:

The Village Board approved Truck 12, 2005 Ford F350 SD be declared surplus and authorized its disposal via public auction.

Resolution No. 3131 Declaring Surplus Property Owned by the Village of Carol Stream:

The Village Board approved designated laptop hard drives be declared surplus and authorized a transfer of ownership to the Carol Stream Public Library.

Appointment to the Police Pension Fund Board:

The Village Board approved reappointing Anthony Simonetta to the Police Pension Fund Board for a term expiring April 30, 2022.

Regular Bills and Addendum Warrant of Bills:

The Village Board approved payment of the Regular Bills dated March 16, 2020 in the amount of \$1,479,914.27. The Village Board approved the payment of Addendum Warrant of Bills from March 3, 2020 thru March 16, 2020 in the amount of \$612,410.21.

Treasurer's Report:

The Village Board received the Revenue/Expenditure Statements and Balance Sheet for the Month Ended February 29, 2020.

Non-Consent Agenda

Motion Authorizing the Village Manager to Enter into an Employee Leasing Agreement with GovTemps USA for Contract Part-Time Secretarial Services in the Public Works Department:

Removed from Agenda.

Report of Officers:

Trustee Gieser stated we will get through this together. Explanation was given on the Governor's Order regarding restaurants.

Trustee Schwarze referenced the State of Illinois offering unemployment assistance. The Senior Team meeting met on March 4 and referenced all groups that attended. The next meeting is scheduled in April, but may not take place. Trustee Schwarze is in support of the purchase of the police ballistic vests and had Police Director Steve Schmidt show the vest which will be available in all police vehicles. Please Shop Carol Stream.

Trustee Zalak wished the best of health to all residents, staff and employees.

Trustee Frusolone stated we are living in an interesting world. She thanked staff for all the information posted on the Village's website and stated there is no need to stock on water as no known viability of COVID-19 is in tap water and had Public Works Director Modaff explain. Please use common sense when shopping.

Assistant to Village Manager Messino stated to keep military and first responders in our thoughts and she explained on how to complete the census.

Village Attorney Rhodes provided updates of the Governor's Executive Order.

Village Manager Mellor received correspondence from Comcast stating they will make Wi-Fi free for 60 days to Illinois residents due to COVID-19. He also stated the Village completed their 3rd budget workshop. Primary is tomorrow, please vote! Approval of the budget is scheduled for the April 6th Board meeting.

Mayor Pro Tem McCarthy expressed to be kind and help local restaurants and bars by purchasing gift cards and order carry out food. He thanked Chrissy's and Flood Brothers for the bags tournament and also thanked the committee members. The proceeds will be donated to Special Olympics-\$750, Ronald McDonald House in Winfield-\$750, Outreach College Program-\$2,100, Dominic Saverino Foundation-\$2,100, Carol Stream Parks Foundation-\$2,100 and Corpus Christi Knights of Columbus-\$2,100. American Cancer Relay for Life received \$17,100 for a total of \$27,000.

At 8:07 p.m., Trustee Frusolone moved and Trustee Gieser made the second to adjourn the meeting. The results of the roll call vote were as follows:

Ayes: 5 Trustees Zalak, Gieser, Frusolone, Schwarze and McCarthy

Nays: 0

Absent: 1 Trustee LaRocca

The motion passed.

FOR THE BOARD OF TRUSTEES

Matthew McCarthy, Mayor Pro Tem

ATTEST:

Laura Czarnecki, Village Clerk

Public Hearing notice published in the
March 25, 2020 edition of the Examiner of Carol Stream


VILLAGE OF CAROL STREAM
PROPOSED BUDGET FOR FY20/21
MAY 1, 2020 - APRIL 30, 2021

NOTICE OF PUBLIC HEARING

A public hearing on the Village's proposed FY20/21 annual budget for the fiscal year beginning May 1, 2020 and ending April 30, 2021 will be held by the Mayor and Board of Trustees of the Village of Carol Stream at 7:30PM on Monday, April 6, 2020. The hearing will be held in the Joseph E. Breinig Board Room of the Gregory J. Bielawski Municipal Center at 500 N. Gary Ave., Carol Stream, IL 60188.

Residents attending the hearing may provide written and oral comments on any portion of the Village budget. A copy of the proposed budget is available for public inspection on the Village's website at carolstream.org. Residents may also provide written comments prior to the public hearing by submitting them to Robert Mellor, Village Manager, 500 N. Gary Ave., Carol Stream, IL 60188.

Village of Carol Stream
Interdepartmental Memo

TO: Bob Mellor, Village Manager
FROM: Jon Batek, Finance Director 
DATE: March 18, 2020
RE: Modification to Budget Fiscal Policies – General Fund Cash Reserves

During the rollout of the proposed FY21 Village Budget (which included the creation of a new Equipment Replacement Fund to be funded through General Fund and Water and Sewer Fund reserve balances), we had discussed with the Village Board a proposal to reduce General Fund cash reserve requirements. With the addition of a property tax, a highly reliable revenue source, there is reduced need to maintain higher reserve balances to buffer against sudden negative economic impacts to General Fund revenues.

Attached to this memorandum is a red lined version of the Fiscal Policies that are currently incorporated into the Village Budget document. The cash reserve policy is found on pages 4 and 5 of the attachment. The proposal reduces the previously stated 50% reserve maximum to a simple minimum reserve of 25% of budgeted operating expenditures.

These changes are incorporated into the draft proposed FY20/21 Village Budget that will be presented for approval via ordinance on April 6, 2020. We are seeking Village Board concurrence with proposed fiscal policy changes prior to adoption of the new year budget.

The annual budget is built upon a series of basic financial policies and guiding principles as established by the Village Board and Management. Although these policies are fundamental in nature, they have contributed significantly to the historical financial strength of the Village and demonstrate the Village's ongoing commitment to being a responsible steward of the public's finances.

These policies have served the Village well, not just in good economic times, but particularly in periods of sustained economic downturn and uncertainty. Adherence to these principles help to maintain a position that ensures the Village is able to deliver uninterrupted basic government services on both a near-term and long-term basis. Further, well established and thoughtful policy development contribute toward ensuring services are delivered in a cost-effective manner, maintaining a well-diversified community and economic base, and distributing the cost of government fairly across those it serves.

A. General

The Village of Carol Stream has a tradition of sound municipal financial management. The multi-year Financial Plan and the Annual Budget include a set of policies to be followed in managing the financial and budgetary affairs of the Village. These policies will allow the Village to maintain its strong financial condition, as well as quality services now and in the future.

B. Revenue

1. The Village endeavors to maintain a diversified and stable revenue base to shelter it from short-term fluctuations in any one-revenue source. The revenue mix combines elastic and inelastic revenue sources to minimize the effect of an economic downturn.

Surpluses identified but not included in the annual base-operating budget are dedicated to capital, plant and equipment.

2. Through the Village's economic development program, the Village will strive to strengthen and further diversify its revenue base.
3. The Village will project revenues for the next three years and will update this projection annually. Each existing and potential revenue source will be reexamined annually or more often if needed.
4. The Village will maintain a revenue monitoring system to assist in trend analysis and revenue forecasting.

5. The Village will oppose State and/or Federal legislation that will mandate costs to units of local government without providing a new or increasing an existing revenue source to pay those costs.
6. The Village follows a “cost of service” approach which results in user fees, rates and customer charges being sufficient to cover the cost of providing the service. Each year the Village will establish user fees, rates and charges at a level related to the cost of providing the service and to adjust for the effects of inflation.
7. The Village will set fees and user charges for each enterprise fund, such as Water and Sewer, at a level that fully supports the total direct and indirect cost of the activity. Indirect costs include the cost of annual depreciation of capital assets.
8. The Village will not use one-time revenue for continuing expenses. All new and continuing expenses will be based on known and conservatively projected revenue sources. The identification of new, but one-time revenue opportunities (i.e. state and federal grants) will be used to fund one-time expenses such as capital equipment purchases and small capital projects not involving on-going operating expenses.
9. The operating reserve may be used to supplement the budget during a financial downturn. The use of the reserves must be authorized by the Village Board and a plan to replenish the reserves to the required level should accompany the request to use the funds.

C. Expenditure

1. The Village will maintain a level of expenditures which will provide for the public well being and safety of the residents of the community.
2. Expenditures will be within the confines of generated revenue. The operating reserve may be used to supplement the budget during a financial downturn.
3. The Village will maintain expenditure categories according to state statute and administrative regulation.
4. Services will parallel and adjust to the Village’s inelastic revenue sources in order to maintain the highest level of service. During periods of economic upturn, long-term expansion of core services will be limited to the anticipated increase of those sources.
5. The Village will forecast its expenditures for each of the next three years and will update this forecast annually. Expenditure forecasts will be cognizant of the elastic and inelastic structure of revenues.

6. The Annual Operating Budget and Financial Plan and Capital Improvement Program should provide for adequate design, construction, maintenance, and replacement of the Village's capital plant and equipment.
7. A performance based employee compensation package consistent with sound economic policies of the Village of Carol Stream is maintained to recruit and to retain qualified employees.

D. Debt Management

Although the Village has infrequently utilized indebtedness as a means of financing capital improvements or major purchases, the Village has adopted a Debt Management Policy which has the following purpose:

The Debt Management Policy sets forth comprehensive guidelines for the financing of capital projects and infrastructure. It is the objective of the policy that (1) the Village obtain financing only when necessary, (2) the process for identifying the timing and amount of debt or other financing be as efficient as possible and (3) the most favorable interest and other costs be obtained.

The Debt Management policy can be found in its entirety on the Village web site at carolstream.org.

E. Cash Reserve Policy

The Village will maintain operating cash reserve balances for its operating funds (General Corporate Fund and Water and Sewer Fund) as a means of meeting the Village's cash flow requirements and to provide a liquidity buffer to protect against short-term revenue losses, delays in State funding, or other unplanned significant expenditures. Reserve balances will be established in accordance with parameters set forth in this policy.

Operating reserves will be established based on annual "net budgeted expenditures" of the fund, which shall be defined as total budgeted expenditures minus capital expenditures.

Cash balances subject to the reserve policy shall exclude cash deposits, escrows, or other amounts held by the Village on behalf of third parties.

The Village Board may, from time to time, establish "special operating reserves", which may be maintained in addition to standard operating reserve balances. Generally, these may be established to support special programs or projects as approved by the Village Board (e.g. Emerald Ash Borer Reserve). These special operating reserves may be established as a percentage of net budgeted expenditures or as a fixed dollar amount which is reduced as qualified expenditures are incurred.

General Corporate Fund

The General Corporate Fund shall maintain an operating cash reserve balance at a minimum of 25% of annual net budgeted expenditures. ~~_, but shall be no more than 50% of net budgeted expenditures.~~

In the event cash reserve balances exceed ~~50~~25% of net operating expenditures, the excess amount over the ~~50~~25% ~~maximum~~ minimum may be:

1. Retained in the General Fund upon direction of the Village Board.
2. Transferred to the Capital Projects Fund as the primary funding support for ongoing Village infrastructure improvements.
3. Used for any other purpose as the Village Board may direct and approve.

Transfers or other disposition of balances in excess of the policy ~~maximum~~ minimum need not take place more frequently than once annually and should generally be directed on or near the time of the adoption of the annual budget, or as soon as is practicable thereafter.

Water and Sewer Fund

The Water and Sewer Fund shall maintain an operating cash reserve balance at a minimum of 25% of annual net budgeted expenditures. All other fund reserve balances shall be designated as “capital reserve” balances and will be used to support the construction, repair, rehabilitation or replacement of capital assets serving the combined water and sewer utilities.

If fund balances are used to support one-time capital, one-time non-operating expenditures, and operating expenditure the funds must be specifically appropriated by the Village Board and a plan to replenish the reserves to the required level should accompany the request to use the funds.

F. Cash Management

1. An investment policy has been adopted by the Village Board. The investment policy provides guidelines for the prudent investment of the temporary idle cash and outlines the policies for maximizing the efficiency of the cash management system. The ultimate goal is to enhance the economic status of the Village while protecting its pooled cash.
2. The cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the Village to invest funds to the fullest extent possible. The Village attempts to match funds to projected disbursements.

3. In order to maximize interest earnings, the Village commingles the cash of all funds excluding the Police Pension Fund. Interest revenue derived from commingled cash is allocated to the participating funds monthly based on the relative cash balance of each fund.
4. Criteria for selecting investments and the order of priority are:
 - a. Legal. The investment program must be in conformance with federal laws, state statutes, local ordinances, and internal policies and procedures. State statutes govern the investment of public funds and provide the general framework for investment activity and fiduciary responsibilities.
 - b. Safety. The safety and risk associated with an investment refers to the potential loss of principal, interest or a combination of these amounts. The Village only invests in those investments that are considered safe.
 - c. Liquidity. This refers to the ability to “cash in” at any moment in time with a minimal chance of losing some portion of principal and interest. Liquidity is an important investment quality especially when the need for unexpected funds occur occasionally.
 - d. Yield. Yield is the potential dollar earnings an investment can provide, and sometimes is described as the rate of return.

G. Accounting, Auditing and Financial Reporting Policies


1. The Village will establish and maintain a high standard of accounting practices in conformance with Generally Accepted Accounting Principles (GAAP) for governmental entities as promulgated by the Governmental Accounting Standards Board (GASB).
2. The accounting system will maintain records on a basis consistent with accepted standards for local government accounting (according to GASB).
3. Where possible, the reporting system will also provide monthly information on the total cost of specific services by type of expenditure and, if necessary, by Fund.
4. An independent firm of certified public accountants will perform an annual financial and compliance audit according to Generally Accepted Auditing Standards (GAAS) and will publicly issue an opinion which will be incorporated in the Comprehensive Annual Financial Report.
5. The Village will use the modified accrual basis of accounting for its governmental funds (general, special revenue, capital projects and debt service funds). Revenues are

recognized in the accounting period which they become available and measurable. Expenditures are recognized in the accounting period in which the liability is incurred.

6. The Village will use accrual basis accounting for its proprietary funds (enterprise and internal service funds). Revenues are recognized in the accounting period they are earned and become measurable. Expenses are recognized in the accounting period in which the liability is incurred.
7. The Village will promote full disclosures in its annual financial statements and its bond presentations.

Village of Carol Stream
Interdepartmental Memo

TO: Robert Mellor, Village Manager

FROM: Donald T. Bastian, Community Development Director 

DATE: April 1, 2020

RE: **Agenda Item for the Village Board Meeting of April 6, 2020**
Agreements for Professional Services – B&F Construction Code Services, Inc.

PURPOSE

This memorandum presents the Independent Contractor's Agreement and Professional Services Agreements with B&F Construction Code Services for FY20/21, and seeks Village Board approval of the same.

BACKGROUND

The Village has utilized B&F Construction Code Services, Inc. (B&F) for building permit plan review, plumbing inspections, as-needed supplemental inspections and general code consulting since 2008. In 2017, following a request for proposals process to evaluate the consultant services marketplace, staff recommended and the Village Board approved the continued use of B&F for the referenced services.

The Community Development Department relies on consultant services to augment in-house staff on an as-needed basis, and with respect to plumbing inspections, as required under Illinois law. Below is a summary of the services B&F provides to the Village.

1. Building Permit Plan Reviews – B&F performs plan reviews for complex commercial and industrial permit applications. Staff determines whether an application is reviewed in-house or by B&F based on project complexity, the number of applications under review by staff, and other workload factors.
2. Plumbing Inspections – Under Illinois law, only licensed plumbers may inspect plumbing work. As the Village does not employ a licensed plumber, B&F performs all plumbing inspections for the Village.
3. Commercial/Industrial Inspections – The Village has used B&F for commercial and industrial inspections on an as-needed basis during temporary staffing shortages. This service has not been used in several years, but is available should it be necessary.
4. General Code Consulting Services – This contract enables the Village to use B&F to provide general code consulting services not directly related to a building permit application. This service could be used if we needed assistance evaluating a proposed or requested local amendment to the Building Codes, for technical analysis or research, or to obtain a professional evaluation if we received an appeal to a decision of the Building Official.

The table below provides historic information detailing recent fiscal year expenditures and activity levels for B&F.

Fiscal Year	Total B&F Expenditure	# of Permits Reviewed	# of Plumbing Inspections
2012/2013	\$100,235	81	469
2013/2014	\$88,149	58	472
2014/2015	\$65,877	58	373
2015/2016	\$102,162	34	332
2016/2017	\$86,617	21	281
2017/2018	\$44,953	31	308
2018/2019	\$85,077	49	248
2019/2020	\$70,000 (est.)	43	339

DISCUSSION

As in past years, B&F again provided high quality services in FY19/20. Plan reviews were completed within established timeframes, and there were no customer complaints regarding B&F's plan review commentaries. As the Village places an emphasis on efficient and predictable processing of building permits, B&F's strong performance is essential. As noted in a separate agenda item, B&F is implementing a 3% increase to some plan review fees effective May 1, 2020. This is the first such increase from B&F since 2003. B&F's revised fees would have increased permit fees on only 5.5% of all permits issues in 2019, and even with this increase, B&F's fees would remain competitive in the consultant marketplace. Staff is recommending adjustments to the Village's fee schedule to account for B&F's modest fee increase.

As we approach the new fiscal year, the Village needs to enter into new agreements for building code consultant services. The FY19/20 budget for this account is \$80,000, and we estimate actual expenses will come in at just under 90% of the budgeted amount. The proposed FY20/21 budget again seeks \$80,000 for building code consultant services, as we anticipate a similar level of building permit review activity in FY20/21 as witnessed in FY19/20. As a reminder, B&F's plan review and plumbing inspection charges are passed through to the permit applicant.

RECOMMENDATION

Attached are an Independent Contractor's Agreement and proposals for consultant services from B&F Construction Code Services. Staff recommends that the Village Board authorize the Village Manager by motion to execute the attached Proposals for Professional Services and the Independent Contractor's Agreement with B&F Construction Code Services, for consultant services not to exceed \$80,000 in aggregate during FY20/21.

C: Steven Martin, Development Services Manager

INDEPENDENT CONTRACTOR'S AGREEMENT

THIS AGREEMENT entered into by and between B&F Construction Code Services, Inc., herein referred to as the "*First Party*"; and the **VILLAGE OF CAROL STREAM**, 500 North Gary Avenue, DuPage County, Illinois, hereinafter referred to as the "*Second Party*".

WHEREAS, "*First Party*" will be performing various work under contracts with the said "*Second Party*" entered into and to be entered into from time to time, which work will be performed on and/or off the premises of the "*Second Party*" and said "*First Party*" may have subcontractors or one or more employees engaged in the performance of said work:

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, and other good and valuable consideration received and to be received, the "*First Party*" hereby agrees:

1. To comply with all laws, regulations and rules promulgated by any Federal, State, County, Village and/or other governmental unit or regulatory body now in effect or which may be in effect during the performance of the work to which reference is made above. Included within the scope of the laws, regulations and rules referred to in this paragraph but in no way to operate as a limitation, are all forms of traffic regulations, public utility and Intrastate and Interstate Commerce Commissions regulations, Workmen's Compensation Laws, Prevailing Wage Laws, the Social Security Act of the Federal Government and any of its titles, FEPC or FEOC statutory provisions and rules and regulations.
2. To protect, indemnify, hold and save harmless and defend the "*Second Party*" against any and all claims, costs causes, actions and expenses, including but not limited to attorney's fees incurred by reason of a lawsuit or claim for compensation arising in favor of any person, including the employees or officers or independent contractors or subcontractors of the first and second parties, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting directly or indirectly from the performance by the "*First Party*" hereunder, whether such loss, damage, injury or liability is contributed to by the negligence of the "*Second Party*" whether latent or patent, or from other causes whatsoever, except that the "*First Party*" shall have no liability or damages or the costs incident thereto caused by the sole negligence of the "*Second Party*".
3. To keep in force, to the satisfaction of the "*Second Party*", at all times during the performance of the work referred to above, Commercial General Liability Insurance and Automobile Liability Insurance with Bodily Injury limits of not less than \$1,000,000 and Property Damage Insurance with limits of not less than \$1,000,000. The "*First Party*" agrees that at any time upon the demand of the "*Second Party*" proof of such insurance coverage as will be submitted to the "*Second Party*". There shall be no additional charge for said insurance to the "*Second Party*".
4. To maintain all records and documents for projects of the Public Body of the Village of Carol Stream in compliance with the Freedom of Information Act, 5ILCS 140/4 et seq. In addition, Contractor shall produce, without cost to the municipality, records which are responsive to a request received by the Public Body under the Freedom of Information Act so that the Public Body may provide records to those requesting them within the timeframes required. If additional time is necessary to compile records in response to a request, then Contractor shall so notify the Public Body and if possible, the Public Body shall request an extension so as to comply with the Act. In the event that the Public Body is found to

have not complied with the Freedom of Information Act, based upon Contractor's failure to produce documents or otherwise appropriately respond to a request under the Act, then Contractor shall indemnify and hold harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorney fees and penalties.

- 5. To furnish any affidavit or certificate, in connection with the work covered by this agreement as provided by law.
- 6. To indemnify "Second Party" for any loss it may sustain by theft or other cause from the acts or negligence of the employees of the "First Party" or of the subcontractors.
- 7. To the extent required by law, Contractor agrees to comply with the provisions of the Employment of Illinois Workers on Public Works Act ("Act"). In the event the Contractor is found to have not complied with the Act, then Contractor shall indemnify and hold Public Body harmless and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.

IT IS MUTUALLY UNDERSTOOD AND AGREED that the "First Party" shall have full control of the ways and means of performing the work referred to above and that the "First Party" or his/its employees, representative or subcontractors are in no sense employees of the "Second Party", it being specifically agreed that in respect to the "Second Party", the "First Party" bears the relationship of an independent contractor.

This agreement shall be in effect from the 1st day of May, 2020_ until the 30th day of April 30, 2021 ___ inclusive.

IN WITNESS WHEREOF, THE PARTIES have executed this agreement this 27 day of March,

2020



Marianne Lewandowski

FIRST PARTY:

CONTRACTOR B&E Construction Code Services, Inc.

SIGNED Kenneth Garrett

BY: Kenneth Garrett

TITLE: Vice President

SECOND PARTY:

VILLAGE OF CAROL STREAM

SIGNED: _____

BY: _____

TITLE: _____

INSURANCE

The Contractor shall provide and maintain in force, at no cost to the Village for the life of this contract, or any subsequent extension thereof, insurance coverage as follows:

TYPE	MINIMUM COVERAGE
A. Workmen's Compensation	Statutory State of Illinois
B. Comprehensive general and automobile liability and property damage. The Contractor shall defend, indemnify and save harmless the Owner, and all of their officers, agents, employees from all suits, actions or claims of any character brought for or on account of any injuries to or death or damages received by any person, persons or property resulting from the operations of the Contractor or any of its subcontracts, in prosecuting the work under this contract.	\$1,000,000 Combined Single Limit \$2,000,000 Aggregate Limit

NOTE: It is also required that the Contractor's insurer be subject to approval by the Village.

The Contractor will defend, indemnify and hold harmless the Village of Carol Stream against any and all loss, damage, and expense for any injury to persons or damage to property arising out of, or in connection with, and for any loss or penalty resulting from the violation of any law or ordinance, by the Contractor, employees and/or subcontractors engaged by the Contractor. The Contractor shall defend, indemnify and save harmless and defend the Village of Carol Stream together with the officers, agents and employees of the Village, and each of them, from and against any and all claims, costs, expense and liability of every nature or kind, arising out of, or in any way connected with the operations of Contractor, its officers, agents, employees or any subcontractor under this agreement, specifically excepting those claims arising out of or contributed to by the negligence of the Village, its employees or agents.

The Contractor agrees to provide certificates of insurance evidencing compliance with the insurance provisions of this contract.

The Contractor agrees that in all insurance coverages obtained in compliance with the indemnity provisions of this contract the Village shall be named as additional named insured on the comprehensive general liability and automobile liability policies in an ISO approved policy form and that such certificate of insurance shall contain **no** provision limiting carrier's liability for failure to give insured parties at least 30 days written notice of cancellation of such policy.

**VILLAGE OF CAROL STREAM
GOVERNMENTAL CONTRACT COMPLIANCE CERTIFICATIONS**

I, Kenneth Garrett (name), certify that I am employed as the Vice President (title) of B&F Construction Code Services, Inc. (company), a party to the Agreement to which this certificate is attached, and I hereby certify that I am authorized to make this certificate and that I have personal knowledge of the matters certified to herein, and that following certifications are true and correct:

1. Payments to Illinois Department of Revenue

The Company is not delinquent in payment of any taxes to Illinois Department of Revenue – 65 ILCS 5/11-42.1

2. Non-Discrimination: EEOC

The Company is an “equal opportunity employer” as defined by Section 2002(e) of Chapter 21, Title 42, U.S. Code Annotated and Executive Orders #11246 and #11375 (42 U.S.C., Section 2002(e)); Executive Order No. 11246, 30 F.R. 12319 (1965); Executive Order No. 11375, 32 F.R. 14303 (1967) which are incorporated herein by reference. The Equal Opportunity Clause, Section 6.1 of the Rules and Regulations of the Department of Human Rights of the State of Illinois is a material part of any contract awarded on the basis of this proposal. The Company shall not discriminate on the basis of race, color, sex, national origin, religion, ancestry, age, marital status, physical or mental handicap or unfavorable discharge for military service.

3. Human Rights Act

The Company shall perform the Contract in compliance with all requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., and that the Company shall not engage in any prohibited form of discrimination in employment as defined in the Act. The Company shall maintain policies of equal employment opportunity which shall prohibit discrimination against any employee or applicant for employment on the basis of race, religion, color, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental disability unrelated to the individual’s ability to perform the essential functions of the job, association with a person with a disability , or unfavorable discharge from military service.

4. Sexual Harassment Policy

Pursuant to Section 2-105 (A)(4) of the Illinois Human Rights Act, the Company and each subcontractor has adopted and maintains written sexual harassment policies that shall include, at a minimum, the following information:

- (1) the illegality of sexual harassment;
- (2) the definition of sexual harassment under State law;
- (3) a description of sexual harassment, utilizing examples;
- (4) the Company's/subcontractor's internal complaint process, including penalties;
- (5) the legal recourse, investigative and complaint process available through the Department and Commission;
- (6) directions on how to contact the Department and the Commission; and
- (7) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

A copy of these policies shall be provided to the Village on request.

5. Compliance with Freedom of Information Act (FOIA)

The Company acknowledges the requirements of FOIA and agrees to comply with all requests made by the Village for public records (as that term is defined by Section 2(c) of FOIA) in the undersigned's possession and to provide the requested public records to the Village within two (2) business days of the request being made by the Village. The undersigned agrees to indemnify and hold harmless the Village from all claims, costs, penalty, losses and injuries (including but not limited to, attorneys' fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the Village under this Contract.

B&F Construction Code Services, Inc.

Firm Name

By: Kenneth Garrett Vice President

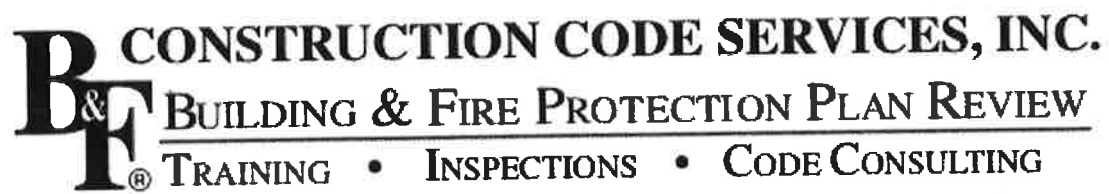
Name/Title

Kenneth Garrett
Signature

SUBSCRIBED AND SWORN to before
me this 2nd day March, 2020

Marianne Lewandowski
Notary Public





**VILLAGE OF CAROL STREAM
PROPOSAL
FOR
CODE CONSULTING SERVICES**

February 25, 2020

SUBMITTED TO:

Don Bastian
Community Development Director
Village of Carol Stream
500 North Gary Avenue
Carol Stream Illinois, Illinois 60188-1899

PROFESSIONAL SERVICES AGREEMENT

CODE CONSULTING SERVICES

Services Provided

B & F Construction Code Services, Inc. will provide code consulting services for items pertaining to code requirements via the International Code Council (ICC) series of code books and local amendments.

Code Consulting shall consist of the following:

1. Interpret the intent of the ICC codes and the Village of Carol Stream amendments.
2. Provide recommendations to the Director of Community Development on code changes and updates on a continuous basis.
3. Respond to code questions and interpretations from design professionals, contractors, owners and the Village of Carol Stream.
4. Provide written interpretations of code requirements as directed by the Director of Community Development.
5. Attend meetings as requested by the Village.
6. If requested by the Village provide, office time to assist in administration of the department and/or coordinate building code meetings and render interpretations.
7. Provide other responsibilities as directed by the Village of Carol Stream.

Fees

Option A

The Village of Carol Stream shall reimburse B & F Construction Code Services, Inc. in the minimum monthly amount of \$1,000.00. Monthly hours exceeding ten hours shall be invoiced at the rate of eighty-three (\$83.00) dollars per hour.

Option B

The Village of Carol Stream shall reimburse B & F Construction Code Services, Inc. in the amount of one-hundred and three (\$103.00) dollars per hour. Invoicing shall be calculated in increments of quarter hours. There is no minimum amount we will invoice for actual time based on fifteen-minute increments.

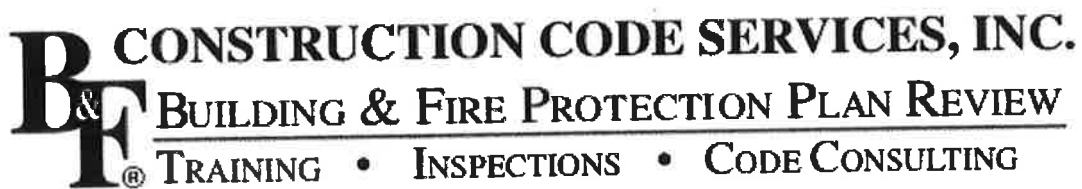
When signing below indicate the option chosen for this proposal.

The Village of Carol Stream shall agree not to attempt to hire any of B & F Construction Code Services, Inc., officers, employees, agents, or consultants for a period of one year after the individual is no longer employed by B & F Construction Code Services, Inc.

The following covers all B & F Construction Code Services, Inc., employees:

- A. Workers Compensation Insurance;
- B. General Liability Insurance underwritten by Continental Casualty; and
- C. Professional Liability Insurance underwritten by Hiscox

Accepted By _____	Accepted By <u>Kenneth Garrett</u>
Please Print _____	Please Print <u>KENNETH GARRETT</u>
Title _____	Title <u>VICE PRESIDENT</u>
Date _____	Date <u>3-2-20</u>



VILLAGE OF CAROL STREAM, IL

PROPOSAL

FOR

INSPECTION SERVICES

February 25, 2020

SUBMITTED TO:

Don Bastian
Community Development Director
Village of Carol Stream
500 N. Gary Avenue
Carol Stream, IL 60188-1899

PROFESSIONAL SERVICES AGREEMENT
BUILDING, MECHANICAL, AND ELECTRICAL INSPECTIONS

Services Provided

B & F Construction Code Services, Inc. will provide one ICC Certified Inspector to perform commercial/industrial building, mechanical and electrical inspections within the limits of the Village of Carol Stream in the afternoons on Monday, Wednesday and Friday.

The inspector shall have proper inspection equipment to conduct inspections as required. Equipment shall include a clipboard, flashlight, electrical tester, tape measure and other equipment as determined to provide a quality inspection.

The inspector shall utilize forms acceptable to the Village of Carol Stream. These forms are three-part carbonless forms. A copy of the inspection report shall be left at the job site with a copy sent to the Municipality and a copy for ourselves.

The inspector shall utilize a B & F Construction Code Services, Inc. company vehicle to conduct inspections.

Inspection hours shall be conducted as agreed upon between the Village of Carol Stream and B & F Construction Code Services, Inc.

Inspections shall be billed at an hourly rate of eighty-three (\$83.00) dollars per hour per inspector plus one-way travel time. The minimum number of hours billed per day shall be 2-hours regardless of the number of inspections and including travel time. Travel time will only be charged if the inspector works less than an 8-hour day.

The inspector will be available during the hours designated above to perform inspections as assigned. The Inspector will not perform fire alarm, fire protection, engineering, or other types of inspections or services outside his/her area of qualification.

The Village of Carol Stream shall agree not to attempt to hire any of B & F Construction Code Services, Inc. officers, employees, agents, or consultants for a period of one year after the individual is no longer employed by B & F Construction Code Services, Inc.

The following covers all B & F Construction Code Services, Inc., employees:

- A. Workers Compensation Insurance;
- B. General Liability Insurance underwritten by Continental Casualty; and
- C. Professional Liability Insurance underwritten by Hiscox

Accepted By _____	Accepted By <u>Kenneth Garrett</u>
Please Print _____	Please Print <u>KENNETH GARRETT</u>
Title _____	Title <u>VICE PRESIDENT</u>
Date _____	Date <u>3-2-20</u>

B&F CONSTRUCTION CODE SERVICES, INC.
BUILDING & FIRE PROTECTION PLAN REVIEW
TRAINING • INSPECTIONS • CODE CONSULTING

VILLAGE OF CAROL STREAM, IL

PROPOSAL

FOR

PLUMBING INSPECTION SERVICES

February 25, 2020

SUBMITTED TO:

Don Bastian
Community Development Director
Village of Carol Stream
500 N. Gary Avenue
Carol Stream, IL 60188-1899

PROFESSIONAL SERVICES AGREEMENT

PLUMBING INSPECTIONS

Services Provided

B & F Construction Code Services, Inc. will provide one State of Illinois licensed Plumbing Inspector to perform residential and commercial plumbing inspections within the limits of the Village of Carol Stream.

Each inspector shall have proper inspection equipment to conduct inspections as required. Equipment shall include a clipboard, flashlight, thermometer, tape measure and other equipment as determined to provide a quality inspection.

Each inspector shall utilize B & F Construction Code Services, Inc. three-part carbonless forms or forms acceptable to the Village of Carol Stream. A copy of the inspection report shall be left at the job site with a copy sent to the Municipality and a copy for ourselves.

The inspector shall utilize a B & F Construction Code Services, Inc. company vehicle to conduct inspections.

Inspections shall be scheduled via fax to our office no later than 4:00 P.M. the day before the inspection is to be conducted. Inspection hours shall be conducted as agreed upon between the Village of Carol Stream and B & F Construction Code Services, Inc.

The inspector will be available during the hours designated above to perform inspections as assigned. The Plumbing Inspector will inspect plumbing items only. The inspectors will not perform fire alarm, fire protection, engineering, or other types of inspections or services outside his/her area of qualification.

The Village of Carol Stream shall agree not to attempt to hire any of B & F Construction Code Services, Inc. officers, employees, agents, or consultants for a period of one (1) year after the individual is no longer employed by B&F Construction Code Services, Inc.

Plumbing Inspections, meetings and/or small plan reviews are invoiced on an hourly rate at eighty-three dollars (\$83.00) per hour plus one-way travel time.

The following covers all B & F Construction Code Services, Inc. employees:

- A. Workers Compensation Insurance;
- B. General Liability Insurance underwritten by Continental Casualty; and
- C. Professional Liability Insurance underwritten by Hiscox

Accepted By _____	Accepted By <u>Kenneth Garrett</u>
Please Print _____	Please Print <u>KENNETH GARRETT</u>
Title _____	Title <u>VICZ PRESIDENT</u>
Date _____	Date <u>3-2-20</u>



VILLAGE OF CAROL STREAM

PROPOSAL

FOR

PROFESSIONAL SERVICES

BUILDING PLAN REVIEW

February 25, 2020

SUBMITTED TO:

Don Bastian
Community Development Director
Village of Carol Stream
500 North Gary Avenue
Carol Stream, Illinois 60188-1899

PROFESSIONAL SERVICES AGREEMENT

BUILDING PLAN REVIEW

Services Provided

B & F Construction Code Services, Inc. will provide plan review for all projects submitted for review. The reviews will be performed only on projects sent to B & F Construction Code Services, Inc. The submittal shall include a copy of the plan submittal form. This form indicates the type of reviews, which are requested. A copy of the form is provided.

All reviews include:

1. Unlimited reviews with no additional fee
2. Free shipping of plans to our office
3. First review in 9 business days
4. Second and additional reviews in 5 business days
5. Reports can be faxed or e-mailed
6. One meeting on the project with no fee
7. Unlimited telephone calls at no fee
8. All reviews are performed by employees of B & F Construction Code Services, Inc.

Fees

The fee for all reviews is shown on the attached fee sheet. This fee can be calculated before any plan review work has started.

The Village of Carol Stream or the permit applicant can be invoiced for the project. The projects will be invoiced after the first review is complete.

All B & F Construction Code Services, Inc. employees are covered by the following:

- A. Workers Compensation Insurance;
- B. General Liability Insurance underwritten by Continental Casualty.; and
- C. Professional Liability Insurance underwritten by Hiscox

There is no contract for the plan review. The plan submittal form is considered the authorization to perform the work requested.

Plan Review Fee Schedule

COMMERCIAL

Building Size	Building Review	25% of Building Fee	50 % of Building Fee
Up to 60,000 Cubic Ft.	\$359.00	\$89.75	\$179.50
60,001 to 80,000 Cubic Ft.	\$441.00	\$110.25	\$220.50
80,000 to 100,000 Cubic Ft.	\$565.00	\$141.25	\$282.50
100,001 to 150,000 Cubic Ft.	\$645.00	\$161.25	\$322.50
150,001 to 200,000 Cubic Ft.	\$733.00	\$183.25	\$366.50
Over 200,000 Cubic Ft.	\$864.00 + \$8.24 (per 10,000 Cu. Ft.)	\$216.00 + \$2.06 (per 10,000 Cu. Ft.)	\$432.00 + \$4.12 (per 10,000 Cu. Ft.)

Footing and Foundation	25% of Building Review (Min. \$310.00)
NFPA 101 Plan Review	25% of Building Review (Min. \$310.00)
Mechanical Review	25% of Building Review
Plumbing Review	25% of Building Review
Electrical Review	50% of Building Review
Fire Code	50% of Building Review (Min. \$210.00)
Energy Code	50% of Building Review (Min. \$210.00)
Commercial/Industrial Zoning	\$130.00 per 20,000 square feet of site area
Elevator Plan Review	\$310.00 per Elevator Bank
Hood & Duct Plan Review (Type 1 w/o suppression)	\$250.00 per System
Hood & Duct Plan Review (Type 1 w/suppression (15 flow points or less))	\$350.00 per System
Hood & Duct Plan Review (Type 1 w/suppression (16-29 flow points))	\$375.00 per System
Hood & Duct Plan Review (Type 1 w/suppression (30 or more flow points))	\$400.00 per System
Hood & Duct Plan Review (Type 2)	\$200.00 per System
Spray Booth Plan Review	\$350.00 per Booth
Specialty Plan Review	\$155.00 per Hour
In-Ground Pool Plan Review	\$464.00 per Pool
Priority Express Plan Review	x 2.5 of Base Plan Review
HPM, High Hazard, Processing Piping	x 1.5 of Base Plan Review
Medical Case Facilities (Institutional Use Groups)	x 1.5 of Base Plan Review

RESIDENTIAL

One and Two Single Family Dwellings	
Up to 3,200 square feet (including basement)	\$655.00 per Dwelling Unit
Up to 3,200 square feet (including basement and zoning)	\$732.00 per Dwelling Unit
Over 3,200 square feet (including basement)	\$0.21 per Square Foot
Over 3,200 square feet (including basement and zoning)	\$0.23 per Square Foot
Miscellaneous Plan Review	\$30.00 per Discipline
In-Ground Pool Plan Review	\$464.00 per Pool
Priority Express Plan Review	x 2.5 of Base Plan Review
Photovoltaic Systems	\$225

Subdivisions call for pricing.

Plan Review Fee Schedule

FIRE PROTECTION

Fire Suppression Systems (Includes fire pump, hose stations and standpipes)	
1 to 100 sprinkler heads	\$425.00
101 to 200 sprinkler heads	\$550.00
201 to 300 sprinkler heads	\$650.00
301 to 500 sprinkler heads	\$750.00
Over 500 sprinkler heads	\$850.00 + \$1.00 each
Modifications (10 or fewer sprinkler heads without calculations)	\$175.00
Residential systems (NFPA 13D)	\$225.00
Fire Alarm Systems	\$0.015 per sq.ft. (\$200 min)
Fire Alarm system Modification (existing system alterations 5,000 sq.ft. or less)	\$175.00
Hood Suppression Only with 15 or less points	\$200 per System
Hood Suppression Only with 16-29 flow points	\$250.00 per System
Hood Suppression Only with 30 flow points or more	\$300.00 per System
Chemical Suppression systems (excluding hood suppression)	\$350 plus alarm fees
Carbon Dioxide / Clean Agents	\$150 for up to 105 pounds of agent. \$1 each pound over
Dedicated Fire Hydrant or Standpipe System	\$20 per valve (\$300 min)

CONSULTING

Code Consulting	
Senior Staff	\$195.00 per hour
Supervisor Staff	\$175.00 per hour
Staff	\$155.00 per hour
Village Management/Administration	
Senior Staff	\$135.00 per hour
Supervisor Staff	\$120.00 per hour
Staff	\$90.00 per hour

OTHER SERVICES

Code Writing and Adoption Assistance
Water Flow/Backflow/Hydrant Flushing Device Testing
Special Safety Training and Disaster Planning
Building Department Analysis
Fire Protection System Analysis
Existing Building Evaluation

Inspection Fee Schedule

COMMERCIAL

New and Existing, based on square footage

Building	\$0.15 per square foot
Mechanical	\$0.05 per square foot
Electrical	\$0.05 per square foot
Plumbing	\$0.05 per square foot
Energy	\$0.03 per square foot

Minimum fee applies

Special systems are an additional charge.

Hourly and per Inspection rates available.

RESIDENTIAL

One and Two Single Family Dwellings	
Up to 3,200 square feet (including basement)	\$655.00 per Dwelling Unit
Over 3,200 square feet	\$0.21

FIRE PROTECTION

Sprinkler

Underground Rough (Piping)	\$250.00
Underground Hydrostatic	\$250.00
Underground Flush	\$250.00
Any two underground inspections at the same time	\$400.00
All three underground inspections at the same time	\$500.00
Sprinkler Modification Rough (20 or fewer heads)	\$200.00
Hydrostatic Test per riser per floor	\$300.00
Fire Pump Test	\$200.00
Final Sprinkler Inspection/Test	\$250.00
Single Family (Includes rough & final)	\$250.00
Single Family Re-Inspection	\$125.00

Unless otherwise noted, failed reinspections are at the same rates noted above.

Fire Alarm

Rough	\$200.00
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The following fees are based on the number of initiating devices. Initiating devices include smoke and heat detectors, pull stations, duct detectors, monitoring devices, flow switch, tamper switches and special detection devices.

Fire alarm Test (Final Inspection)

1 - 20 devices	\$200.00
21 - 49	\$425.00
50 - 99	\$625.00
100 and over	\$625.00 + \$4 per device over 99

Re-Inspections/Tests are based on the number of devices to be tested.

Special Suppression (Dry Chemical, Clean Agent, etc.)

Rough*	\$200.00
Final*	\$250.00
Hood Suppression Systems	\$150.00

*Additional Fire Alarm fees maybe applicable



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/3/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Horton Group 10320 Orland Parkway Orland Park IL 60467	CONTACT NAME: PHONE (A/C, No, Ext): 708-845-3000 E-MAIL ADDRESS: certificates@thehortongroup.com FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE INSURER A : Argonaut Insurance Company INSURER B : Liberty Mutual Insurance Co. INSURER C : INSURER D : INSURER E : INSURER F :
INSURED B & F Construction Code Services Inc. 2420 Vantage Drive Elgin IL 60124	B&FCONS-01 NAIC # 19801 23043

COVERAGES

CERTIFICATE NUMBER: 1460090736

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BKS (19) 59 33 67 14	10/28/2019	10/28/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BAS(19)59 33 67 14	10/28/2019	10/28/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			USO(19) 59 33 67 14	10/28/2019	10/28/2020	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	XWO(19) 59 33 67 14	10/28/2019	10/28/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability			121AE015267600	8/5/2019	8/5/2020	limit \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional insured on a primary and non-contributory basis with respect to the general liability coverage only when required by written contract: Village of Carol Stream

CERTIFICATE HOLDER**CANCELLATION**

Village of Carol Stream
 500 N. Gary Avenue
 Carol Stream IL 60188

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Village of Carol Stream
Interdepartmental Memorandum

TO: Robert Mellor, Village Manager
FROM: Philip J. Modaff, Director of Public Works
DATE: May 1, 2020
SUBJECT: Motion to Approve Purchase of Two (2) Zero-turn Mowers (FY21)

The FY21 budget provides \$37,000.00 (0167-0400-54-412) for the purchase of two new zero turn mowers to replace units 595 and 598. These units will be front-line equipment used with our daily in-house mowing operations. In an effort to find the best piece of equipment for our specific needs operations staff field-tested three different machines manufactured by different companies. The Exmark Lazer S 72" Deck Zero turn mower will best serve our needs.

This mower model is offered through joint purchasing cooperative Sourcewell, of which Carol Stream is a member. Sourcewell allows member government agencies to take advantage of jointly bid contracts for all types of services and equipment. The Exmark is available under Sourcewell contract #062117-EXM (attached). A proposal from local dealer Mowers and More is attached.

Once the mowers are received, we will incur some additional costs to up fit each mower with some safety and performance accessories, including "tweel tires". Tweel tires" offer superior traction and limited to no maintenance and we found it is cheaper to purchase these tires from one of our tire vendors. The total cost of the mowers and the up fitting will not exceed the budgeted amount of \$37,000. Delivery of the mowers will not be accepted until after April 30 so that the expense can be assigned to the coming fiscal year (FY21)

I am requesting approval of the purchase of two (2) Exmark Lazer 72" Deck Zero-turn Mowers in the total amount of \$35,408 from Mowers & More under Sourcewell contract #062117-EXM.

Attachments

Mowers and More

515 W. St Charles rd
 Villa Park, IL 60181
 Phone: (630) 279-7549 Fax: (630) 279-0009

work order

18200

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for full credit. No returns on electrical parts. STORAGE FEES: \$5/day. Applies 5 days after completion call.

Bill To:			Ship To:		
Village of Carol Stream 124 gerzezske ln Carol Stream, IL 60188					
Contact:	Customer Tax Number:	Phone:	Cell Phone:	PQ Number:	Transaction:
		(630) 871-6289	(630) 391-1791		Estimate
Counter Person:	Sales Person:	Estimate Date:	Reference:	Department:	
Management	House Account	03/16/20	18200	Counter Sales	

Model	Line	Description	Ordered	B/O	Shipped	List	Net	Amount
lzs80tdym724wo	EXMW	lazer 72" diesel	2			2 \$24,419.00	\$17,704.00	\$35,408.00

Note
 price is sourcewell contract price
 sourcewell contract # 082117-EXM
 price does not include freight

Invoice Total	\$35,408.00
Sales Tax	\$0.00
Grand Total	\$35,408.00

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for full credit. No returns on electrical parts. STORAGE FEES: \$5/day. Applies 5 days after completion call.

Notes:



Customer acknowledges receipt thereof:

FORM E
CONTRACT ACCEPTANCE AND AWARD



(Top portion of this form will be completed by NJPA if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

NJPA Contract #: 062117-EXM

Proposer's full legal name: Exmark Manufacturing Company Inc.

Based on NJPA's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all of the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by NJPA.

The effective date of the Contract will be August 18, 2017 and will expire on August 18, 2021 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the NJPA Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at NJPA's discretion.

NJPA Authorized Signatures:



NJPA DIRECTOR OF COOPERATIVE CONTRACTS
AND PROCUREMENT/CPO SIGNATURE

Jeremy Schwartz
(NAME PRINTED OR TYPED)



NJPA EXECUTIVE DIRECTOR/CEO SIGNATURE

Chad Coquette
(NAME PRINTED OR TYPED)

Awarded on August 17, 2017

NJPA Contract # 062117-EXM

Vendor Authorized Signatures:

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name Exmark Mfg. Co. Inc.

Authorized Signatory's Title Sales Manager



VENDOR AUTHORIZED SIGNATURE

Dustin Schwab


(NAME PRINTED OR TYPED)

Executed on 8/25, 2017

NJPA Contract # 062117-EXM

Village of Carol Stream
Interdepartmental Memo

TO: Robert Mellor, Village Manager

FROM: Philip J. Modaff, Director of Public Works 

DATE: April 2, 2020

RE: Reject All Bids - Emergency Street Light Repair Services

Public Works recently opened bids for a contractor to perform emergency street light repair services for the coming fiscal year (with a Village option for three, one-year extensions). This contract provides emergency response services beyond in-house capability, typically in situations where a street light pole has been knocked down and requires complete replacement. The contract is intended to have one contractor available for quick response with labor and equipment rates already agreed upon. No guarantee of work is included in the contract due to the unpredictable need for services.

Three bids were submitted in response to the bid advertisement with the following results (bid tabulation is attached for reference):

- H&H Electric submitted an hourly rate of \$.01 for an Operator in the labor section of the bid form and the same amount for several pieces of equipment.
- Utility Dynamics failed to include a percentage increase for each of the three, one-year extensions.
- The third and highest bid, submitted by Meade Inc., was found to be responsive.

Due to the irregularities in two of the three bids, staff and the Village Attorney agreed that it would be appropriate to reject all bids and initiate another bid process with a revised bid form.

Therefore, staff recommends a Motion rejecting all bids for Emergency Street Light Repair Services and that staff be directed to revise the bid form and re-bid the contract.

Attachment

Emergency Street Light Repairs - Bid Tabulation

Contractor	Meade		
	Units	Hourly	Extended
Labor Types			
Foreman	40	\$128.28	\$ 5,131.20
Lineman	10	\$125.63	\$ 1,256.30
Operator	10	\$125.63	\$ 1,256.30
Groundman	40	\$94.08	\$ 3,763.20
TOTAL:			\$ 11,407.00

Equipment Types			
Service Truck	5	\$ 29.00	\$ 145.00
Line Truck	40	\$ 47.00	\$ 1,880.00
Bucket Truck	40	\$ 41.00	\$ 1,640.00
Trencher	5	\$ 25.00	\$ 125.00
Backhoe	5	\$ 25.00	\$ 125.00
D-bore Machine	5	\$ 125.00	\$ 625.00
Mini-excavator	5	\$ 25.00	\$ 125.00
TOTAL:			\$ 4,665.00

GRAND TOTAL:			\$ 16,072.00
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Increase Year 2 3%
 Increase Year 3 3%
 Increase Year 4 3%

Contractor	Utility Dynamics		
	Units	Hourly	Extended
Labor Types			
Foreman	40	\$ 120.00	\$ 4,800.00
Lineman	10	\$ 110.00	\$ 1,100.00
Operator	10	\$ 105.00	\$ 1,050.00
Groundman	40	\$ 100.00	\$ 4,000.00
TOTAL:			\$ 10,950.00

Equipment Types			
Service Truck	5	\$ 30.00	\$ 150.00
Line Truck	40	\$ 40.00	\$ 1,600.00
Bucket Truck	40	\$ 40.00	\$ 1,600.00
Trencher	5	\$ 2.00	\$ 10.00
Backhoe	5	\$ 2.00	\$ 10.00
D-bore Machine	5	\$ 80.00	\$ 400.00
Mini-excavator	5	\$ 35.00	\$ 175.00
TOTAL:			\$ 3,945.00

GRAND TOTAL:			\$ 14,895.00
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Increase Year 2 DID NOT BID
 Increase Year 3 DID NOT BID
 Increase Year 4 DID NOT BID

Contractor	H&H		
	Units	Hourly	Extended
Labor Types			
Foreman	40	\$ 127.80	\$ 5,112.00
Lineman	10	\$ 113.80	\$ 1,138.00
Operator	10	\$ 0.01	\$ 0.10
Groundman	40	\$ 67.00	\$ 2,680.00
TOTAL:			\$ 8,930.10

Equipment Types			
Service Truck	5	\$ 0.01	\$ 0.05
Line Truck	40	\$ 0.01	\$ 0.40
Bucket Truck	40	\$ 60.00	\$ 2,400.00
Trencher	5	\$ 0.01	\$ 0.05
Backhoe	5	\$ 0.01	\$ 0.05
D-bore Machine	5	\$ 60.00	\$ 300.00
Mini-excavator	5	\$ 30.00	\$ 150.00
TOTAL:			\$ 2,850.55

GRAND TOTAL:			\$ 11,780.65
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Increase Year 2 4%
 Increase Year 3 4%
 Increase Year 4 4%

Village of Carol Stream
Interdepartmental Memo

TO: Mayor and Village Board
Rm

FROM: Robert Mellor, Village Manager

DATE: April 3, 2020

RE: **Police Department Administrative Services Agreement**

The Village Board, at your October 21, 2019 meeting, authorized an Administrative Services Agreement with Stephen F. Schmidt, Consulting, Inc. for an initial term of 6-months with an option to renew for an additional 6-month term, if needed. The contract was approved to provide administrative and oversight services to the Police Department including providing leadership and mentoring of departmental personnel interested in pursuing the Police Chief position, an assessment of the Department and suggestions for improvements if warranted. The contractor would not be a candidate for the vacant Police Chief position. In early March, the Command Staff participated in individual leadership assessments intended to identify their strengths and areas for improvement. The individual assessments have been completed and the Command Staff are scheduled to meet with Morrison Associates and the contract Director of Police next week Wednesday followed by a meeting with Morrison Associates, Steve and me to discuss the assessments.

I originally felt a 6-month contract to assess the Department and provide recommendations for improvements was ambitious under normal circumstances. Unfortunately, these are not normal times. There have been various external and internal factors that have delayed the evaluation and assessment of the Police Department, not the least of which has been the COVID-19 Pandemic. The next step in the process is to review the Command Staff assessments next week and to move forward with the recruitment and promotion to or hiring of a new Chief. It is my hope to be able to conclude this contract within 4-months

I am recommending that the contract for Administrative Services with Stephen F. Schmidt Consulting, Inc. be extended for an additional term of 4-months at the negotiated fee of \$11,500/month per terms and conditions, outlined in the original, attached contract.

Police Administrative Services Agreement

This Agreement ("Agreement"), is made and entered into as of this 6th day of April, 2020 by and between the Village of Carol Stream, Illinois, a municipal corporation, (hereinafter called the "Village") and Stephen F. Schmidt Consulting, Inc., (hereinafter called the "Contractor"). The Village and Contractor are sometimes individually referred to as a "Party" and collectively referred to as the "Parties".

In consideration of the terms, conditions and mutual covenants set forth herein, the Parties agree as follows:

Section 1: Term

This agreement shall commence on April 23, 2020 and terminate on August 21, 2020 unless earlier terminated by the Village or Contractor as provided in this Agreement. The term of this agreement may be extended by the agreement of the Parties for up to an additional 6 months period upon the same terms and conditions set forth in this agreement,

Section 2: Services

- A. The Contractor shall provide administration services for the Village police department as set forth in Exhibit A of this Agreement (the "Services").
- B. The Contractor shall provide at least 850 hours of service during the initial term of this Agreement. Contractor shall perform the Services at the offices of the Police Department and shall be expected to be present a minimum of thirty-five (35) hours per week and generally between the hours of 9:00 a.m. and 5:00 p.m. Monday through Friday. Hours may be adjusted at the discretion of the Village Manager. However, the Contractor shall be under no obligation to perform Services on the following days: New Year's Day, Labor Day, President's Day, Thanksgiving Day, Memorial Day, the day after Thanksgiving, Independence Day, Christmas Eve, Christmas Day.
- C. Village shall not be liable for any costs incurred by the Contractor in connection with any services provided by the Contractor that are outside the scope of this Agreement ("Additional Services"), regardless of whether such Additional Services are requested or directed by the Village, except upon the prior consent of the Village Manager

Section 3: Independent Contractor Status

- A. The Contractor is retained by the Village for the purposes of providing the Services as set forth in this Agreement, and the Contractor's relationship to the Village shall, during the term of this Agreement, be that of an independent contractor.
- B. The Contractor shall be free to dispose of such portion of the Contractor's time, energy and skill when the Contractor is not obligated to devote time to performing his Services hereunder to the Village, in such manner as the Contractor sees fit and, to such persons, firms or corporations as the Contractor deems advisable; provided, however, that the Contractor shall not perform any work for any person, firm or corporation that is a vendor for the Village or any work that constitutes a conflict with the interests of the Village. At all times, the Contractor is separate and independent from the Village and will utilize the level of skill necessary to perform the Services under this Agreement.

C. The Contractor shall not be considered as having an employee status, nor shall the Village make any deductions or withhold any sums for the payment of any and all applicable federal, state, local and other taxes, income taxes, or FICA taxes. The Contractor shall not be entitled to receive or participate in any employee plans, benefit programs, retirement plans or related employee benefit arrangements, or any other benefits provided to or for employees of the Village, as set forth in the Village's Personnel Policy Manual or applicable to employees under law. As an independent contractor, it is the responsibility of the Contractor to file all necessary tax returns (federal, state, county and local) and to make such required deductions and pay all income tax, social security, and any and all other taxes due as an independent contractor in his profession. As an independent contractor, the Contractor is ineligible to file a claim for unemployment compensation benefits or for workers compensation benefits against the Village. The Contractor is an independent contractor and not the Village's employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the Worker's Compensation Act (820 ILCS 305/1, et seq.), or any other federal or state laws pertaining to employees.

Section 4: Compensation for Services

A. Village shall pay Contractor for the Services provided pursuant to this Agreement the amount of eleven thousand five hundred dollars (\$11,500) per month or fraction thereof on a prorated basis, payable on the last day of each calendar month.

B. The Contractor shall maintain records showing actual time devoted, and type of work performed for all services performed under this Agreement. Such records shall be provided to the Village Manager of the Village as required herein in a format reasonably acceptable to the Village.

Section 5. Confidential Information

A. The term "Confidential Information" shall mean information in the possession or under the control of the Village relating to the technical, business or corporate affairs of the Village and particularly; the Police Department; Village property; and user information, including, without limitation, information contained or stored within the Village's computer system, including without limitation any information obtained from server logs or other records of electronic or machine readable form.

B. The Contractor acknowledges that it shall, in performing the Services for the Village under this Agreement, have access, or be directly or indirectly exposed, to Confidential Information. The Contractor shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without the express prior written consent of the Village Manager of the Village or his/her designee.

Section 6. Insurance and Indemnification

A. The Village will not provide any form of insurance coverage, including but not limited to health insurance, worker's compensation insurance, auto insurance, general liability

insurance, errors and omissions insurance, or professional liability insurance for or on behalf of the Contractor relative to the performance of the Services under this Agreement.

B. The Contractor, at its own cost, shall provide all of its own insurance coverages as applicable to the Services being performed, including but not limited to health insurance, worker's compensation insurance, auto insurance, general liability and property insurance, errors and omissions insurance, or professional liability insurance relative to the performance of the Services under this Agreement. The Contractor's policy or policies of insurance shall specifically recognize and cover the indemnification obligations under this Agreement. Said insurance shall provide that the insurance provided by the Contractor shall be primary and that any provision of any contract of insurance or other risk protection benefit or self-insurance policy purchased or in effect or enacted by the Village and any other insurance or benefit of the Village shall be in excess of the Contractor's insurance.

C. To the fullest extent permitted by Illinois law, the Contractor shall indemnify, defend and hold harmless the Village and its officers and officials, agents, and employees from all claims, demands, lawsuits, actions and costs of any kind, caused by, resulting from, arising out of or occurring in connection with the Contractor's negligent or intentionally tortious performance of the Services under this Agreement.

D. The Contractor assumes all liability for personal injuries or illness of any kind or death that might occur to its employees while acting under this Agreement. The Contractor assumes all liability and responsibility for its personal property while performing any Services under this Agreement.

E. No appointed official, agent, attorney, employee, volunteer or representative of the Village or any of its local government members shall be personally liable, in law or in contract, to the Contractor as the result of the execution of this Agreement.

Section 7: Conflict of Interest

A. The Contractor represents and certifies that, to the knowledge of its president, Stephen F. Schmidt: (1) no elected or appointed the Village official, employee or agent has a personal financial interest in the business of the Contractor or in this Agreement, or has personally received payment or other consideration for this Agreement; (2) as of the date of this Agreement, neither the Contractor nor any person employed or associated with the Contractor has any interest that would conflict in any manner or degree with the performance of the obligations of Contractor under this Agreement; (3) Contractor is not barred from contracting with a unit of state or local government as a result of: (a) a delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless the Contractor is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 et seq. of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 et seq.; or (b) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq. and (4) the only persons, firms or corporations interested in the Contractor as principals are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any person, firm or corporation.

B. The Contractor covenants that neither the Contractor nor any person employed by the Contractor shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

Section 8: Compliance with Laws

The Contractor shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed and completed in accordance with all required governmental permits, licenses, approvals and authorizations that may be required in connection with providing, performing and completing the Services, and with all applicable statutes, ordinances, rules and regulations, including, without limitation: any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq. The Contractor shall also comply with all conditions of any federal, state or local grant received by the Village or the Contractor with respect to this Agreement or the Services; provided, however, should the Contractor choose not to comply with the conditions of any such grant, this Agreement may at the Contractor's option be terminated effective upon notice to the Village and the Village shall promptly pay any compensation owed to the Contractor through such termination. If at any time it shall be found that the Contractor has, in procuring this Agreement, colluded with any person, firm or corporation, then the Contractor shall be liable to the Village for all loss or damage that the Village may suffer and this Agreement may, at the Village's option, be terminated effective upon notice to the Contractor.

Section 9: No Third-Party Agreements without Village Approval

The Village shall not be liable to any vendor or third party for any agreements of any kind made by the Contractor without the approval of the Village Manager.

Section 10: Mutual Cooperation

The Village shall cooperate with the Contractor in the performance of the Services, including meeting with the Contractor and providing the Contractor with direction and such information that the Village may have that may be relevant and helpful to the Contractor's performance of the Services. The Contractor shall cooperate with the Village in the performance and completion of the Services.

Section 11: News Releases

The Contractor shall not issue any news releases, advertisements or other public statements regarding the Services or this Agreement without the prior written consent of the Village Manager.

Section 12: Intervening Law.

Notwithstanding any provision of this Agreement to the contrary, in the event that any Party receives notice ("Notice") of an actual or threatened decision, finding or action by any governmental or private agency or court (collectively, an "Action"), which legislation, law or Action, if or when implemented, would have the effect of subjecting either party to civil action under state and/or federal law or other adverse proceeding because of their participation in this Agreement, this Agreement shall be subject to termination without penalty upon the earlier of: (A) 30 days following the date upon which any Party gave notice to the other or (B)

the effective date on which the law or Action prohibits the relationship of the Parties pursuant to this Agreement. The Contractor shall be paid pro rata all compensation owed to it hereunder through such termination

Section 13: Termination

- A. Either Party may terminate this Agreement at any time and for any reason effective thirty (30) days after written notice to the non-terminating Party.
- B. This Agreement shall automatically terminate when:
 - 1. A Chief of Police is appointed by the Village Manager; or
 - 2. Contractor receives written notice from the Village Manager that he has failed to perform the Services to the satisfaction of Village Manager or Village Board; or
 - 3. Contractor enters into an employment or contractual agreement with a known vendor of the Village of Carol Stream or performs any work that constitutes a conflict of interest with the Village; or
 - 4. The termination date as set forth in Section 1 herein occurs.

If contractor is terminated as set forth herein, Contractor shall be paid for services rendered on a pro rata basis to the date of termination.

Section 14: Freedom of Information Act.

Section 7(2) of the Illinois Freedom of Information Act ("FOIA") (5 ILCS 120/7(2)) requires certain records that qualify as "public records," which have been prepared by and are in the possession of a party who has contracted with the Village, be turned over to the Village so that a FOIA requestor can inspect and photocopy the non-exempt portions of the public records pursuant to a FOIA request. The Village has a very short period of time from receipt of a FOIA request to comply with the request, and it requires sufficient time to collect and review the records to decide what information is or is not exempt from disclosure. The Contractor acknowledges the requirements of FOIA and agrees to comply with all requests made by the Village for public records (as that term is defined by Section 2(c) of FOIA) in the possession of the Contractor and provide the requested public records to the Village within two (2) business days of the request being made by the Village. The Contractor shall indemnify and hold harmless the Village from all claims, costs, penalty, losses and injuries arising out of or relating to its failure to provide the public records to the Village as aforesaid under this Agreement.

Section 15: Notices

All notices, consents, approvals and requests (collectively for the purposes of this Section, "Notices") required or permitted to be given under this Agreement shall be in writing and shall be delivered (A) personally, (B) by a reputable overnight courier, or (C) by certified mail, return

receipt requested, and deposited in the U.S. Mail, postage prepaid. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of actual receipt; one (1) business day after deposit with an overnight courier, as evidenced by a receipt of deposit; or four (4) business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section, each Party shall have the right to change the address or the addressee, or both, for all future notices and communications to such Party, but no notice of a change of addressee or address shall be effective until actually received. Additionally, notices sent by any other means (i.e., facsimile, email, etc.) may be acceptable subject to confirmation of both the transmission and receipt of the notice.

VILLAGE: Village of Carol Stream
Attention: Village Manager
500 Norther Gary Avenue
Carol Stream, IL 60188

CONTRACTOR: Stephen F. Schmidt Consulting, Inc.
1456 Haar Lane
Elk Grove Village, IL 60007

Section 16: General Provisions

- A. Entire Agreement. This Agreement sets forth and establishes the entire understanding between the Village and the Contractor. Any prior discussions or representations by or between the Parties are merged into and rendered null and void by this Agreement.
- B. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by the Village and the Contractor in accordance with all applicable statutory procedures.
- C. Assignment. This Agreement may not be assigned by either Party without the prior written consent of the other Party.
- D. Waiver. Neither the Village nor the Contractor shall be under any obligation to exercise any of the rights granted to them in this Agreement except as it shall determine to be in its best interests from time to time. The failure of the Village or the Contractor to exercise at any time any such rights shall not be deemed or construed as a waiver of that right, nor shall the failure void or affect the Village's or the Contractor's right to enforce such rights or any other rights at any time.
- E. Governing Laws. This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Illinois. Venue shall be in the Circuit Court of DuPage County.
- F. Severability. The invalidity or partial invalidity of any portion of this Agreement will void this agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first above written.

VILLAGE:
Village of Carol Stream,
a municipal corporation

CONTRACTOR:
Stephen F. Schmidt Consulting, Inc.

By: _____
Bob Mellor,
Village Manager

By: _____
Stephen F. Schmidt
President

Attest: _____
Laura Czarnecki, Village Clerk

Witness: _____

Exhibit A

SCOPE OF SERVICES

Contractor is responsible for the oversight of all Police Department administrative functions. This position monitors the planning, staffing, directing, coordinating and controlling of all department functions and activities, ensuring their efficiency. The Contractor shall have no power of arrest and shall not carry a firearm.

The following services are to be performed by the Contractor under this Agreement.

- Mentors Deputy Chiefs and Command level staff, preparing monthly updates to the Village Manager on the actions taken to provide guidance in their managerial duties and leadership development and provides written documentation of Deputy Chief's performance including areas for improvement and strengths.
- Oversees all administrative aspects of the Police Department.
- Manages the development and administration of the Police Department budgets, with input from Command staff, for Fiscal Years 2019-2020 and 2020-2021: directs the forecast of funds needed for staffing, equipment, materials and supplies; directs the monitoring of and approves expenditures; directs the preparation of and implements budgetary adjustments as necessary. Prepares the Fiscal Year 2020-2021 Police Department Budget with input from Command staff within the guidelines set forth by the Village Manager.
- Reviews and analyzes all Police Department services and activities with input from Command staff and recommends policies and procedures to the Village Manager.
- Monitors the development and implementation of Police Department goals, objectives, policies and priorities with input from Command staff; recommends, within Village policy, appropriate service and staffing levels; and the allocation of resources based on all information received.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, assesses and monitors workload, administrative and support systems, and internal reporting relationships, with input from Command staff, identifies opportunities for improvement; directs the implementation of changes.
- Oversees the risk management program for the Police Department to ensure that it adheres to Village guidelines for risk management; Coordinates with supervisors to implement the risk management program/policies per Village guidelines.
- Works with the Deputy Chiefs and Command staff to represents the Police Department to other Village departments, elected officials and outside agencies; explains Police Department programs, policies and activities; negotiates and resolves sensitive, significant and/or controversial issues.
- Directly supervises the Deputy Chiefs and Police Administration Secretary positions in the Department.
- Evaluates Police Department performance; coordinates staff training; coordinates and assists the Deputy Chiefs with disciplining police officers in accordance with Village of Carol Stream Police Commission Rules for breaches of department policies, procedures, rules, regulations and directives in a fair and impartial manner with measures including suspensions and dismissal; coordinates and assists the Deputy Chiefs with disciplining non-sworn personnel.

- Coordinates through the Deputy Chiefs, the Police Department's work plan; meets with management staff to identify and resolve problems; recommends projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Works with the Deputy Chiefs to coordinate and oversee command staff meetings on a bi-weekly or monthly basis.
- Attends and participates in Village Department Head level meetings as the representative of the Police Department.
- Coordinating with the Deputy Chiefs, prepares Police Department agenda items for the Village Board meetings or workshops and attends such meetings of the Village Board.
- Meets weekly with the Village Manager to provide updates on the Services performed and Police Department actions and prepares Weekly updates on Police Department operations for the Village Manager's transmittal to the Village Board and Executive staff.
- Coordinates, attends and actively participates in multi-departmental initiatives and programs with Department Heads and staff.
- Coordinating with the Deputy Chiefs, recommends department goals and objectives in support of the Village of Carol Stream Strategic Plan.
- Coordinates, attends and actively participates in Police Department activities with those of other departments, outside agencies and organizations; provides staff assistance to the Village Manager and Board of Trustees; prepares and presents staff reports and other necessary correspondence.
- Stays abreast of new trends and innovations in the field of law enforcement administration.
- Assists in the development of innovative municipal law enforcement policies.
- Ensures responsive, appropriate service delivery by conferring with civic, professional, service, fraternal and other community groups.
- Reviews and analyzes reports, legislation, court cases, and related matters; prepares initial responses for legal actions; prepares ordinances with the assistance and input of Command staff.
- Performs upper-level administrative functions, which includes, but is not limited to: the ability to persuade, evaluate, convince, and train others; and give advice regarding the fair and equitable application of policies, procedures and standards to specific situations.
- Communicates with Village staff in a timely manner and responds through appropriate chain of command.

Ordinance No. _____

**An Ordinance Authorizing the Amendment of
the Annual Budget of the Village of Carol Stream
for the Fiscal Year Ending April 30, 2020**

Whereas, the Board of Trustees of the Village of Carol Stream on April 15, 2019 adopted the annual budget for the Village of Carol Stream for Fiscal Year 2019/20, beginning May 1, 2019 and ending April 30, 2020; and

Whereas, certain expenses have been incurred which were not previously identified or included within the adopted FY19/20 annual budget; and

Whereas, cash reserve balances or budgeted but unspent amounts in other accounts are available to cover certain expenses which were incurred and not previously budgeted; and

Whereas, the Village Board is authorized to modify the adopted budget through amendment or transfer between accounts as deemed necessary;

Now, Therefore, be it Ordained by the Mayor and the Board of Trustees of the Village of Carol Stream, DuPage County, Illinois, in the exercise of its home rule powers, as follows:

Section 1: The budget for the fiscal year ending April 30, 2020, is hereby amended to provide funds for unanticipated and unbudgeted expenses in the manner identified in Attachment A to this ordinance.

Section 2: 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 by the Mayor and Board of Trustees of the Village of Carol Stream, Illinois, this

_____ day of _____, 2020.

Ayes:

Nays

Absent

Approved by the Mayor of the Village of Carol Stream, Illinois, this _____ day
of _____, 2020.

Mayor of the Village of
Carol Stream, Illinois

Attest:

Village Clerk of the Village of
Carol Stream, Illinois

(Published in pamphlet form and posted on the _____ day of _____, 2020.)

Attachment A

Village of Carol Stream
Fiscal Year 2019/20 Annual Budget
May 1, 2019 to April 30, 2020

<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reason</u>
<u>Budget Amendments</u>			
TAX INCREMENT FINANCING DISTRICT 3 – NORTH AVE. AND SCHMALE RD.			
22490000-56490	Loan Principal	\$20,000	To provide for loan principal payments that exceeded budgeted amount due to revenue generation within the TIF that was greater than expected.
STATE ASSET SEIZURE FUND			
02385200-52230	Telephone	\$450	Creation of new fund.
02385200-52244	Maintenance & Repair	\$2,400	Creation of new fund.
02385200-53317	Operating Supplies	\$2,000	Creation of new fund.
02385200-53330	Investigations	\$1,600	Creation of new fund.
02385200-53350	Small Equipment Exp.	\$350	Creation of new fund.
FEDERAL ASSET SEIZURE FUND			
03395000-52315	Canine Services	\$5,500	Creation of new fund.
03395000-53350	Small Equipment Exp.	\$12,750	Creation of new fund.
03395000-54413	Computer Equipment	\$1,000	Creation of new fund.

ORDINANCE NO. _____

**AN ORDINANCE ADOPTING THE ANNUAL BUDGET OF THE
VILLAGE OF CAROL STREAM
IN THE AMOUNT OF \$58,837,023 FOR THE FY20/21 FISCAL YEAR
BEGINNING MAY 1, 2020, AND ENDING APRIL 30, 2021**

WHEREAS, Village staff has prepared and presented to the Mayor and Board of Trustees of the Village of Carol Stream a proposed annual budget for the FY20/21 fiscal year beginning May 1, 2020, and ending April 30, 2021 as set forth in “Exhibit A” to this ordinance as attached hereto; and

WHEREAS, following due and proper publication of public notice in The Examiner on March 25, 2020, a public hearing was held on April 6, 2020, to consider and receive public comment on the proposed annual budget for the FY20/21 fiscal year; and

WHEREAS, the proposed annual budget has been made available for public review and inspection at least 10 days prior to passage on the Village’s web site, and

WHEREAS, the Mayor and Board of Trustees of the Village of Carol Stream deem it in the best interest of the Village to adopt the budget proposed by the Budget Officer, as revised at the direction of the Mayor and Board of Trustees;

NOW, THEREFORE, BE IT HEREBY 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: The annual expenditure Budget for the FY20/21 fiscal year, beginning May 1, 2020, and ending April 30, 2021, for the Village of Carol Stream, is in the amount of Fifty Eight Million Eight Hundred Thirty Seven Thousand Twenty Three Dollars, (\$58,837,023); as set forth in “Exhibit A”, as attached hereto, is hereby adopted and authorized.

SECTION 2: That the adoption of the foregoing annual budget shall be in lieu of the Appropriation Ordinance required in Section 8-2-9 of the Illinois Municipal Code.

SECTION 3: The budget hereby approved shall be printed and bound and a certified copy of this Ordinance and a copy of the printed and bound budget shall be filed with the DuPage County Clerk in accordance with the provisions of the statutes of the State of Illinois.

SECTION 4: The Finance Director is authorized and directed to transfer the sum of \$3,074,857 from available General Fund reserves and \$904,725 from available Water and Sewer Fund reserves to establish an Equipment Replacement Fund as set forth in Exhibit A to this ordinance for the purpose of funding the replacement of large equipment and fleet vehicles.

SECTION 5: This Ordinance shall be in full force and effect upon its passage, approval, and publication in pamphlet form as provided by law.

PASSED AND APPROVED THIS 6TH DAY OF APRIL, 2020.

AYES:

NAYS:


ABSENT:

Frank Saverino, Sr., Mayor

ATTEST:

Laura Czarnecki, Village Clerk

Village of Carol Stream
Interdepartmental Memo

TO: Bob Mellor, Village Manager
FROM: Jon Batek, Finance Director 
DATE: March 18, 2020
RE: Water and Sewer Rate Ordinance – May 1, 2020

Transmitted with this memorandum is an ordinance establishing water and sewer rates effective May 1, 2020.

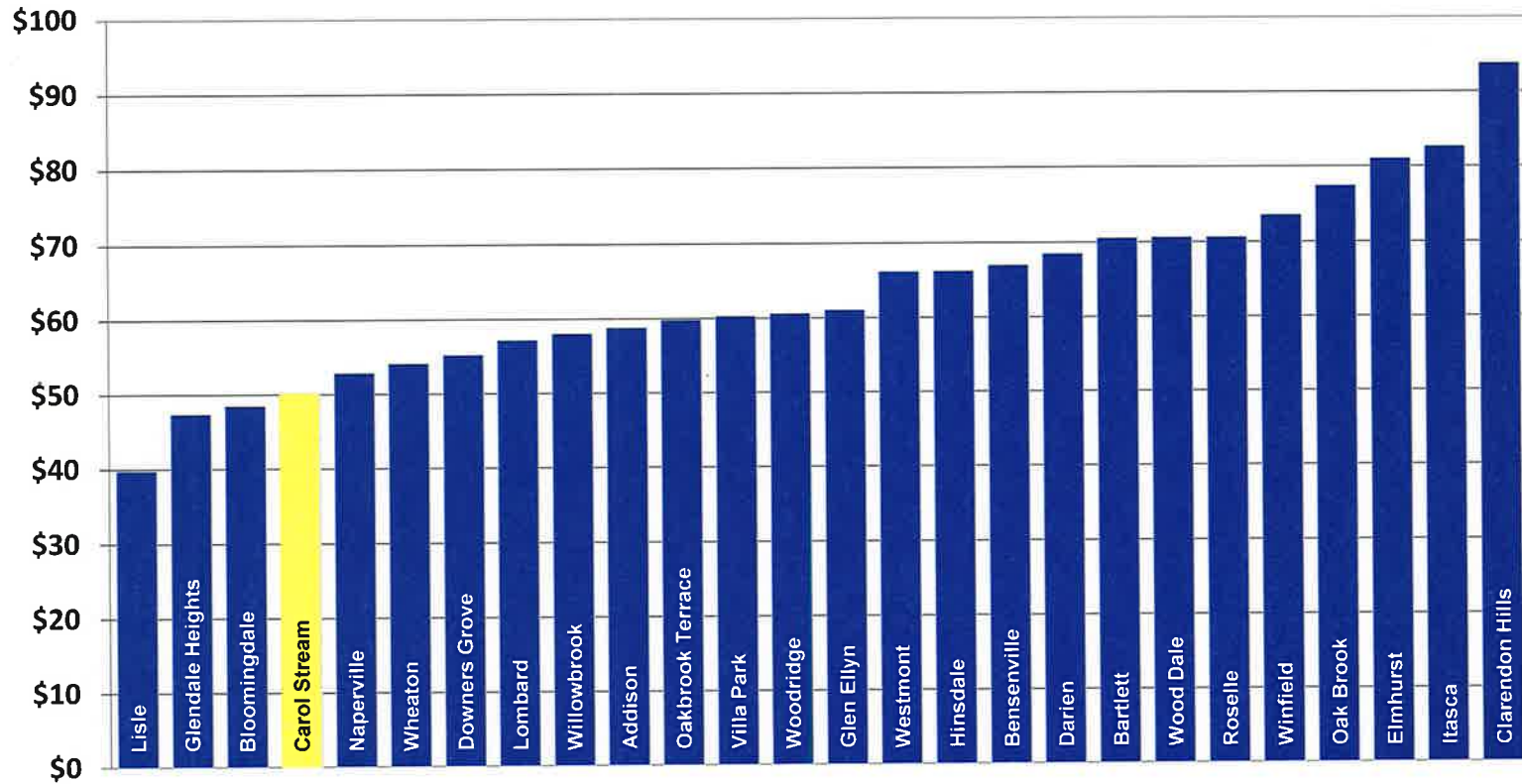
As recommended in the Water and Sewer Fund budget workshop meeting on March 16th, a rate increase for water (\$0.24 per 1,000 gallons) is needed to cover cost increases in various operating areas of the fund as well as fund capital improvement projects for the upcoming May 1, 2020 to April 30, 2021 fiscal year. There is no rate increase recommended for sanitary sewer services for May 1. The proposed \$0.24 rate increase will result in an increase in the monthly water/sewer bill of a customer using 6,000 gallons of water of \$1.44 and represents an increase of 1.9% in the total current combined water and sewer billing rate of \$12.80 per 1,000 gallons of water consumed.

As we discussed, rate increases implemented during the last four years have provided better coverage of fund operating expenditures and have also begun restoring reserves needed for future system capital investment. As a result, recommended increases are more in line with general cost inflation.

After considering the proposed rate adjustments for May 1, Carol Stream continues to have among the lowest combined water and sewer rates among DuPage Water Commission communities as illustrated on the attached graphics.

Typical Monthly Water Bill 5/1/2020

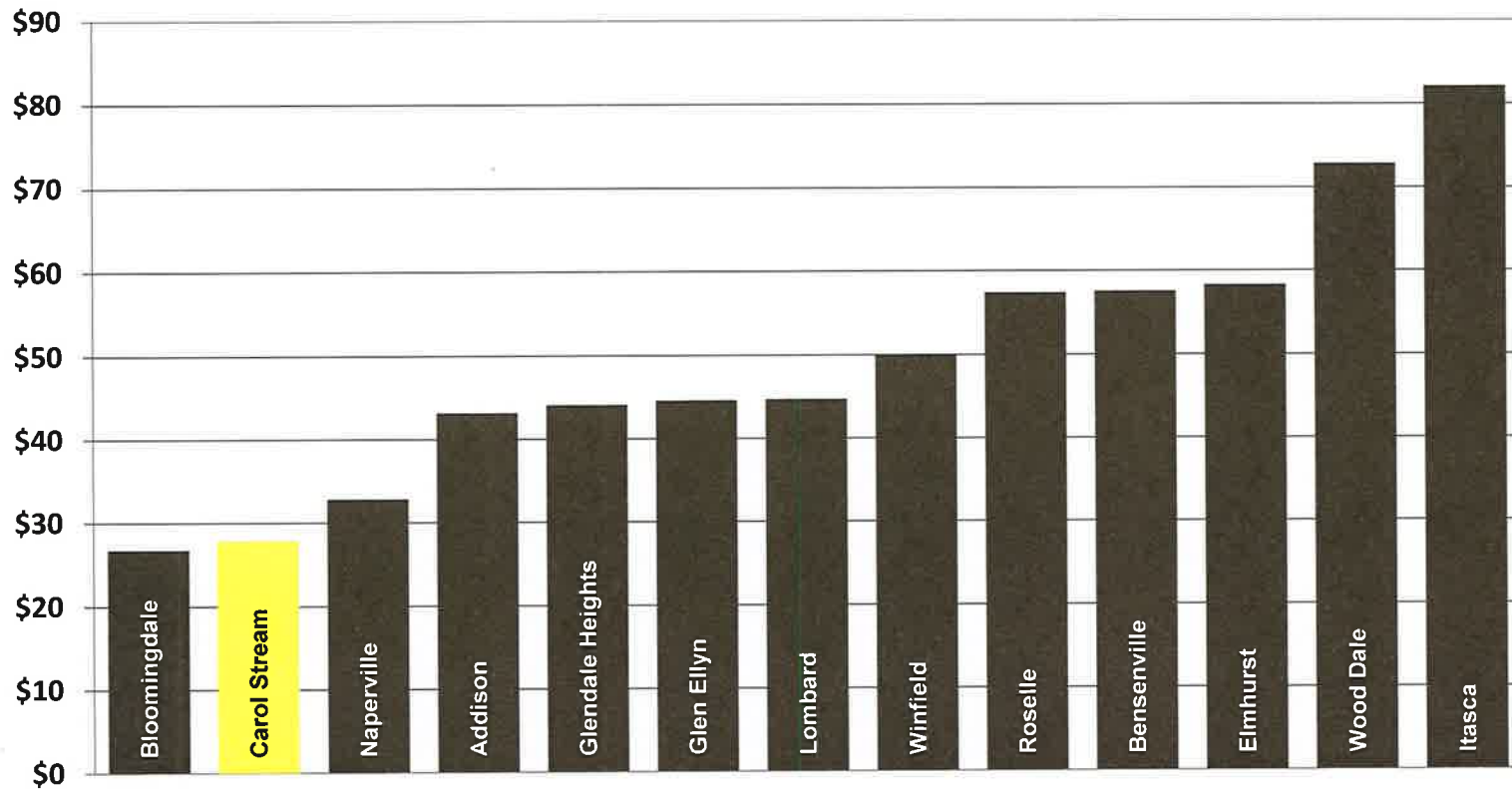
DWC Member Customers (Based on consumption of 6,000 gallons)



Source: Municipal Websites - 2/1/20

Typical Monthly Sanitary Sewer Bill 5/1/2020

DWC Member Customers (Based on water consumption of 6,000 gallons)



Source: Municipal Websites - 2/1/20

Includes those municipal members that bill for sewage treatment or operate sewage treatment facilities.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING SECTION 13-3-13 OF THE VILLAGE CODE
PERTAINING TO WATER AND SEWER RATES**

WHEREAS, the Village of Carol Stream owns and operates a combined water and sanitary sewerage system that serves all residents and businesses in the Village of Carol Stream and some of the adjacent unincorporated areas; and

WHEREAS, all of the funds required for the operation, maintenance and improvement of the system come from the users of the system, essentially through a system of user rates and charges; and

WHEREAS, the Village's proposed Water and Sewer Fund Budget for the new fiscal year beginning May 1, 2020 through April 30, 2021 projects that anticipated revenues to be generated from current water and sewer rates will be insufficient to cover proposed operating expenses as well as capital investment needs necessary to maintain the water and sanitary sewer systems in good working order; and

WHEREAS, an increase in the water rate of \$0.24 per 1,000 gallons billed to Carol Stream water customers is necessary to offset the Village's costs of maintaining a safe and reliable potable water distribution system,

NOW, THEREFORE 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 13-3-13 of the Village Code of Ordinances, Subsections (B), (C) and (D) of the Village of Carol Stream pertaining to Water and Sewer Rates is and the same is hereby amended to read as follows:

§13-3-13 RATES

- (B) For each residential single-family, commercial or industrial user of the combined waterworks and sewerage system within the corporate limits, the charge for water and sewer service shall be as follows:

The charge shall be \$13.04 per each 1,000 gallons or a fraction thereof.

- (C) For each residential single-family and multi-family, commercial, or industrial user of water service only, within the corporate limits, the charge for water service only shall be as follows:

For each 1,000 gallons, the charge shall be \$8.38 per each 1,000 gallons or fraction thereof.

- (D) For each residential single-family and multi-family, commercial or industrial user of the sewer service only, within the corporate limits, the charge for sewer service only shall be as follows:

For each 1,000 gallons, the charge shall be \$4.66 for each 1,000 gallons or fraction thereof.

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

SECTION 3: After its passage, approval and publication in pamphlet form as provided by law, this Ordinance shall be in full force and effect for usage beginning May 1, 2020.

PASSED AND APPROVED THIS 6th DAY OF APRIL 2020.

AYES:

NAYS:

ABSENT:


Frank Saverino, Sr., Mayor

ATTEST:

Laura Czarnecki, Village Clerk

Village of Carol Stream
Interdepartmental Memo

TO: Robert Mellor, Village Manager

FROM: Donald T. Bastian, Community Development Director 
Steven M. Martin, Development Services Manager

DATE: April 1, 2020

RE: **Agenda Item for the Village Board Meeting of April 6, 2020**
Recommended Changes to the Development Services Fee Schedule

PURPOSE

This memorandum provides information to the Village Board regarding recommended revisions to the Development Services Fee Schedule, and seeks Village Board approval of the same.

BACKGROUND

The Village Board approved a comprehensive restructuring of the Village's Development Service Fee Schedule (*Article 13: Fees and Securities for Construction and New Development*) in 2010. Key design features of the new fee schedule were: 1) fees should cover the Village's costs of providing services; 2) the fee schedule should be easy for customers to use; 3) fees should be taken prior to services being rendered; and 4) the fee schedule should be easy to update. The structure of the fee schedule was modeled after the fee schedule of our building codes consultant, B&F Construction Code Services, so that the Village's costs of providing service would be covered regardless of whether a building permit application was reviewed by Village staff or the consultant.

The Village Board has approved updates to the Development Services Fee Schedule in 2013, 2017 and 2019. Updates have been made for a variety of reasons, including economic factors, increases in our costs of providing services, changes in technology (such as solar panels), and to adjust the fee schedule to reflect changes in our operations and processes. At this time, staff is recommending revisions to the fee schedule in response to an increase in some fees from our building codes consultant, as well as to address organizational and housekeeping updates.

DISCUSSION

B&F Fee Increase

The Village has contracted with B&F Construction Code Services, Inc., since at least 2000 for plumbing inspections, and for as-needed for building permit plan review since 2008. B&F recently informed Community Development that they are implementing a small increase (approximately 3%) to certain plan review fees for their municipal clients.

Below is additional information about the proposed increase:

- For building permits issued in 2019, **the fee increases proposed by B&F would have increased the fees on only 5.5% of all permits issued.**
- Fees for our most frequently issued residential accessory permits, such as driveways, fences, sheds, patios and decks, are not proposed to be changed.

- B&F's fee increases would primarily apply to new commercial and industrial buildings, as well as additions to commercial and industrial buildings.
- B&F has not increased these fees since 2003.

Even with the small increase, B&F's fees would remain competitive with other consultants offering plan review and inspection services. The Village continues to receive high quality service from B&F, and our customers benefit from the excellent working relationship between the Village and B&F. Staff recommends approval of the fee schedule amendments to reflect B&F's fee increase.

Other Fee Schedule Revisions

As summarized below by permit type, staff recommends several other minor revisions to the fee schedule, most of which are largely organizational or housekeeping in nature.

Type A: 1 & 2 Family Residential – New Construction (new single-family home or townhome)

- As is currently done for commercial and industrial projects involving a new building, we propose to create a separate fire suppression system permit as a Type C permit for new residential construction (1 & 2 Family dwellings). This is because, from a practical standpoint, fire suppression system plans cannot be designed until the building plans are complete.
- B&F's revised fee schedule now incorporates the Energy Code review with their overall Building review at no extra charge. We propose making this change to our fee schedule, which would represent a **reduction** in the fee, so as not to charge the customer for something for which B&F does not charge a fee.

Type B: 1 & 2 Family Residential – Additions and Alterations (i.e. a room addition, a new attached or detached garage)

- We propose a **reduction** in the Plumbing inspection fee for Type B permit projects, to reflect our actual experience in the number of inspections and costs incurred for this work.

Type C: 1 & 2 Family Residential – Miscellaneous Residential Construction (i.e. sheds, decks, patios, fences, driveways, pools)

- As noted above, we propose the addition of a \$40 inspection fee for residential fire sprinkler systems, as a Carol Stream Fire Protection District inspector performs an inspection of such systems.
- We propose the addition of a \$40 fire inspection fee for solar panel permits, as a Carol Stream Fire Protection District inspector performs an inspection on solar panel installations.

Type D: Commercial, Industrial, Institutional, and Multiple Family Residential – New Construction, Additions, Alterations and Accessory Structures (i.e. a new industrial or commercial building, or an addition to an existing building)

- No changes other than to pass along the increases from B&F.

Type E: Commercial, Industrial, Institutional, and Multiple Family Residential – Miscellaneous Construction (i.e. fire suppression system work, signs, parking lot maintenance and expansion, electrical, plumbing or mechanical system work)

- We propose revisions to equalize fees for similar types of work. We also propose increasing the fee for minor demolition work from \$40 to \$80 to account for actual clerical and inspection costs.
- We propose changes regarding hood and duct system permits to cover the different types of hood and duct systems and the appropriate permit and inspection fees for the same.
- We propose adding a type of permit for window and door permits, as we process permits for this work but there is not current type of permit for this work in our fee schedule.

In addition to the above, staff recommends new text that would add a fee for processing requests for Temporary Certificates of Occupancy, as authorized by the Building Code. Staff recommends an \$80 clerical fee for residential permit requests, a \$160 clerical fee for commercial and industrial requests, plus \$80 for each additional inspection required as determined to be necessary for the Temporary Certificate of Occupancy. These fees would cover our costs for administering the Temporary Certificate of Occupancy process requested primarily by commercial and industrial permit customers.

The above noted revisions are based on our experience in working with the current fee schedule, and will allow for easier administration of our fee schedule. Staff recommends approval of these fee schedule amendments.

RECOMMENDATION

To assist the Village Board in its review of the recommended revisions to the building permit fee schedule, attached, please find the following:

- A strikethrough and highlighted version of the Ordinance presenting the proposed changes, with text proposed to be removed shown in red highlighted **strikethrough** format and text proposed to be added shown in highlighted **red text**;
- A clean version of the Ordinance.

Staff recommends that Chapter 6, Article 13 of the Village Code (*Fees and Securities for Construction and New Development*) be amended to adjust fees in accordance with planned fee increases by our building codes consultant; adjust (and in some cases reduce) fees to reflect our historic experience in the actual amount of work and funds expended for certain projects; and otherwise revise the fee schedule to better reflect organizational processes and workflow practices. If approved, the recommended changes to the fee schedule would be effective for permits applied for on or after May 1, 2020.

If the Village Board concurs with the staff recommendations, they should approve the ordinance included in their agenda packet.

DTB:db

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 6, ARTICLE 13,
SECTIONS 6-13-3, 6-13-4, 6-13-7 AND 6-13-10 OF THE
CAROL STREAM CODE OF ORDINANCES
(FEES AND SECURITIES FOR CONSTRUCTION
AND NEW DEVELOPMENT)

WHEREAS, the *Fees and Securities for Construction and New Development* were last updated in 2019; and

WHEREAS, Village staff has reviewed the *Fees and Securities for Construction and New Development* and determined that based upon the Village's costs for providing building permit plan review, inspections, and for administering the Temporary Certificate of Occupancy process, certain fees for building permit plan review, inspections, and Temporary Certificates of Occupancy should be revised; and

WHEREAS, Village staff has recommended revisions to certain building permit, inspection and Temporary Certificate of Occupancy fees as fully set forth herein; and

WHEREAS, the Mayor and Board of Trustees find it to be in the best interests of the Village to revise the building permit and inspection fees as set forth herein.

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

SECTION 1: The Carol Stream Code of Ordinances, Chapter 6, "Building, Construction and Maintenance Codes", Article 13, "Fees and Securities for Construction and New Development", Sections 6-13-3, 6-13-4, 6-13-7, and 6-13-10 are hereby amended and shall read as follows:

§ 6-13-3 BUILDING PERMIT AND INSPECTION FEES FOR ONE- AND TWO-FAMILY RESIDENTIAL CONSTRUCTION.

(A) *Type A – new construction.* All plan review and clerical fees shall be due and payable at the time an application for permit is submitted. The development services fee and inspection fees shall be due and payable at the time of issuance of a permit.

(1) *Clerical fee* \$160.0080.00

(2) *Plan review fees.* Plan review fees for new one- and two-family residential construction shall be in accordance with Table 6-13-3(A)(1), based on the types of reviews required.

Building Size, incl. basement and garage (sq. ft.)	Table 6-13-3(A)(1) 1&2-Family Residential Plan Review Fees Type A – New Construction (cost per square foot or minimum fee)			
	Building, Plumbing, Mechanical, and Electrical, and Energy	Zoning	Fire Sprinkler	Energy
Up to 3,000 3,200	\$480 \$680	\$75-80	\$210	\$240
Over 3,000 3,200	\$0.160.22/s.f.	\$0.025 0.03/s.f.	\$0.07	\$0.08/s.f.

(3) *Fees for additional reviews.* Review fees are based on up to two review cycles. If additional review is required, and if it is determined by the building official that the need for additional review is owing to non-responsiveness to review comments on the part of the permit applicant, then an additional plan review fee in the amount of 25% of the total initial plan review fees shall be charged for each additional review cycle, and payment shall be required at time of resubmittal for review.

(4) *Development services fee.* The development services fee for new one- and two-family residential construction shall be based on the estimated valuation of the cost of construction provided by the permit applicant. The fee shall be \$6.70 per \$1,000 of valuation, with a minimum fee of \$50. See § 6-13-5.

(5) *Inspection fees.* Inspection fees for new one- and two-family residential construction shall be in accordance with Table 6-13-3(A)(2), based on the types of inspections required.

Building Size, incl. basement and garage (sq. ft.)	Table 6-13-3(A)(2) 1&2-Family Residential Inspection Fees Type A – New Construction (cost per square foot or minimum fee)					
	Building, Plumbing, Mechanical, and Electrical, and Energy	Plumbing	Energy	Zoning	Fire Sprinkler	Occupancy
Up to 3,000 3,200	\$930	\$240	\$240	\$75-80	\$240	\$90

Over 3,000 3,200	\$0.31/s.f.	\$0.08/s.f.	\$0.08/s.f.	\$0.025 0.03/s.f.	\$0.08/s.f.	\$0.03/s.f.
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(6) *Fees for additional inspections.* Inspection fees are based on up to two of each type of required inspection. The fees for additional inspections shall be \$80 per each, and payment shall be required at time of scheduling the inspection.

(7) *Supplemental fees.* If the scope of work includes work of the types listed in §6-13-3(C), and such work is not, in the judgment of the building official, a customary part of new 1&2-family residential construction, then the fees for such work as listed in § 6-13-3(C) shall be required, as applicable, in addition to those listed in this section.

(8) *Water and sewer fees.* Fees for connection to the Carol Stream water distribution system and/or sanitary sewer system shall be in accordance with §6-13-8.

(9) *Engineering fees and securities.* If engineering plans are required, fees shall be in accordance with § 6-13-9. A Public Improvement Preservation Bond shall be required in accordance with §12-3-17.

(10) *Expedited review fee.* Expedited review is offered for permits for which the plan review is conducted solely by the Village's building codes consultant. The fee for expedited review shall be in accordance with §6-13-6(B).

(B) *Type B – additions, alterations and accessory structures.* All plan review and clerical fees shall be due and payable at the time an application for permit is submitted. The development services fee and inspection fees shall be due and payable at the time of issuance of a permit. Fees as specified in this section shall pertain to the following types of building permits:

- Garage, attached¹
- Garage, detached¹
- Porch¹
- Remodel (includes finished basement)
- Restoration
- Room addition¹
- Seasonal room¹
- Work not listed herein but similar to one of the above, as directed by the building official

¹ Public Improvement Preservation Bond required. See §12-3-17.

(1) *Clerical fee* \$80.00

(2) *Plan review fees.* Plan review fees for one- and two-family residential additions, alterations and accessory structures shall be in accordance with Table 6-13-3(B)(1), based on the types of reviews required.

Size of Structure or Work Area, incl. basement (sq. ft.)	Table 6-13-3(B)(1) 1&2-Family Residential Plan Review Fees Type B – Additions, Alterations and Accessory Structures (cost per square foot or minimum fee)					
	Building	Zoning	Plumbing	Mechanical	Electrical	Energy
Up to 400	\$80	\$20	\$20	\$20	\$40	\$40
Over 400	\$0.20/s.f.	\$0.05/s.f.	\$0.05/s.f.	\$0.05/s.f.	\$0.10/s.f.	\$0.10/s.f.

(3) *Fees for additional reviews.* Review fees are based on up to two review cycles. If additional review is required, and if it is determined by the building official that the need for additional review is owing to non-responsiveness to review comments on the part of the permit applicant, then an additional plan review fee in the amount of 25% of the total initial plan review fees shall be charged for each additional review cycle, and payment shall be required at time of resubmittal for review.

(4) *Development services fee.* The development services fee for one- and two-family residential additions, alterations and accessory structures shall be based on the estimated valuation of the cost of construction provided by the permit applicant. The fee shall be \$6.70 per \$1,000 of valuation, with a minimum fee of \$50. See § 6-13-5.

(5) *Inspection fees.* Inspection fees for new one- and two-family residential construction shall be in accordance with Table 6-13-3(D), based on the types of inspections required.

Size of Structure or Work Area, incl. basement (sq. ft.)	Table 6-13-3(B)(2) 1&2-Family Residential Inspection Fees Type B – Additions, Alterations and Accessory Structures (cost per square foot or minimum fee)						
	Building	Zoning	Plumbing	Mechanical	Electrical	Energy	Occupancy
Up to 400	\$80	\$40	\$160-90	\$20	\$40	\$40	\$40
Over 400	\$0.20/s.f.	\$0.10/s.f.	\$0.40 0.23/s.f.	\$0.05/s.f.	\$0.10/s.f.	\$0.10/s.f.	\$0.10/s.f.

(6) *Fees for additional inspections.* Inspection fees are based on up to two of each type of required inspection. The fees for additional inspections shall be \$80 per each, and payment shall be required at time of scheduling the inspection.

(7) *Supplemental fees.* If the scope of work includes work of the types listed in §6-13-3(C), and such work is not, in the judgment of the building official, a customary part of the construction of 1&2-family residential additions, alterations or accessory structures, then the fees for such work as listed in § 6-13-3(C) shall be required, as applicable, in addition to those listed in this section.

(8) *Engineering securities.* A Public Improvement Preservation Bond, if required, shall be in accordance with §12-3-17.

(9) *Expedited review fee.* Expedited review is offered for permits for which the plan review is conducted solely by the Village's building codes consultant. The fee for expedited review shall be in accordance with §6-13-6(B).

(C) *Type C – miscellaneous residential construction.* All plan review, clerical and inspection fees are included in the permit fees as listed in this section, below. There is no development services fee for miscellaneous residential construction. Permit fees shall be due and payable at the time an application for permit is submitted.

Air E conditioner	\$64
Air conditioner and furnace as one project	\$96
Construction and sales trailers, temporary	See §6-13-4(B)
Deck	\$96
Demolition, minor or emergency	\$32
Demolition, primary structure ¹	\$400
Driveway ¹	\$96
Electrical, minor (includes service upgrade)	\$64
Fence, including dog run	\$64
Fireplace, masonry	\$128
Fireplace, prefab	\$96
Fire sprinkler, residential ³	\$450-410
Flagpole	\$64
Foundation (preliminary work for a principal project)	\$120
Furnace, heat pump and other heating systems	\$64
Garage floor ¹	\$64
Gazebo	\$96
Hot tub or spa	\$96
Landscape structures ¹	\$64
Lawn irrigation system	\$96
Mechanical	\$64
Patio ¹	\$64
Patio with foundation ¹	\$96
Plumbing	\$96
Shed (no greater than 168 square feet in area) ¹	\$64
Signs	See § 6-13-4(B)
Sidewalk (greater than 4 feet in width) ¹	\$64
Solar Ppanels, residential ³	\$128
Stoop ¹	\$64
Structural modification, minor ¹	\$96
Swimming pool, above-ground	\$96
Swimming pool, in-ground ¹	\$256
Utility service connection or repair ^{1,2}	\$64
Water heater	\$48
Window and/or door replacement (with change in size or location)	\$64
Wireless communications dish/antenna/tower	See §16-13-4(B)
Work not listed herein but similar to one of the above, as directed by the building official	As determined by the building official

¹ Public Improvement Preservation Bond required unless waived by the building official. See §12-3-17.

² Water and sewer fees are required for new utility service connections, or increases in the sizes of existing connections. See §6-13-8.

³ Fire Prevention Plan Review and Inspection fees required. See § 6-13-7(B).

(1) *Fees for additional reviews.* Review fees are based on up to two review cycles. If additional review is required, and if it is determined by the building official that the need for additional review is owing to non-responsiveness to review comments on the part of the permit applicant, then an additional plan review fee in the amount of 25% of the total initial plan review fees shall be charged for each additional review cycle, and payment shall be required at time of resubmittal for review.

(2) *Fees for additional inspections.* Inspection fees are based on up to two of each type of required inspection. The fees for additional inspections shall be \$80 per each, and payment shall be required at time of scheduling the inspection.

(3) *Engineering securities.* A Public Improvement Preservation Bond, if required, shall be in accordance with §12-3-17.

(D) *Permit not required.* Building permits shall not be required for the following one- and two-family residential work. Nonetheless, all work must comply with applicable village codes and ordinances.

Decorative landscape features

Dish antenna no greater than three feet in diameter

Fire pit

Low voltage system

Mailbox (Must comply with Public Works Department installation requirements.)

Remodeling with no addition, alteration or relocation of walls or utilities (plumbing, heating or electrical)

Replacement of existing electrical fixtures, switches, receptacles and circuit breakers

Replacement of existing plumbing fixtures with no alteration of existing piping

Recreational apparatus, such as a swing set or basketball hoop

Roof (not including structural repair or modification)

Routine maintenance

Security alarm system

Sidewalk (four feet or less in width and located entirely on the private lot)

Shed equal to or less than 64 square feet in area

Siding

Tent or canopy (temporary, residential)

Window or door replacement with no change in the size or location of opening

§ 6-13-4 BUILDING PERMIT AND INSPECTION FEES FOR COMMERCIAL, INDUSTRIAL, INSTITUTIONAL AND MULTIPLE-FAMILY RESIDENTIAL CONSTRUCTION.

(A) *Type D – new construction, additions, alterations and accessory structures.* All plan review and clerical fees shall be due and payable at the time an application for permit is submitted. The

development services fee and inspection fees shall be due and payable at the time of issuance of a permit. Fees as specified in this section shall pertain to the following types of building permits:

- Accessory structure, miscellaneous ¹
 - Building addition ¹
 - Demolition, major or structural ¹
 - Interior remodeling
 - New principal building ¹
 - Restoration
 - Work not listed herein but similar to one of the above, as directed by the building official
- ¹ Public Improvement Preservation Bond required unless waived by the building official. See §12-3-17.

(1) *Clerical fee* \$160.00

(2) *Plan review fees.* Plan review fees for commercial, industrial, institutional and multiple-family residential new construction, additions, alterations and accessory structures shall be in accordance with Table 6-13-4(A)(1), based on the types of reviews required.

Volume of Building or Work Area (cubic ft.)	Table 6-13-4(A)(1) Commercial, Industrial, Institutional and Multiple-Family Residential Plan Review Fees Type D – New Construction, Additions, Alterations and Accessory Structures						
	Building	Zoning	Plumbing	Mechanical	Electrical	Energy	Fire Code, High Hazard and NFPA Reviews
Up to 60,000	\$360-380	\$80	\$90-95	\$90-95	\$180 190	\$200 220	See §6-13-7
60,001 to 80,000	\$480-460	\$80	\$120 115	\$120 115	\$240 230	\$240 230	
80,001 to 100,000	\$560-580	\$80	\$140 145	\$140 145	\$280 290	\$280 290	
100,001 to 150,000	\$640-660	\$80	\$160 165	\$160 165	\$320 330	\$320 330	
150,001 to 200,000	\$720-740	\$80	\$180 185	\$180 185	\$360 370	\$360 370	
Over 200,000	\$840-880 plus \$10 per each additional 10,000 c.f.	\$80	25% of Building Fee	25% of Building Fee	50% of Building Fee	50% of Building Fee	

(3) *Fees for additional reviews.* Review fees are based on up to two review cycles. If additional review is required, and if it is determined by the building official that the need for additional review is owing to non-responsiveness to review comments on the part of the permit applicant, then an additional plan review fee in the amount of 25% of the total initial plan review fees shall be charged for each additional review cycle, and payment shall be required at time of resubmittal for review.

(4) *Development services fee.* The development services fee for commercial, industrial, institutional and multiple-family residential construction shall be based on the estimated valuation of the cost of construction provided by the permit applicant. The fee shall be \$6.70 per \$1,000 of valuation, with a minimum fee of \$50. See § 6-13-5.

(5) *Inspection fees.* Inspection fees for commercial, industrial, institutional and multiple-family residential construction shall be in accordance with Table 6-13-4(A)(2), based on the types of inspections required.

Volume of Building or Work Area (cubic ft.)	Table 6-13-4(A)(2) Commercial, Industrial, Institutional and Multiple-Family Residential Inspection Fees Type D – New Construction, Additions, Alterations and Accessory Structures							
	Building	Zoning	Plumbing	Mechanical	Electrical	Energy	Fire Code	Occupancy
Up to 60,000	\$420	\$80	\$240	\$100	\$180	\$100	See §6-13-7	\$80
60,001 to 80,000	\$525	\$100	\$300	\$125	\$225	\$125		\$100
80,001 to 100,000	\$630	\$120	\$360	\$150	\$270	\$150		\$120
100,001 to 150,000	\$735	\$140	\$420	\$175	\$315	\$175		\$140
150,001 to 200,000	\$840	\$160	\$480	\$200	\$360	\$200		\$160
Over 200,000	\$945	\$180	\$540	\$225	\$405	\$225		\$180

(6) *Fees for additional inspections.* Inspection fees are based on up to two of each type of required inspection. The fees for additional inspections shall be \$80 per each, and payment shall be required at time of scheduling the inspection.

(7) *Supplemental fees.* If the scope of work includes work of the types listed in §6-13-4(B), and such work is not, in the judgment of the building official, a customary and ancillary part of the construction, then the fees for such work as listed in §6-13-4(B) shall be required, as applicable, in addition to those listed in this section.

(8) *Fire Prevention fees.* If the scope of work includes work regulated by the adopted Fire Code of the Village of Carol Stream, then the fees for plan review and inspection of such work as listed in §6-13-7(A) shall be required, as applicable, in addition to the fees listed in this section.

(9) *Water and sewer fees.* If connection to the Carol Stream water distribution system and/or sanitary sewer system is required, fees shall be in accordance with §6-13-8.

(10) *Engineering fees and securities.* If engineering plans are required, fees shall be in accordance with §6-13-9. A Public Improvement Preservation Bond, if required, shall be in accordance with §12-3-17.

(11) *Expedited review fee.* Expedited review is offered for permits for which the plan review is conducted solely by the Village’s building codes consultant. The fee for expedited review shall be in accordance with §6-13-6(B).

(B) *Type E – miscellaneous commercial industrial, institutional and multiple-family residential.* All plan review, clerical and inspection fees are included in the fees as listed in this section, below. The development services fee shall be as prescribed in §6-13-4(B)(2). All fees for miscellaneous commercial industrial, institutional and multiple-family residential construction shall be due and payable at the time an application for permit is submitted.

(1) *Plan review, clerical and inspection fees.*

Accessory structure, minor ²	\$120-200
Construction and sales trailers, temporary	\$200
Conveyor system ¹	\$240 per level
Demolition, minor, nonstructural or emergency ¹	\$40-80
Driveway (per each) ²	\$80-120
Electrical (includes service upgrade)	\$240
Electrical, minor (includes fixture replacement)	\$80 plus \$1 per fixture
Elevator ¹	\$600 per elevator bank
Emergency repair	\$320
Equipment (includes removal, installation, relocation) ¹	\$80-120 plus \$20 per piece plus \$40 per discipline plus \$80 for Special Permit process
Fence, exterior (includes trash enclosure)	\$80-200
Fence, interior ¹	\$120
Fire alarm system ¹	\$80
Fire pump test ¹	\$40
Fire suppression system ¹	\$160-80
Flagpole	\$120
Foundation (preliminary work for a principal project)	25% of building fee See Table 6-13-4(A)(1) Minimum \$480
Furniture panels, with electrical work	\$80-120
Hood and duct (type 1 w/o suppression) ¹	\$80
Hood and duct (type 1 w/suppression, 15 flow points or less) ¹	\$80
Hood and duct (type 1 w/suppression, 16-29 flow points) ¹	\$80
Hood and duct (type 1 w/suppression, 30 or more flow points) ¹	\$80

Hood suppression only, 15 flow points or less ¹	\$80
Hood suppression only, 16-29 flow points ¹	\$80
Hood suppression only, 30 or more flow points ¹	\$80
Hood and duct (type 2) ¹	\$80
HVAC equipment, new or replacement (boiler, furnace, heat pump, a/c, etc.) ¹	\$120 plus \$20 per unit
HVAC system, new ¹	\$240
Hydrostatic test, fire pump test ¹	\$40
Lawn irrigation system	\$160
Low voltage wiring	\$120
Mechanical	\$120
Parking lot maintenance (sealcoating and striping)	\$160
Parking lot patching, overlay, expansion or reconstruction ²	
Less than 20,000 square feet	\$160
20,000 to 100,000 square feet	\$200
Greater than 100,000 square feet	\$240
Parking lot, temporary ²	\$160
Patio, floor, or slab (per each) ²	\$120
Plumbing	\$300
Racking system (does not include sprinkler system) ¹	
Less than 5.75 feet in height	No permit required
5.75 to 12 feet in height	\$280
12.01 to 40 feet in height	\$320
Greater than 40 feet in height	\$360
Roofing and siding	\$160
Security alarm system	No permit required
Sidewalk ²	\$120
Sign, face change	\$40 plus \$10 per additional sign of the same type
Sign, permanent, no electrical	
Ground	\$120 plus \$20 per additional sign of the same type
Wall	\$80 plus \$20 per additional sign of the same type
Sign, permanent with electrical	
Ground	\$160 plus \$20 per additional sign of the same type
Wall	\$120 plus \$20 per additional sign of the same type
Sign, temporary	\$40 plus \$10 per additional sign of the same type
Sign, temporary, special event	\$40 plus \$10 per type of sign used
Solar Ppanels, commercial ¹	\$240
Spray booth ¹	\$480 per booth
Stocking and training, temporary 15-day	\$80
Storage tank, fuel tank, propane tank ¹	\$80 \$120 plus \$20 per piece
Structural modification, minor ²	\$200
Swimming pool, commercial or public ^{1, 2}	\$700
Tent, temporary ¹	\$160

Utility service connection or repair ^{2,3}	\$200
Utility service repair ²	\$120
Window and doors	\$160
Wireless communications dish/antenna/tower ⁴	\$300 plus \$100 per each additional review
Work not listed herein, but similar to one of the above, as directed by the building official	As determined by the building official

¹ Fire Prevention Plan Review and Inspection fees required. See § 6-13-7(B).

² Engineering fees and/or securities required unless waived by the building official. See § 6-13-9 and § 12-3-17.

³ Water and sewer fees required. See § 6-13-8.

⁴ Water Tower Plan Review and Inspection fees required. See §6-13-6(A).

(2) *Fees for additional reviews.* Review fees are based on up to two review cycles. If additional review is required, and if it is determined by the building official that the need for additional review is owing to non-responsiveness to review comments on the part of the permit applicant, then an additional plan review fee in the amount of 25% of the total initial plan review fees shall be charged for each additional review cycle, and payment shall be required at time of resubmittal for review.

(3) *Development services fee.* The development services fee for miscellaneous commercial, industrial, institutional and multiple-family residential construction shall be based on the estimated valuation of the cost of construction provided by the permit applicant. The fee shall be \$6.70 per \$1,000 of valuation, with a minimum fee of \$50. See §6-13-5.

(4) *Fees for additional inspections.* Inspection fees for miscellaneous commercial industrial, institutional and multiple-family residential permits are based on up to two of each type of required inspection. Additional inspections shall be compensated at \$80 per each, and such payment shall be required at time of scheduling the inspection.

(5) *Expedited review fee.* Expedited review is offered for permits for which the plan review is conducted solely by the Village's building codes consultant. The fee for expedited review shall be in accordance with §6-13-6(B).

§ 6-13-7 FIRE PREVENTION FEES.

Fees for plan review and inspection of commercial, industrial, institutional and multiple-family residential construction in accordance with the requirements of the adopted Fire Code of the Village of Carol Stream shall be as prescribed herein.

(A) *Type D – New construction, additions, alterations and accessory structures.* All fees for fire prevention plan review shall be as prescribed in this section, shall be required in addition to the fees given in Tables 6-13-4(A)(1) and 6-13-4(A)(2), and shall be due and payable at the time an application for permit is submitted. Fees as specified in this section shall pertain to the following types of building permits:

- Accessory structure, miscellaneous
- Building addition
- Demolition, major or structural

Interior remodeling
 New principal building
 Restoration

Work not listed herein but similar to one of the above, as directed by the building official.

(1) *Plan review fees.* Fees for fire prevention plan review for commercial, industrial, institutional and multiple-family residential new construction, additions, alterations and accessory structures shall be in accordance with Table 6-13-7(A)(1), based on the types of reviews required.

Volume of Building or Work Area (cubic ft.)	Table 6-13-7(A)(1) Fire Prevention Plan Review Fees Type D – New Construction, Additions, Alterations and Accessory Structures		
	Fire Code	High Hazard	NFPA
Up to 60,000	\$180-220	\$540-570	\$300-320
60,001 to 80,000	\$240-230	\$720-690	\$300-320
80,001 to 100,000	\$280-290	\$840-870	\$300-320
100,001 to 150,000	\$320-330	\$960-990	\$300-320
150,001 to 200,000	\$360-370	\$1,080-1,110	\$300-320
Over 200,000	50% of Building Fee	150% of Building Fee	25% of Building Fee (Min. \$300-320)

(2) *Fees for additional reviews.* Review fees are based on up to two review cycles. If additional review is required, and if it is determined by the building official that the need for additional review is owing to non-responsiveness to review comments on the part of the permit applicant, then an additional plan review fee in the amount of 25% of the total initial plan review fees shall be charged for each additional review cycle, and payment shall be required at time of resubmittal for review.

(3) *Inspection Fees.* Fire prevention inspection fees for commercial, industrial, institutional and multiple-family residential new construction, additions, alterations and accessory structures shall be in accordance with Table 6-13-7(A)(2), based on the types of inspections required.

Volume of Building or Work Area (cubic ft.)	Table 6-13-7(A)(2) Fire Prevention Inspection Fees Type D – New Construction, Additions, Alterations and Accessory Structures		
	Fire Code	High Hazard	Final Occupancy
Up to 60,000	\$80	\$80	\$80
60,001 to 80,000	\$100	\$100	\$100
80,001 to 100,000	\$120	\$120	\$120

100,001 to 150,000	\$140	\$140	\$140
150,001 to 200,000	\$160	\$160	\$160
Over 200,000	\$180	\$180	\$180

(4) *Fees for additional inspections.* Inspection fees are based on up to two of each type of required inspection. The fees for additional inspections shall be \$80 per each, and payment shall be required at time of scheduling the inspection.

(5) *Supplemental fees.* If the scope of work includes work of the types listed in § 6-13-7(B), and such work is not, in the judgment of the building official, a customary and ancillary part of the construction, then the fees for such work as listed in § 6-13-4(B) shall be required, as applicable, in addition to those listed in this section.

(B) *Type E – Miscellaneous commercial industrial, institutional and multiple-family residential.* All fees for fire prevention plan review and inspection shall be as prescribed in this section, and shall be required in addition to the fees given in § 6-13-4(B).

(1) *Plan Review Fees.*

Fire alarm system	\$0.01 0.02 per square foot (\$220-270 minimum)
Fire suppression system	
Carbon dioxide or clean agent system	
Up to 105 pounds	\$120
	\$1.50 per each additional pound
Dry chemical system	\$420
Sprinkler system (dry, wet, pre-action, etc.)	
Technical submittal (required for all)	\$100 for initial design area \$50 for each additional design area
Up to 15 heads	\$150-180
16 to 100 heads	\$420-450
101 to 200 heads	\$520-570
201 to 300 heads	\$620-670
301 to 500 heads	\$720-770
Over 500 heads	\$820-870 plus \$1 each
Hood and duct (type 1 w/o suppression)	\$320-270 per system
Hood and duct (type 1 w/suppression, 15 flow points or less)	\$370 per system
Hood and duct (type 1 w/suppression, 16-29 flow points)	\$395 per system
Hood and duct (type 1 w/suppression, 30 or more flow points)	\$420 per system
Hood suppression only, 15 flow points or less	\$220 per system
Hood suppression only, 16-29 flow points	\$270 per system
Hood suppression only, 30 or more flow points	\$320 per system
Hood and duct (type 2)	\$220 per system
Work not listed herein, but similar to one of the above, as directed by the building official	As determined by the building official

(2) Inspection Fees.

Conveyor system	\$80 per level
Demolition, minor, nonstructural or emergency	\$40
Elevator	\$40 per elevator bank
Equipment (includes removal, installation, relocation)	\$40
Fence, interior	\$80
Fire alarm system	\$160
Fire pump test	\$240
Fire suppression system	
Carbon dioxide or clean agent system	
Up to 105 pounds	\$80
Dry chemical system	\$80
Sprinkler system (dry, wet, pre-action, etc.)	
Residential	\$40
Up to 15 heads	\$80
16 to 100 heads	\$80
101 to 200 heads	\$80
201 to 300 heads	\$80
301 to 500 heads	\$80
Over 500 heads	\$80
Hood and duct (type 1 w/o suppression)	\$160 80
Hood and duct (type 1 w/suppression, 15 flow points or less)	\$160
Hood and duct (type 1 w/suppression, 16-29 flow points)	\$160
Hood and duct (type 1 w/suppression, 30 or more flow points)	\$160
Hood suppression only, 15 flow points or less	\$80
Hood suppression only, 16-29 flow points	\$80
Hood suppression only, 30 or more flow points	\$80
Hood and duct (type 2)	\$160 80
HVAC equipment, new or replacement (boiler, furnace, heat pump, a/c, etc.)	\$40
HVAC system, new	\$80
Hydrostatic test, fire pump test	\$160
Racking system (does not include sprinkler system)	
Less than 5.75 feet in height	No permit required
5.75 to 12 feet in height	\$60
12.01 to 40 feet in height	\$80
Greater than 40 feet in height	\$100
Solar panels, commercial	\$80
Solar panels, residential	\$40
Spray booth	\$80 per booth
Storage tank, fuel tank, propane tank	\$40
Swimming pool, commercial or public	\$40
Spray booth	\$80 per booth
Tent, temporary	\$40
Work not listed herein, but similar to one of the above, as directed	As determined by

by the building official

the building official

**§ 6-13-10 OCCUPANCY VARIANCE, AND PERFORMANCE GUARANTEE DEPOSITS,
AND TEMPORARY CERTIFICATE OF OCCUPANCY.**

(A) *Occupancy variance deposit.* A variance from the requirements for occupancy may be granted by the building official, or his or her designee, in light of an inability of the builder to complete such requirements due to inclement weather or upon other good cause shown as being beyond the control of the builder. Such requirements for occupancy shall include completion of all work items associated with the approved building permit or permits for the occupied space within the premises. A variance shall not be granted from health or life safety code requirements.

(1) When a variance is so issued, there shall be submitted to the village a cash deposit in the amount of 125% of the estimated probable cost of construction of the incomplete work, including the cost of completion of as-built plans if so required by the Village Engineer. The estimated probable cost of construction shall be approved by the building official or his or her designee.

(2) The purpose of the occupancy variance deposit shall be to ensure that the items not completed at time of occupancy will be completed within 60 days after the weather, soil conditions or other impediment to completion allows for the incomplete work to be finished. Upon granting of an occupancy variance, occupancy of the premises shall be permitted. The amount of the deposit shall be held by the village, and the issuance of a certificate of occupancy shall be withheld until such time as the work has been completed.

(3) If the specific defects pertaining to the occupancy variance deposit are not corrected within the 60-day period set forth above, the village shall notify the party which submitted the occupancy variance deposit of the specific defect still preventing the issuance of a final certificate of occupancy and the release of the deposit. The village may, after reasonable notice, utilize the funds to correct the defect. The utilization of this occupancy variance deposit shall not prevent the village from taking other action against the person responsible for the defect preventing the issuance of the certificate of occupancy, including but not limited to the filing of a lawsuit for injunction, ordinance violation or the withdrawal of the occupancy permit.

(4) Without regard to any provision contained within this Code, the occupancy variance deposit shall not be released by the village until the entire area immediately affected by the incomplete work items shall have also been found to comply with the ordinances of the village.

(B) *Performance guarantee deposit.* A temporary postponement of the requirements for completion of landscaping or landscape appurtenances may be granted by the building official, or his or her designee, in light of an inability of the builder to complete such work due to inclement weather or upon other good cause shown as being beyond the control of the builder. Such requirements shall include completion of all landscaping or landscape appurtenance work items associated with the approved building permit or permits for a premises or common area adjacent thereto, if applicable. Approval of such postponement shall not be granted unless the premises has otherwise been deemed ready for occupancy and all health and life safety code requirements have been completed.

(1) When a temporary postponement of the requirements for completion of landscaping or landscape appurtenances is approved by the building official, there shall be submitted to the village a cash deposit in the amount of 125% of the estimated probable cost of construction of the incomplete

work. The estimated probable cost of construction shall be approved by the building official or his or her designee. Such cash deposit shall be known as the performance guarantee deposit.

(2) The purpose of the performance guarantee deposit shall be to ensure that the items not completed at time of occupancy will be completed within 60 days after the weather, soil conditions or other impediment to completion allows for the incomplete work to be finished. Upon granting of a temporary postponement of the requirements for completion of landscaping or landscape appurtenances, a certificate of occupancy shall be issued and occupancy of the premises shall be permitted. The amount of the deposit shall be held by the village until such time as the work has been completed.

(3) If the specific defects pertaining to the performance guarantee deposit are not corrected within the 60-day period set forth above, the village shall notify the party which submitted the performance guarantee deposit of the specific defect still preventing the release of the deposit. The village may, after reasonable notice, utilize the funds to correct the defect. The utilization of this performance guarantee deposit shall not prevent the village from taking other action against the person responsible for the defect preventing the release of the deposit, including but not limited to the filing of a lawsuit for injunction or ordinance violation.

(4) Without regard to any provision contained within this Code, the performance guarantee deposit shall not be released by the village until the entire area immediately affected by the incomplete work items shall have also been found to comply with the ordinances of the village.

(C) Temporary Certificate of Occupancy. A Temporary Certificate of Occupancy may be granted by the building official, or his or her designee, to allow occupancy of all or a portion of a building provided certain requirements are satisfied, but when all of the requirements that would allow for the issuance of a full Certificate of Occupancy have not been satisfied. A Temporary Certificate of Occupancy shall not be issued when there are incomplete health or life safety code requirements in the space for which temporary occupancy is being requested.

(1) In making a request for a Temporary Certificate of Occupancy, the permit applicant shall submit the following:

- a) A written summary detailing the nature of and reason for the request, the intended schedule for full project completion, and a list of the remaining incomplete work as required under the approved building permit;
- b) The clerical fee in the amount of \$80 for One- and Two-Family Residential Construction Permits, and \$160 for Commercial, Industrial, Institutional, and Multi-Family Residential Construction Permits; and
- c) Payment in the amount of \$80 for each additional required inspection.

(2) A Temporary Certificate of Occupancy shall be valid for a time period as established by the Building official, or his or her designee.

SECTION 2: Those sections, paragraphs and provisions of Chapter 6, Article 13 of the Carol Stream Code of Ordinances which are not expressly amended or repealed by this Ordinance are hereby re-enacted, and it is expressly declared to be the intention of this Ordinance not to repeal or amend any

portion of the Carol Stream Code of Ordinances other than those expressly amended or repealed in Section 1 of this Ordinance.

SECTION 3: The invalidity of any section or provision of this Ordinance hereby passed and approved shall not invalidate other sections or provisions thereof.

SECTION 4: This Ordinance shall be in full force and effect from and after its passage, approval and publication, as provided by law.

PASSED this _____ day of _____, 2020.

AYES:

NAYS:

ABSENT:

APPROVED this _____ day of _____, 2020.

Mayor Pro-Tem

ATTEST:

Village Clerk

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 6, ARTICLE 13,
SECTIONS 6-13-3, 6-13-4, 6-13-7 AND 6-13-10 OF THE
CAROL STREAM CODE OF ORDINANCES
(FEES AND SECURITIES FOR CONSTRUCTION
AND NEW DEVELOPMENT)**

WHEREAS, the *Fees and Securities for Construction and New Development* were last updated in 2019; and

WHEREAS, Village staff has reviewed the *Fees and Securities for Construction and New Development* and determined that based upon the Village's costs for providing building permit plan review, inspections, and for administering the Temporary Certificate of Occupancy process, certain fees for building permit plan review, inspections, and Temporary Certificates of Occupancy should be revised; and

WHEREAS, Village staff has recommended revisions to certain building permit, inspection and Temporary Certificate of Occupancy fees as fully set forth herein; and

WHEREAS, the Mayor and Board of Trustees find it to be in the best interests of the Village to revise the building permit and inspection fees as set forth herein.

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

SECTION 1: The Carol Stream Code of Ordinances, Chapter 6, "Building, Construction and Maintenance Codes", Article 13, "Fees and Securities for Construction and New Development", Sections 6-13-3, 6-13-4, 6-13-7, and 6-13-10 are hereby amended and shall read as follows:

§ 6-13-3 BUILDING PERMIT AND INSPECTION FEES FOR ONE- AND TWO-FAMILY RESIDENTIAL CONSTRUCTION.

(A) *Type A – new construction.* All plan review and clerical fees shall be due and payable at the time an application for permit is submitted. The development services fee and inspection fees shall be due and payable at the time of issuance of a permit.

(1) *Clerical fee* \$80.00

(2) *Plan review fees.* Plan review fees for new one- and two-family residential construction shall be in accordance with Table 6-13-3(A)(1), based on the types of reviews required.

Building Size, incl. basement and garage (sq. ft.)	Table 6-13-3(A)(1) 1&2-Family Residential Plan Review Fees Type A – New Construction (cost per square foot or minimum fee)	
	Building, Plumbing, Mechanical, Electrical, and Energy	Zoning
Up to 3,200	\$680	\$80
Over 3,200	\$0.22/s.f.	\$0.03/s.f.

(3) *Fees for additional reviews.* Review fees are based on up to two review cycles. If additional review is required, and if it is determined by the building official that the need for additional review is owing to non-responsiveness to review comments on the part of the permit applicant, then an additional plan review fee in the amount of 25% of the total initial plan review fees shall be charged for each additional review cycle, and payment shall be required at time of resubmittal for review.

(4) *Development services fee.* The development services fee for new one- and two-family residential construction shall be based on the estimated valuation of the cost of construction provided by the permit applicant. The fee shall be \$6.70 per \$1,000 of valuation, with a minimum fee of \$50. See § 6-13-5.

(5) *Inspection fees.* Inspection fees for new one- and two-family residential construction shall be in accordance with Table 6-13-3(A)(2), based on the types of inspections required.

Building Size, incl. basement and garage (sq. ft.)	Table 6-13-3(A)(2) 1&2-Family Residential Inspection Fees Type A – New Construction (cost per square foot or minimum fee)	
	Building, Plumbing, Mechanical, Electrical, and Energy	Zoning
Up to 3,200	\$930	\$80
Over 3,200	\$0.31/s.f.	\$0.03/s.f.

(6) *Fees for additional inspections.* Inspection fees are based on up to two of each type of required inspection. The fees for additional inspections shall be \$80 per each, and payment shall be required at time of scheduling the inspection.

(7) *Supplemental fees.* If the scope of work includes work of the types listed in §6-13-3(C), and such work is not, in the judgment of the building official, a customary part of new 1&2-family residential construction, then the fees for such work as listed in § 6-13-3(C) shall be required, as applicable, in addition to those listed in this section.

(8) *Water and sewer fees.* Fees for connection to the Carol Stream water distribution system and/or sanitary sewer system shall be in accordance with §6-13-8.

(9) *Engineering fees and securities.* If engineering plans are required, fees shall be in accordance with § 6-13-9. A Public Improvement Preservation Bond shall be required in accordance with §12-3-17.

(10) *Expedited review fee.* Expedited review is offered for permits for which the plan review is conducted solely by the Village’s building codes consultant. The fee for expedited review shall be in accordance with §6-13-6(B).

(B) *Type B – additions, alterations and accessory structures.* All plan review and clerical fees shall be due and payable at the time an application for permit is submitted. The development services fee and inspection fees shall be due and payable at the time of issuance of a permit. Fees as specified in this section shall pertain to the following types of building permits:

- Garage, attached¹
- Garage, detached¹
- Porch¹
- Remodel (includes finished basement)
- Restoration
- Room addition¹
- Seasonal room¹
- Work not listed herein but similar to one of the above, as directed by the building official

¹ Public Improvement Preservation Bond required. See §12-3-17.

(1) *Clerical fee* \$80.00

(2) *Plan review fees.* Plan review fees for one- and two-family residential additions, alterations and accessory structures shall be in accordance with Table 6-13-3(B)(1), based on the types of reviews required.

Size of Structure or Work Area, incl. basement (sq. ft.)	Table 6-13-3(B)(1) 1&2-Family Residential Plan Review Fees Type B – Additions, Alterations and Accessory Structures (cost per square foot or minimum fee)					
	Building	Zoning	Plumbing	Mechanical	Electrical	Energy
Up to 400	\$80	\$20	\$20	\$20	\$40	\$40
Over 400	\$0.20/s.f.	\$0.05/s.f.	\$0.05/s.f.	\$0.05/s.f.	\$0.10/s.f.	\$0.10/s.f.

(3) *Fees for additional reviews.* Review fees are based on up to two review cycles. If additional review is required, and if it is determined by the building official that the need for additional review is owing to non-responsiveness to review comments on the part of the permit applicant, then an additional plan review fee in the amount of 25% of the total initial plan review fees shall be charged for each additional review cycle, and payment shall be required at time of resubmittal for review.

(4) *Development services fee.* The development services fee for one- and two-family residential additions, alterations and accessory structures shall be based on the estimated valuation of the cost of construction provided by the permit applicant. The fee shall be \$6.70 per \$1,000 of valuation, with a minimum fee of \$50. See § 6-13-5.

(5) *Inspection fees.* Inspection fees for new one- and two-family residential construction shall be in accordance with Table 6-13-3(D), based on the types of inspections required.

Size of Structure or Work Area, incl. basement (sq. ft.)	Table 6-13-3(B)(2) 1&2-Family Residential Inspection Fees Type B – Additions, Alterations and Accessory Structures (cost per square foot or minimum fee)						
	Building	Zoning	Plumbing	Mechanical	Electrical	Energy	Occupancy
Up to 400	\$80	\$40	\$90	\$20	\$40	\$40	\$40
Over 400	\$0.20/s.f.	\$0.10/s.f.	\$0.23/s.f.	\$0.05/s.f.	\$0.10/s.f.	\$0.10/s.f.	\$0.10/s.f.

(6) *Fees for additional inspections.* Inspection fees are based on up to two of each type of required inspection. The fees for additional inspections shall be \$80 per each, and payment shall be required at time of scheduling the inspection.

(7) *Supplemental fees.* If the scope of work includes work of the types listed in §6-13-3(C), and such work is not, in the judgment of the building official, a customary part of the construction of 1&2-family residential additions, alterations or accessory structures, then the fees for such work as listed in § 6-13-3(C) shall be required, as applicable, in addition to those listed in this section.

(8) *Engineering securities.* A Public Improvement Preservation Bond, if required, shall be in accordance with §12-3-17.

(9) *Expedited review fee.* Expedited review is offered for permits for which the plan review is conducted solely by the Village’s building codes consultant. The fee for expedited review shall be in accordance with §6-13-6(B).

(C) *Type C – miscellaneous residential construction.* All plan review, clerical and inspection fees are included in the permit fees as listed in this section, below. There is no development services fee for miscellaneous residential construction. Permit fees shall be due and payable at the time an application for permit is submitted.

Air conditioner	\$64
Air conditioner and furnace as one project	\$96

Construction and sales trailers, temporary	See §6-13-4(B)
Deck	\$96
Demolition, minor or emergency	\$32
Demolition, primary structure ¹	\$400
Driveway ¹	\$96
Electrical, minor (includes service upgrade)	\$64
Fence, including dog run	\$64
Fireplace, masonry	\$128
Fireplace, prefab	\$96
Fire sprinkler, residential ³	\$410
Flagpole	\$64
Foundation (preliminary work for a principal project)	\$120
Furnace, heat pump and other heating systems	\$64
Garage floor ¹	\$64
Gazebo	\$96
Hot tub or spa	\$96
Landscape structures ¹	\$64
Lawn irrigation system	\$96
Mechanical	\$64
Patio ¹	\$64
Patio with foundation ¹	\$96
Plumbing	\$96
Shed (no greater than 168 square feet in area) ¹	\$64
Signs	See § 6-13-4(B)
Sidewalk (greater than 4 feet in width) ¹	\$64
Solar panels, residential ³	\$128
Stoop ¹	\$64
Structural modification, minor ¹	\$96
Swimming pool, above-ground	\$96
Swimming pool, in-ground ¹	\$256
Utility service connection or repair ^{1,2}	\$64
Water heater	\$48
Window and/or door replacement (with change in size or location)	\$64
Wireless communications dish/antenna/tower	See §16-13-4(B)
Work not listed herein but similar to one of the above, as directed by the building official	As determined by the building official

¹ Public Improvement Preservation Bond required unless waived by the building official. See §12-3-17.

² Water and sewer fees are required for new utility service connections, or increases in the sizes of existing connections. See §6-13-8.

³ Fire Prevention Plan Review and Inspection fees required. See § 6-13-7(B).

(1) *Fees for additional reviews.* Review fees are based on up to two review cycles. If additional review is required, and if it is determined by the building official that the need for additional review is owing to non-responsiveness to review comments on the part of the permit applicant, then an additional plan review fee in the amount of 25% of the total initial plan review fees shall be charged for each additional review cycle, and payment shall be required at time of resubmittal for review.

(2) *Fees for additional inspections.* Inspection fees are based on up to two of each type of required inspection. The fees for additional inspections shall be \$80 per each, and payment shall be required at time of scheduling the inspection.

(3) *Engineering securities.* A Public Improvement Preservation Bond, if required, shall be in accordance with §12-3-17.

(D) *Permit not required.* Building permits shall not be required for the following one- and two-family residential work. Nonetheless, all work must comply with applicable village codes and ordinances.

- Decorative landscape features
- Dish antenna no greater than three feet in diameter
- Fire pit
- Low voltage system
- Mailbox (Must comply with Public Works Department installation requirements.)
- Remodeling with no addition, alteration or relocation of walls or utilities (plumbing, heating or electrical)
- Replacement of existing electrical fixtures, switches, receptacles and circuit breakers
- Replacement of existing plumbing fixtures with no alteration of existing piping
- Recreational apparatus, such as a swing set or basketball hoop
- Roof (not including structural repair or modification)
- Routine maintenance
- Security alarm system
- Sidewalk (four feet or less in width and located entirely on the private lot)
- Shed equal to or less than 64 square feet in area
- Siding
- Tent or canopy (temporary, residential)
- Window or door replacement with no change in the size or location of opening

§ 6-13-4 BUILDING PERMIT AND INSPECTION FEES FOR COMMERCIAL, INDUSTRIAL, INSTITUTIONAL AND MULTIPLE-FAMILY RESIDENTIAL CONSTRUCTION.

(A) *Type D – new construction, additions, alterations and accessory structures.* All plan review and clerical fees shall be due and payable at the time an application for permit is submitted. The development services fee and inspection fees shall be due and payable at the time of issuance of a permit. Fees as specified in this section shall pertain to the following types of building permits:

- Accessory structure, miscellaneous ¹
 - Building addition ¹
 - Demolition, major or structural ¹
 - Interior remodeling
 - New principal building ¹
 - Restoration
 - Work not listed herein but similar to one of the above, as directed by the building official
- ¹ Public Improvement Preservation Bond required unless waived by the building official. See §12-3-17.

(1) *Clerical fee* \$160.00

(2) *Plan review fees.* Plan review fees for commercial, industrial, institutional and multiple-family residential new construction, additions, alterations and accessory structures shall be in accordance with Table 6-13-4(A)(1), based on the types of reviews required.

Volume of Building or Work Area (cubic ft.)	Table 6-13-4(A)(1) Commercial, Industrial, Institutional and Multiple-Family Residential Plan Review Fees Type D – New Construction, Additions, Alterations and Accessory Structures						
	Building	Zoning	Plumbing	Mechanical	Electrical	Energy	Fire Code, High Hazard and NFPA Reviews
Up to 60,000	\$380	\$80	\$95	\$95	\$190	\$220	See §6-13-7
60,001 to 80,000	\$460	\$80	\$115	\$115	\$230	\$230	
80,001 to 100,000	\$580	\$80	\$145	\$145	\$290	\$290	
100,001 to 150,000	\$660	\$80	\$165	\$165	\$330	\$330	
150,001 to 200,000	\$740	\$80	\$185	\$185	\$370	\$370	
Over 200,000	\$880 plus \$10 per each additional 10,000 c.f.	\$80	25% of Building Fee	25% of Building Fee	50% of Building Fee	50% of Building Fee	

(3) *Fees for additional reviews.* Review fees are based on up to two review cycles. If additional review is required, and if it is determined by the building official that the need for additional review is owing to non-responsiveness to review comments on the part of the permit applicant, then an additional plan review fee in the amount of 25% of the total initial plan review fees shall be charged for each additional review cycle, and payment shall be required at time of resubmittal for review.

(4) *Development services fee.* The development services fee for commercial, industrial, institutional and multiple-family residential construction shall be based on the estimated valuation of the cost of construction provided by the permit applicant. The fee shall be \$6.70 per \$1,000 of valuation, with a minimum fee of \$50. See § 6-13-5.

(5) *Inspection fees.* Inspection fees for commercial, industrial, institutional and multiple-family residential construction shall be in accordance with Table 6-13-4(A)(2), based on the types of inspections required.

Volume of Building or Work Area (cubic ft.)	Table 6-13-4(A)(2) Commercial, Industrial, Institutional and Multiple-Family Residential Inspection Fees Type D – New Construction, Additions, Alterations and Accessory Structures							
	Building	Zoning	Plumbing	Mechanical	Electrical	Energy	Fire Code	Occupancy
Up to 60,000	\$420	\$80	\$240	\$100	\$180	\$100	See §6-13-7	\$80
60,001 to 80,000	\$525	\$100	\$300	\$125	\$225	\$125		\$100
80,001 to 100,000	\$630	\$120	\$360	\$150	\$270	\$150		\$120
100,001 to 150,000	\$735	\$140	\$420	\$175	\$315	\$175		\$140
150,001 to 200,000	\$840	\$160	\$480	\$200	\$360	\$200		\$160
Over 200,000	\$945	\$180	\$540	\$225	\$405	\$225		\$180

(6) *Fees for additional inspections.* Inspection fees are based on up to two of each type of required inspection. The fees for additional inspections shall be \$80 per each, and payment shall be required at time of scheduling the inspection.

(7) *Supplemental fees.* If the scope of work includes work of the types listed in §6-13-4(B), and such work is not, in the judgment of the building official, a customary and ancillary part of the construction, then the fees for such work as listed in §6-13-4(B) shall be required, as applicable, in addition to those listed in this section.

(8) *Fire Prevention fees.* If the scope of work includes work regulated by the adopted Fire Code of the Village of Carol Stream, then the fees for plan review and inspection of such work as listed in §6-13-7(A) shall be required, as applicable, in addition to the fees listed in this section.

(9) *Water and sewer fees.* If connection to the Carol Stream water distribution system and/or sanitary sewer system is required, fees shall be in accordance with §6-13-8.

(10) *Engineering fees and securities.* If engineering plans are required, fees shall be in accordance with §6-13-9. A Public Improvement Preservation Bond, if required, shall be in accordance with §12-3-17.

(11) *Expedited review fee.* Expedited review is offered for permits for which the plan review is conducted solely by the Village's building codes consultant. The fee for expedited review shall be in accordance with §6-13-6(B).

(B) *Type E – miscellaneous commercial industrial, institutional and multiple-family residential.* All plan review, clerical and inspection fees are included in the fees as listed in this section, below. The development services fee shall be as prescribed in §6-13-4(B)(2). All fees for miscellaneous commercial industrial, institutional and multiple-family residential construction shall be due and payable at the time an application for permit is submitted.

(1) *Plan review, clerical and inspection fees.*

Accessory structure, minor ²	\$200
Construction and sales trailers, temporary	\$200
Conveyor system ¹	\$240 per level
Demolition, minor, nonstructural or emergency ¹	\$80
Driveway (per each) ²	\$120
Electrical (includes service upgrade)	\$240
Electrical, minor (includes fixture replacement)	\$80 plus \$1 per fixture
Elevator ¹	\$600 per elevator bank
Emergency repair	\$320
Equipment (includes removal, installation, relocation) ¹	\$120 plus \$20 per piece plus \$80 for Special Permit process
Fence, exterior (includes trash enclosure)	\$200
Fence, interior ¹	\$120
Fire alarm system ¹	\$80
Fire suppression system ¹	\$80
Flagpole	\$120
Foundation (preliminary work for a principal project)	25% of building fee See Table 6-13-4(A)(1) Minimum \$480
Furniture panels, with electrical work	\$120
Hood and duct (type 1 w/o suppression) ¹	\$80
Hood and duct (type 1 w/suppression, 15 flow points or less) ¹	\$80
Hood and duct (type 1 w/suppression, 16-29 flow points) ¹	\$80
Hood and duct (type 1 w/suppression, 30 or more flow points) ¹	\$80
Hood suppression only, 15 flow points or less ¹	\$80
Hood suppression only, 16-29 flow points ¹	\$80
Hood suppression only, 30 or more flow points ¹	\$80
Hood and duct (type 2) ¹	\$80
HVAC equipment, new or replacement (boiler, furnace, heat pump, a/c, etc.) ¹	\$120 plus \$20 per unit
HVAC system, new ¹	\$240
Hydrostatic test, fire pump test ¹	\$40
Lawn irrigation system	\$160
Low voltage wiring	\$120
Mechanical	\$120
Parking lot maintenance (sealcoating and striping)	\$160
Parking lot patching, overlay, expansion or reconstruction ²	
Less than 20,000 square feet	\$160
20,000 to 100,000 square feet	\$200
Greater than 100,000 square feet	\$240
Parking lot, temporary ²	\$160

Patio, floor, or slab (per each) ²	\$120
Plumbing	\$300
Racking system (does not include sprinkler system) ¹	
Less than 5.75 feet in height	No permit required
5.75 to 12 feet in height	\$280
12.01 to 40 feet in height	\$320
Greater than 40 feet in height	\$360
Roofing and siding	\$160
Security alarm system	No permit required
Sidewalk ²	\$120
Sign, face change	\$40 plus \$10 per additional sign of the same type
Sign, permanent, no electrical	
Ground	\$120 plus \$20 per additional sign of the same type
Wall	\$80 plus \$20 per additional sign of the same type
Sign, permanent with electrical	
Ground	\$160 plus \$20 per additional sign of the same type
Wall	\$120 plus \$20 per additional sign of the same type
Sign, temporary	\$40 plus \$10 per additional sign of the same type
Sign, temporary, special event	\$40 plus \$10 per type of sign used
Solar panels, commercial ¹	\$240
Spray booth ¹	\$480 per booth
Stocking and training, temporary 15-day	\$80
Storage tank, fuel tank, propane tank ¹	\$120 plus \$20 per piece
Structural modification, minor ²	\$200
Swimming pool, commercial or public ^{1,2}	\$700
Tent, temporary ¹	\$160
Utility service connection or repair ^{2,3}	\$200
Window and doors	\$160
Wireless communications	\$300 plus \$100 per each additional review
Work not listed herein, but similar to one of the above, as directed by the building official	As determined by the building official

¹ Fire Prevention Plan Review and Inspection fees required. See § 6-13-7(B).

² Engineering fees and/or securities required unless waived by the building official. See § 6-13-9 and § 12-3-17.

³ Water and sewer fees required. See § 6-13-8.

⁴ Water Tower Plan Review and Inspection fees required. See §6-13-6(A).

(2) *Fees for additional reviews.* Review fees are based on up to two review cycles. If additional review is required, and if it is determined by the building official that the need for additional review is owing to non-responsiveness to review comments on the part of the permit applicant, then an

additional plan review fee in the amount of 25% of the total initial plan review fees shall be charged for each additional review cycle, and payment shall be required at time of resubmittal for review.

(3) *Development services fee.* The development services fee for miscellaneous commercial, industrial, institutional and multiple-family residential construction shall be based on the estimated valuation of the cost of construction provided by the permit applicant. The fee shall be \$6.70 per \$1,000 of valuation, with a minimum fee of \$50. See §6-13-5.

(4) *Fees for additional inspections.* Inspection fees for miscellaneous commercial industrial, institutional and multiple-family residential permits are based on up to two of each type of required inspection. Additional inspections shall be compensated at \$80 per each, and such payment shall be required at time of scheduling the inspection.

(5) *Expedited review fee.* Expedited review is offered for permits for which the plan review is conducted solely by the Village’s building codes consultant. The fee for expedited review shall be in accordance with §6-13-6(B).

§ 6-13-7 FIRE PREVENTION FEES.

Fees for plan review and inspection of commercial, industrial, institutional and multiple-family residential construction in accordance with the requirements of the adopted Fire Code of the Village of Carol Stream shall be as prescribed herein.

(A) *Type D – New construction, additions, alterations and accessory structures.* All fees for fire prevention plan review shall be as prescribed in this section, shall be required in addition to the fees given in Tables 6-13-4(A)(1) and 6-13-4(A)(2), and shall be due and payable at the time an application for permit is submitted. Fees as specified in this section shall pertain to the following types of building permits:

- Accessory structure, miscellaneous
- Building addition
- Demolition, major or structural
- Interior remodeling
- New principal building
- Restoration
- Work not listed herein but similar to one of the above, as directed by the building official.

(1) *Plan review fees.* Fees for fire prevention plan review for commercial, industrial, institutional and multiple-family residential new construction, additions, alterations and accessory structures shall be in accordance with Table 6-13-7(A)(1), based on the types of reviews required.

Volume of Building or Work Area (cubic ft.)	Table 6-13-7(A)(1) Fire Prevention Plan Review Fees Type D – New Construction, Additions, Alterations and Accessory Structures		
	Fire Code	High Hazard	NFPA

Up to 60,000	\$220	\$570	\$320
60,001 to 80,000	\$230	\$690	\$320
80,001 to 100,000	\$290	\$870	\$320
100,001 to 150,000	\$330	\$990	\$320
150,001 to 200,000	\$370	\$1,110	\$320
Over 200,000	50% of Building Fee	150% of Building Fee	25% of Building Fee (Min. \$320)

(2) *Fees for additional reviews.* Review fees are based on up to two review cycles. If additional review is required, and if it is determined by the building official that the need for additional review is owing to non-responsiveness to review comments on the part of the permit applicant, then an additional plan review fee in the amount of 25% of the total initial plan review fees shall be charged for each additional review cycle, and payment shall be required at time of resubmittal for review.

(3) *Inspection Fees.* Fire prevention inspection fees for commercial, industrial, institutional and multiple-family residential new construction, additions, alterations and accessory structures shall be in accordance with Table 6-13-7(A)(2), based on the types of inspections required.

Volume of Building or Work Area (cubic ft.)	Table 6-13-7(A)(2) Fire Prevention Inspection Fees Type D – New Construction, Additions, Alterations and Accessory Structures		
	Fire Code	High Hazard	Final Occupancy
Up to 60,000	\$80	\$80	\$80
60,001 to 80,000	\$100	\$100	\$100
80,001 to 100,000	\$120	\$120	\$120
100,001 to 150,000	\$140	\$140	\$140
150,001 to 200,000	\$160	\$160	\$160
Over 200,000	\$180	\$180	\$180

(4) *Fees for additional inspections.* Inspection fees are based on up to two of each type of required inspection. The fees for additional inspections shall be \$80 per each, and payment shall be required at time of scheduling the inspection.

(5) *Supplemental fees.* If the scope of work includes work of the types listed in § 6-13-7(B), and such work is not, in the judgment of the building official, a customary and ancillary part of the construction, then the fees for such work as listed in § 6-13-4(B) shall be required, as applicable, in addition to those listed in this section.

(B) *Type E – Miscellaneous commercial industrial, institutional and multiple-family residential.*
 All fees for fire prevention plan review and inspection shall be as prescribed in this section, and shall be required in addition to the fees given in § 6-13-4(B).

(1) Plan Review Fees.

Fire alarm system	\$0.02 per square foot (\$270 minimum)
Fire suppression system	
Carbon dioxide or clean agent system	
Up to 105 pounds	\$120
	\$1.50 per each additional pound
Dry chemical system	\$420
Sprinkler system (dry, wet, pre-action, etc.)	
Technical submittal (required for all)	\$100 for initial design area \$50 for each additional design area
Up to 15 heads	\$180
16 to 100 heads	\$450
101 to 200 heads	\$570
201 to 300 heads	\$670
301 to 500 heads	\$770
Over 500 heads	\$870 plus \$1 each
Hood and duct (type 1 w/o suppression)	\$270 per system
Hood and duct (type 1 w/suppression, 15 flow points or less)	\$370 per system
Hood and duct (type 1 w/suppression, 16-29 flow points)	\$395 per system
Hood and duct (type 1 w/suppression, 30 or more flow points)	\$420 per system
Hood suppression only, 15 flow points or less	\$220 per system
Hood suppression only, 16-29 flow points	\$270 per system
Hood suppression only, 30 or more flow points	\$320 per system
Hood and duct (type 2)	\$220 per system
Work not listed herein, but similar to one of the above, as directed by the building official	As determined by the building official

(2) Inspection Fees.

Conveyor system	\$80 per level
Demolition, minor, nonstructural or emergency	\$40
Elevator	\$40 per elevator bank
Equipment (includes removal, installation, relocation)	\$40
Fence, interior	\$80
Fire alarm system	\$160
Fire suppression system	
Carbon dioxide or clean agent system	
Up to 105 pounds	\$80
Dry chemical system	\$80
Sprinkler system (dry, wet, pre-action, etc.)	
Residential	\$40

Up to 15 heads	\$80
16 to 100 heads	\$80
101 to 200 heads	\$80
201 to 300 heads	\$80
301 to 500 heads	\$80
Over 500 heads	\$80
Hood and duct (type 1 w/o suppression)	\$80
Hood and duct (type 1 w/suppression, 15 flow points or less)	\$160
Hood and duct (type 1 w/suppression, 16-29 flow points)	\$160
Hood and duct (type 1 w/suppression, 30 or more flow points)	\$160
Hood suppression only, 15 flow points or less	\$80
Hood suppression only, 16-29 flow points	\$80
Hood suppression only, 30 or more flow points	\$80
Hood and duct (type 2)	\$80
HVAC equipment, new or replacement (boiler, furnace, heat pump, a/c, etc.)	\$40
HVAC system, new	\$80
Hydrostatic test, fire pump test	\$160
Racking system (does not include sprinkler system)	
Less than 5.75 feet in height	No permit required
5.75 to 12 feet in height	\$60
12.01 to 40 feet in height	\$80
Greater than 40 feet in height	\$100
Solar panels, commercial	\$80
Solar panels, residential	\$40
Spray booth	\$80 per booth
Storage tank, fuel tank, propane tank	\$40
Swimming pool, commercial or public	\$40
Tent, temporary	\$40
Work not listed herein, but similar to one of the above, as directed by the building official	As determined by the building official

§ 6-13-10 OCCUPANCY VARIANCE, PERFORMANCE GUARANTEE DEPOSITS, AND TEMPORARY CERTIFICATE OF OCCUPANCY.

(A) *Occupancy variance deposit.* A variance from the requirements for occupancy may be granted by the building official, or his or her designee, in light of an inability of the builder to complete such requirements due to inclement weather or upon other good cause shown as being beyond the control of the builder. Such requirements for occupancy shall include completion of all work items associated with the approved building permit or permits for the occupied space within the premises. A variance shall not be granted from health or life safety code requirements.

(1) When a variance is so issued, there shall be submitted to the village a cash deposit in the amount of 125% of the estimated probable cost of construction of the incomplete work, including the cost of completion of as-built plans if so required by the Village Engineer. The estimated probable cost of construction shall be approved by the building official or his or her designee.

(2) The purpose of the occupancy variance deposit shall be to ensure that the items not completed at time of occupancy will be completed within 60 days after the weather, soil conditions or other impediment to completion allows for the incomplete work to be finished. Upon granting of an occupancy variance, occupancy of the premises shall be permitted. The amount of the deposit shall be held by the village, and the issuance of a certificate of occupancy shall be withheld until such time as the work has been completed.

(3) If the specific defects pertaining to the occupancy variance deposit are not corrected within the 60-day period set forth above, the village shall notify the party which submitted the occupancy variance deposit of the specific defect still preventing the issuance of a final certificate of occupancy and the release of the deposit. The village may, after reasonable notice, utilize the funds to correct the defect. The utilization of this occupancy variance deposit shall not prevent the village from taking other action against the person responsible for the defect preventing the issuance of the certificate of occupancy, including but not limited to the filing of a lawsuit for injunction, ordinance violation or the withdrawal of the occupancy permit.

(4) Without regard to any provision contained within this Code, the occupancy variance deposit shall not be released by the village until the entire area immediately affected by the incomplete work items shall have also been found to comply with the ordinances of the village.

(B) *Performance guarantee deposit.* A temporary postponement of the requirements for completion of landscaping or landscape appurtenances may be granted by the building official, or his or her designee, in light of an inability of the builder to complete such work due to inclement weather or upon other good cause shown as being beyond the control of the builder. Such requirements shall include completion of all landscaping or landscape appurtenance work items associated with the approved building permit or permits for a premises or common area adjacent thereto, if applicable. Approval of such postponement shall not be granted unless the premises has otherwise been deemed ready for occupancy and all health and life safety code requirements have been completed.

(1) When a temporary postponement of the requirements for completion of landscaping or landscape appurtenances is approved by the building official, there shall be submitted to the village a cash deposit in the amount of 125% of the estimated probable cost of construction of the incomplete work. The estimated probable cost of construction shall be approved by the building official or his or her designee. Such cash deposit shall be known as the performance guarantee deposit.

(2) The purpose of the performance guarantee deposit shall be to ensure that the items not completed at time of occupancy will be completed within 60 days after the weather, soil conditions or other impediment to completion allows for the incomplete work to be finished. Upon granting of a temporary postponement of the requirements for completion of landscaping or landscape appurtenances, a certificate of occupancy shall be issued and occupancy of the premises shall be permitted. The amount of the deposit shall be held by the village until such time as the work has been completed.

(3) If the specific defects pertaining to the performance guarantee deposit are not corrected within the 60-day period set forth above, the village shall notify the party which submitted the performance guarantee deposit of the specific defect still preventing the release of the deposit. The village may, after reasonable notice, utilize the funds to correct the defect. The utilization of this performance guarantee deposit shall not prevent the village from taking other action against the person responsible for the defect preventing the release of the deposit, including but not limited to the filing of a lawsuit for injunction or ordinance violation.

(4) Without regard to any provision contained within this Code, the performance guarantee deposit shall not be released by the village until the entire area immediately affected by the incomplete work items shall have also been found to comply with the ordinances of the village.

(C) *Temporary Certificate of Occupancy.* A Temporary Certificate of Occupancy may be granted by the building official, or his or her designee, to allow occupancy of all or a portion of a building provided certain requirements are satisfied, but when all of the requirements that would allow for the issuance of a full Certificate of Occupancy have not been satisfied. A Temporary Certificate of Occupancy shall not be issued when there are incomplete health or life safety code requirements in the space for which temporary occupancy is being requested.

- (1) In making a request for a Temporary Certificate of Occupancy, the permit applicant shall submit the following:
 - a) A written summary detailing the nature of and reason for the request, the intended schedule for full project completion, and a list of the remaining incomplete work as required under the approved building permit;
 - b) The clerical fee in the amount of \$80 for One- and Two-Family Residential Construction Permits, and \$160 for Commercial, Industrial, Institutional, and Multi-Family Residential Construction Permits; and
 - c) Payment in the amount of \$80 for each additional required inspection.
- (2) A Temporary Certificate of Occupancy shall be valid for a time period as established by the Building official, or his or her designee.

SECTION 2: Those sections, paragraphs and provisions of Chapter 6, Article 13 of the Carol Stream Code of Ordinances which are not expressly amended or repealed by this Ordinance are hereby re-enacted, and it is expressly declared to be the intention of this Ordinance not to repeal or amend any portion of the Carol Stream Code of Ordinances other than those expressly amended or repealed in Section 1 of this Ordinance.

SECTION 3: The invalidity of any section or provision of this Ordinance hereby passed and approved shall not invalidate other sections or provisions thereof.

SECTION 4: This Ordinance shall be in full force and effect from and after its passage, approval and publication, as provided by law.

PASSED this _____ day of _____, 2020.

AYES:

NAYS:

ABSENT:

APPROVED this _____ day of _____, 2020.


Frank Saverino, Sr., Mayor

ATTEST:

Laura Czarnecki, Village Clerk

Village of Carol Stream
Interdepartmental Memo

TO: Robert Mellor, Village Manager

FROM: Philip J. Modaff, Director of Public Works 

DATE: March 30, 2020

RE: A Resolution Authorizing the Village Manager to Execute Powers of Attorney to the Secretary of State's Office

This Illinois Secretary of State's office now requires submitting a Power of Attorney form with transactions involving vehicles owned by the Village. The Village Attorney has spoken with the Secretary's office and has advised that this is meant to stop fraudulent transfers.

Because a separate Power of Attorney is required for each transaction, the Village Attorney recommended that the Village Board adopt the attached Resolution that authorizes the Village manager to issue the Power of Attorney for the purchase or sale of motor vehicles and for the purchase of license plates. The Village Manager will then issue the Power of Attorney to the respective department head to complete the transactions.

I recommend the Village Board adopt the attached Resolution Authorizing the Village Manager to Execute Powers of Attorney to the Secretary of State's Office

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO EXECUTE POWERS OF ATTORNEY TO THE SECRETARY OF STATE'S OFFICE

WHEREAS, the Village of Carol Stream (the "Village"), from time to time, purchases and sells motor vehicles and applies for transfers of title to motor vehicles and for license plates for motor vehicles owned by the Village; and

WHEREAS, the Secretary of State of the State of Illinois requires a power of attorney be provided for each transaction wherein the title to a motor vehicle is transferred or where license plates are requested to be issued; and

WHEREAS, the Mayor and Board of Trustees of the Village find it to be in the best interests of the Village to grant authority to the Village Manager to execute the necessary powers of attorney to be filed with the Secretary of State of the State of Illinois; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Carol Stream, DuPage, Kane County, Illinois, as follows:

SECTION 1:

The Village Manager is hereby granted the authority to execute powers of attorney for title transfers for motor vehicles purchased or sold by the Village and for applications for motor vehicle license plates for motor vehicles owned by the Village.

ADOPTED this 6th day of April, 2020, pursuant to a roll call vote of the Corporate Authorities of the Village of Carol Stream as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Resolution No. _____

APPROVED this 6th day of April, 2020 by the Mayor of the Village of Carol Stream.

Frank Saverino, Sr., Mayor

(SEAL)

ATTEST:

Laura Czarnecki, Village Clerk



**Secretary of State
Power of Attorney**

**This space for use by
Secretary of State**

**Secretary of State
Vehicle Services Department
501 S. Second St.
Springfield, IL 62756**

www.cyberdriveillinois.com

Name of individual appointing power of attorney

whose address is _____

does hereby make, constitute and appoint _____

whose address is _____

as the lawful attorney in fact, to sign all papers and documents required to secure Illinois title and/or registration of, or transfer interest in, the following described vehicle:

Vehicle Make: _____ Model Year: _____

Vehicle Model: _____ Body Type: _____

Vehicle Identification Number (VIN): _____

Complete the following (if applicable):

Purchaser's Name: _____

Address: _____

Date of Sale: _____

Granting to the aforesaid attorney in fact full power to do all acts as the principal might or could do if personally present; and hereby ratifying and confirming all that said attorney in fact shall lawfully do or cause to be done by virtue of the authority herein given for this purpose.

Such authority shall in no way reflect upon the State of Illinois, Secretary of State, or the Director of the Vehicle Services Department.

Signed _____

Date Signed _____



**VILLAGE OF CAROL STREAM
INTER-DEPARTMENTAL MEMO**

TO: Bob Mellor, Village Manager
FROM: Caryl Rebholz, Human Resources Director
DATE: March 30, 2020
RE: **Non-Union Compensation Plan**

The following recommendation for the 2020-2021 Compensation Plan reflects the Village's philosophy of maintaining comparability in pay and benefit structures within our municipal market for those employees not covered by a collective bargaining agreement. Subject to budget availability, the Village continues to strive to maintain just and equitable compensation when compared against both external and internal data.

In evaluating external comparability, each non-union position is first evaluated based on the market. The market consists of municipal communities with similarity in general fund revenue, population, and equalized assessed valuation (EAV), as well as relative proximity.

To establish market level with regard to compensation, comparable communities are asked for the minimum and maximum salary for all position classifications similar to those of the Village of Carol Stream¹. All comparable data is evaluated for position similarity, and then assessed for accuracy. Upon completion of this process, formulas are applied to calculate both the market average (50th percentile) and the market upper one-third level (66 $\frac{2}{3}$ percentile) of maximum salaries by position classification. The current maximum salary for each Village of Carol Stream position classification is then evaluated against the market average and upper one-third level range. To determine the minimum salary, a mathematical formula is applied resulting in a pay range spread of 29.75%.

In addition to the evaluation of position ranges, comparable communities are asked for their anticipated or actual general wage adjustment (GWA) for the upcoming year. This information, along with internal union settlements, the consumer price index (CPI) and the employment cost index (ECI) are analyzed, and a GWA recommendation is made.

Finally, communities are asked for salary data related to performance based increases. Each community's data is calculated, to determine the average maximum adjustment for performance. This average, along with all other budgetary factors is used to prepare a recommendation in this area.

¹ For the purpose of this report, data was collected as of January 2020.

Findings and Recommendations

Pay Ranges

As a result of the pay range assessment described above, it was determined that two-thirds of the Village of Carol Stream's non-union position maximum salaries remain within the market average to upper one-third level. Of the remaining classifications, six were below average, and eleven were above the upper one-third level. These variations can be attributed to multiple factors. First, several comparable communities underwent a compensation analysis and restructuring in the past year. As a result, various comparable positions increased or decreased significantly or were eliminated altogether within those communities. Next, some of these positions are unionized in other organizations. If a comparable community was in the process of negotiations and did not have current numbers in the past year (or 2), no pay range was used for that community at that time. Finally, in an effort to maintain internal comparability, the Village has provided higher than average general wage adjustments in the past several years that were off-set by lower than average merit increases. While the philosophy of maintaining internal equity when economically possible remains valid today, it can cause position ranges historically closer to the top to move above the upper one-third level.

Position Changes

Following the retirement of the Engineering Services Director and vacancies created through promotions that followed, an analysis of necessary positions and functions within the department was reviewed. As a result, it has been determined that the more advanced responsibilities of the Civil Engineer position can be assumed by the Village Engineer and Assistant Village Engineer, while an entry-level technician position would meet the increasing field demands. As such, it is recommended to eliminate the Civil Engineer position and create a new Engineering Technician position:

Current Civil Engineer Range: ~~———— \$76,673 — \$109,143~~

New Engineering Technician Range: \$63,496.78 - \$90,386.88

General Wage Adjustment

There are multiple factors used in evaluating the general wage adjustment recommendation, including adjustments provided by comparable communities, union settlements, the Consumer Price Index (CPI), and the Employment Cost Index (ECI). A synopsis of this year's data is listed below:

- The average general wage adjustment anticipated by our comparable communities is 2.41%, with 85% of communities applying this increase to individual salaries. When applying a 0% to those communities not applying this increase to individual salaries, the average adjustment is 2%.
- All three (3) Carol Stream union contracts for May 1, 2020 provide for a 3% general wage adjustment.
- The Consumer Price index for 2018 was 2.3%.
- The Employment Cost Index for 2019 was 2.9%.

Taking all factors into account, it is recommended that a 3% general wage adjustment be provided for all non-union positions. This recommendation allows for internal equity, reducing the likelihood of disparity between positions with similar skill levels, as well as compression issues of supervisors with union employees. Although this recommendation is above that of our comparable municipal market, this difference is off-set by the merit recommendation below, which is lower than the average maximum merit provided by comparable communities. Total cost for this recommendation is estimated at \$200,000.

Merit

A survey of comparable communities confirmed that 95% provide performance based compensation increases (regular or step), with an average possible increase of 3.69%. Internal comparability continues to allow for performance based step increases in both the Fraternal Order of Police and Metropolitan Alliance of Police union groups, with the SEIU group connected to the non-union system.

Based on the above findings and recommendations, funding of a merit increase of 2% is recommended for FY21. As with any merit system, this adjustment would be contingent upon a performance evaluation that meets standard expectations. Employees at the top of their pay range will receive this adjustment as a one-time non-recurring lump sum payment not to be made part of base compensation. Total cost for this recommendation is estimated at \$110,000.

Benefits

As in the past, comparable communities were also asked for a description of key benefits including holidays, personal days, and vacation. Research continues to indicate that the Village maintains comparability in these areas for current employees. No recommendations are being made in this area.

Please let me know if you have any questions or concerns.

RESOLUTION NO. _____

**A RESOLUTION ADOPTING THE 2020-21 EMPLOYEE COMPENSATION PLAN
FOR THE VILLAGE OF CAROL STREAM**

WHEREAS, as part of the budgeting process for the Village of Carol Stream, the Village Board of Trustees annually approves and adopts an employee pay plan schedule; and

WHEREAS, an employee pay plan schedule has been found to be in the best interests of the Village of Carol Stream; and

WHEREAS, this employee pay plan schedule, which is attached to this Resolution as Attachment "A", is in conformance with the best interests of the Village of Carol Stream.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF CAROL STREAM, DUPAGE PAGE COUNTY, ILLINOIS, in the exercise of its home rule powers, as follows:

SECTION 1: The position of Civil Engineer will be eliminated.

SECTION 2: The position of Engineering Technician will be established with a salary range of \$63,496.78 - \$90,386.88.

SECTION 3: All pay ranges of non-union positions will be increased by 3% effective 5/1/20.

SECTION 4: All Village employees actively employed on 5/1/20 who are not represented by a labor organization will receive a 3% wage adjustment to their current salary effective 5/1/20 through 4/30/21.

SECTION 5: That the performance based compensation program for non-union employees will be funded at 2% effective 5/1/20.

SECTION 6: That the 2020-2021 Employee Pay Plan schedule for the Village of Carol Stream, as attached to this Resolution as Attachment "A", shall be adopted by the Village of Carol Stream for all present Village employees, executive and non-executive, who are not represented by a labor organization.

SECTION 7: This Resolution shall be in full force and effect from and after its passage and publication in pamphlet form as prescribed by law.

PASSED AND APPROVED THIS 6TH DAY OF APRIL 2020.

AYES:

NAYS:

ABSENT:

Frank Saverino, Sr., Mayor

ATTEST:

Laura Czarnecki, Village Clerk

Village of Carol Stream 2020-2021 Pay Plan						GWA 3%			
Effective May 1 2020		Annual		Monthly		Bi-weekly		Hourly	
	POSITION TITLE	min	max	min	max	min	max	min	max
1	ACCOUNTANT	70,682.49	100,615.64	5,890.21	8384.64	2,718.56	3,869.83	33.98	48.37
2	ACCOUNTS CLERK/PW CLERK	50,593.09	72,018.63	4,216.09	6001.55	1,945.89	2,769.95	24.32	34.62
3	ADMINISTRATIVE SECRETARY	55,519.54	79,031.37	4,626.63	6585.95	2,135.37	3,039.67	26.69	38.00
4	ADMINISTRATIVE SUPERVISOR	65,529.69	93,280.70	5,460.81	7773.39	2,520.37	3,587.72	31.50	44.85
5	ASSISTANT FINANCE DIRECTOR	92,053.94	131,037.63	7,671.16	10919.80	3,540.54	5,039.91	44.26	63.00
6	ASSISTANT VILLAGE MANAGER	117,221.46	166,863.29	9,768.45	13905.27	4,508.52	6,417.82	56.36	80.22
7	ASST TO VILLAGE MANAGER	79,053.73	112,532.00	6,587.81	9377.67	3,040.53	4,328.15	38.01	54.10
8	ASST VILLAGE ENGINEER	92,712.11	131,974.54	7,726.01	10997.88	3,565.85	5,075.94	44.57	63.45
9	BUILDING MAINTENANCE EMPLOYEE	51,411.02	73,182.94	4,284.25	6098.58	1,977.35	2,814.73	24.72	35.18
10	BUILDING MAINTENANCE SUPERVISOR	78,113.21	111,193.19	6,509.43	9266.10	3,004.35	4,276.66	37.55	53.46
11	CODE PROFESSIONAL I	74,126.61	105,518.30	6,177.22	8793.19	2,851.02	4,058.40	35.64	50.73
12	CODE PROFESSIONAL II	66,991.82	95,362.02	5,582.65	7946.83	2,576.61	3,667.77	32.21	45.85
13	COMMANDER	134,741.43	141,150.00	11,228.45	11762.50	5,182.36	5,428.85	64.78	67.86
14	COMMUNITY DEVELOPMENT DIR	117,555.88	167,339.33	9,796.32	13944.94	4,521.38	6,436.13	56.52	80.45
15	CST / RCFL	52,158.85	74,247.48	4,346.57	6187.29	2,006.11	2,855.67	25.08	35.70
16	CUSTOMER SERVICE REPRESENTATIVE	42,130.78	59,972.63	3,510.90	4997.72	1,620.41	2,306.64	20.26	28.83
17	DEPUTY POLICE CHIEF	110,360.55	157,096.87	9,196.71	13091.41	4,244.64	6,042.19	53.06	75.53
18	DEVELOPMENT SERVICES MANAGER	85,387.08	121,547.45	7,115.59	10128.95	3,284.12	4,674.90	41.05	58.44
19	ENGINEERING INSPECTOR	70,591.79	100,486.53	5,882.65	8373.88	2,715.07	3,864.87	33.94	48.31
20	ENGINEERING SERVICES / IT DIRECTOR	107,274.63	152,704.09	8,939.55	12725.34	4,125.95	5,873.23	51.57	73.42
21	ENGINEERING TECHNICIAN	63,496.78	90,386.88	5,291.40	7532.24	2,442.18	3,476.42	30.53	43.46
22	EVIDENCE CUSTODIAN	56,209.98	80,014.21	4,684.17	6667.85	2,161.92	3,077.47	27.02	38.47
23	FINANCE DIRECTOR	122,799.85	174,804.05	10,233.32	14567.00	4,723.07	6,723.23	59.04	84.04
24	FINANCIAL ANALYST	65,304.79	92,960.55	5,442.07	7746.71	2,511.72	3,575.41	31.40	44.69
25	GARAGE/STREETS/UTILITIES SUPERVISOR	83,682.23	119,120.62	6,973.52	9926.72	3,218.55	4,581.56	40.23	57.27
26	HUMAN RESOURCES DIRECTOR	108,030.52	153,780.10	9,002.54	12815.01	4,155.02	5,914.62	51.94	73.93
27	HUMAN RESOURCES GENERALIST	64,108.94	91,258.28	5,342.41	7604.86	2,465.73	3,509.93	30.82	43.87
28	HR TECHNICIAN / INTERDEPARTMENT AIDE	55,519.54	79,031.37	4,626.63	6585.95	2,135.37	3,039.67	26.69	38.00
29	IT TECH / DB DEVELOPER	65,529.69	93,280.70	5,460.81	7773.39	2,520.37	3,587.72	31.50	44.85
30	IT ENGINEER	79,782.68	113,569.65	6,648.56	9464.14	3,068.56	4,368.06	38.36	54.60
31	PERMIT SYSTEMS COORDINATOR	55,519.49	79,031.31	4,626.62	6585.94	2,135.37	3,039.67	26.69	38.00
32	PLANNING & ECONOMIC DEVELOPMENT MGR	85,387.08	121,547.45	7,115.59	10128.95	3,284.12	4,674.90	41.05	58.44
33	POLICE CHIEF	124,491.51	177,212.11	10,374.29	14767.68	4,788.13	6,815.85	59.85	85.20
34	PUBLIC WORKS DIRECTOR	121,770.54	173,338.85	10,147.55	14444.90	4,683.48	6,666.88	58.54	83.34
35	RECORDS CLERK	47,310.83	67,346.38	3,942.57	5612.20	1,819.65	2,590.25	22.75	32.38
36	RECORDS SUPERVISOR	73,386.69	104,465.04	6,115.56	8705.42	2,822.57	4,017.89	35.28	50.22
37	SECRETARY	51,411.04	73,182.98	4,284.25	6098.58	1,977.35	2,814.73	24.72	35.18
38	SOCIAL SERVICES SUPERVISOR	79,064.15	112,546.84	6,588.68	9378.90	3,040.93	4,328.72	38.01	54.11
39	SOCIAL WORKER / MGMT ANALYST	69,354.49	98,725.25	5,779.54	8227.10	2,667.48	3,797.13	33.34	47.46
40	STORMWATER ADMINISTRATOR	78,926.46	112,350.84	6,577.21	9362.57	3,035.63	4,321.19	37.95	54.01
41	SUPERINTENDENT OF OPERATIONS	94,183.03	134,068.38	7,848.59	11172.36	3,622.42	5,156.48	45.28	64.46
42	TRAINING CO/BUDGET ANALYST/CAS	62,766.82	89,347.78	5,230.57	7445.65	2,414.11	3,436.45	30.18	42.96

Village of Carol Stream
 Schedule of Bills
 For Village Board Approval on MARCH 30,2020

<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
AMERICAN PLANNING ASSOCIATION-IL CHAPTER					
AD-CD INTERN 3/17/20	25.00	01600000-52228	PERSONNEL HIRING	1160	
	<u>25.00</u>				
APPLIED COMMUNICATIONS GROUP (ACG)					
SECURITY SYSTEM SOFTWARE 09/2019-09/2020	4,535.00	01652800-52255	SOFTWARE MAINTENANCE	8844NO19 PO-1878	
	<u>4,535.00</u>				
ARMBRUST PLUMBING & HEATING INC					
HEATER REPLACEMENT-PUMP STATION	1,837.00	04201600-52244	MAINTENANCE & REPAIR	125971	
	<u>1,837.00</u>				
B & F CONSTRUCTION CODE SERVICES, INC					
250 N SCHMALE-SPRINKLER REVIEW	425.00	01643700-52253	CONSULTANT	53298	
	<u>425.00</u>				
CELLEBRITE USA INC					
SOFTWARE RENEWAL LICENSE-ANNUAL PO. 466-3043	3,700.00	01662400-52255	SOFTWARE MAINTENANCE	INVU5214296 PO-3043	
	<u>3,700.00</u>				
CHRISTINE KOTNAUR					
EXPENSE-LAW ENFORCEMENT PHLEBOTOMY	25.92	01662700-52223	TRAINING	01433C	
EXPENSE-LAW ENFORCEMENT PHLEBOTOMY	35.00	01662700-52223	TRAINING	01433C	
	<u>60.92</u>				
CIOSEK TREE SERVICE INC					
TREE TRIMMING SERVICES-ZONE #6	43,279.00	01670700-52268	TREE MAINTENANCE	031620 PO-3777	
	<u>43,279.00</u>				
CLARK BAIRD SMITH LLP					
LABOR COUNSEL-FEBRUARY 2020	3,057.50	01570000-52238	LEGAL FEES	12360	
	<u>3,057.50</u>				

**Village of Carol Stream
Schedule of Bills
For Village Board Approval on MARCH 30,2020**

<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
COMED					
1015 LIES RD-TOWER #4 1/17/20-2/18/20	103.14	04201600-53210	ELECTRICITY	2514005009 02/18/20	
1025 LIES RD-CONTROLLER 1/17/20-2/18/20	66.69	01670300-53213	STREET LIGHT ELECTRICITY	6213120002 02/18/20	
106 GOLDENHILL ST-AERATOR 1/24/20-2/24/20	25.00	01670600-53210	ELECTRICITY	2127117053 02/24/20	
1128 EVERGREEN TRL-LIFT STATION 1/22/20-2/20/20	75.57	04101500-53210	ELECTRICITY	0291093117 02/20/20	
1350 TALL OAKS DR-STATION 2/19/20-3/19/20	47.88	04101500-53210	ELECTRICITY	2073133107 03/19/20	
1415 MAPLE RIDGE-PUMP 1/22/20-2/20/20	25.00	01670600-53210	ELECTRICITY	5838596003 02/20/20	
192 YUMA LN 2/19/20-3/19/20	43.55	01670300-53213	STREET LIGHT ELECTRICITY	0501137042 03/19/20	
333 FULLERTON-WELL #3 1/17/20-2/18/20	1,166.65	04201600-53210	ELECTRICITY	0300009027 02/19/20	
391 ILLINI DR 1/21/20-2/19/20	147.87	01670600-53210	ELECTRICITY	4430145023 02/19/20	
401 TOMAHAWK CT 2/19/20-3/19/20	65.37	01670300-53213	STREET LIGHT ELECTRICITY	0723076266 03/19/20	
465 CENTER AVE-CONTROL CABINET 1/21/20-2/19/20	77.62	01670300-53213	STREET LIGHT ELECTRICITY	2859083222 02/19/20	
633 THUNDERBIRD 2/19/20-3/19/20	117.84	01670300-53213	STREET LIGHT ELECTRICITY	0455095075 03/19/20	
850 LONGMEADOW DR-AERATOR 1/21/20-2/19/20	19.24	01670600-53210	ELECTRICITY	1865134015 02/19/20	
879 DORCHESTER DR-AERATOR 1/21/20-2/19/20	19.24	01670600-53210	ELECTRICITY	0803155026 02/19/20	
KUHN RD & RT64 1/21/20-2/19/20	33.59	01662300-52298	ATLE SERVICE FEE	4202129060 02/19/20	
	2,034.25				
CONSTELLATION NEW ENERGY					
1 N END THORNHILL-17019916601 2/18/20-3/18/20	106.67	01670300-53213	STREET LIGHT ELECTRICITY	7280332-6 03/19/20	
100 DELLA CT-#16955363101 2/10/20-3/10/20	10.05	01670300-53213	STREET LIGHT ELECTRICITY	7280332-2 03/11/20	
	116.72				
CORE & MAIN LP					
LARGE METERS	11,756.32	04201400-53333	NEW METERS	M012360 PO-3706	
SEWER REPAIR SUPPLIES	25.32	04101500-53317	OPERATING SUPPLIES	M059558	
SEWER REPAIR SUPPLIES	57.00	04101500-53317	OPERATING SUPPLIES	M059180	
SEWER REPAIR SUPPLIES	183.10	04101500-53317	OPERATING SUPPLIES	M056055	
SEWER REPAIR SUPPLIES	300.08	04101500-53317	OPERATING SUPPLIES	M048428	
	12,321.82				

**Village of Carol Stream
Schedule of Bills
For Village Board Approval on MARCH 30, 2020**

<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
COVERALL NORTH AMERICA INC					
JANITORIAL SVCS 3/1-3/31/20	1,422.00	01670100-52276	JANITORIAL SERVICES	1010655047	20200003
	<u>1,422.00</u>				
DRI-STICK DECAL CORP					
NO SOLICITOR DECALS	359.05	01610100-53315	PRINTED MATERIALS	367318	
	<u>359.05</u>				
DUPAGE MAYORS AND MANAGERS CONFERENCE					
LEGISLATIVE DINNER-R. MELLOR 1/15/20	55.00	01590000-52222	MEETINGS	11018A	
	<u>55.00</u>				
GENUINE PARTS COMPANY INC					
PARTS 2/01/20-2/29/20	12.11	01670400-53317	OPERATING SUPPLIES	11007487 02/29/20	
PARTS 2/01/20-2/29/20	15.98	01696200-53317	OPERATING SUPPLIES	11007487 02/29/20	
PARTS 2/01/20-2/29/20	30.67	01696200-53316	TOOLS	11007487 02/29/20	
PARTS 2/01/20-2/29/20	1,700.40	01696200-53354	PARTS PURCHASED	11007487 02/29/20	
	<u>1,759.16</u>				
GOVTEMPSUSA LLC					
ACCOUNTS CLERK-A RETSKE 3/1, 3/8/20	1,176.00	04103100-52253	CONSULTANT	2989290	
ACCOUNTS CLERK-A RETSKE 3/1, 3/8/20	1,176.00	04203100-52253	CONSULTANT	2989290	
AMR ASSISTANCE-M SCHULTZ 12/22/19	1,160.95	04201400-52253	CONSULTANT	2943285	20200001
AMR ASSISTANCE-M SCHULTZ 3/1, 3/8/20	2,404.83	04201400-52253	CONSULTANT	2989291	20200001
LIBRARY TECH-N BOYD 3/1, 3/8/20	3,426.40	01652800-52253	CONSULTANT	2989289	
OFFICE MANAGER-D KALKE 3/1, 3/8/20	3,170.40	01590000-52253	CONSULTANT	2989288	
	<u>12,514.58</u>				
HEY & ASSOCIATES					
KEHOE BLVD-STEAMBANK STABIL. #19-0261 THRU 02/2020	6,895.10	11740000-55488	STORMWATER UTILITIES	11607 PO-462602	
	<u>6,895.10</u>				

**Village of Carol Stream
Schedule of Bills
For Village Board Approval on MARCH 30, 2020**

<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
ILLINOIS PHLEBOTOMY SERVICES LLC					
CSPC2000418 PHLEBOTOMY-M RAMIREZ 2/22/20	425.00	01662300-53317	OPERATING SUPPLIES	1057	
	<u>425.00</u>				
ILLINOIS STATE POLICE/DIRECTOR					
CSPC1924114-2019MR1075 VEHICLE SEIZURE	800.00	01-24238	IL STATE POLICE ASSET FORFEIT	CSPC1924114	
CSPC1924721-2019MR1296 VEHICLE FORFEITURE	500.00	01-24238	IL STATE POLICE ASSET FORFEIT	CSPC1924721	
CSPC2000227-2020MR150 VEHICLE SEIZURE PAYMENT	600.00	01-24238	IL STATE POLICE ASSET FORFEIT	CSPC2000227	
	<u>1,900.00</u>				
ITRON INC					
DRIVE-BY SUPPORT FY21	1,048.32	04-13010	PRE-PAID ITEMS	550186	
	<u>1,048.32</u>				
JOHN L FIOTI					
ADJUDICATION 03/11/20	262.50	01570000-52238	LEGAL FEES	CS 03-20	
ADJUDICATION 03/11/20	262.50	01662300-52310	ATLE LEGAL ADJUDICATION	CS 03-20	
	<u>525.00</u>				
KIESLER POLICE SUPPLY INC					
METAL JACKETS	3,136.00	01662700-53321	AMMUNITION	IN129242 PO-4663041	
	<u>3,136.00</u>				
KLEIN, THORPE & JENKINS, LTD					
GENERAL COUNSEL-FEB 2020	258.00	11740000-52238	LEGAL FEES	209026 02/29/20	
GENERAL COUNSEL-FEB 2020	344.00	04100100-52238	LEGAL FEES	209026 02/29/20	
GENERAL COUNSEL-FEB 2020	387.00	22490000-52238	LEGAL FEES	209026 02/29/20	
GENERAL COUNSEL-FEB 2020	7,166.50	01570000-52238	LEGAL FEES	209026 02/29/20	
	<u>8,155.50</u>				
LEADS ON LINE LLC					
LEADS ONLINE RENEWAL 5/1/20-4/30/21	3,688.00	01-13010	PRE-PAID ITEMS	254721 PO-4663044	
	<u>3,688.00</u>				

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<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
MARK E RADABAUGH					
MEETING, TAPING 3/16/20	100.00	01590000-52253	CONSULTANT	20-0154	
	<u>100.00</u>				
NATALIA WAJDOWICZ					
PHLEBOTOMY SCHOOL-WAJDOWICZ	267.64	01662700-52223	TRAINING	PHLEB 2020-WAJDOWICZ	
	<u>267.64</u>				
NATIVE TORCH,LLC					
POND SHORELINE WETLAND MAINTENANCE	12,600.00	01620600-52272	PROPERTY MAINTENANCE	7 PO-462611	
	<u>12,600.00</u>				
NICOR					
124 GERZEVSKE LN-WELL #4 2/18/20-3/20/20	112.69	04201600-53230	NATURAL GAS	13811210007 03/20/20	
200 TUBEWAY DR 2/18/20-3/19/20	38.41	04101500-53230	NATURAL GAS	14309470202 03/19/20	
	<u>151.10</u>				
ONSITE STORAGE SYSTEMS, INC					
STORAGE UNIT 3/22/20-4/22/20	100.00	01670200-53317	OPERATING SUPPLIES	20094	
	<u>100.00</u>				
PETTY CASH					
PETTY CASH 03/25/20	1,189.56	01-10307	PETTY CASH	PETTY CASH 03/25/20	
	<u>1,189.56</u>				
RAY O'HERRON CO					
AMMUNITION	10,999.00	01662700-53321	AMMUNITION	2015561 PO-4663032	
	<u>10,999.00</u>				
REDZONE ROBOTICS INC					
SANITARY SEWER-1ST INSTALLMENT (5 YR CONTRACT)	173,239.20	04101500-52244	MAINTENANCE & REPAIR	INV-13729 PO-462608	
	<u>173,239.20</u>				

**Village of Carol Stream
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<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
REFUNDS PRESERVATION BONDS					
185 ALEXANDRA WAY, #1930212	200.00	01-24302	ESCROW - GRADING	18-0631-RMDL	
677 LARCH DR, #1931705	200.00	01-24302	ESCROW - GRADING	18-0683-POOL	
	<u>400.00</u>				
REFUNDS TAX STAMPS					
31281, 696 HUNTINGTON DR	990.00	01000000-41208	REAL ESTATE TRANSFER TAX	STAMP 31281	
	<u>990.00</u>				
RUSH TRUCK CENTERS					
MR BOLSTER	745.72	01696200-53354	PARTS PURCHASED	3018684417	
MR BOLTS	449.24	01696200-53354	PARTS PURCHASED	3018659998	
MR CHAMBER	113.80	01696200-53354	PARTS PURCHASED	3018718246	
MR DRAG LINK	143.82	01696200-53354	PARTS PURCHASED	3018709295	
MR RETURN-ROLLER BEARING	-36.64	01696200-53354	PARTS PURCHASED	3018667515	
MR WHEEL SPEED SENSOR	197.08	01696200-53354	PARTS PURCHASED	3018659801	
	<u>1,613.02</u>				
STEPHEN F SCHMIDT CONSULTING, INC.					
POLICE ADMIN-MAR 2020 1258201377	11,500.00	01660100-52253	CONSULTANT	SCHMIDT 03/31/20	
	<u>11,500.00</u>				
STRAND & ASSOCIATES					
250 N GARY-SANITARY SEWER EXTEN. 2/1/20-2/29/20	6,482.28	04101500-54480	CONSTRUCTION	0158485 PO-462607	
	<u>6,482.28</u>				

**Village of Carol Stream
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<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
THE BOARD OF TRUSTEES OF THE UNIV OF ILL					
LAB TESTING	75.00	01662300-53317	OPERATING SUPPLIES	H0627 2019-112	
LAB TESTING	100.00	01662300-53317	OPERATING SUPPLIES	H0614 2019-111	
LAB TESTING	100.00	01662300-53317	OPERATING SUPPLIES	H0614 2019-215	
LAB TESTING	100.00	01662300-53317	OPERATING SUPPLIES	H0627 2019-110	
LAB TESTING	100.00	01662300-53317	OPERATING SUPPLIES	H0627 2019-176	
LAB TESTING	175.00	01662300-53317	OPERATING SUPPLIES	H0614 2019-210	
LAB TESTING	175.00	01662300-53317	OPERATING SUPPLIES	H0614 2019-333	
LAB TESTING	175.00	01662300-53317	OPERATING SUPPLIES	H0627 2019-092	
LAB TESTING	175.00	01662300-53317	OPERATING SUPPLIES	H0627 2019-108	
LAB TESTING	175.00	01662300-53317	OPERATING SUPPLIES	H0627 2019-171	
LAB TESTING	175.00	01662300-53317	OPERATING SUPPLIES	H0627 2019-186	
LAB TESTING	175.00	01662300-53317	OPERATING SUPPLIES	H0627 2019-311	
LAB TESTING	175.00	01662300-53317	OPERATING SUPPLIES	H0627 2019-345	
	<u>1,875.00</u>				
THEODORE POLYGRAPH SERVICE					
POLICE ASSESSMENT-BRNUK, GAL 3/7/20	400.00	01510000-52228	PERSONNEL HIRING	6975	
	<u>400.00</u>				
THOMAS ENGINEERING GROUP, LLC					
SCHMALE RD WATERMAIN PHASE II THRU 2/29/20	9,570.82	04201600-54480	CONSTRUCTION	20-049	20200011
	<u>9,570.82</u>				
TIF 3 NORTH AND SCHMALE RD					
SALES TAX-DECEMBER 2019	-10,108.52	22000000-49340	SALES TAX CONTRIB - RDA#1	TIF3 12/31/19	
SALES TAX-DECEMBER 2019	10,108.52	01720000-58340	SALES TAX TFR - RDA#1	TIF3 12/31/19	
SALES TAX-DECEMBER 2019	10,108.52	22-11105	CASH - TRUST	TIF3 12/31/19	
	<u>10,108.52</u>				

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<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
TYCO FIRE & SECURITY (US)MGMT INC					
110 LIES RD-TOWN CENTER QTR END 6/30/20	51.51	01590000-52230	TELEPHONE	34002421	
301 LIES RD-FARMHOUSE QTR END 6/30/20	38.70	01590000-52230	TELEPHONE	34002420	
500 N GARY-VILLAGE HALL QTR END 6/30/20	108.00	01590000-52230	TELEPHONE	34002419	
	<u>198.21</u>				
US POSTMASTER					
REPLENISH POSTAGE MARCH 2020	10,000.00	01610100-52229	POSTAGE	POC14021044 MAR 2020	
	<u>10,000.00</u>				
WESTMORE SUPPLY CO					
REFUND	-20.25	04201600-52286	PAVEMENT RESTORATION	R101340-CR	
WATER LEAK RESTO. 01/03/20	586.75	04201600-52286	PAVEMENT RESTORATION	R101340	
	<u>566.50</u>				

**Village of Carol Stream
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<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
WEX BANK					
FUEL 02/29/20	-182.95	01000000-47407	MISCELLANEOUS REVENUE	64132222 02/29/20	
FUEL 02/29/20	9.43	01622200-53313	AUTO GAS & OIL	64132222 02/29/20	
FUEL 02/29/20	14.14	01620100-53313	AUTO GAS & OIL	64132222 02/29/20	
FUEL 02/29/20	33.97	01643700-53313	AUTO GAS & OIL	64132222 02/29/20	
FUEL 02/29/20	34.80	01680000-53313	AUTO GAS & OIL	64132222 02/29/20	
FUEL 02/29/20	41.06	04101100-53313	AUTO GAS & OIL	64132222 02/29/20	
FUEL 02/29/20	43.18	01652800-53313	AUTO GAS & OIL	64132222 02/29/20	
FUEL 02/29/20	70.32	01696200-53313	AUTO GAS & OIL	64132222 02/29/20	
FUEL 02/29/20	113.73	01642100-53313	AUTO GAS & OIL	64132222 02/29/20	
FUEL 02/29/20	121.02	04200100-53313	AUTO GAS & OIL	64132222 02/29/20	
FUEL 02/29/20	396.08	01664700-53313	AUTO GAS & OIL	64132222 02/29/20	
FUEL 02/29/20	443.49	01670100-53313	AUTO GAS & OIL	64132222 02/29/20	
FUEL 02/29/20	443.49	01670300-53313	AUTO GAS & OIL	64132222 02/29/20	
FUEL 02/29/20	495.10	01662400-53313	AUTO GAS & OIL	64132222 02/29/20	
FUEL 02/29/20	554.36	01670600-53313	AUTO GAS & OIL	64132222 02/29/20	
FUEL 02/29/20	554.36	01670700-53313	AUTO GAS & OIL	64132222 02/29/20	
FUEL 02/29/20	665.23	01670500-53313	AUTO GAS & OIL	64132222 02/29/20	
FUEL 02/29/20	737.54	04101500-53313	AUTO GAS & OIL	64132222 02/29/20	
FUEL 02/29/20	847.17	04201400-53313	AUTO GAS & OIL	64132222 02/29/20	
FUEL 02/29/20	891.18	01660100-53313	AUTO GAS & OIL	64132222 02/29/20	
FUEL 02/29/20	942.41	01670400-53313	AUTO GAS & OIL	64132222 02/29/20	
FUEL 02/29/20	1,452.29	04201600-53313	AUTO GAS & OIL	64132222 02/29/20	
FUEL 02/29/20	1,940.25	01670200-53313	AUTO GAS & OIL	64132222 02/29/20	
FUEL 02/29/20	8,119.62	01662700-53313	AUTO GAS & OIL	64132222 02/29/20	
	18,781.27				
GRAND TOTAL	\$384,407.04				

The preceding list of bills payable totaling \$384,407.04 was reviewed and approved for payment.

Approved by:



Bob Mellor –Village Manager

Date: 3/31/20

Authorized by:

Frank Saverino, Sr., Mayor

Laura Czarnecki- Village Clerk

ADDENDUM WARRANTS
March 17, 2020 Thru March 30, 2020

Fund	Check #	Vendor	Description	Amount
General	A C H	Wheaton Bank & Trust	Payroll March 9, 2020 thru March 22, 2020	554,558.74
Water & Sewer	A C H	Wheaton Bank & Trust	Payroll March 9, 2020 thru March 22, 2020	<u>63,384.75</u>
				<u>617,943.49</u>

Approved this _____ day of _____, 2020

By: _____

Frank Saverino, Sr., Mayor

Laura Czarnecki - Village Clerk

**Village of Carol Stream
Schedule of Bills
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<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
BAXTER & WOODMAN INC					
WRC DEWATERING-PHASE II DESIGN PAY#3	43,116.00	04101100-54480	CONSTRUCTION	0212286 PO-3775	
	<u>43,116.00</u>				
BEDROCK EARTHSCAPES LLC					
POND & WETLAND MAINTENANCE-TC & VILLAGE SITES	5,030.00	01620600-52272	PROPERTY MAINTENANCE	1197	20200012
	<u>5,030.00</u>				
CH2MHILL OMI					
WRC OPERATING EXPENSES-DEC 2019	146,962.41	04101100-52262	WRC CONTRACT	351199-23-08	20200020
	<u>146,962.41</u>				
COMED					
MASTER ACCT-5025 2/18-3/23/20	349.15	01670300-53213	STREET LIGHT ELECTRICITY	5853045025 03/23/20	
SW-MORTON & LIES 2/27-3/27/20	229.74	01670300-53213	STREET LIGHT ELECTRICITY	0815164035 03/27/20	
	<u>578.89</u>				
CONSTELLATION NEW ENERGY					
1345 GEORGETOWN-CONTROLLER 17040073301 2/20-3/20	22.87	01670300-53213	STREET LIGHT ELECTRICITY	7280332-7 03/23/20	
300 BENNETT RD-LIGHTS 1704747301 2/21-3/23/20	1,925.00	01670300-53213	STREET LIGHT ELECTRICITY	7280332-16 03/24/20	
301 ANTELOPE 17029239001 2/19-3/19/20	62.16	01670300-53213	STREET LIGHT ELECTRICITY	7280332-11 03/20/20	
391 FLINT 17029255901 2/19-3/19/20	50.15	01670300-53213	STREET LIGHT ELECTRICITY	7280332-12 03/20/20	
403 SIOUX 17029247401 2/19-3/19/20	24.01	01670300-53213	STREET LIGHT ELECTRICITY	7280332-3 03/20/20	
451 SILVERLEAF BLVD 17029214201 2/19-3/19/20	41.24	01670300-53213	STREET LIGHT ELECTRICITY	7280332-1 03/20/20	
491 CHEYENNE 17029223801 2/19-3/19/20	23.67	01670300-53213	STREET LIGHT ELECTRICITY	7280332-9 03/20/20	
500 GARY-CONTROLLER 17029224701 2/19-3/19/20	89.45	01670300-53213	STREET LIGHT ELECTRICITY	7280332-5 03/20/20	
506 CHEROKEE 17029261501 2/19-3/19/20	46.31	01670300-53213	STREET LIGHT ELECTRICITY	7280332-4 03/20/20	
512 CANYON TRL 17029241801 2/19-3/19/20	20.81	01670300-53213	STREET LIGHT ELECTRICITY	7280332-8 03/20/20	
594 NEZ PERCE 17029241001 2/19-3/19/20	22.14	01670300-53213	STREET LIGHT ELECTRICITY	7280332-14 03/20/20	
796 PAWNEE DR 17029256901 2/19-3/19/20	57.08	01670300-53213	STREET LIGHT ELECTRICITY	7280332-15 03/20/20	
880 PAPOOSE 17029239201 2/19-3/19/20	110.96	01670300-53213	STREET LIGHT ELECTRICITY	7280332-13 03/20/20	
990 DEARBORN 17029264301 2/19-3/19/20	57.51	01670300-53213	STREET LIGHT ELECTRICITY	7280332-10 03/20/20	
	<u>2,553.36</u>				

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<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
CORE & MAIN LP					
BASIN RISER	23.37	01670600-53317	OPERATING SUPPLIES	M070027	
	<u>23.37</u>				
DUPAGE COUNTY PUBLIC WORKS					
SEWER TELEVISIONING	4,706.00	04101500-52244	MAINTENANCE & REPAIR	20-05 PO-3779	
	<u>4,706.00</u>				
DYNEGY ENERGY SERVICES, LLC					
124 GERZEVSKE LN 2/18-3/17/20	3,917.70	04201600-53210	ELECTRICITY	275664020031-3	
1348 CHARGER CT 2/18-3/27/20	407.16	04101500-53210	ELECTRICITY	275664020031-2	
191 TUBEWAY DR-LIFT STATION 2/10-3/9/20	221.15	04101500-53210	ELECTRICITY	275664020031-1	
300 KUHN RD 2/19-3/18/20	2,709.24	04201600-53210	ELECTRICITY	275664020031-4	
	<u>7,255.25</u>				
GOVTEMPSUSA LLC					
ACCOUNTS CLERK-A RETSKE 3/15, 3/22/20	1,176.00	04103100-52253	CONSULTANT	2998337	
ACCOUNTS CLERK-A RETSKE 3/15, 3/22/20	1,176.00	04203100-52253	CONSULTANT	2998337	
AMR ASSISTANCE-M SCHULTZ 3/15, 3/22/20	2,454.58	04201400-52253	CONSULTANT	2998338	20200001
AMR ASSISTANCE-M SCHULTZ 9/29, 10/6/19	2,321.90	04201400-52253	CONSULTANT	2885421	20200001
LIBRARY TECH-N BOYD 3/15, 3/22/20	3,426.40	01652800-52253	CONSULTANT	2998336	
OFFICE MANAGER-D KALKE 3/15, 3/22/20	3,170.40	01590000-52253	CONSULTANT	2998335	
	<u>13,725.28</u>				

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<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
IRMA					
ABOVE GROUND STORAGE TANKS	52.79	01690100-52400	GENERAL INSURANCE	IVC0011619	
DECEMBER ALL EVENTS 2019	422.00	01590000-52215	INSURANCE DEDUCTIBLES	SALES0018051	
DECEMBER DEDUCTIBLE 2019	7,615.72	01590000-52215	INSURANCE DEDUCTIBLES	SALES0018018	
FEB 2019 CLOSED CLAIMS	-190.22	01590000-52215	INSURANCE DEDUCTIBLES	CREDIT0002710	
FEB 2020 DEDUCTIBLE	-150.00	01590000-52215	INSURANCE DEDUCTIBLES	CREDIT0002700	
JANUARY 2019 CLOSED CLAIMS	-598.91	01590000-52215	INSURANCE DEDUCTIBLES	CREDIT0002684	
JANUARY 2020 DEDUCTIBLE	-100.00	01590000-52215	INSURANCE DEDUCTIBLES	CREDIT0002674	
VOLUNTEER COVERAGE 11/1/19-11/1/20	850.00	01664700-52400	GENERAL INSURANCE	IVC0011565	
	<u>7,901.38</u>				

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INTERGOVERNMENTAL PERSONNEL BENEFIT COOPERATIVE					
APR 2020 INSURANCE	493.52	01621300-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	591.91	01623100-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	640.08	01643600-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	731.74	01641700-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	772.03	01670700-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	940.02	04201400-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	1,113.22	01640100-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	1,142.50	01621900-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	1,284.05	04101500-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	1,380.06	04100100-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	1,500.04	01670500-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	1,712.05	01670200-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	1,756.07	01670300-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	1,804.24	01620600-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	1,836.72	01622200-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	1,928.05	01670600-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	2,571.36	01642100-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	2,651.58	04103100-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	2,651.74	04203100-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	2,676.07	01690100-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	2,681.45	01620100-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	2,967.35	01590000-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	2,967.35	01680000-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	3,109.49	01662500-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	3,748.11	01696200-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	3,923.56	01652800-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	4,344.14	01670400-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	4,734.36	01643700-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	4,752.16	04200100-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	4,860.15	04201600-51111	GROUP INSURANCE	04012020	

**Village of Carol Stream
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APR 2020 INSURANCE	6,317.69	01662600-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	6,400.02	01610100-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	6,582.58	01662300-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	8,348.25	01670100-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	9,875.13	01662400-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	13,528.78	01664700-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	26,039.61	01660100-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	48,545.45	01600000-51111	GROUP INSURANCE	04012020	
APR 2020 INSURANCE	56,690.43	01662700-51111	GROUP INSURANCE	04012020	
	250,593.11				
J G UNIFORMS INC					
BALLISTIC VESTS	12,640.00	03395000-53350	SMALL EQUIPMENT EXPENSE	70074	
	12,640.00				
JET BRITE CAR WASH INC					
CAR WASH 2/1/20-2/29/20	261.00	01662700-52244	MAINTENANCE & REPAIR	3874	
	261.00				
NICOR					
1348 CHARGER CT 2/20-3/23/20	121.75	04101500-53230	NATURAL GAS	86606011178 03/23/20	
500 GARY AVE 11/12/19-12/17/19	2,439.51	01680000-53230	NATURAL GAS	9502121000 02/21/20	
500 GARY AVE 12/17/19-12/18/19	82.20	01680000-53230	NATURAL GAS	9502121000 02/23/20	
	2,643.46				
NOTARY PUBLIC ASSOCIATION OF IL					
NOTARY 2020-B CLUEVER #842313 RENEWAL	54.00	01662300-52234	DUES & SUBSCRIPTIONS	NOTARY 2020-CLUEVER	
NOTARY 2020-J JUNGERS #606490 RENEWAL	54.00	01660100-52234	DUES & SUBSCRIPTIONS	NOTARY 2020-JUNGERS	
NOTARY 2020-K SCHNEIDER #842337 RENEWAL	54.00	01662700-52234	DUES & SUBSCRIPTIONS	NOTARY 2020-SCHNEIDR	
	162.00				

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PENN CREDIT					
PENN CREDIT COLLECTION FEES 2/1-2/29/20	159.60	01000000-45402	ORDINANCE FORFEITS	120354	
PENN CREDIT COLLECTION FEES FEB 2020	17.00	01000000-45420	FALSE ALARMS - FINES	120355	
	<u>176.60</u>				
PRIORITY PRODUCTS INC					
PLOW BOLTS	26.66	01696200-53317	OPERATING SUPPLIES	948634-001	
	<u>26.66</u>				
RAY O'HERRON CO					
AMMUNITION	5,630.00	01662700-53321	AMMUNITION	2018901 PO-4663040	
	<u>5,630.00</u>				
REFUNDS PRESERVATION BONDS					
1192 CACTUS TR #2255943-DRIVEWAY BOND REFUND	300.00	01-24302	ESCROW - GRADING	20-0135-DRVW	
398 BRISTOL DR #2254759-PATIO BOND REFUND	200.00	01-24302	ESCROW - GRADING	20-0127-PATI	
	<u>500.00</u>				
SHI INTERNATIONAL					
SOFTWARE LICENSE 3/27/20-3/26/23	5,236.00	01-13010	PRE-PAID ITEMS	811553570 PO-1882	
	<u>5,236.00</u>				
TRANSYSTEMS CORPORATION					
2020 STP CALL FOR PROJECTS-MAR 2020	337.42	11740000-55486	ROADWAY CAPITAL IMPROVEMENTS	0003565843 PO-462610	
LIES RD BIKE PATH PHASE II	4,542.55	11740000-55486	ROADWAY CAPITAL IMPROVEMENTS	02-3564892 PO-462609	
	<u>4,879.97</u>				
U S POSTMASTER					
POSTAGE WATER BILLS-MAR 2020	2,194.16	04103100-52229	POSTAGE	1529 03/31/20	
POSTAGE WATER BILLS-MAR 2020	2,194.17	04203100-52229	POSTAGE	1529 03/31/20	
	<u>4,388.33</u>				

**Village of Carol Stream
Schedule of Bills
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VILLAGE OF CAROL STREAM					
124 GERZEVSKE LN-E SIDE PUMP STATION 2/3-3/3/20	79.69	04200100-53220	WATER	01590235-21254	
124 GERZEVSKE LN-MTR STK RM WASH BIN 2/3-3/3/20	5.50	04200100-53220	WATER	01590238-21257	
124 GERZEVSKE LN-PW CENTER 2/3-3/3/20	140.67	01670100-53220	WATER	01589908-20875	
124 GERZEVSKE LN-PW NORTH GARAGE 2/3-3/3/20	415.62	01670100-53220	WATER	01589907-20874	
215 N KUHN-TREAT PLANT BLDG 1 2/18-3/3/20	2.96	04101500-53220	WATER	01590260-21279	
245 KUHN RD-BATHROOM MAINT BLDG 2/3-3/3/20	2.64	04101500-53220	WATER	01590237-21256	
245 KUHN RD-HEAD WKS BLDG 2/4-3/3/20	0.08	04101500-53220	WATER	01589906-20873	
245 KUHN RD-MAINT CONTROL BLD 2/3-3/3/20	3.11	04101500-53220	WATER	01589904-20871	
245 KUHN RD-TREAT PLANT ADMIN BLDG 2/3-3/3/20	45.11	04101500-53220	WATER	01589905-20872	
245 N KUHN-TREAT PLANT BLDG 2 2/19-3/3/20	0.44	04101500-53220	WATER	01590259-21278	
300 KUHN RD-PW CHLORINE ANALYER 2/3-3/3/20	71.94	04200100-53220	WATER	01590236-21255	
301 LIES RD-FARMHOUSE 2/3-3/3/20	0.13	01680000-53220	WATER	01588059-18979	
500 GARY-VILLAGE HALL 2/3-3/3/20	184.96	01680000-53220	WATER	01589909-20876	
960 N GARY-VISITOR CENTER 2/3-3/3/20	9.48	01680000-53220	WATER	01589911-20878	
	<u>962.33</u>				
WINDY CITY CLEANING EQUIP & SUPPLIES					
N.G. WASHER PARTS	44.96	01670400-53317	OPERATING SUPPLIES	SO001136	
	<u>44.96</u>				
GRAND TOTAL	<u><u>\$519,996.36</u></u>				

The preceding list of bills payable totaling \$519,996.36 was reviewed and approved for payment.

Approved by:

Robert Mellor
Bob Mellor – Village Manager

Date: 4/3/2020

Authorized by:

Frank Saverino Sr. – Mayor

Laura Czarnecki- Village Clerk