Winnetka Village Council
REGULAR MEETING
Village Hall
510 Green Bay Road
Tuesday, September 18, 2012
7:30 p.m.

Emails regarding any agenda item are welcomed. Please email contactcouncil@winnetka.org, and your email will be relayed to the Council. Emails for a Tuesday Council meeting must be received by Monday at 4 p.m. Any email may be subject to disclosure under the Freedom of Information Act.

AGENDA

1) Call to Order
2) Pledge of Allegiance to the Flag
3) Quorum
   a) October 2, 2012, Regular Meeting
   b) October 9, 2012, Study Session
   c) October 16, 2012 Regular Meeting
4) Approval of Agenda
5) Consent Agenda
   a) Village Council Minutes
      i) August 21, 2012, Regular Meeting 3
   b) Warrant Lists Nos. 1765 and 1766 8
   c) Holiday Lighting Bid 9
   d) Police Department Roof Restoration 10
   e) Ordinance M-17-2012: 310 Walnut Variations – Adoption 36
6) Landmark Preservation Awards 81
7) Stormwater Update
   a) Stormwater Utility Feasibility Study Proposal 82
   b) Stormwater Monthly Summary Report 212
   c) Amendment to Engineering Services Agreement – Strand Associates Sanitary Sewer Evaluation Survey 224
8) Ordinances and Resolutions
   a) Ordinance MC-6-2012: Code Amendment: Vehicle Impoundment &Towing – Introduction 238
9) Public Comment
10) Old Business: None.

11) New Business

a) Proclamation: Winnetka No Text On Board Day 248

12) Reports

13) Executive Session

14) Adjournment

MINUTES
WINNETKA VILLAGE COUNCIL
REGULAR MEETING
August 21, 2012

(Approved: xx)

A record of a legally convened meeting of the Council of the Village of Winnetka, which was held in Village Hall on Tuesday, August 21, 2012, at 7:30 p.m.

1) Call to Order. President Tucker called the meeting to order at 7:30 p.m. Present: Trustees Arthur Braun, Jack Buck, Patrick Corrigan, Richard Kates, Stuart McCrary and Jennifer Spinney. Absent: None. Also present: Village Manager Robert Bahan, Village Attorney Katherine Janega, Director of Public Works Steve Saunders, Police Chief Patrick Kreis and approximately 25 persons in the audience.

2) Pledge of Allegiance. President Tucker led the group in the Pledge of Allegiance.

3) Quorum.

   a) September 6, 2012, Rescheduled Regular Meeting. All of the Council members present indicated that they expected to attend.

   b) September 11, 2012, Study Session. All of the Council members present indicated that they expected to attend.

   c) September 18, 2012, Regular Meeting. All of the Council members present indicated that they expected to attend.

4) Approval of the Agenda. Trustee Spinney, seconded by Trustee Braun, moved to approve the Agenda. By roll call vote the motion carried. Ayes: Trustees Braun, Buck, Corrigan, Kates, McCrary and Spinney. Nays: None. Absent: None.

5) Consent Agenda

   a) Village Council Minutes.

      i) July 10, 2012, Special Meeting.

      ii) July 10, 2012, Study Session.

      iii) July 17, 2012, Regular Meeting.

   b) Warrant Lists Nos. 1761 and 1762. Approving Warrant List No. 1761 in the amount of $1,547,856.25, and Warrant List No. 1762 in the amount of $377,993.24.

   c) Ordinance MC-6-2012: Amend Village Code Pertaining to Seating of New Council – Adoption. An ordinance amending the Village Code to fix the date for the inauguration of the Village President and Village Trustees.

   d) Request to Place Flags on Village Green. Granting approval to carry on the tradition of planting flags on the Village Green in remembrance of those who lost their lives during the September 11, 2011, terrorist attacks.

Trustee Braun, seconded by Trustee Spinney, moved to approve the foregoing items on the Consent Agenda by omnibus vote. By roll call vote, the motion carried. Ayes: Trustees Braun, Buck, Corrigan, Kates, McCrary and Spinney. Nays: None. Absent: None.

6) Union Pacific Train Town USA Presentation. President Tucker introduced Mr. Adrian Guerrero, Illinois Director of Public Affairs for Union Pacific Railroad. Mr. Guerro explained that on the occasion of the Union Pacific's 150th anniversary, the railroad wants to recognize Winnetka for its leadership and partnership throughout the years. He presented the Village with a resolution declaring Winnetka a "Train Town USA," a commemorative coin, and a Train Town USA plaque.

7) Stormwater Update.

   a) Sanitary Sewer Evaluation Survey – Report and Next Steps. Mr. Saunders explained that Strand Associates was hired last February to assess the Village's sanitary sewer system, especially areas susceptible to inflow and infiltration (I/I), which can lead to basement flooding.

   Mr. Saunders recapped the discussion from the July 17 Council Meeting on further steps at three priority areas identified in the Strand report. He said Strand recommended a hybrid approach based on the Council direction at that meeting.

   Mike Waldron, Strand Associates, gave a presentation showing the areas for concern. He explained that these areas are only starting points and that other clusters will be dealt with in their turn. He recommended starting with manhole inspections on pilot test areas to assess possible inflow problems, and then to perform smoke testing to locate areas where infiltration might be occurring.

   Mr. Waldron also proposed TV testing to get more detailed information on problem areas that are identified in the smoke testing, and he recommended that the Village purchase three flow meters so that Village staff can perform further testing. He then provided detailed information about the proposed testing and projected costs.

   Mr. Saunders explained that the goal is to reduce the basement backups in the susceptible areas, allocate money in next year's budget to purchase the three flow monitors, to observe areas not only that intersect with the MWRD system, but also to areas where repairs were done, to gauge their effects.

   The Council asked questions and discussed the recommendations thoroughly with Mr. Saunders and Mr. Waldron.

   Afterwards, there being no comments from the audience, President Tucker asked the Trustees for their direction on the recommendations.

   With the exception of Trustee Braun, there was consensus to acquire contract pricing from Strand Associates to perform detailed investigations of metering basins 14, 15, and 20, portions of 26 and several cluster areas and staff was directed to do so.

There was unanimous consensus to obtain pricing for the purchase of three flow meters and operational training for staff, and Trustee Corrigan also asked Staff to obtain pricing for a smoke tester unit.

b) Spruce Street Outlet Drainage Improvements – Tower Road Relief Sewer. Mr. Saunders reviewed the proposed improvements to the Tower/Foxdale relief sewer, and introduced Thomas Burke from Christopher B. Burke Engineering, Ltd. (CBBEL).

Mr. Burke presented the results of his study of the area, and reviewed his recommendations, which include: (i) higher capacity inlets; (ii) adding new catch basins on Tower Road; (iii) regrading some driveways on Tower Road to direct water into the street; (iv) rehabilitating a culvert on Old Green Bay Road,; (v) redirecting some stormwater to the outlet in the ravines; and (vi) constructing a new stormwater outfall at Lloyd Park.

The Council asked questions and discussed the proposal, after which the project cost was discussed.

Mr. Saunders explained that the Stormwater Fund contains approximately $5 million in seed money for stormwater projects, and that next year's Capital Plan envisions funding the smaller stormwater projects out of that fund. He said the engineering is being done now so the projects can be started in the spring of 2013.

Mr. Mead Montgomery, 945 Old Green Bay Road; Kathy Jorgenson, 989 Old Green Bay Road; Peter Gelderman, 896 Tower; Melissa Mizel, 939 Tower; and Mark Selenco, Tower Rd., asked questions and commended the Council for addressing the flooding problems in their area.

The Council directed staff to continue the engineering work on the proposed new Spruce Outlet and Tower/Foxdale drainage improvements, taking into account an upcoming study of Merrill Street, and to keep moving forward with the projects.

Manager Bahan commented that the project was initially estimated to cost $1.9 million and is now predicted to be $1.3 million, and thanked Messrs. Saunders and Burke.

8) Ordinances and Resolutions.

a) Resolution R-30-2012: Mark Stephan. President Tucker summarized the resolution honoring resident Mark Stephan for completing a 3,200-mile fundraising bicycle trip from San Diego, CA to St. Augustine, FL to raise over $800,000 for the Rehabilitation Institute of Chicago.

Trustee McCrary, seconded by Trustee Buck, moved to adopt Resolution R-30-2012. By roll call vote, the motion carried. Ayes: Trustees Braun, Buck, Corrigan, Kates, McCrary and Spinney. Nays: None. Absent: None.

b) Resolution R-31-2012: Conor Dwyer. President Tucker summarized the resolution honoring resident Conor Dwyer for his accomplishments in the 800-meter freestyle relay at the London Olympics, where he won a gold medal for himself and was part of the relay team that helped Michael Phelps to become the most decorated Olympian ever.

Trustee Spinney, seconded by Trustee Kates, moved to adopt Resolution R-31-2012. By roll call vote, the motion carried. Ayes: Trustees Braun, Buck, Corrigan, Kates, McCrary and Spinney. Nays: None. Absent: None.

9) Public Comment and Questions.

10) Old Business. None.

11) New Business.

a) D's Haute Dogs – Liquor License Request. Attorney Janega reviewed this request from the owner of D's Haute Dogs for a liquor license, as part of his plan to expand his fast food restaurant into a sit-down restaurant with full meal service. She explained that there is no lease for the new space and no construction has begun, and that Mr. Boyar is looking for assurances about the liquor license before he begins his expansion.

Attorney Janega said there is no precedent for the Council to issue a liquor license so early in the application process and that she and Police Chief Kreis had created a list of conditions that could be imposed on such a conditional liquor license.

Chief Kreis said the applicant had answered all of his questions satisfactorily and that he did not have any remaining doubts about Mr. Boyar's suitability to conduct a business with a liquor license. He noted that this is a unique situation because all the applicant has submitted is a proposal to expand the restaurant, and the Village Code does not provide a mechanism for staff to provide a conditional recommendation on the request.

Attorney Janega discussed the risks of granting a license at such a preliminary juncture. She added that if the Council wishes to have a broader discussion about fast food restaurants and liquor licenses, it would be scheduled for another meeting.

Patrick O'Neil, 1555 Hazel; Terry Dason, Executive Director of the Chamber; and Steve Link, 827 Cherry, all spoke in support of Mr. Boyar's liquor license application.

After the Council discussed the issue thoroughly, the Council directed Attorney Janega to modify some of the recommended conditions and to draft a Resolution to be considered at the next Council meeting.

11) Reports

a) Village President. President Tucker announced that Conor Dwyer day would take place the following Saturday in Hubbard Woods Park and she invited residents to join in the flag planting on the Village Green for Patriot Day. She also reported that the August 17th special legislative session in Springfield ended without a bill passing either chamber.

b) Trustees.

i) Trustee Spinney announced that the Winnetka-Northfield Chamber is having its golf outing on October 4 and that more information is on their website. She also commended Café Fluerette for opening at the Elm Street Train station.

ii) Trustee Braun asked if each Village committee could come to a Study Session to talk to the Council.

c) Attorney. No report.

d) Manager. No report.

12) Executive Session. None.

13) Adjournment. Trustee Braun, seconded by Trustee Spinney, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 10:27 p.m.

_____

Recording Secretary

AGENDA REPORT

TO: Village Council

FROM: Robert M. Bahan, Village Manager

DATE: September 13, 2012

SUBJECT: **Warrant Lists Nos. 1765 and 1766**

Warrants Lists Nos. 1765 and 1766 are enclosed in each Council member's packet.

Recommendation: Consider approving Warrants Lists Nos. 1765 and 1766.

Agenda Report

Subject: **Bid #012-018: 2012 Holiday Lighting**

Prepared By: Steven M. Saunders, Director of Public Works/Village Engineer

Date: September 11, 2012

On September 11, 2012, the Village opened sealed bids for installation and removal of holiday lighting for public trees throughout the Village. As in past years, the program includes lighting public trees in the Village's 3 business districts, the Village Yards, and park district property in the Elm Street business district. This bid is for labor associated with installation and removal of the lights. Materials are purchased separately. The Village received 2 bids, detailed below:

Item	**Kinnucan**	**Landscape Concepts**
Elm Street Business District	$25,555.00	$36,037.50
Hubbard Woods Bus. Dist.	$16,050.00	$16,912.00
Indian Hill Business District	$1,475.00	$1,721.25
Village Yards	$3,175.00	2,680.00
Total Bid	**$46,255.00**	**$60,350.75**

The lowest bid was submitted by Kinnucan, a qualified and competent contractor. This vendor has successfully completed the Holiday Lighting project for the Village in the past.

Budget Information.
The FY 2012-13 budget contains $55,000 for labor and material expenses for Holiday Lighting in account 10-30-530-142.

Recommendation:
Consider awarding bid #012-018, 2012 Holiday Lighting, to Kinnucan for $46,255.00.

AGENDA REPORT

TO: Village Council
Rob Bahan, Village Manager

PREPARED BY: Patrick Kreis, Chief of Police
Joseph Pellus, Deputy Chief of Police

DATE: September 11, 2012

SUBJECT: Police Department Roof Restoration

The public safety building was completely renovated in 1996. The building's design incorporates both a shingled Mansard roof visible from the street and a black-colored flat rubber roof concealed from the street. The Police Department has experienced periodical leaks from the flat portion of the roof. These leaks have become more problematic in recent years with seven separate, roof repairs needed in the last three years to stop water from leaking into the Police Department's operational areas. These leaks also caused secondary damage within the building requiring additional repair costs for ceiling tiles and electrical fixtures. The current condition of the roof is further described in the attached WPD Roof Report. Although the cost of these repairs have typically been covered under the manufacturer's warranty, frequent leaks are disruptive to operations and have the potential to cause significant property damage.

The Police Department has budgeted for the restoration of the flat portion of the roof to address this problem. The Department found a solution manufactured by the Garland Company called White-Knight Plus/White-Stallion Plus System (WPD Roof Report pg.14). This material is a white-colored highly reflective high-performance roofing sealant system designed to maintain, restore and upgrade the performance of our existing roof. The White-Knight system is applied over the existing roof, thus eliminating the added time and expense of a complete roof material replacement. Some advantages of using this type of system include increased waterproofing protection and energy efficiency which will lower cooling costs.

The Village is able to work through U.S. Communities, a cooperative purchasing agreement, to secure the best pricing available. U.S. Communities is a nonprofit government purchasing cooperative that assists public agencies in reducing the cost of goods and services. This process meets all public purchasing requirements. Staff conducted reference checks with several other public entities, including the Northfield Park District, which have used the White-Knight system and the U.S. Communities purchasing program. All references indicated complete satisfaction.

Three qualified vendors bid on the project. The vendors are Riddiford Roofing, Waukegan Roofing and Ridgeworth Roofing. Three bid prices were received for the proposed scope of work ranging from $87,709 to $106,552.

Upon reviewing the quote, it was determined an optional portion of the restoration, the cleaning and painting of exposed iron gas pipe, was more costly than anticipated. The pipe painting is recommended as considerable rust residue sheds onto the roof surface. However since the lowest bid exceeded the budgeted amount for the job, less costly options are being explored for the pipe painting. Each of the bidders was asked to provide revised bids excluding the pipe painting. The revised bids without the gas pipe painting ranged from $77,787 to $101,797 (USC Proposal Revised).

Riddiford Roofing provided the lowest price of $77,787 for the base bid of the work. Optional recommended work to add PVC piping of HVAC units condensate drains is recommended for a price of $741.00. As a result the complete restoration price is bid at $78,528. Staff received favorable feedback when checking references on Riddiford Roofing.

If purchase approval is granted, the project is expected to be completed this fall and will not interfere with the on-going operation of the Police Department. Project management will be handled by the Garland Company who will have direct oversight of the entire project. Once the work is completed and certified, the Village will receive a 10-year warranty from the Garland Company.

Recommendation: Staff recommends authorization of a roof restoration via the US Communities, Master Intergovernmental Cooperative Purchasing Agreement utilizing Garland White-Knight product installed by Riddiford Roofing Company for a price of $78,528.

Cost of project exceeds amount budgeted for project by $3,528 or 4.7%.
Account # 10-26-640-129.

The Garland Company, Inc.

Roof Asset Management Program

Winnetka Police Department Roof Report

Prepared By:
Justin Reed

Prepared For:
Chief of Police - Patrick Kreis

August 31, 2012

Client Data

Client: Village of Winnetka

Client Data			
Name:	Village of Winnetka		
Address 1:	510 Green Bay Rd.	**Address 2:**	-
City:	Winnetka	**State:**	IL
ZIP:	60093	**Country:**	United States

Facility Summary

Client: Village of Winnetka

Facility: Winnetka Police Department

Facility Data

Address 1:	410 Green Bay Rd.
Address 2:	-
City:	Winnetka
State:	IL
ZIP:	60093
Type of Facility:	Municipal
Square Footage:	10,826

Notes

The Winnetka Police Department shares a structure with the Fire Department. The actual roof square footage is 7,394 sq. ft. but there are parapet walls that range from 6' high to 9' high. With the walls and roof surface combined, the total square footage of the Police Department's roof area is 10,826 sq. ft.

Roof Sections

Name	Date Installed	Square Footage	Roof Access
Police Department Roof	1996	10,826	Internal Roof Hatch

Construction Details

Client: Village of Winnetka

Facility: Winnetka Police Department

Roof Section: Police Department Roof

Roof Info

Year Installed:	1996	**Square Footage:**	10,826
Slope Dimension:	-	**Roof Height:**	20'
Roof Access:	Internal Roof Hatch	**System Type:**	Fully Adhered EPDM

Roof Assembly

Roof #	Layer Type	Description	Attachment	Insulation R-Value	Insulation Thickness
1	Deck	Plywood		-	-
1	Insulation	Wood Fiber	Adhesive	-	1/2'
1	Membrane	EPDM	Adhesive	-	.045

Details

Perimeter Detail:	Parapet Wall
Flashing Material:	EPDM
Drain System:	Internal Roof Drains
Parapet Wall:	Wood
Coping Cap:	Metal

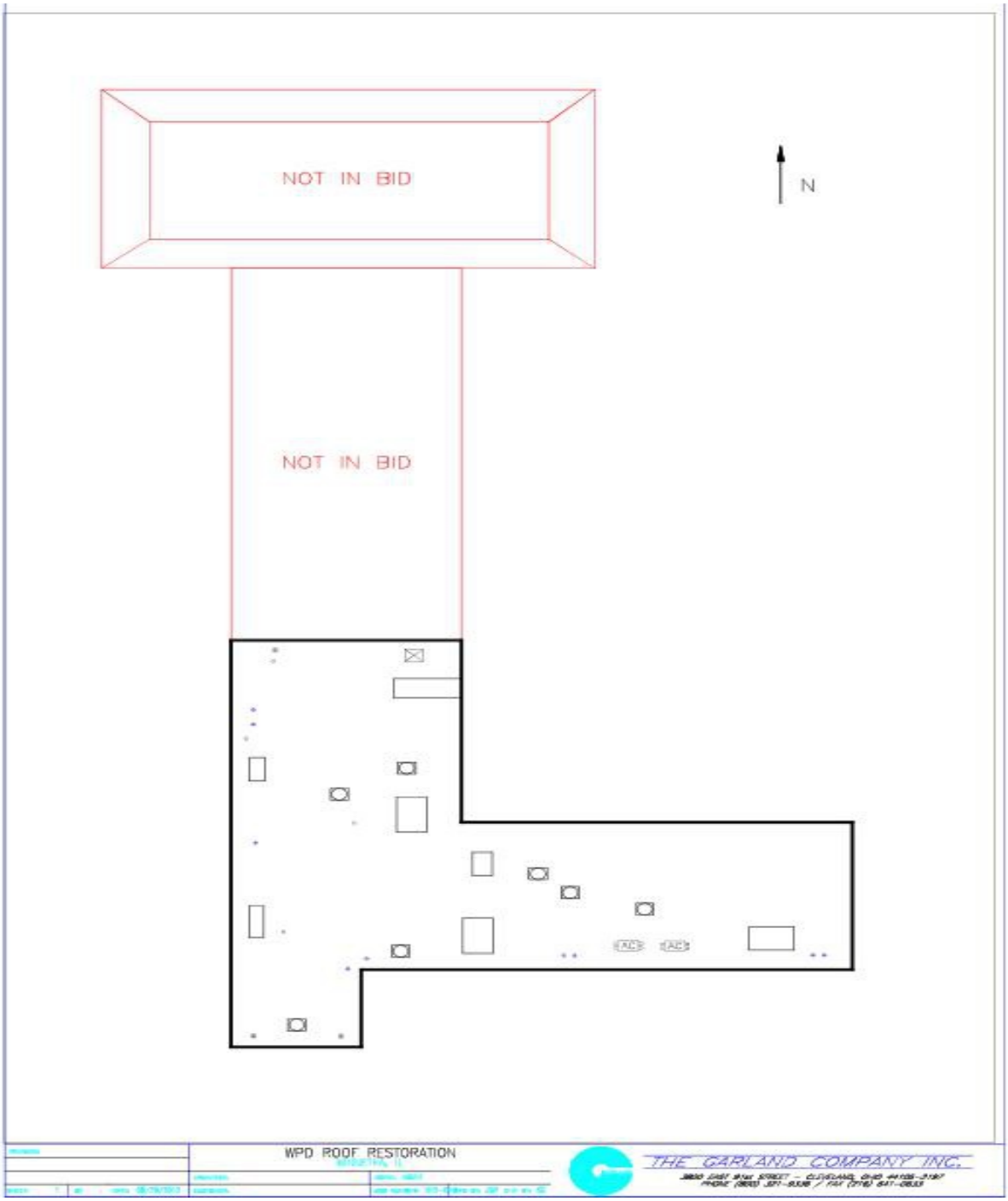
NOT IN BID
N
NOT IN BID
WPD ROOF RESTORATION
THE GARLAND COMPANY INC.

Photo Report

Client: Village of Winnetka

Facility: Winnetka Police Department

Report Date: 08/31/2012

Roof Section: Police Department Roof

A general view of the roof section facing South.

A general view of the roof section facing East.

A general view of the transition wall from the Police Station to the Fire Station roof section (Facing North).

Condensation Drains: Mechanical Units drain a significant amount of water on a hot summer day and can subsequently dump this water directly onto the roof deck if not piped appropriately. It is recommended that PVC piping should be connected to all HVAC units with the pipe terminating at the drain. A simple step can alleviate hundreds of gallons of water from contacting a roof system on a daily basis which in turn could extend the life cycle of this particular roof system.

Fastener Back-Out: This is a very common condition on any type of mechanically fastened or fully adhered roof where no recovery board is installed over the fastener, thermal bridging occours. This causes the fasteners to back out of the deck slowly creating a tent like appearance on the roof and eventually causing punctures. Water can then enter the building and walls causing leaks.

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Ponding: ponding water occurs as rain or snow melt water collects in large pools on the surface of a roof system. These pools begin to form because of two reasons: (1) roof drains are blocked or clogged with debris, (2) roof drains are built along side building support columns which maintain a consistent height while the rest of the roof system is built on a deck which tends to move and deflect under the downward pressure of weight. In both cases, roof depressions that collect and hold water will tend to grow in size as the added weight of the ponding water will continue to deflect the roof deck even further.

Ponding water has many negative effects on a roof system. The added weight can crush insulation to the point where it becomes a useless thermal barrier - this will cost you big money since your HVAC system will have to work longer and harder to maintain a comfortable interior temperature. In the winter ponding water will expand as it freezes. This expansion will weaken small imperfections in the roof system. Small cracks and tears will widen until they rupture to allow water into the building.

Ponding water also accelerates the aging of a roof. The natural waterproofing oils in the asphalt will separate from the membrane if the system remains submerged under water for periods longer than 48 hours. And finally, a negatively deflected deck becomes a structural concern. The deck's tolerances will only accept a limited amount of weight and deflection before it becomes a candidate for a roof collapse.

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Gas Line Deterioration: Red rust is a later stage of deterioration, and will continue unless it is removed from the gas lines. If there is evidence of red rust visible then power washing, sand blasting, or wire brushing can remove it. The area should then be sealed with a yellow rust preventative primer.

Broken Down Insulation: [Highlighted by the red circle in the picture above.] Water entering roof systems leads to disaster with wet insulation spreading through a roof system like cancer leading to premature failure. It forms corrosive substances in the roofing system that eat away at roof and structural components. Once inside a roof assembly, water can cause long-term deterioration and early roof failure. Water or moisture can also break down the insulation in which it is trapped, destroying the material's thermal resistance and structural integrity.

A view of previous repairs that have been made from open seams and punctures.

Membrane Punctures from Fastener Backout: Fully adhered, single-ply membranes and lap attached and plate bonded configurations are vulnerable to puncture by the screw fastener from a number of events. Additionally, insulation may consolidate due to improper factory cure or from the abuse of repeated traffic patterns. Either of these occurrences may leave treated deck screws high in comparison to the adjacent insulation surface. The risk of puncturing single-ply polymeric membranes is then apparent.

Single Ply Seam Deterioration: Due to the inherent nature of single ply membranes,which shrink with exposure to the elements, extreme pressure is present on the membrane seams. These seams are either heat welded or sealed with adhesive and can not withstand the aforementioned pressure. Therefore, they will tear and cause immediate leaks and associated water damage inside the building.

A general view of the North are of the roof section. The outlined areas are previous repairs that have occurred from excessive foot traffic with no walk way protection in the field as well as backing out fasteners that punctures the membrane surface on the North transition wall. This view is also a good representation of how all of the gas piping has completely rusted and is in the final stages of deterioration.

Condensate Drains: All drains in which water exits directly onto a roofs surface should have a concrete paving stone resting on extruded polystyrene installed beneath the flow of water. This prevents the flow/drip of water from prematurely wearing away the roof membrane.

Dripping: The units are constantly dripping water which causes stress on the roof system in these areas. The non-stop dripping depresses the membrane and insulation over time. Eventually the roof system will deteriorate to the point of allowing water into the building.

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A general view of the roof section facing East. This view also shows the degree of deterioration in the Gas piping and supports. The rust is also running off of the piping and staining the roof's surface.

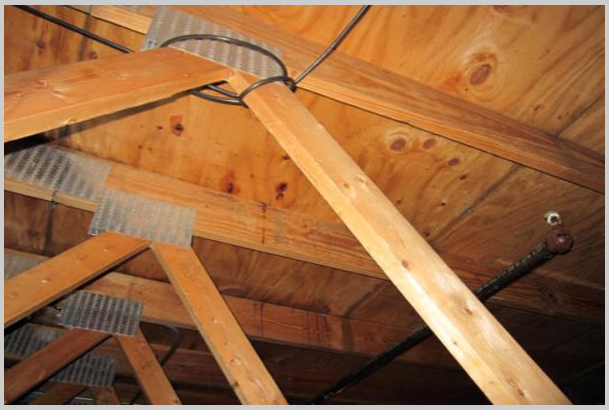
Another view of the roof section facing South. This view also shows the degree of weathering, deterioration from unproteted foot traffic, as well as the rust staining on the roof's surface from the deteriorated gas piping.

Core cuts were taken in the roof system in order to properly determine the make-up of the roof system and further evaluate the approximate age of the assembly and remaining life cycle left in the roof system. This shows a sandwich of the roof system and allows an experienced professional the opportunity to examine the layers within the system and what hidden costs might lay within the make-up of the roof if further work were to be undertaken.

The layers consist of:

.045 Mil EPDM
1/2" Wood Fiber
3/4" Plywood Deck
Attic Space

A general view fo the insulated attic space.



A general view of the deck from beneath in the attic space.

Solution Options

Client: Village of Winnetka

Facility: Winnetka Police Department

Roof Section: Police Department Roof

Restore Options

Solution Option:	Restore	**Action Year:**	2012
Section Square Footage:	10,826	**Expected Life (Years):**	15
Estimated Cost:	-		

Scope of Work:

WHITE KNIGHT PLUS RESTORATION

White-Knight Plus/White-Stallion Plus System is a highly reflective multi-purpose, single-component aliphatic urethane, liquid waterproofing membrane designed to maintain, restore and upgrade the performance of existing, aged single-ply, metal, smooth BUR and modified bitumen roof systems. It provides a white reflective surface.

PRODUCT ADVANTAGES

Energy Efficient - Provides added UV protection to prolong the life of the roof, while helping maintain internal temperatures and reducing cooling costs.

Waterproofing Protection - White-Knight Plus/White-Stallion Plus system will provide 32-64 wet mils (26-53 dry mils) of additional waterproofing protection to an existing roof system. This process will effectively extend the life of the roof system and allow reasonable time to budget for replacement or recoat.

UV Resistant - This high performance aliphatic urethane coating protects the existing roof from the harmful effects of UV - greatly reducing thermal shock. The coating itself is UV resistant due to its aliphatic chemistry.

Chemical Resistant - The White-Knight Plus/White-Stallion Plus system is uniquely formulated to provide superior chemical resistance to many oils, acids and other contaminants. Contact your local Garland Representative for specific chemicals andconcentration levels.

User Friendly - The ease of application makes White-Knight Plus/White-Stallion Plus extremely fast and simple to install.This superior coating can be used to reinforce, without additional reinforcing fabrics and seal laps, make spot repairs, or restore
entire roofing systems.

SCOPE OF WORK:

1. Power wash the entire roof surface, including flashings and walls with Simple Green and then thoroughly rinse. Be sure to rinse the low areas and drains several times to ensure all cleaning residue is removed. For all areas that tend to hold water, clean with "weathered membrane cleaner" after power washing with Simple Green, and ensure all

moisture has been dried prior to applying any coating.

2. Make any necessary repairs to the EPDM surface using cured membrane.
    - Secure all gas piping supports and the protection pad underneath each support.
    - Install walk way pads on the service side of each HVAC RTU as well as the Field Seam marked on roof.

3. Apply the first coat of White Knight Plus Base coat at approximately 2 gal./100sq. ft. (.082 l/m²) 32 wet mills stripped in with Grip Polyester over all seams, flashings, and repaired areas.

4. Allow Base coat to dry for 24-48 hours but no longer than 72 hours.

5. Apply White Knight Plus Top Coat at an additional 2 gal./100sq. ft. (32 wet mills). Please note that the first layer of base coat may still be tacky at 24 hours, this is normal.

6. Clean, prime, and paint all gas lines with Safety Yellow Rust-Go paint.

ADDITIONAL SCOPE OF WORK:

1. Install 2" PVC pipe leaders from each HVAC RTU to the nearest corresponding drain. Fasten each leader to the existing RTU drain pipe.

2. Install 8-foot drain sumps around all drain heads with tapered edge strip and cover with cured EPDM.

White Knight; Urethane Roof Coating System
The Garland Company, Inc.

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The Garland Company, Inc.

White Knight; Urethane Roof Coating System
The Garland Company, Inc.

Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055

ROOFING MATERIAL AND SERVICES PROPOSAL

Winnetka, IL. Police Department Roof Restoration
Date Submitted: 09/12/2012
Proposal #: 25-IL-120379

Please Note: The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Cobb County, GA and U.S. Communities. This budget/estimate should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. administered a competitive bid process for the project with the hopes of providing a lower market adjusted price whenever possible.

Scope of Work: Police Department Roof Restoration

1 Power wash the entire roof surface, including flashings and walls with Simple Green and then thoroughly rinse. Be sure to rinse the low areas and drains several times to ensure all cleaning residue is removed. For all areas that tend to hold water, clean with “weathered membrane cleaner” after power washing with Simple Green, and ensure all moisture has been dried prior to applying any coating.
2 Make any necessary repairs to the EPDM surface using cured membrane. Secure all gas piping supports and the protection pad underneath each support. Install walk way pads on the service side of each HVAC RTU as well as the Field Seam marked on roof.
3 Apply the first coat of White Knight Plus Base coat at approximately 2 gal./100sq. ft. (.082 l/m²) 32 wet mills stripped in with Grip Polyester over all seams, flashings, and repaired areas.
4 Allow Base coat to dry for 24-48 hours but no longer than 72 hours.
5 Apply White Knight Plus Top Coat at an additional 2 gal./100sq. ft. (32 wet mills). Please note that the first layer of base coat may still be tacky at 24 hours, this is normal.

Additional Scope of Work:

1 Install 2” PVC pipe leaders from each HVAC RTU to the nearest corresponding drain. Fasten each leader to the existing RTU drain pipe.
2 Install 8-foot drain sumps around all drain heads with tapered edge strip and cover with cured EPDM.

Police Department Roof Restoration- Line Item Pricing

Item #	Item Description	Unit Price	Quantity	Unit	Extended Price
17.22	RESTORATIONS - RECOATING OF EXISTING ROOF SYSTEMS - ELASTOMERIC URETHANE COATING FOR SINGLE-PLY ROOF SYSTEMS Power wash & Clean with TSP or Simple Green, Use Portable Blowers the Clear the Roof of Moisture; Install Base Coat / Top Coat as Specified - Urethane Coating w/ Reinforced Seams (Urethane 2 Gallons per Sqr); Seams Need 2 1/2" Gallons per Sqr w/ Reinforcement.	$ 5.65	10,500	SF	$ 59,325
	Sub Total Prior to Multipliers				**$ 59,325**
23.15	JOB SITE SPECIFIC MULTIPLIERS APPLIED TO EACH LINE ITEM ON ASSOCIATE JOB - MULTIPLIER - ROOF HAS LARGE AMOUNT OF PENETRATIONS / ROOF TOP OBSTRUCTIONS Multiplier Applied when Open Roofing Area is Limited Due to a Large Number of Roof Penetrations such as Soil Stacks, Sky Lights, Roof Drains, Exhaust Vents, HVAC Units, etc., or when there are a Large Amount of Roof Top Obstructions such as: Pipes, Duct Work, Electrical Wires, Hoses, etc.	50%	10,500	%	$ 29,663
	Sub-Total After Multipliers				**$ 88,988**

Base Bid Total Maximum Price of Line Items under the MICPA: $ 88,988

Police Department Roof Restoration Riddiford Roofing Bid:

Proposal Price Based Upon Market Experience: $ 77,787

Alt #1: Adding PVC to all the mechanical units condensate drains: $ 741

Alt #2: Sumping all of the drains: $ 9,690

Bids Received:

Riddiford Roofing:	**$**	**77,787.00**
Waukegan Roofing:	**$**	**94,261.00**
Ridgeworth Roofing:	**$**	**101,797.00**

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers. Sales Tax is not included in the proposal pricing as this project is tax exempt.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

Benjamin Runyan

Benjamin Runyan
Garland/DBS, Inc.
(216) 430-3613

AGENDA REPORT

TO: Village Council

PREPARED BY: Michael D'Onofrio, Director of Community Development

DATE: September 11, 2012

SUBJECT: 310 Walnut St. Ord. M-17-2012
(1) Front Yard Setback
(2) Garages

REF: September 6, 2012 Council Meeting, pp. 94-138

Ordinance M-17-2012 grants variations by Ordinance from Section 17.30.050 [Front Yard Setback] and Section 17.30.110 [Garages] of the Winnetka Zoning Ordinance to permit the construction of a detached garage that will result in a front yard setback of 10 ft. along Wilson St., whereas a minimum of 51.42 ft. is permitted, a variation of 41.42 ft. (80.55%) and a north side yard setback of 5 ft., whereas a minimum of 8 ft. is required, a variation of 3.0 ft. (37.5%).

The petitioner, North Shore Builders 1, Inc., is requesting the variations in order to construct a new single-family residence with a two-car detached garage that would be located within the required front yard setback along Wilson St. and the north side yard setback. The property is a through lot with two front yards along Walnut St. and Wilson St. Therefore, a detached garage must provide a front yard setback of 51.42 ft., the average of the block, from Wilson St. Also, a detached garage must abide by the same setbacks required for the residence because there is not a rear yard to locate a garage in such a location to allow reduced setbacks of 2 ft. The proposed garage would provide a 10 ft. setback from Wilson St. and a 5 ft. north side yard setback. The residence itself would comply with all required setbacks.

The property is an irregularly shaped through lot located in the block south of Orchard, with its east and west lot lines being formed by Walnut and Wilson streets. The irregularity in the lot shape is due to the angle of Wilson, which runs alongside the Union Pacific Railroad embankment.

As referenced in the petitioner's written explanation, there are similarly situated properties that have obtained similar zoning relief. Ordinance M-20-2005 granted variations to 314 Walnut, the property directly to the north. It allowed a new detached garage built in conjunction with construction of a new residence to provide a front yard setback from Wilson St. of 25.24 ft., whereas the average of the block required a setback of 49.42 ft.

The other detached garages referenced in the petitioner's application are not related to new single family home construction, but rather to the upgrading or replacement of existing, nonconforming detached garages. In 1981, Ordinance M-115-81 permitted an addition to the existing nonconforming detached garage at 580 Hawthorn. In 1989, Ordinance M-277-89 permitted a 17 ft. setback from Wilson St., whereas a minimum of 30 ft. was required to allow the existing nonconforming detached garage at 576 Hawthorn to be

replaced. Lastly, Ordinance M-6-2004 permitted a 3 ft. setback from Wilson St., whereas a minimum of 30 ft. was required, and a north side yard setback of 0.5 ft., whereas a minimum of 6 ft. was required, to allow a dilapidated one-car detached garage at 228 Poplar to be replaced with a new two-car detached garage. However, it should also be noted that the adjacent residence to the south – 306 Walnut St. was built in 1997 with an attached garage in compliance with the zoning regulations at that time.

With the exception of the Wilson St. front yard setback and the north side yard setback, the proposed improvements comply with the Zoning Ordinance as represented on the attached zoning matrix.

The subject site is located in the R-5 Single Family Residential District. North Shore Builders 1, Inc. purchased the property in May. A demolition application to permit the demolition of the existing residence and detached garage was approved by the Landmark Preservation Commission in May.

There are no previous zoning variations for this property.

This case was originally before the Zoning Board of Appeals (ZBA) on July 9, 2012. After hearing the concerns of the Board members, the petitioner requested that their case be continued until the August 13, 2012 ZBA meeting to allow the petitioner time to consider revising the plans. After the July ZBA meeting, the plans were revised to reduce the size of the proposed residence and detached garage to comply with the maximum permitted gross floor area (GFA) and front yard lot coverage. As a result of these revisions, the proposed GFA was reduced by 320.63 s.f. to 3,452.44 s.f., in compliance with the maximum permitted of 3,463.08 s.f. In addition to reducing the GFA, the front yard lot coverage along Wilson St. was reduced by 114.43 s.f. due to the reduction in the size of the garage as well as a reduction in the size of the driveway. The proposed front yard lot coverage is now 913.92 s.f., in compliance with the maximum permitted of 915.49 s.f. Lastly, the north side yard setback of the detached garage was increased from 2.25 ft. to 5 ft., whereas a minimum of 8 ft. is required.

At its August 13, 2012 meeting the ZBA voted 4-0 to recommend approval of the variations.

Ordinance M-17-2012 was introduced by the Council at its Sept. 6, 2012 meeting. Adoption of the ordinance requires the affirmative vote of a majority of the trustees.

Recommendation

Consider adoption of Ordinance M-17-2012, granting variations from the front yard and side yard setback requirements to permit the construction of a detached garage for a new single-family residence at 310 Walnut Street.

ZONING MATRIX

ADDRESS: 310 Walnut St. Revised 08.01.12
CASE NO: 12-16-V2
ZONING: R-5

ITEM	REQUIREMENT	EXISTING	PROPOSED	TOTAL	STATUS
Min. Lot Size	8,400 SF	9,156 SF	N/A	N/A	OK
Min. Average Lot Width	60 FT	46.17 FT	N/A	N/A	EXISTING NONCONFORMING
Max. Roofed Lot Coverage	2,289 SF (1)	N/A	***2,125.7 SF***	***2,125.7 SF***	OK
Max. Gross Floor Area	3,463.08 SF (1)	N/A	***3,452.44 SF***	***3,452.44 SF***	***OK***
Max. Impermeable Lot Coverage	4,578 SF (1)	N/A	***3,187.26 SF***	***3,187.26 SF***	OK
Max. Front Yard Lot Coverage (Walnut)	450 SF	N/A	131.06 SF	131.06 SF	OK
Max. Front Yard Lot Coverage (Wilson)	915.49 SF	N/A	***913.92 SF***	***913.92 SF***	***OK***
Min. Front Yard (East - Walnut)	30 FT	N/A	30.42 FT	N/A	OK
Min. Front Yard (West - Wilson)	51.42 FT	N/A	10 FT (2)	N/A	**41.42 FT (80.55%) VARIATION**
Min. Side Yard (South)	6 FT	N/A	6.08 FT (3)	N/A	OK
Min. Side Yard (North)	8 FT	N/A	***5 FT (4)***	N/A	***3 FT (37.5%) VARIATION***

NOTES:

(1) Based on lot area of 9,156 SF
(2) Proposed setback to detached garage. The proposed residence would comply with both required front yards.
(3) Proposed setback to residence. The proposed detached garage would provide a south side yard of 25 ft.
(4) Proposed setback to detached garage. The proposed residence would provide a north side yard setback of 8.17 ft.

ORDINANCE NO. M-17-2012

AN ORDINANCE GRANTING A VARIATION IN THE APPLICATION OF THE ZONING ORDINANCE OF THE VILLAGE OF WINNETKA, COOK COUNTY, ILLINOIS (310 Walnut)

WHEREAS, the Village of Winnetka is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970, pursuant to which it has the authority, except as limited by said Section 6 of Article VII, to exercise any power and perform any function pertaining to the government and affairs of the Village; and

WHEREAS, the Council of the Village of Winnetka ("Village Council") find that establishing standards for the use and development of lands and buildings within the Village and establishing and applying criteria for variations from those standards are matters pertaining to the affairs of the Village; and

WHEREAS, the property commonly known as 310 Walnut Street Winnetka, Illinois (the "Subject Property"), is legally described as follows:

> Lot 2 in McGuire & Orr's Subdivision, a subdivision of part of Block 16 in John G. Garland's Addition to Winnetka in the Southwest Quarter of Section 21, Township 42 North, Range 13, East of the Third Principal Meridian according to the Plat thereof recorded February 11, 1916 as Document Number 5802853, in Cook County, Illinois; and

WHEREAS, Subject Property is located in the R-5 Zoning District provided in Chapter 17.12 of the Winnetka Zoning Ordinance, Title 17 of the Winnetka Village Code; and

WHEREAS, the owner of the Subject Property has filed an application for the following variations from requirements of the Lot, Space, Bulk and Yard Regulations for Single Family Residential Districts established by Chapter 17.30 of the Zoning Ordinance: (a) a variation of 112.86 square feet (12.33%) from the intensity of use of lot provisions of Section 17.30.030 to allow a front yard lot coverage of 1,028.35 square feet along the Wilson Avenue frontage, which exceeds the front yard lot coverage limitations of 915.49 square feet; (b) a variation of 309.99 square feet (8.95%) from the maximum building size limitations of Section 17.30.040 to allow a gross floor area of 3,773.07 square feet, which exceeds the maximum allowable gross floor area of 3,463.08; (c) a variation 41.42 square feet (80.55%) from the minimum front yard setback requirement of Section 17.30.050 to allow a front yard setback of 10 feet along the Wilson Avenue frontage, whereas the minimum requirement is 51.42 feet is required; and (d) a variation of 5.75.

feet (71.87%) from the minimum side yard requirement for detached garages in Section 17.30.110 to permit a north side yard setback of 2.25 feet, whereas a minimum of 8 feet is required, all in order to allow the construction of a new single-family residence with a detached two-car garage that encroaches into the required west front yard setback along Wilson Avenue and the north side yard setback; and

WHEREAS, on July 9, 2012, on due notice thereof, the Zoning Board of Appeals conducted a public hearing on the requested variations and, at the request of the applicants, tabled the matter to the following meeting to allow the applicant to revise their request to address concerns raised at the hearing; and

WHEREAS, the applicant submitted a revised plan, dated July 30, 2012, which reduced the size of the proposed residence, detached garage and driveway, thereby reducing the total gross floor area by 329.63 square feet to a conforming gross floor area of 3,452.44 square feet, reducing the front yard lot coverage by 114.43 square feet to a conforming 913.92 square feet, and reducing the north side yard setback by 2.75 feet; and

WHEREAS, in accordance with the revised plan, the applicant has amended the variation so that it now is seeking (a) a variation 41.42 square feet (80.55%) from the minimum front yard setback requirement of Section 17.30.050 to allow a front yard setback of 10 feet along the Wilson Avenue frontage, whereas the minimum requirement is 51.42 feet is required and (b) a variation of 3.0 feet (36.5%) from the minimum side yard requirement for detached garages in Section 17.30.110 to permit a north side yard setback of 5 feet, whereas a minimum of 8 feet is required; and

WHEREAS, on August 13, 2012, on due notice thereof, the Zoning Board of Appeals conducted a public hearing on the amended variation request and, by the unanimous vote of the four members then present, has reported to the Council recommending that the requested variations be granted; and

WHEREAS, there are practical difficulties and particular hardships associated with carrying out the strict application of the Zoning Ordinance with respect to the Subject Property in that: (a) the Subject Property is an irregularly shaped through lot, with its east lot line being formed by Walnut Street and its west lot line being formed by Wilson Street; (b) because of the two street frontages, the Subject Property front yard setbacks are required along both the Wilson and Walnut street frontages; (c) the Subject Property has an irregular, trapezoidal shape, because Wilson Street

and Walnut Street are not parallel; (d) the Wilson Street frontage of the Subject Property functions as the rear of the Subject Property, due to the presence of the Union Pacific Railway embankment that runs along the west side of Wilson Street; (e) constructing the garage in a conforming location would place the garage adjacent to open back space of the property immediately to the north; and (f) constructing the garage in a conforming location would eliminate usable green space in the Subject Property's back yard, while increasing the amount of unusable space directly adjacent to Wilson Street; and

WHEREAS, the Subject Property cannot yield a reasonable return if permitted to be used only under the conditions allowed by the Zoning Ordinance, in that: (a) constructing the garage in a conforming location would make the garage abut the proposed rear patio and eliminate usable back yard green space, which is a standard amenity in homes throughout the Village; and (b) construction of the garage in a conforming location would require a significant increase in the amount of impermeable lot coverage due to the associated increased length of the driveway; and

WHEREAS, the requested variations will not alter the essential character of the neighborhood because: (a) the proposed detached garage will be adjacent to the detached garage on the neighboring property to the north, 314 Walnut Street, which also has an approved variation from the required setback from Wilson Street; (b) locating the garage as proposed by the applicant will provide corresponding open back yard green spaces on the Subject Property and the adjacent property to the north; (c) there are several nearby properties along Wilson Street that are through lots with detached garages located in similar proximity to their respective west lot lines, so that the proposed variation is in keeping with the character of the neighborhood; and

WHEREAS, the requested variations will not impair an adequate supply of light and air because the proposed detached garage will abut a neighboring detached garage and preserve the supply of light and air for both the Subject Property and the adjacent properties; and

WHEREAS, the requested variations will not increase the hazard from fire and other dangers to the Subject Property, as the proposed construction will comply with all applicable building and fire protection codes, and the hazard from fire or other damages will be decreased with the greater distance between the garage and the adjacent residences; and

WHEREAS, the requested variations will not diminish the taxable value of land and buildings throughout the Village, and the taxable value of the Subject Property may be increased because of the proposed improvements; and

WHEREAS, the proposed construction will not contribute to congestion on the public streets, as the property will continue to be used for single family residential purposes; and

WHEREAS, there is no evidence that the requested variations will otherwise impair the public health, safety, comfort, morals, and welfare of the inhabitants of the Village; and

WHEREAS, the requested variations are in harmony with the general purpose and intent of the Winnetka Zoning Ordinance, in that they allow the renovation, restoration and rehabilitation of a structurally sound existing building while maintaining the existing scale and appearance of the community and protecting established trees and landscaping.

NOW, THEREFORE, the Council of the Village of Winnetka do ordain as follows:

SECTION 1: The foregoing recitals are hereby incorporated as the findings of the Council of the Village of Winnetka, as if fully set forth herein.

SECTION 2: The Subject Property, commonly known as 310 Walnut Street and located in the R-5 Single-Family Residential District provided in Chapter 17.12 of the Winnetka Zoning Ordinance, Title 17 of the Winnetka Village Code, is hereby granted the following variations from requirements of the Lot, Space, Bulk and Yard Regulations for Single Family Residential Districts established by Chapter 17.30 of the Zoning Ordinance: (a) variation of 41.42 square feet (80.55%) from the minimum front yard setback requirement of Section 17.30.050 to allow a front yard setback of 10 feet along the Wilson Avenue frontage, whereas the minimum requirement is 51.42 feet is required and (b) a variation of 3.0 feet (36.5%) from the minimum side yard requirement for detached garages in Section 17.30.110 to permit a north side yard setback of 5 feet, whereas a minimum of 8 feet is required, said variations being granted to allow the construction of a new single-family residence with a detached two-car garage, all in accordance with the revised plans and elevations dated July 30, 2012.

SECTION 3: The variations granted herein are conditioned upon the commencement of the proposed construction within 12 months after the effective date of this Ordinance.

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SECTION 4: This Ordinance is passed by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

SECTION 5: This Ordinance shall take effect immediately upon its passage, approval and posting as provided by law.

PASSED this 18th day of September, 2012, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this 18th day of September, 2012.

Signed:

_____
Village President

Countersigned:

_____
Village Clerk

Introduced: September 6, 2012
Posted: September 7, 2012
Passed and Approved:
Posted:

Revised Attachment to Zoning Variation Request

310 Walnut

July 30, 2012

Revision of Variance Request

Based on feedback discerned from the initial July hearing of this variance request, the applicant has amended its request to eliminate 2 of the 4 variances previously requested. The applicant continues to request setback reductions at Wilson Street and at its North property line solely for placement of a detached garage. The applicant has eliminated the previously requested variances (1) to exceed the allowable GFA for the lot, and (2) to exceed the allowable impermeable development in the Wilson Street front-yard.

In order to do this, the proposed home, garage and driveway have each been reduced in SF area from the previously presented proposal to now be within allowable zoning limits, and the request for a side-yard reduction (applicable to the garage only) has been reduced from a 6' reduction previously requested to a 3' reduction.

The allowable GFA for 310 Walnut is 3,463.08 SF. The design of the home and garage originally proposed have been modified to reduce the proposed GFA to 3,452.45 SF, thus within the allowed GFA total.

The area of the Wilson Street "front yard" is 3,051.62 SF of which 30%, or 915.45 SF is allowed to be covered by impermeable surface. The revised garage equals 400 SF, the driveway as proposed equals 460.72 SF, and the portion of the garage sidewalk that is in the Wilson front yard equals 53.2 SF for a total of 913.92 SF and is thus within the allowed coverage total.

Explanation of Variation Requested:

The applicant is requesting a combination of 2 variances relating to the placement of the proposed detached garage that will be part of the revised Building Permit Application recently submitted, and to be amended, for this address. 310 Walnut is a through lot by definition, bounded at what would otherwise be the rear of the lot, by Wilson Street. Because Wilson is considered a street and not an alley, several instances of how the zoning ordinance is applied to this 50' wide lot's residential development, differ in substantive ways from how it would be applied if the lot were not considered a through-lot.

The intent of the applicant in requesting the variances is to seek to place a detached garage similarly to how it would be placed if the lot were not considered a through-lot. Among the possible solutions for residential re-development of this lot, this is the only solution that allows for a home with a functional, family-friendly backyard that is consistent with the development of homes throughout the neighborhood. Additionally it reduces the area of the lot that is given over to pavement by more than 300 SF when compared to a code-compliant Site Plan. It is our belief that the function and previous development of Wilson Street in this block and several others surrounding is currently more in keeping with an alley than a street thus we seek to develop the lot in keeping with that pattern.

Because the ordinance considers the Wilson Street (west) side of the lot to be another front yard it (1) calls for a setback which is to be the average of the existing principal building setbacks along Wilson. This average has been determined by zoning staff to be 51.42', and if developed in compliance herewith, prevents placement of a detached garage at a more typical location near the rear of a lot as would be permissible on a lot that is not a through lot. Accordingly, the applicant is asking to reduce the Wilson Street setback to 10'. (2) the ordinance doesn't allow the side setback to be reduced to 2' for a garage in the rear 25% of the lot because, again, technically there is no "rear" of the lot. The applicant is asking to reduce the side setback to 5' in lieu of 8' for the garage only.

It is our understanding that in approximately 2005 the adjacent neighboring property at 314 Walnut requested and received a similar variance that enabled them to construct their detached garage closer to the Wilson Street property line than the requirement at that time allowed. Similarly, there are several properties already developed along Wilson Street that are "through-lots" where the garage is developed closer to the lot line than allowed by the zoning code, and in some cases, significantly closer to the lot line than what is being proposed today by the applicant. These properties include 314 Walnut to the north; and 302 Walnut, 576 & 580 Hawthorne, 228 Poplar to the south. As previously stated, Wilson Street currently functions more as an alley than a street in the referenced blocks since there are no homes on the opposite side of the street (only the railroad embankment) and since the majority of the properties that run through to Wilson on the blocks I have referenced are fenced at the Wilson lot line with opaque privacy fences that effectively block any view of the yards or the location of improvements thereon. In the block where the subject property is located and the other blocks referenced, none of the constructed homes face Wilson Street with their front elevations. The applicant seeks similar relief to that in evidence at 314 Walnut and the other referenced properties, namely to construct the detached garage as shown on our proposed Site Plan, no nearer than 10' from the Wilson Street property line and 5' from the north side lot line in a location that is back to back with the garage at 314 Walnut.

Accordingly, the applicant asks for the following variances in connection with this request:

(1) A reduction in the setback requirement from the Wilson Street to 10' for construction of a detached garage;
(2) A reduction in the side setback requirement on the north side of the lot for construction of a detached garage 5' from the lot line;

If the relief were granted as sought in this application, all other aspects of the pending Building Permit Application, to the best of our knowledge, are in full compliance with the requirements of Winnetka's Zoning Ordinance; or stated another way: if the Wilson Street side of the lot were a "rear yard", the proposed construction would be fully compliant with the Zoning Ordinance.

The strict application of the provisions of the zoning ordinance result in a particular hardship to the applicant because the lot is truncated by Wilson Street resulting in an irregular shape wherein it is 32' shorter in depth on the south than on the north and comes to a point at its NW corner. This shape already forces a garage to be further forward toward the east in order to fit within any setback lines. Then the greater setback (as compared with a non "through-lot") must be applied parallel to the lot line which also results in the garage being forced east. Finally, the existing utility pole near the northwest corner of the lot has stabilizing cables extending south that discourages the development of a driveway on the north edge of the lot. The net result of all this is that a garage built in compliance with the requirement of the ordinance on this particular lot would severely impact the size, function and shape of the "rear yard", because of the resulting location of the garage and driveway, in a way that limits its desirability to any ultimate occupant of the property.

Accordingly:

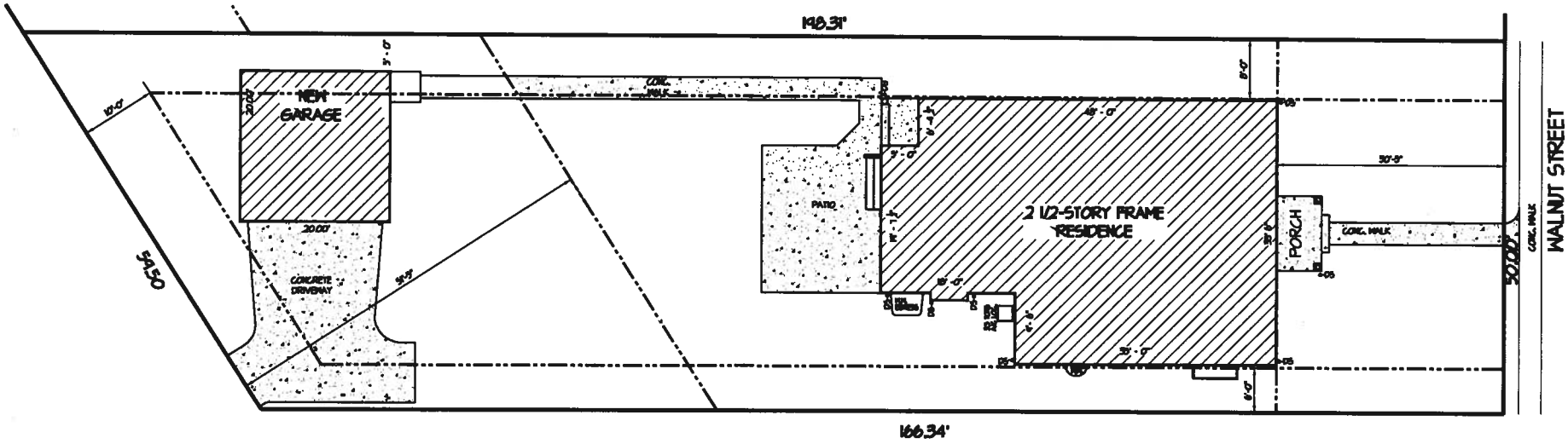
1. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by regulations in this zone, because, based on the applicant's past experience in the village, the quality of "rear yard" is one of the most significant factors in attracting a homeowner in this community, and in compliance with the ordinance the garage and driveway effectively split the backyard in half, severely limiting function and desirability, and increasing yard area needlessly given over to pavement by more than 300 SF.
2. The plight of the homeowner is due to unique circumstances, namely the irregular shape of the lot in combination with its status as a "through-lot" and the difference in zoning application as compared to a more typical non "through-lot" of similar size.
3. The variations, if granted, will not alter the essential character of the locality. In fact, there are several properties already developed along Wilson Street as previously listed, that are through lots where the garage is developed equal to or

significantly closer to the lot line than what is proposed by the applicant. Further, it will reinforce the essential character of the locality, in that single-family homes on 50' wide lots with detached garages and pleasant, functional backyards are the most typical housing form in evidence in the neighborhood.

4. An adequate supply of light and air will be enhanced rather than impaired if the variations are granted by moving the garage further from the residence and adjacent residences.
5. The hazard from fire and other damages to the property will not be increased, but rather, it will be reduced if the variations are granted by keeping a greater distance between structures and between vehicular traffic and occupants on the lot.
6. If the variations are allowed, the value of the developed property will be greater with a larger, more occupant-friendly "backyard", and therefore, the taxable value of the property should be enhanced, and in turn, enhance the taxable value of the Village.
7. There will be no impact to congestion in the public street as the variations, if granted, will not limit the ability to provide required parking on the lot and will not increase or decrease the number of cars entering or leaving the property.
8. The public health, safety, comfort, morals and welfare of the inhabitants of the Village will not be otherwise impaired or impacted in any way by the granting of these variances.

For the reasons stated above, the applicant, North Shore Builders, hereby requests that the Village of Winnetka grant the requested variances.

Your consideration and cooperation in this matter is greatly appreciated.

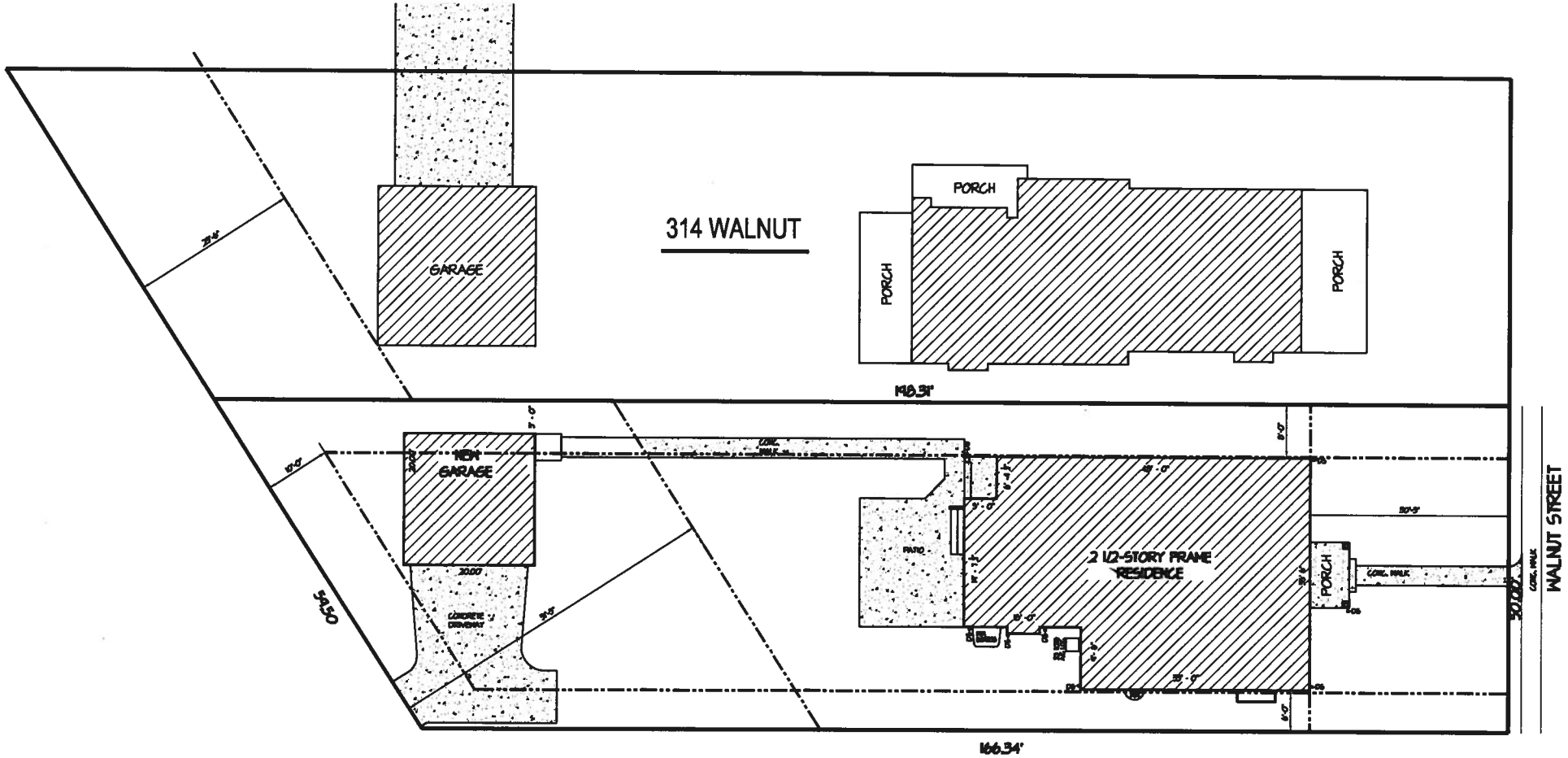


310 WALNUT

PROPOSED SITE PLAN

SCALE: 1" = 10'-0"

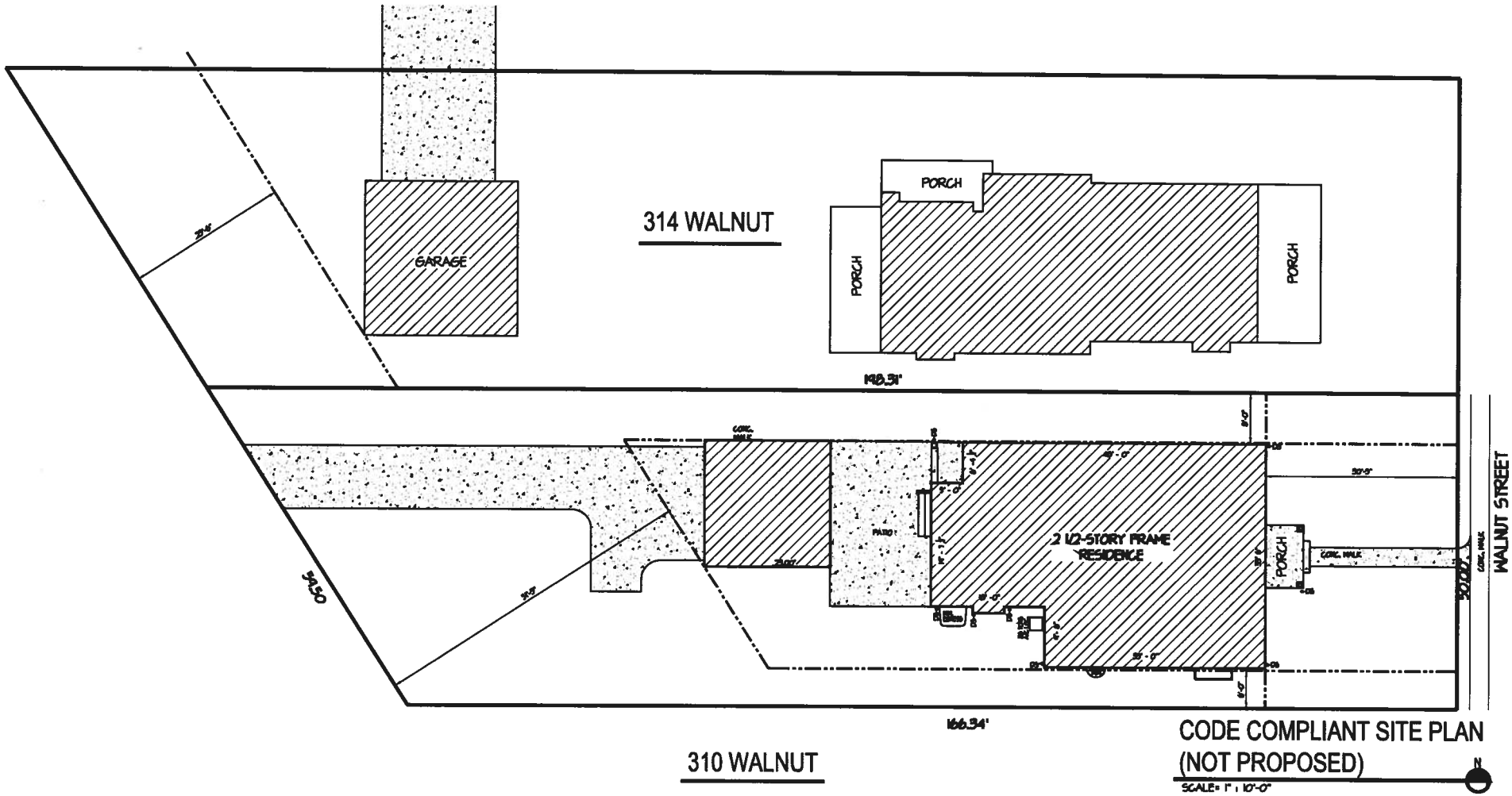
REVISED: 7-30-2012



PROPOSED SITE PLAN

SCALE: 1" = 10'-0"

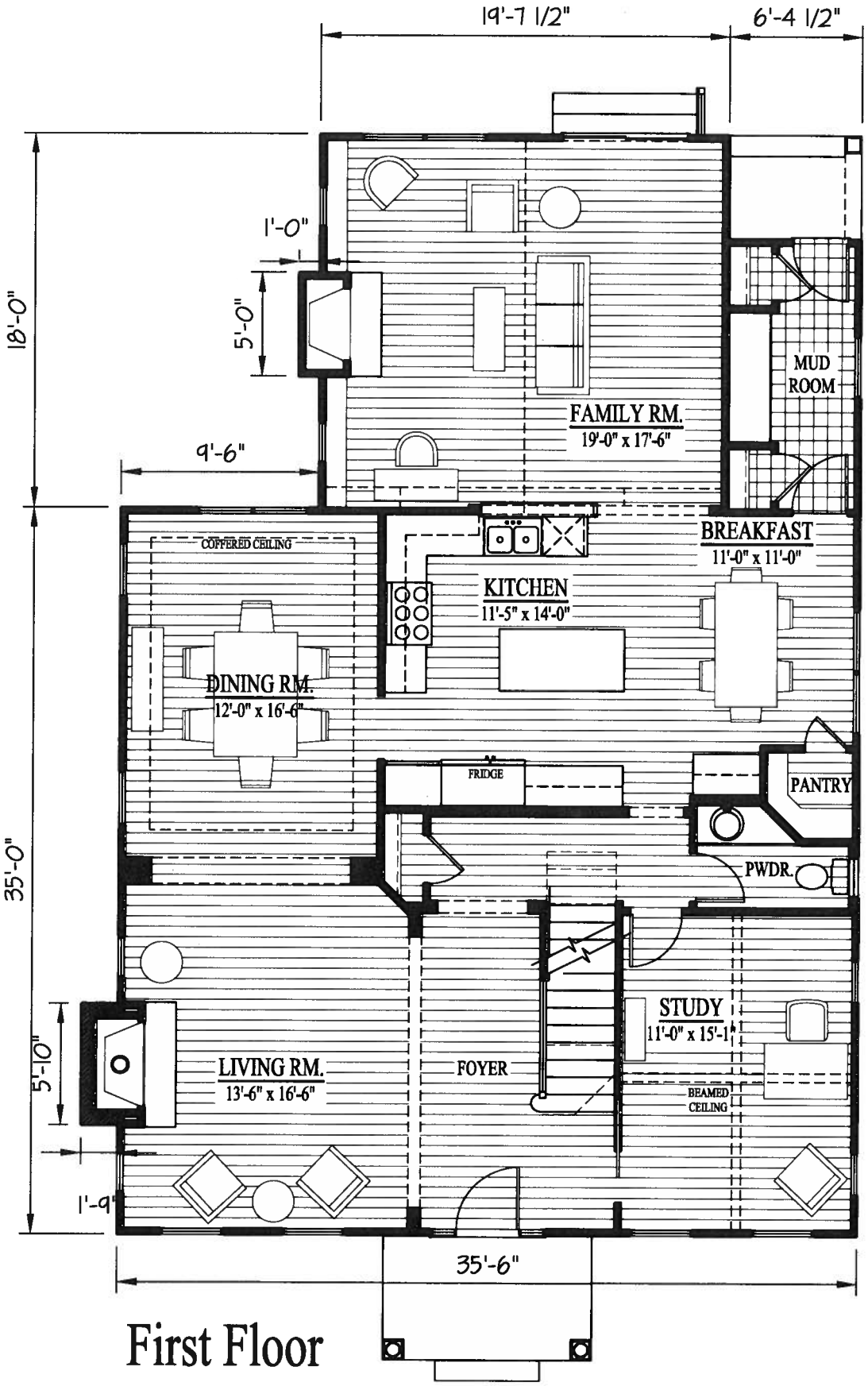
REVISED: 1-30-2012



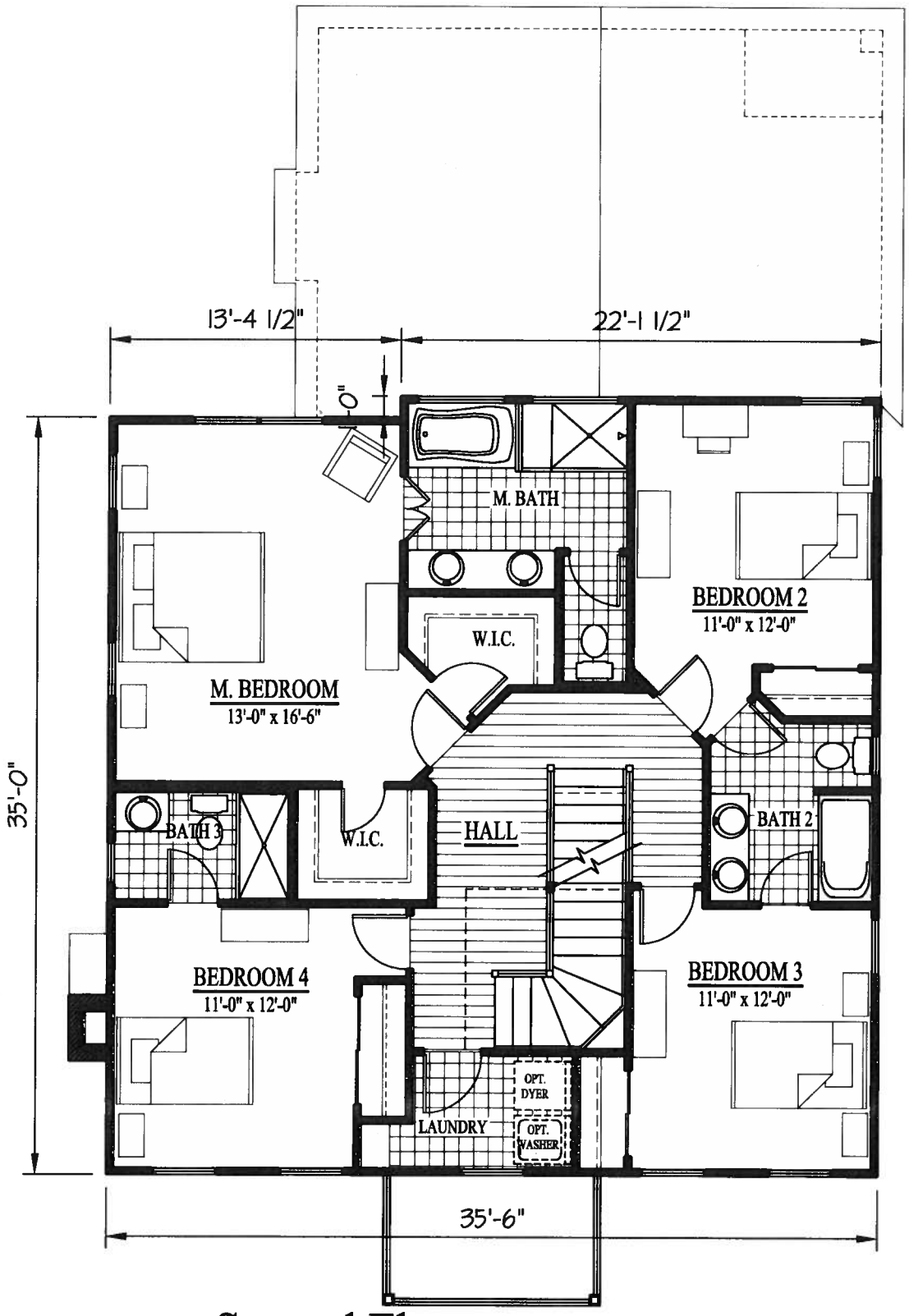
CODE COMPLIANT SITE PLAN
(NOT PROPOSED)

SCALE: 1" = 10'-0"

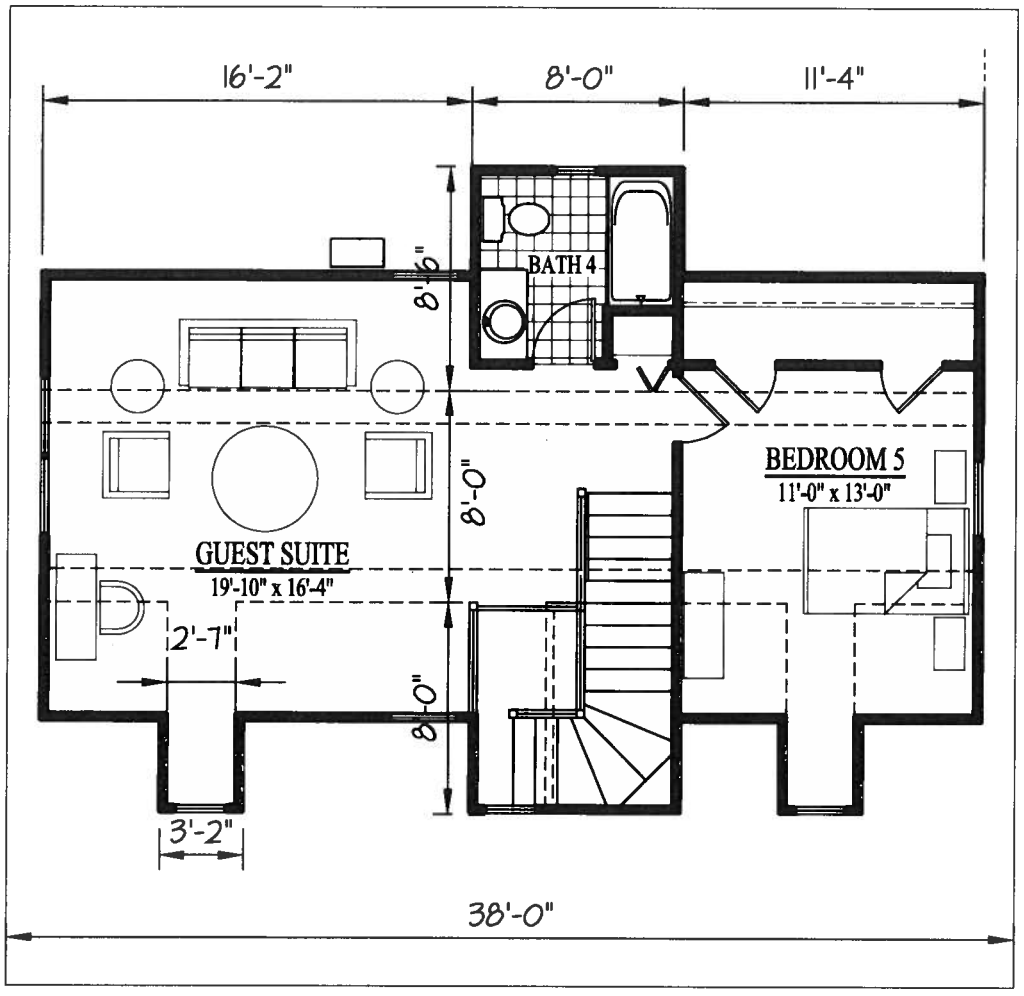
REVISED: 1-30-2012


19'-7 1/2"
6'-4 1/2"
18'-0"
1'-0"
5'-0"
9'-6"
FAMILY RM.
19'-0" x 17'-6"
MUD ROOM
COFFERED CEILING
KITCHEN
11'-5" x 14'-0"
BREAKFAST
11'-0" x 11'-0"
DINING RM.
12'-0" x 16'-6"
FRIDGE
PANTRY
PWDR.
35'-0"
STUDY
11'-0" x 15'-1"
LIVING RM.
13'-6" x 16'-6"
FOYER
BEAMED CEILING
5'-10"
1'-9"
35'-6"

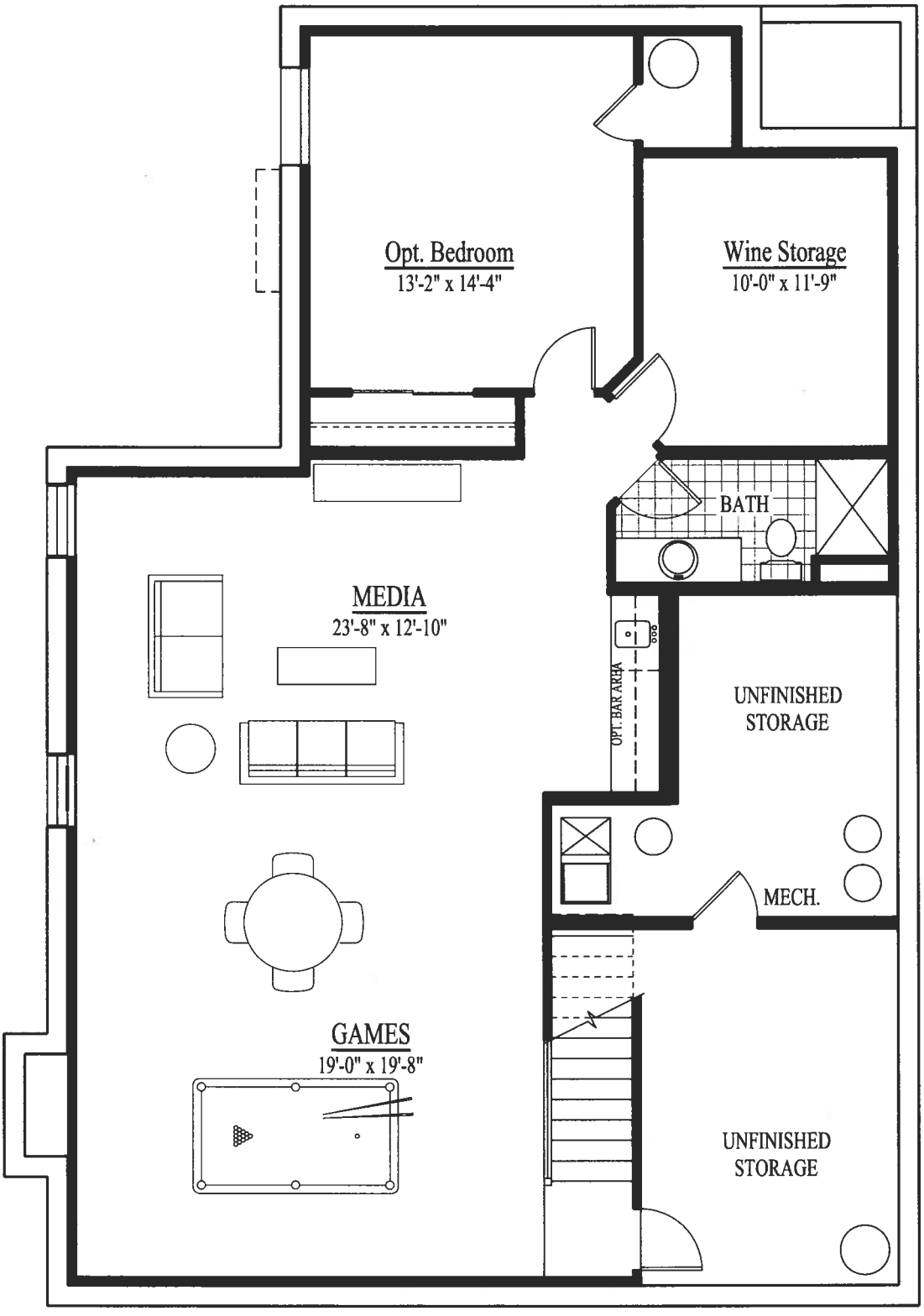
First Floor



Second Floor

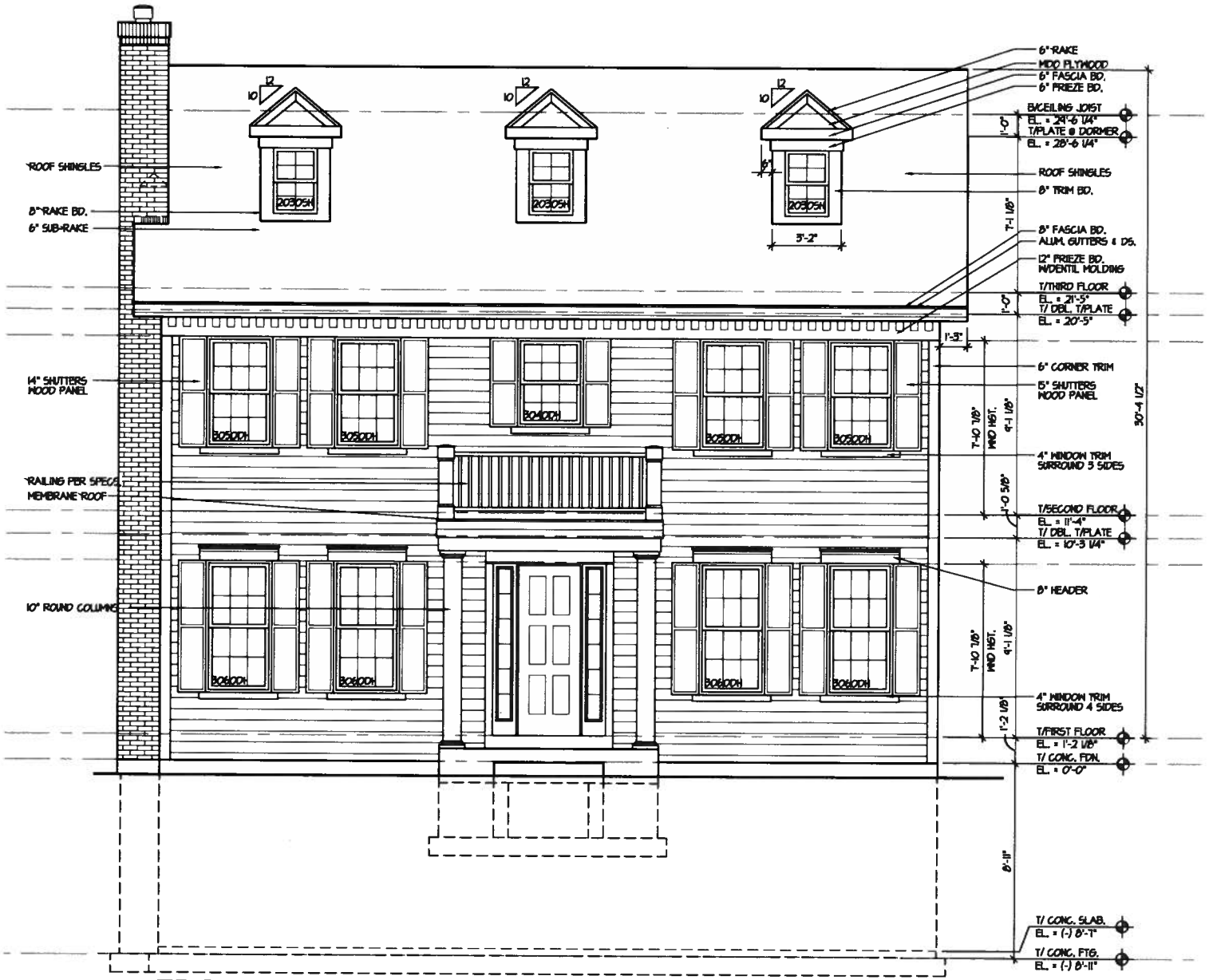

16'-2"
8'-0"
11'-4"
BATH 4
8'-6"
8'-0"
BEDROOM 5
11'-0" x 13'-0"
GUEST SUITE
19'-10" x 16'-4"
2'-7"
8'-0"
3'-2"
38'-0"

Attic



Basement

(Optional Finished Layout Shown)

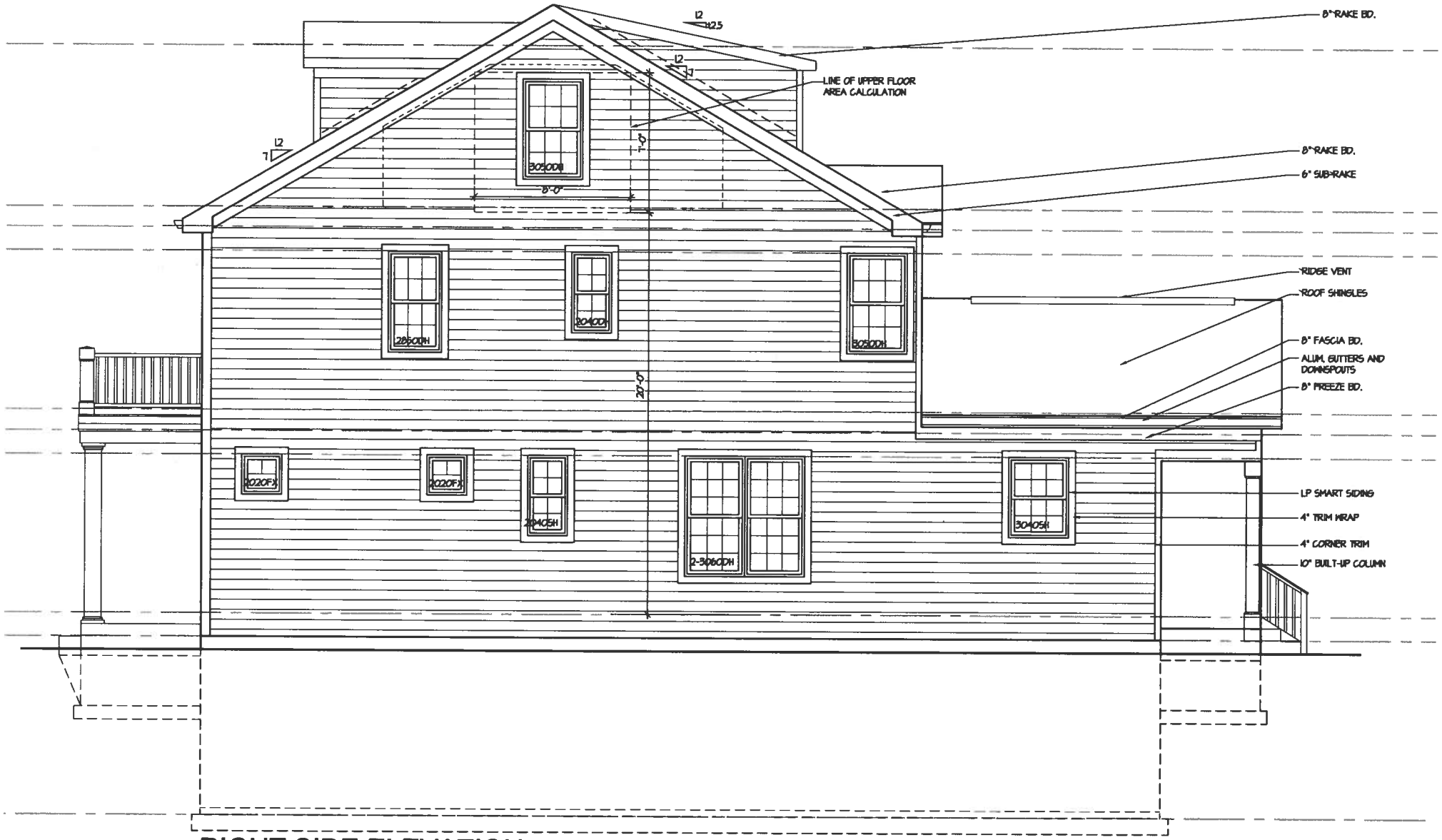


FRONT ELEVATION

SCALE: 1/4" = 1'-0"

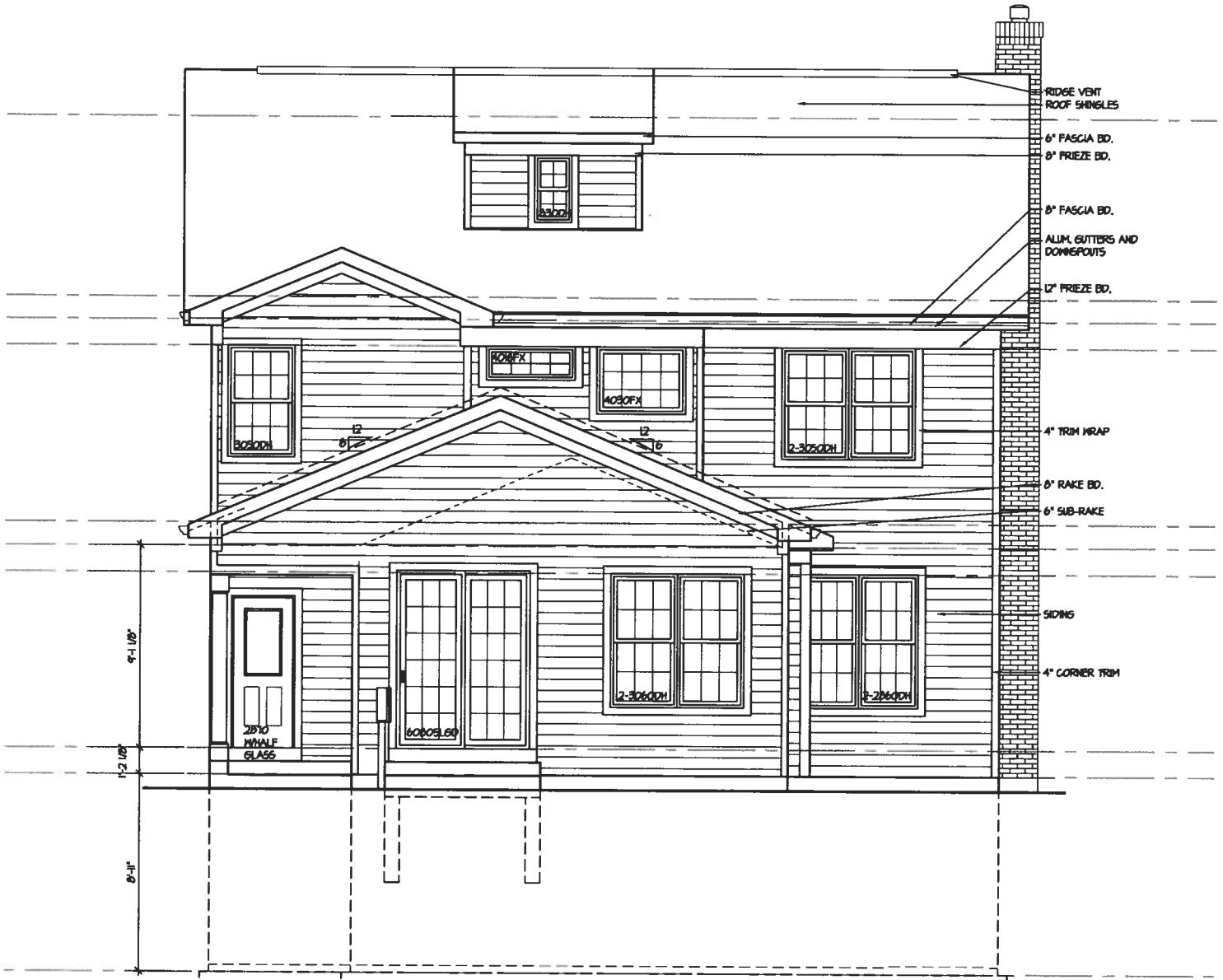
LEFT SIDE ELEVATION

SCALE: 1/4" = 1'-0"



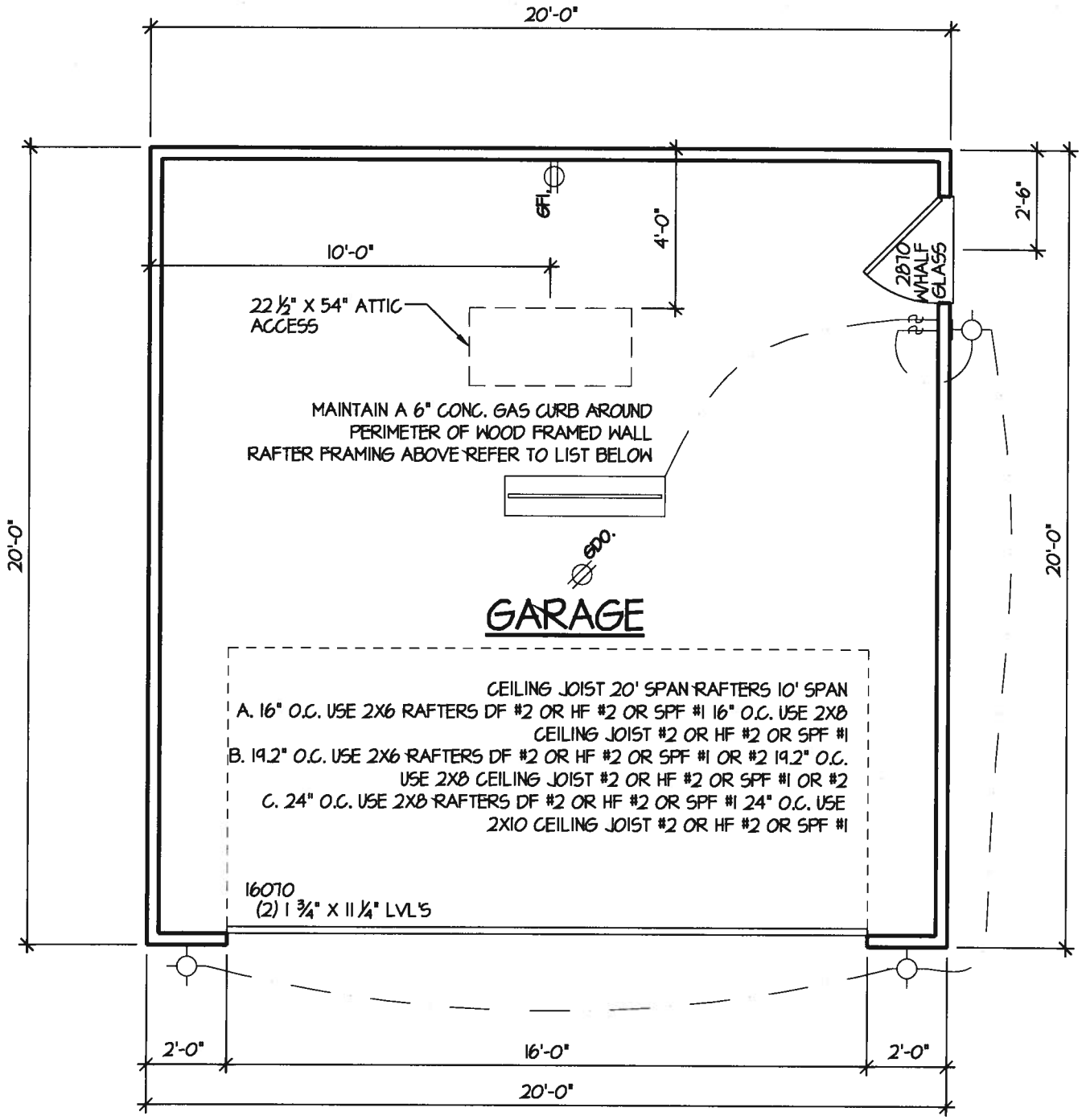
RIGHT SIDE ELEVATION

SCALE: 1/4" = 1'-0"



REAR ELEVATION

SCALE: 1/4" = 1'-0"



FIRST FLOOR PLAN

SCALE: 1/4"= 1'-0"

NOTES:

ROOF INFORMATION

REFER TO ROOF FRAMING LIST ABOVE FOR RAFTER FRAMING

WALL INFORMATION

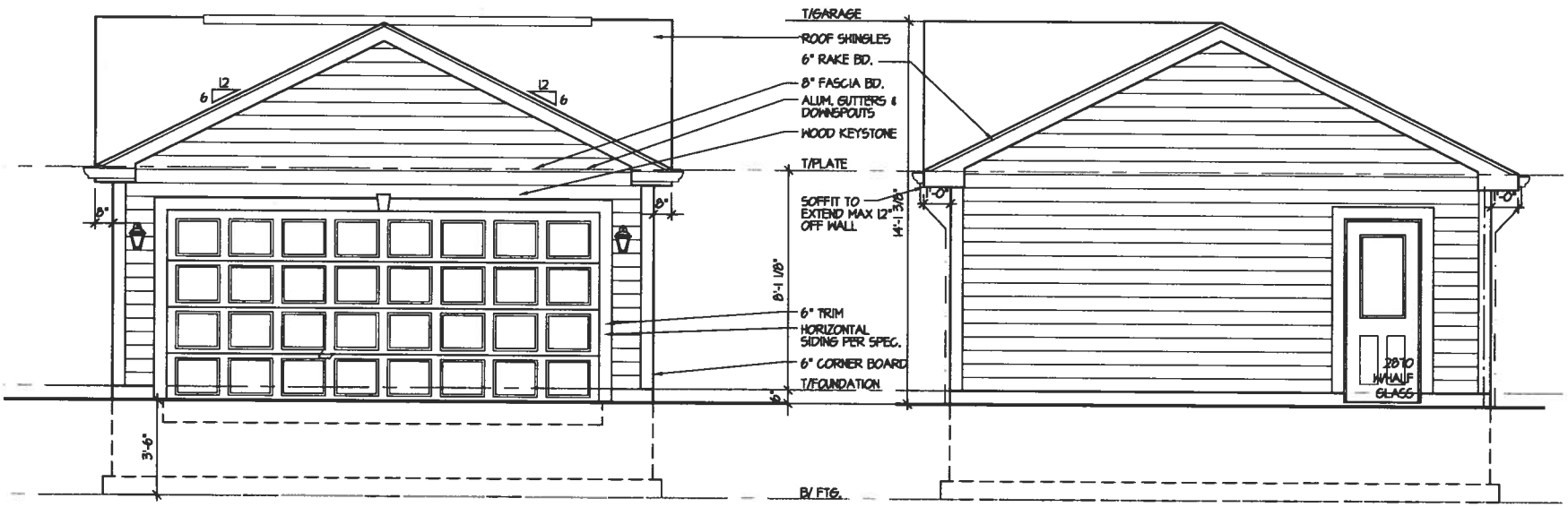
GARAGE WALL: 92 5/8" 2X4 #2 SPF GRADE OR BETTER @ 24" O.C.

PLAN INFORMATION

ALL DIMENSIONS ARE TO FACE OF STUD TO FACE OF STUD

THE CONDITIONS LISTED HERE ARE STANDARD FOR THIS PLAN ELEVATIONS.

EXCEPTIONS ARE NOTED IN THE PLAN

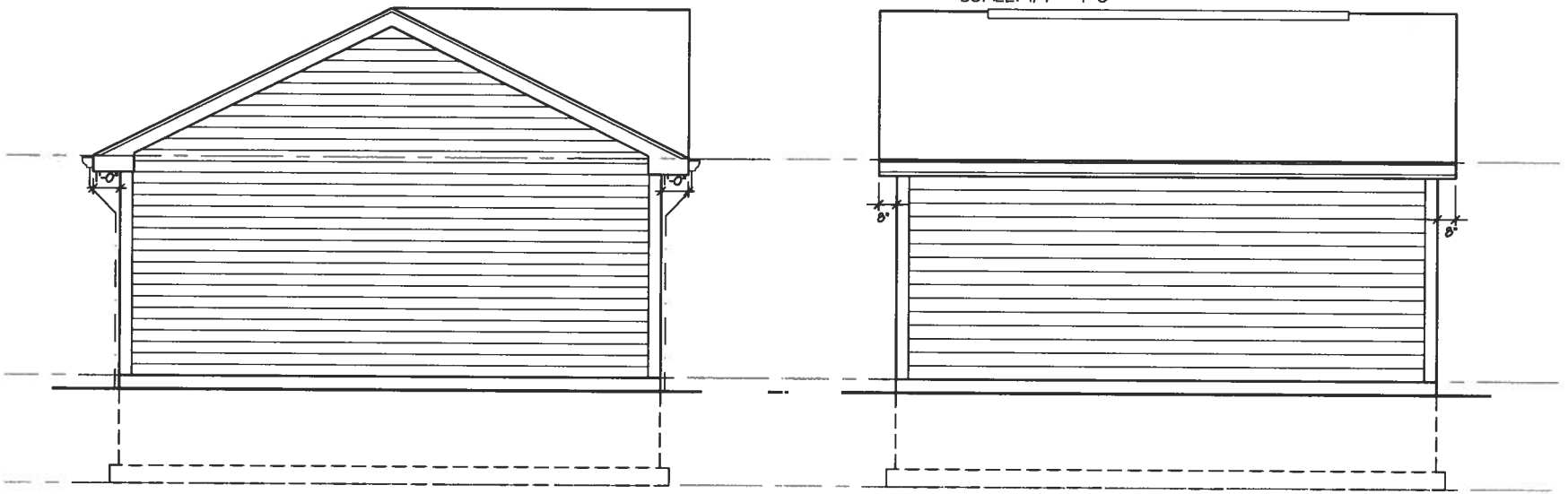


FRONT ELEVATION

SCALE: 1/4" = 1'-0"

RIGHT SIDE ELEV.

SCALE: 1/4" = 1'-0"



LEFT SIDE ELEV.

SCALE: 1/4" = 1'-0"

REAR ELEVATION

SCALE: 1/4" = 1'-0"

RECEIVED
JUN - 6 2012
BY:

CASE NO. 12-16-V2

APPLICATION FOR VARIATION
WINNETKA ZONING BOARD OF APPEALS

Owner Information:

Name: NORTH SHORE BUILDERS I, INC.

Property Address: 310 WALNUT STREET

Home and Work Telephone Number: (847) 772-8443 (TOM) / (847) 942-6882

Fax and E-mail: TMEYERS@NSBGREEN.COM; TOM HICKMAN@TLHARCHITECTS.COM
↳ (847) 963-1356

Architect Information: Name, Address, Telephone, Fax & E-mail:

THOMAS HICKMAN, TLH ARCHITECTS & DEVELOPERS, LTD.
6519 RFD, LONG GROVE, IL 60047
PH. (847) 772-8443; FAX (847) 963-1356; TOM HICKMAN@TLHARCHITECTS.COM

Attorney Information: Name, Address, Telephone, Fax & E-mail:

N/A

Date Property Acquired by Owner: MAY 29, 2012

Nature of Any Restrictions on Property: THROUGH LOT

Explanation of Variation Requested: SEE ATTACHED
(Attach separate sheet if necessary)

OFFICE USE ONLY

Variation Requested Under Ordinance Section(s): _____

Staff Contact: _____ Date: _____

STANDARDS FOR GRANTING OF ZONING VARIATIONS

Applications must provide evidence and explain in detail the manner wherein the strict application of the provisions of the zoning regulations would result in a clearly demonstrated practical difficulty or particular hardship. In demonstrating the existence of a particular difficulty or a particular hardship, please direct your comments and evidence to **each** of the following items:

1. The property in question can not yield a reasonable return if permitted to be used only under the conditions allowed by regulations in that zone.

2. The plight of the owner is due to unique circumstance. Such circumstances must be associated with the characteristics of the property in question, rather than being related to the occupants.

3. The variation, if granted, will not alter the essential character of the locality.

4. An adequate supply of light and air to the adjacent property will not be impaired.

5. The hazard from fire and other damages to the property will not be increased.

6. The taxable value of the land and buildings throughout the Village will not diminish.

7. The congestion in the public street will not increase.

8. The public health, safety, comfort, morals, and welfare of the inhabitants of the Village will not otherwise be impaired.

For your convenience, you will find attached examples of general findings, for and against the granting of a variation, which have been made by the Zoning Board of Appeals and Village Council in prior cases.

NOTE: The Zoning Board of Appeals or the Village Council, depending on which body has final jurisdiction, must make a finding that a practical [redacted]p exists in order to grant a variation request.

Property Owner's Sign[redacted]Date: 6/6/2012

NORTH [redacted] OWNER'S ARCHITECT

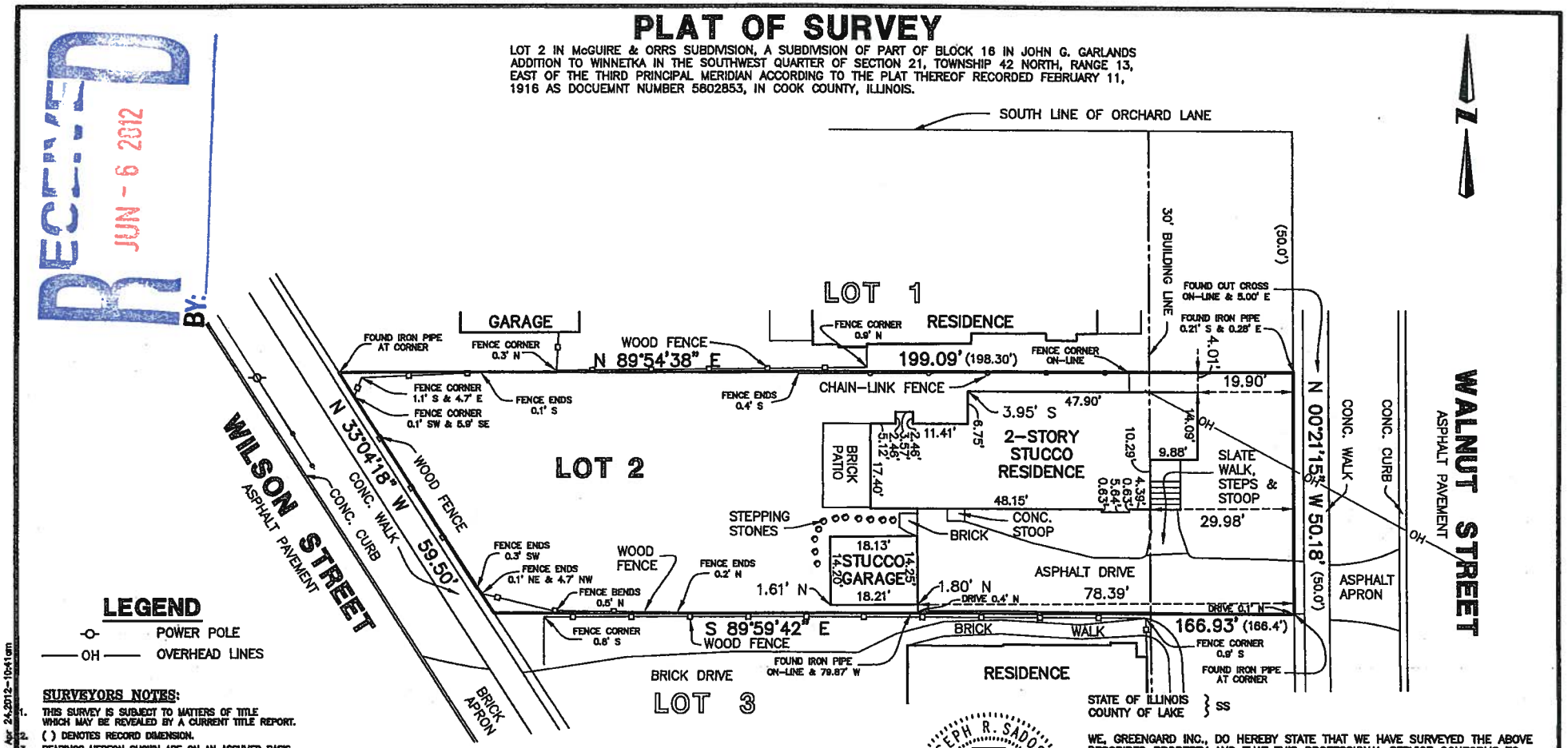
(Proof of Ownership is required)

Variations, if granted, require initiation of construction activity within 12 months of final approval. Consider your ability to commence construction within this 12 month time period to avoid lapse of approvals.

RECEIVED
JUN - 6 2012
BY:

PLAT OF SURVEY

LOT 2 IN McGUIRE & ORRS SUBDIVISION, A SUBDIVISION OF PART OF BLOCK 16 IN JOHN G. GARLANDS ADDITION TO WINNETKA IN THE SOUTHWEST QUARTER OF SECTION 21, TOWNSHIP 42 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN ACCORDING TO THE PLAT THEREOF RECORDED FEBRUARY 11, 1916 AS DOCUEMNT NUMBER 5802853, IN COOK COUNTY, ILLINOIS.



LEGEND

POWER POLE

OH OVERHEAD LINES

SURVEYORS NOTES:

1. THIS SURVEY IS SUBJECT TO MATTERS OF TITLE WHICH MAY BE REVEALED BY A CURRENT TITLE REPORT.
2. ( ) DENOTES RECORD DIMENSION.
3. BEARINGS HEREON SHOWN ARE ON AN ASSUMED BASIS.
4. ORIGINAL CLIENT– NORTH SHORE BUILDERS
5. ORIGINAL FIELD WORK COMPLETED– 04–20–12

GENERAL NOTES:

1. DISTANCES ARE MARKED IN FEET AND DECIMAL PLACES THEREOF.
2. NO DIMENSION SHALL BE ASSUMED BY SCALE MEASUREMENT HEREON.
3. ONLY THOSE BUILDING LINE SETBACKS AND EASEMENTS WHICH ARE SHOWN ON THE RECORDED PLAT OF SUBDIVISION ARE SHOWN HEREON. THERE MAY BE ADDITIONAL TERMS, POWERS, PROVISIONS AND LIMITATIONS CONTAINED IN AN ABSTRACT DEED, LOCAL ORDINANCES, DEEDS, TRUSTS, COVENANTS OR OTHER INSTRUMENTS OF RECORD.
4. COMPARE DEED DESCRIPTION AND SITE CONDITIONS WITH THE DATA GIVEN ON THIS PLAT AND IMMEDIATELY REPORT ANY DISCREPANCIES TO THE SURVEYOR.

AREA

9,156 Sq. Ft. OR 0.21 ACRES (MORE OR LESS)

JOSEPH R. SADOSKI 3316 PROFESSIONAL LAND SURVEYOR STATE OF ILLINOIS LINCOLNSHIRE, ILLINOIS

STATE OF ILLINOIS } SS
COUNTY OF LAKE }

WE, GREENGARD INC., DO HEREBY STATE THAT WE HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND THAT THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

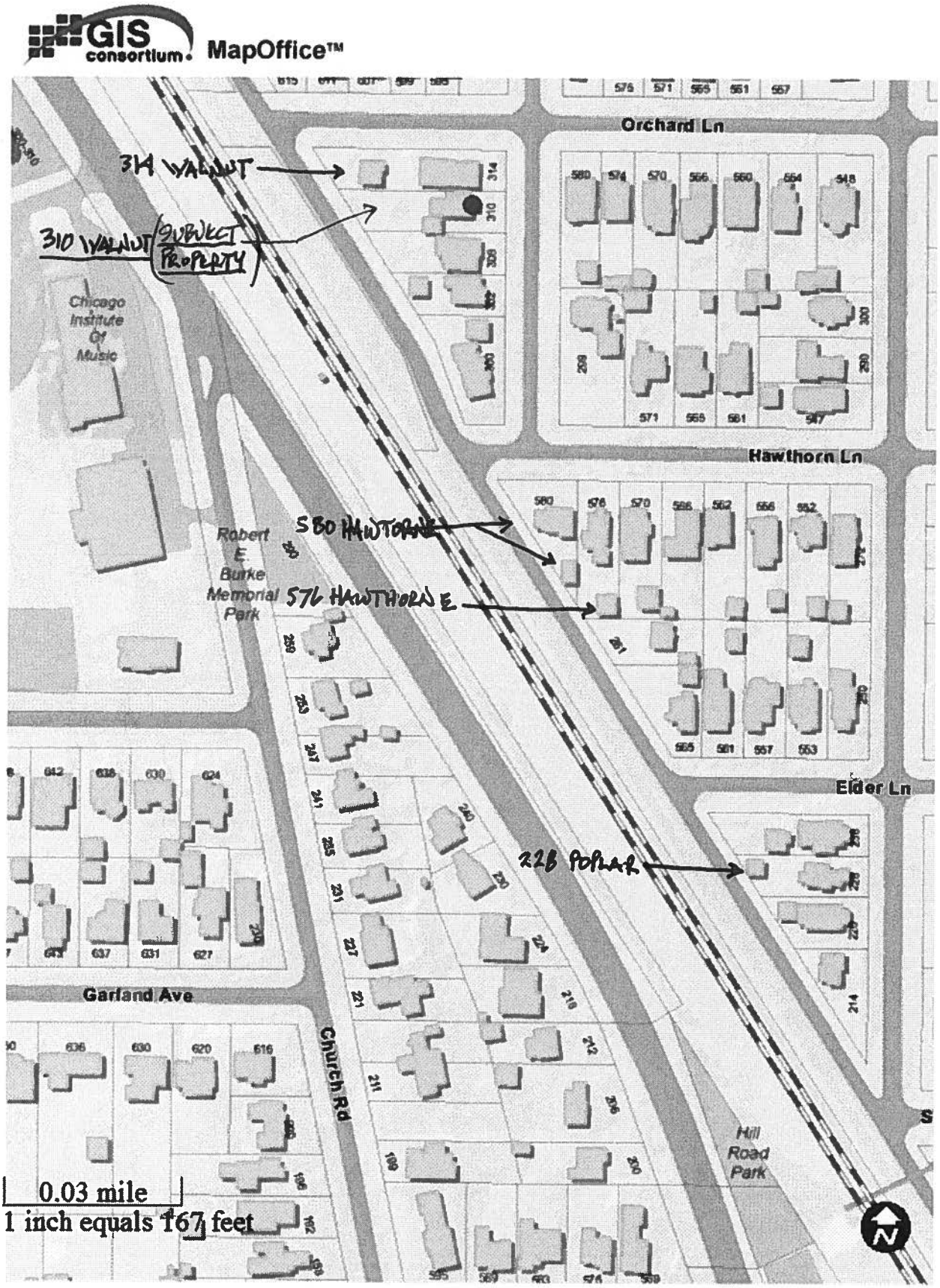
DATED THIS 24TH DAY OF APRIL, A.D., 2012.

GREENGARD, INC.
111 BARCLAY BOULEVARD, SUITE 310
LINCOLNSHIRE, ILLINOIS 60069

JOSEPH R. SADOSKI
ILLINOIS
PROFESSIONAL LAND SURVEYOR NO. 3316
MY RENEWABLE LICENSE EXPIRES 11/30/12.

DESIGNED BY: AN	DATE: 04-23-12	GREENGARD INC.	SCALE: 1"=20'
CHECKED BY: JRS	DATE: 04-24-12	Engineers • Surveyors • Planners	DRAWING No.: 57184
APPROVED BY:	DATE:	111 Barclay Blvd., Suite 310, Lincolnshire, Illinois 60069–2906	SHEET: 1 OF 1
DRAWN BY:	DATE:	847/634–3883 E-MAIL: 231@greengardinc.com FAX: 847/634–0867	310 WALNUT STREET – WINNETKA, ILLINOIS
REVISIONS			PLAT OF SURVEY

Drawing File: J:\57184\dwg\Survey\57184-SB.dwg Apr 24,2012-10:41am




GIS consortium
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310 Walnut
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Hawthorn Ln
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Robert E Burke Memorial Park
290
Green Bay Rd
Wilson St
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WINNETKA ZONING BOARD OF APPEALS
EXCERPT OF MINUTES
JULY 9, 2012

Zoning Board Members Present:	Joe Adams, Chairman Mary Hickey Joni Johnson Bill Krucks Carl Lane
Zoning Board Members Absent:	Jim McCoy Scott Myers
Village Staff:	Michael D'Onofrio, Director of Community Development Ann Klaassen, Planning Assistant
Agenda Items:	
Case No. 12-16-V2:	310 Walnut St. North Shore Builders 1, Inc. Variations by Ordinance 1. Intensity of Use of Lot 2. Maximum Building Size 3. Front Yard Setback 4. Garages

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Minutes of the Zoning Board of Appeals
July 9, 2012

310 Walnut St., Case No. 12-16-V2, North Shore Builders 1, Inc., Variations by Ordinance: (1) Intensity of Use of Lot, (2) Maximum Building Size, (3) Front Yard Setback and (4) Garages

Mr. D'Onofrio read the public notice. The purpose of this hearing is to hear testimony and receive public comment regarding a request by North Shore Builders 1, Inc. concerning variations by Ordinance from Section 17.30.030 [Intensity of Use of Lot], Section 17.30.040 [Maximum Building Size], Section 17.30.050 [Front Yard Setback], and Section 17.30.110 [Garages] of the Winnetka Zoning Ordinance to permit the construction of a new residence and detached garage that will result in a front yard lot coverage along Wilson of 1,028.35 s.f., whereas a maximum of 915.49 s.f. is permitted, a variation of 112.86 s.f. (12.33%), a gross floor area of 3,773.07 s.f., whereas a

maximum of 3,463.08 s.f. is permitted, a variation of 309.99 s.f. (8.95%), a front yard setback of 10 ft. along Wilson for a detached garage, whereas a minimum of 51.42 ft. is permitted, a variation of 41.42 ft. (80.55%), and a north side yard setback for the detached garage of 2.25 ft., whereas a minimum of 8 ft. is required, a variation of 5.75 ft. (71.87%).

Chairman Adams swore in those that would be speaking on this case.

Tom Hickman from North Shore Builders introduced himself to the Board as the architect, along with Tony Myers, the vice president of North Shore Builders. He stated that after an extended description of what they are asking for, the simplest way to describe the request is to develop the lot as if it were not a through lot. Mr. Hickman stated that by definition, it is a through lot because of the street on the east and west sides. He added that everything they are proposing would fall within the constraints of the ordinance if it were not a through lot.

Mr. Hickman noted that Wilson ran on the west end of the lot and that it ran parallel to the railroad tracks. He informed the Board that none of the through lots facing Wilson have homes facing Wilson and that they all face in the other direction. Mr. Hickman then stated that on other blocks there are instances of homes facing Wilson, but which are not through lots. He stated that on this particular block, there are no homes facing Wilson. Mr. Hickman then stated that on the opposite side of Wilson, there is an approximate 12 foot concrete wall.

Mr. Hickman stated that with regard to the idea of a through lot, the ordinance attempted to protect the integrity of the front yard line of that second front yard which did not come into play here since there are no front yards facing Wilson. He then stated that there are stockade fences on the other homes facing Wilson.

Mr. Hickman then referred the Board to the drawing and stated that what they attempted to do is propose to develop the lot and be compatible with the north neighbor where a variance was given to bring their garage closer to Wilson to match up the garages, to maximize the backyard and build a traditional Winnetka home on a 50 foot wide lot with a detached garage as opposed to another solution. He stated that with regard to the second illustration, he pointed out what would happen to the garage if they had to adhere to the ordinance. Mr. Hickman indicated that you can see where the garage would get pulled up tight to the back of the home and that it would be closer to the neighboring home as well. He stated that the addition of a driveway would be necessary for that alternative which would destroy the backyard. Mr. Hickman stated that the backyard would be nonfunctional when compared with the proposed solution, which is the reason why they are seeking what they are asking for. He then stated that they felt that the hardship related to the fact that the lot is considered a through lot and that various different rules come into play since it is considered a through lot which is why they are asking for the requested variations. Mr. Hickman then asked the Board if they had any questions.

Chairman Adams asked if in a conforming design, the garage would not be attached to the home.

Mr. Hickman confirmed that is correct. He stated that they would have to pull the detached garage to the point where it would meet the setback requirements.

Chairman Adams asked if it is their testimony that if the garage was attached to the home and the remainder was yard, it would not work.

Mr. Hickman responded that he is not saying that would not work. He indicated that it is their contention that this is what Winnetka is about, particularly on 50 foot wide lots. Mr. Hickman stated that you see over and over in the Village 50 foot wide lots with a traditional single family home with a garage in the back. He then stated that the garage in combination with the back of the home would leave the rear facade open to the backyard. Mr. Hickman noted that if they were to attach the garage, they would lose half of the rear facade of the home in terms of the ability to open the home to the backyard. He also stated that with the same amount of area there, there would be more asphalt if they were to attach the garage.

Chairman Adams asked with regard to the home to the south, if it is new construction with an attached garage.

Mr. Hickman confirmed that is correct. He then stated that is because of the angle of the lot and the fact that it is a shorter lot. Mr. Hickman added that since the lot is shorter, if there was a garage in the back on that small lot, there would be a small area between the garage and the home.

Ms. Johnson asked how much shorter is that.

Mr. Hickman stated that they would be losing another 32 feet. He informed the Board that the other lot is 162 feet and they are at 198 feet. Mr. Hickman then stated that if they were to project a line into the next lot, the garage would end up on top of the home. He indicated that he is not saying that there would be the same benefit if they had to ask for a variance, but conforming to a 51 foot setback which is the average distance of the homes on the block from the street, that is how that line is determined. Mr. Hickman also stated that would be disregarding whether the fronts or rears of the homes were facing Wilson.

Ms. Johnson asked whether they could build the same kind of home as the one to the south. She is not sure if the zoning regulations have changed since the home to the south was built. She indicated that the garage on the home to the south is not close to the sidewalk as this proposed garage would be.

Chairman Adams referred the Board to the colored illustration in the packet of materials. He stated that the applicants would like to not have it treated like a through lot, but if they were to come up with a conforming alternative, if the drawbacks were more impervious surface, more driveway, etc., they would be trying to line up with the garage to the north.

Mr. Hickman stated that there is a piece of the ordinance now which speaks to the requirements for

certain irregularly shaped lots. He stated that it did not exactly apply because there is not a rear yard and that if the lot formed a point at the rear or if the rear lot line extended formed an angle of more than 45 degrees with the front lot line, the rear lot line and the rear yard setback shall be established for zoning purposes by the zoning administrator so as to conform as close as is practical to the intent and purposes of this title requiring uniform rear yards and appropriate spacing between buildings. Mr. Hickman stated that it is basically saying that the zoning administrator has the latitude to make something like this work in a way which is consistent with that concept of the rear yard where the garages line up, which is how they approached it.

Chairman Adams asked Mr. D'Onofrio how that rule applied.

Mr. D'Onofrio responded that it does not apply. He stated that related to a rear yard and that this is considered a front yard.

Mr. Hickman agreed that it is not a rear yard as defined.

Ms. Johnson stated that a utility pole was referred to in the northwest corner and asked if it can be moved.

Mr. Hickman responded that they did not explore that and that if they do not have to move it, it would be preferable not to.

Ms. Johnson also commented that it was hard to find.

Mr. Hickman stated that when you move utilities, there is a considerable expense and that they would prefer not to.
Ms. Johnson then asked with regard to the way to configure the other driveway, is there a way that they can flip it. She also asked if there was a reason not to go straight back to Wilson.

Mr. Hickman stated that they are attempting to provide two parking spaces within the lot. He informed the Board that the other garages which are close to Wilson end up with gates open and vehicles hanging out. Mr. Hickman also stated that there is not a lot of room between the garage and Wilson to park a vehicle and that it was done for that purpose in order to have the ability to turn in and park fully within the lot.

Ms. Johnson asked Mr. Hickman if it is their argument that they should have the GFA variation because if it is really a rear yard and if so, they would get the rear yard garage bonus.

Mr. Hickman indicated that he is not sure that he would word it that way, but yes.

Ms. Johnson then asked what they need the extra 300 s.f. for.

Mr. Hickman stated that with regard to the premise of allowing the 300 s.f. exception to the detached

garage and saying the garage has to be within the rear quarter of the lot, the lot by definition by technicality does not have a rear quarter and that they considered it a hardship to take that away in that circumstance. He also referred to the shape of the roof and the rules of the ordinance such as whether it is developed space or not counted in the square footage.

Chairman Adams asked Mr. Hickman if they can make something else smaller.

Mr. Hickman agreed that is correct.

Chairman Adams stated that they could then ask for fewer variances.

Mr. Hickman then stated that as an offering, they could do the alternative to reduce the amount of area covering that is in the front yard which is only over by 112 square feet. He also stated that they could reduce the amount of paving to fall under that threshold which would take away one variation.

Ms. Johnson stated that related to the intensity of use of lot.

Chairman Adams asked if there were any other questions.

Mr. Lane stated that with regard to the side yard for the north yard, its 2.25 ft. versus 8 ft. He asked what the need for that is and if it was for vehicles.

Mr. Hickman confirmed that is correct and that is the rationale for that. He stated that if it was the rear yard, then 2 ft. is the requirement. Mr. Hickman stated that they are intending to move it to 3 ft. if the variations are granted.

Mr. Lane asked if it could be done at 8 ft.

Mr. Hickman agreed that it could. He then stated that as you move the garage south, they would also move it to the east because it would be right up against the 10 foot line. Mr. Hickman then stated that if they are asking for 10 ft., it would move in the southeast direction.

Mr. Lane asked what the basis for 10 ft. is.

Mr. Hickman responded that there are two reasons and that first, when the project was originally investigated, it was mistakenly recorded in the records that the neighbor next door to the north had a variation for 10 ft. He then stated that after applying and looking further, they discovered in fact that is not where the neighbor was and that at the same time, the other more important rationale was trying to line up garage to garage.

Mr. Lane then asked how important is that and that when driving down an angled street, whether you would notice it.

Mr. Hickman indicated that it is not important from the street, but that it is important as it related to the north neighbor for the garages to line up and the yards to line up. He also stated that it related to open space to open space and structure to structure.

Mr. Lane asked how tall the home is.

Mr. Hickman stated that it would be 31 ft.

Mr. Lane then asked how the new home would compare with the other homes in the neighborhood.

Mr. Hickman indicated that he did not know the height of the other homes in the neighborhood and that it would be what is allowed under the ordinance.

Mr. Lane stated that the applicants are asking for a reasonable GFA variation.

Mr. Hickman reiterated that he did not know the height relationship to the other homes. He informed the Board that there would be a 9 ft. floor to ceiling height on the first and second floors and that it would have a typical roof. Mr. Hickman then stated that there would be a 6:12 pitch from front to back for the roof. He added if there was a height variation as compared to other homes, it related to the prevalence of 9 ft. floor heights these days.

Chairman Adams asked if there were any other questions. No additional questions were raised by the Board at this time. He then asked if there were any questions from the audience.

Dave Bender, 561 Orchard, informed the Board that he lived to the east of the intersection of Orchard and Walnut. He noted that his concern is not with the garage and that he thought that the garage in the back looked good and that for the yards to be together would have advantages. Mr. Bender stated that his concern is that the home would be larger than what is allowed by the ordinance. He reiterated that with regard to the garage, the way it would be done is appropriate. Mr. Bender then stated that this lot measured 9,156 s.f. and that it would become a larger building. He also stated that they are already looking for a 9% expansion of 310 s.f. of additional space on the home to the lot which is bigger than the others. Mr. Bender indicated that he is not sure why and informed the Board that he could not add on to the home where he has lived for 41 years. He stated that the rules have been in place for a long time. Mr. Bender noted that the home backed up to the original Chou home which has become a legend in time with regard to fraud. He stated that there would be no fraud involved here. Mr. Bender then stated that if he wanted to have a bigger home on that lot, in connection with the rules which have been in place for over 20 years, they were told those are the rules and were told no and referred to looking at a home on the size of a larger lot.

Chairman Adams asked if there were any other comments. He then stated that Mr. Bender's testimony related to Ms. Johnson's question. Chairman Adams stated that it was not that a specific room is critical and referred to reasonable return without the variations. He then stated that it was one of the issues relating to the home to the north. Chairman Adams added that with regard to

history, he referred to putting the garage back where the prior garage was. He then stated that this argument is to pretend that it is a backyard for all purposes.

Ms. Johnson stated that the minutes indicated that in the zoning case relating to the house to the north, the owners agreed to reduce the size of their garage and their home to bring the request into compliance with the GFA zoning provisions.

Richard Warnecke, 565 Orchard, informed the Board that he remodeled his home and referred to the screened porch and first floor bedroom. He stated that the porch was sacrificed and that a room was built. Mr. Warnecke stated that they chose to follow the ordinance and that they have lived in the home a long time. He stated that when you buy a lot, you should investigate whether you would be able to build what you want and that the ordinance should not be changed to satisfy exceptions. Mr. Warnecke commented that bothered him, but that he agreed with the garage design which he stated he had no problem with. He added that the ordinance is to restrict building and that it should be followed, especially for a newly developed lot.

Chairman Adams asked if there were any other comments. No additional comments were made by the audience at this time. Chairman Adams then asked Mr. Hickman if he would like to respond. He informed the applicant that there are seven Board members and that there are enough Board members present for a quorum with four votes needed in favor of the request. Chairman Adams stated that the Board would give the applicants the opportunity to continue the case as they are hearing the comments being made. He stated that the applicants could tweak their proposal and that is the applicants' right.

Mr. Hickman stated that in response to the comments made, he would like to make sure that people understand the request. He then stated that for this size lot in this zoning classification, they would be allowed to build this size home on the location which is not a through lot. Mr. Hickman stated that the fact that on a lot where there is a rear yard, a 400 s.f. exception would be allowed for a garage and that they could build the garage without penalty to the size of the home. He then stated that because it is a through lot and does not have a rear yard, they did not get the 400 s.f. exception, which is the reason why the home goes over the s.f. Requirements. Mr. Hickman added that it did not have anything to do with the size of the lot, but the designation of the lot.

Ms. Johnson stated that it does have something to do with the size of the lot.

Chairman Adams stated that the issue is that because it is a through lot the applicants did not get the garage bonus. He then stated that the question is that the applicants are asking the Board to suspend that and that there may or may not be logic to that. Chairman Adams then questioned do they suspend it for all purposes or if it is a logical place for the garage.

Mr. Warnecke asked if the applicants knew it was a through lot when they bought it and if so, why did they buy it.

Chairman Adams called the matter in for discussion.

Mr. Lane stated that he understood the issue with the lot being a through lot and backing up against a road with no homes across the street. He then stated that the placement of the garage is fine. Mr. Lane indicated that there could be some adjustments for the garage to eliminate the north side setback variation and that it did not make sense to allow that one. He stated that he did like the argument of lining up the garages. Mr. Lane then stated that he had the most trouble with GFA and that all homes on streets which are on through lots have the same standard. He stated that there is not an issue as to where to put the garage since it is an angled lot backing up to the railroad. Mr. Lane stated that the lot has two front yards and that those are the standards. He also stated that it would be reasonable to expect a slightly smaller home to reduce GFA. Mr. Lane concluded that in general, he is fine with the garage placement and that it should be moved to get rid of one variation request, but that he is not in favor of the GFA variation.

Ms. Johnson stated that she agreed with Mr. Lane's comments and pointed out that the request is for new construction and that they are not dealing with existing conditions where there might be a compelling reason for a GFA variation. She stated that although the applicants are not asking for a huge GFA variation, they should not be entitled to one foot for new construction under these circumstances. Ms. Johnson also stated that a lot of people do not get the garage bonus and then referred to her home. She then stated that no reason was articulated as to why the applicants needed 300 s.f. Ms. Johnson stated that the homes to the north and south are fairly new and that neither got a GFA variation. She concluded by stating that if they were to waive it for this request, then every single lot which is a through lot would be entitled to it on Wilson which would set a bad precedent.

Mr. Krucks stated that he had the same problem with GFA and that the applicants should be made to comply with that for his vote.

Ms. Hickey stated that she agreed with the comments made.

Chairman Adams then asked Mr. D'Onofrio if the applicants were to build an attached garage, would they get the 200 s.f. bonus.

Mr. D'Onofrio responded that they would not.

Ms. Klaassen noted that in order to receive the attached garage allowance the garage cannot be visible from any street.

Chairman Adams asked Mr. Hickman if he would like for the Board to vote on the request or not.

Mr. Hickman stated that if they agreed now to reduce the home size and not ask for a GFA variation, would it be possible to take that step now and not continue the request.

Mr. D'Onofrio stated that it would not and recommended that the Board make a clean

recommendation to the Village Council, particularly since it is new construction.

Chairman Adams asked if the applicants could appear on next month's agenda.

Mr. D'Onofrio indicated that would depend on when they receive the revisions and that the applicants will be accommodated.

Ms. Johnson asked what about the other tweaking.

Mr. Lane stated that there was talk about moving the garage. He then stated that if he saw the complete package and the GFA was reduced, he might be swayed. Mr. Lane suggested that the applicants move the garage if they can.

Ms. Johnson agreed with Mr. Lane's comments and added that the home to the north has a driveway which goes to Orchard. She commented that they did a wonderful job. Ms. Johnson added that there is more space between the home and Wilson there.

Mr. Lane also stated that there would be less impermeable surface if there was a straight driveway.

Tony Myers informed the Board that they would like to continue the request and that the home had already been sold. He informed the Board that 300 ft. could be a game changer for them. He also informed the Board that the same home was built a street away with the same square footage and elevations. He stated that the question is because the home had been sold, they are attempting to get the people in the home in January and that they would have to start a month later if the request is continued. He then stated that they could shrink the home by 300 s.f. and not build the garage until two months into the project. He stated that if square footage is the issue, it could be taken out of the home and added that they would rather not attach the garage to the back of the home. He informed the Board that the new buyers have a detached garage now and that although with 50 foot lots, people love detached garages; there is not a tight driveway down the side. He added that they considered Wilson an alley and that they would be happy to continue the request.

Chairman Adams informed the applicant that the Board cannot give advice to build a home without variations. He then stated that the applicant had a sense of the Board's position.

Mr. D'Onofrio indicated that there are a lot of moving parts here and that North Shore Builders is concerned with getting their client in. He stated that his concern is that he would hate for them to revise the plans and issue a building permit for a home without a garage and then for the applicant to come back and then go to the Village Council where there may be great potential for public flogging. Mr. D'Onofrio stated that someone may think the application is disingenuous on the part of the builder. He stated that he would not recommend that and for them to take a month to get a feel of the Board's position, which would allow them the opportunity to work with the Village staff to massage the request and not ask for a GFA variation, but for a garage.

Chairman Adams agreed that the matter would be continued until such time as the applicants have revised plans.

No vote was taken on this matter at this time.

Mr. D'Onofrio stated that the neighbors would not be informed of the next meeting date which is August 13, 2012.

DRAFT

WINNETKA ZONING BOARD OF APPEALS
EXCERPT OF MINUTES
AUGUST 13, 2012

Zoning Board Members Present:	Joe Adams, Chairman Mary Hickey Carl Lane Jim McCoy
Zoning Board Members Absent:	Joni Johnson Bill Krucks Scott Myers
Village Staff:	Michael D'Onofrio, Director of Community Development Ann Klaassen, Planning Assistant
Agenda Items:	
Case No. 12-16-V2:	**Continued from the July 9, 2012 meeting** 310 Walnut St. North Shore Builders 1, Inc. Variations by Ordinance 1. Front Yard Setback 2. Garages

***

Minutes of the Zoning Board of Appeals
August 13, 2012

310 Walnut St., Case No. 12-16-V2, North Shore Builders 1, Inc., Variations by Ordinance - (1) Front Yard Setback and (2) Garages

Chairman Adams stated that the case is being continued from the last meeting and that the public notice had already been read into the record. He stated that they can presume that everyone read through the meeting minutes and for the applicant to focus on what is different from last month.

Tom Hickman from North Shore Builders introduced himself to the Board as the architect on this matter. He stated that they attempted to take insight and guidance from the Board's comments raised at the last meeting. Mr. Hickman stated that they are asking for less to accomplish the main thing that they want to accomplish without a lot of the other peripheral issues. He indicated that

they previously asked for an increase in the size of the home above the allowable GFA and that they eliminated that by reducing the size of the home and the size of the garage. Mr. Hickman also stated that by reducing the size of the garage, they were able to bring the impermeable area of development in the Wilson Street front yard into compliance. He added that they would not be over the allowable coverage of front yard in that setback.

Mr. Hickman stated that left them with only two items, both of which are setback items and one of which was improved upon. He then stated that they improved upon the north side setback from the north neighbor and that they previously asked for that to be reduced to 2 feet and that now it would be reduced to 5 feet from the 8 feet which is allowed. Mr. Hickman also stated that the setback against Wilson would remain as originally requested at 10 feet. He noted that the bottom line is that they are trying to seek to place the garage similar to the way it would be placed if the lot were not a through lot in order to maximize the backyard for the ultimate property owners and reduce the amount of pavement on the lot.

Mr. Hickman then referred the Board to the revised illustrations. He stated that with regard to the proposal, they would be putting the garage near Wilson and that the home would be totally in compliance. Mr. Hickman informed the Board that if they were to adhere to the setback as called for, the garage would be pulled up close to the home and that all they would have would be a patio for the backyard. He then stated that the pavement in that situation versus the proposed would increase by approximately 300 square feet and that the proposal would result in an improvement to the green area and the functionality of the backyard. Mr. Hickman stated that he provided a fair summary of what had changed from the previous proposal and asked the Board if they had any questions.

Chairman Adams also asked the Board if they had any questions.

Ms. Hickey asked if the request would now be in compliance with the Wilson front yard setback.

Mr. Hickman confirmed that the home would be in compliance but the garage would not. He referred the Board to the "conforming location" illustration of the garage and stated that instead of it being put where they are asking to put it, it showed where the garage would have been.

Chairman Adams asked Ms. Klaassen even if the garage was connected to the home, they would not get the GFA bonus because it would be an attached garage facing the street.

Ms. Klaassen confirmed that is correct.

Chairman Adams noted that there is a home like that on Wilson. He then asked if there were any other questions. No additional questions were raised by the Board at this time. Chairman Adams then called the matter in for discussion.
Chairman Adams began by stating that he would be inclined to be in favor of the request. He referred to the concerns which were raised last month and addressed by the applicant. Chairman

Adams then stated that people view Wilson more as an alley.

Ms. Hickey referred to precedents.

Chairman Adams commented that the applicant has done a good job.

Mr. McCoy commented that the request made sense to him.

Chairman Adams then asked for a motion. He noted that the Board is to make a recommendation to the Village Council since the request represented new construction.

Mr. Lane moved to recommend approval of the zoning variances for 310 Walnut. He stated that in going through the various standards, with regard to reasonable return, if the garage was pushed up to the home as close as it would be required to be, given the two front streets, there would be no backyard basically which would make it difficult to resell the home in that circumstance. Mr. Lane stated that the unique circumstances are because of the two front yard setbacks on Wilson and Walnut and also the fact that the Wilson frontage is angled making it similar to an alley, along with the fact that it backed up to the train tracks. He stated that the request would not alter the character of the locality and that putting the garage where it is proposed would be more consistent with the garages in the neighborhood and makes the character of the locality more consistent.

Mr. Lane stated that with regard to the light and air of surrounding properties, two garages close to each other would represent no issue. He stated that there would be no hazard from fire and that with regard to the taxable value of the land, the request would be consistent and maintain the value of properties in Winnetka. Mr. Lane stated that with regard to congestion, the driveway allowed for pulling into the garage would not be an issue. He concluded by stating that the public health, safety, comfort, morals and welfare of the Village would not be otherwise impaired.

Mr. McCoy seconded the motion. A vote was taken and the motion was unanimously passed, 4 to 0.

AYES: Adams, Hickey, Lane, McCoy
NAYS: None

FINDINGS OF THE ZONING BOARD OF APPEALS

1. The requested variations are within the final jurisdiction of the Village Council.

2. The requested variations are in harmony with the general purpose and intent of the Winnetka Zoning Ordinance. The proposal is compatible, in general, with the character of existing development within the immediate neighborhood with respect to architectural scale and other site improvements.

3. There are practical difficulties or a particular hardship which prevents strict application of

Section 17.30.050 [Front Yard Setback], and Section 17.30.110 [Garages] of the Winnetka Zoning Ordinance which are related to the use or the construction or alteration of buildings or structures.

The evidence in the judgment of the Zoning Board of Appeals has established:

1. The property cannot yield a reasonable return if permitted to be used only under the conditions allowed by the zoning regulations. Because the lot is a through lot and the Wilson St. frontage is at an angle, a garage in a conforming location would severely limit the quality space of a "backyard." In addition to the lack of backyard space customary for a modern day Winnetka home, a conforming location would require a significant increase in the impermeable lot coverage due to the increased length of a driveway.

2. The plight of the owner is due to unique circumstances which are related to the characteristics of the property and not the owner. The subject site is a through lot with Walnut St. on one side and Wilson St. on the opposite side, therefore requiring improvements to comply with two front yard setbacks. One unique circumstance is the fact that Wilson St. functions more like an alley, especially with the railroad tracks across Wilson St. A second unique circumstance is the fact that the Wilson St. frontage is at an angle, which impacts the location of the garage relative to the front yard setback as well as the north side yard setback.

3. The variations, if granted, will not alter the essential character of the locality. The proposed detached garage will be adjacent to the detached garage on the neighboring property to the north, 314 Walnut St., which had a variation approved by the Village Council in 2005 to allow the detached garage to encroach the required setback from Wilson St. There are several properties already developed along Wilson St. that are through lots with detached garages located equal to or closer to the lot line than what is proposed by the applicant. Therefore the improvement will be consistent with the neighborhood character.

4. An adequate supply of light and air to adjacent property will not be impaired. The proposed detached garage will abut a neighboring detached garage and not have a negative impact on the supply of light and air. In fact the proposed location may improve the supply of light and air to the adjacent property by moving the garage further from the residences.

5. The hazard from fire or other damages to the property will not be increased as the proposed improvements shall comply with building code standards, including fire and life safety requirements. Also, by keeping a greater distance between structures the hazard from fire or other damages will be decreased.
6. The taxable value of the land and buildings throughout the Village will not diminish. The value of the developed property as proposed will be greater with a larger, more occupant-friendly backyard, and therefore the taxable value of the property should be enhanced and in turn enhance the taxable value of the Village.

7. Congestion in the public street will not increase. The property will continue to be used as a single-family residence and the proposed variations will not limit the ability to provide required parking on the lot.

8. The public health, safety, comfort, morals and welfare of the inhabitants of the Village will not be otherwise impaired with the proposed detached garage located within the required front yard setback along Wilson St. or within the required north side yard setback.

AGENDA REPORT

TO: Village Council

PREPARED BY: Ann Klaassen, Planning Assistant

DATE: September 14, 2012

SUBJECT: 2012 Winnetka Preservation Awards

Every spring the Landmark Preservation Commission (LPC) accepts nominations for the annual Preservation Awards program and conducts an award presentation at a Village Council meeting in September. The Preservation Awards program seeks to honor those construction projects in the village that have helped preserve the history and character of the village. There are three award categories: restoration, rehabilitation, and new construction. Private, commercial, and public properties are eligible. Nominations are submitted by the property owners themselves or the architect for the project. To qualify, the project must have been completed within the past five (5) years. Entries for restoration and rehabilitation must include at least one "before" and one "after" photo. New construction entries need only have the completed project photo. Only exterior projects are eligible.

Judging is conducted by preservation professionals unaffiliated with the Village in late spring/early summer with the awards presentation at a Village Council meeting in September. This year's judge was former Village Board President Ed Woodbury.

This year the following six properties are to be presented with awards:

1125 Gage St. (Rehabilitation)
Owners: Christopher and Christine Donnelly
Architect: Dean Botes, Dean Botes Architects, Lake Zurich

321 Linden St. (Rehabilitation)
Owners: Andrew and Elizabeth Parkinson
Architect: Mark Ver Bryck, Ver Bryck Architects, Northfield

411 Linden St. (Restoration)
Owners: Winnetka Historical Society
Contractor: Rob Bozarth, Lynch Construction, Lake Bluff

931 Oak St. (Rehabilitation)
Owners: David and Lisbeth Scharf
Architect: Mark Ver Bryck, Ver Bryck Architects, Northfield

400 Sheridan Rd. (Rehabilitation)
Owners: Gary and Linda Stephans
Architect: Healy M. Rice, Wilmette

58 Warwick Rd. (New Construction)
Owners: Giff and Paula Zimmerman
Architect: Steve Munson, Biondi + Munson Architects, Highland Park

Recommendation:
Informational only. No action to be taken.

Agenda Report

Subject: **Stormwater Utility Feasibility Study Proposals**

Prepared By: Steven M. Saunders, Director of Public Works/Village Engineer

Date: September 12, 2012

The Village is studying and engineering multiple projects to address the flooding that occurred during July 2011. One of the projects is a feasibility study to evaluate possible methods of funding proposed stormwater improvements, including evaluating the feasibility of a Stormwater Utility. This work will include evaluating various means of funding capital and operational improvements, evaluating possible rate structures, identifying stakeholders and obtaining input, and identifying advantages and disadvantages associated with a stormwater utility.

To that end, the Village published a Request for Proposals for a Stormwater Utility Feasibility Study (RFP 12-006, Attachment #1). Fifteen firms requested the RFP and the following six responded:

1. Baxter & Woodman
2. Christopher B. Burke Engineering (CBBEL)/SB Friedman
3. Municipal & Financial Services Group/Donohue (MFSG)
4. Raftelis Financial Consultants/Crawford, Murphy & Tilly
5. Strand Associates
6. Trilogy Consulting/Clark Dietz

Staff evaluated the qualification packages and decided to interview MFSG and Strand based on their superior qualifications and prior experience with stormwater utility projects. After the interviews, it was the unanimous decision to recommend MFSG. Of particular importance was MFSG's recent experience with the Village of Downers Grove in studying and implementing a Stormwater Utility. Village staff met with Downers Grove staff, who also highly recommended MFSG. MFSG's Final Report for Downers Grove is included in their proposal as Appendix C.

During the interview process, staff and MFSG thoroughly reviewed the proposed scope of work. MFSG initially proposed a fee for the project of $76,990, however MFSG was asked to revise their proposal to reflect the level of preliminary engineering that has been completed on the various proposed improvements, and to reflect a higher level of public engagement and Study Sessions with the Village Council. MFSG's qualifications, initial proposal and final proposal are attached. MFSG's revised proposal is $72,100. A comparison to the other fee proposals follows:

Company	Fee Proposal
MFSG	$76,990 (initial) $72,100 (revised)
Strand Associates	$61,900 (base) +$2,100 for task force $64,000 total
Raftelis Financial	$61,700 (Study Phase)
Baxter & Woodman	$52,400
CBBEL	$74,568
Trilogy	$43,560

While MFSG's fee is among the higher fees for this work, they have demonstrated national and local expertise in the subject of utility and stormwater financing, and have proposed a fee commensurate with the necessary work to assist the Village in determining the best way to finance stormwater improvements. Most importantly, they have recently helped the Village of Downers Grove develop an appropriate and effective program for financing stormwater improvements.

The FY 2012-2013 Budget contains $100,000 for Stormwater Master Planning and a Stormwater Utility Feasibility Study. The Village Council awarded a contract to Baxter & Woodman to complete the Stormwater Master Plan and to complete drainage studies for six remaining areas of the Village, for a fee not to exceed $101,220.

Item	Budgeted Amount	Actual Amount	Comments
Stormwater Master Plan	$50,000	$101,220	Includes detailed drainage study of 6 additional areas of Village
Stormwater Utility Feasibility	$50,000	$72,100	Based on MFSG final fee proposal
Total	$100,000	$173,320	

While this exceeds the amount budgeted for this line item, it is important to remember that the Stormwater Master Plan work also includes detailed drainage studies for six areas of the Village. It is also important to remember that the Stormwater Fund budget for FY 2012-2013 contains $800,000 for detailed engineering for the Willow Road Tunnel project. Since the Village has not yet awarded an engineering contract for this project it is unlikely that these funds will be expended this fiscal year, meaning that the cost of the Stormwater Utility Feasibility Study could be accommodated in the current year's budget.

Recommendation:

Consider authorizing the Village Manger to sign an agreement with Municipal & Financial Services Group to perform a Stormwater Utility Feasibility Study, as outlined in their RFP response and MFSG Final Fee Proposal, for an expenditure of up to $72,100.

Attachments:

1. Stormwater Utility Feasibility Study (RFP 12-006)
2. MFSG RFP Response
3. MFSG Initial Fee Proposal
4. MFSG Final Fee Proposal

ATTACHMENT #1
STORMWATER UTILITY FEASIBILITY RFP

REQUEST FOR PROPOSALS

VILLAGE OF WINNETKA

STORM WATER UTILITY FEASIBILITY STUDY

RFP 12-006

ISSUED: July 2012

RESPONSES DUE: July 26, 2012, 4:00 p.m.

PREPARED BY:
Steven M. Saunders, Director of Public Works
Village of Winnetka
1390 Willow Road
Winnetka, IL 60093
Telephone: 847-716-3534
Fax: 847-716-3599
ssaunders@winnetka.org

I. INTRODUCTION

The Village of Winnetka is requesting qualifications and proposals from qualified engineering firms for the completion of a feasibility study for the establishment of a Storm Water Utility. The Village has made a number of stormwater improvements however recent rainstorms and drainage studies have highlighted the need to implement additional improvements. Historically, the Village has funded stormwater improvements on a pay-as-you-go basis from General Fund corporate funds. Going forward, the Village – a Home Rule community – desires to evaluate other more stable and sustainable revenue streams for funding stormwater infrastructure improvements and maintenance.

Preliminarily, the Village Council has discussed the idea of a Stormwater Utility, and has directed staff to complete a feasibility study to further evaluate and develop a possible implementation strategy for a Stormwater Utility for the Village of Winnetka.

II. PROJECT DESCRIPTION AND SCOPE OF WORK

It is the intent of this contract to provide professional services for a feasibility study for developing and implementing a stormwater utility for the Village of Winnetka. The Village of Winnetka has, since 1994, completed a number of stormwater capacity improvements including new and replacement storm sewers, stormwater pumping stations, and outfall improvements. The total cost of these improvements, which have been funded using General Fund revenues on a pay-as-you-go basis, is approximately $3,567,000.

While these projects have provided needed improvement to flood prone areas, the Village has identified a need for additional improvements in these areas, and to provide additional protection downstream of these areas. In addition, the Village is undertaking a survey of the remaining areas of the Village to identify other areas subject to stormwater flooding. The results of this survey will be used to identify possible future improvements.

The Village expects that the cost of the improvements already identified, plus those identified pursuant to the survey, will exceed the Village's ability to fund simply using pay-as-you-go financing, and has identified a Stormwater Utility as a possible funding mechanism for future improvements.

A general scope of work is outlined as follows:

Phase 1

Project Management Overall management of the work including planning, meeting, coordinating, scheduling, quality control, reporting and invoicing. It may include, but is not limited to:

• Preparing a project implementation plan and baseline schedule for review and approval

• Preparing monthly updates to the project plan and schedule to include project milestones, and if directed, actual vs. scheduled completion dates and actual vs. scheduled costs.

• Attending, if directed, six (6) meetings with the Village staff

• Attending, if directed, two (2) briefings to the Village Board

• Attending, if directed, two (2) Public Hearings

Assess Existing Conditions and Prepare a Needs Assessment Review and analyze topographical maps and existing infrastructure to create a storm water facility inventory and confirm drainage patterns within the Village. This will include interviewing Village staff to determine existing storm water management issues, activities and service levels; to identify existing and future operation, maintenance, and capital costs to develop the Village's storm water management plan for a 20-year horizon; and to develop at least three 5-year Capital Improvement Program (CIP) budget scenarios. The budget will include the identification of primary sources of revenue, including user charges and debt issuance.

Rate Policy and Revenue Analysis Utilizing a digital map of the Village, the County tax database file, a Village map showing land use types and/or zoning, digital orthophotography, and the digital planimetric features (building, driveway, and parking lot outlines) for a sample area of the Village that provides typical land uses and average impervious areas expected to be found throughout the Village, and the average impervious area of a typical single-family residential parcel to calculate preliminary user charge rates.

Select and evaluate up to six alternative storm water CIP funding mechanisms. For each method to be considered, the following items are to be analyzed:

1) The estimated customer base, in terms of the units defined by the rate method;

2) The estimated rate per residential unit;

3) The estimated rates for selected non-residential properties;

4) A comparison of the amount paid under the proposed user charge method versus the existing property tax-based method;

5) The legality, equitability, ease of explanation and ease of implementation of each proposed rate method;

6) Credit mechanisms for properties with on-site facilities that reduce stormwater quantity or improve water quality should also be addressed for each rate method.

If one or more of the alternatives are based on a Storm Water Utility, discuss the advantages and disadvantages of a SWU.

Implementation Requirements Identify policies to be considered with respect to a Storm Water Utility. It is anticipated that policy issues will include utility management

and billing. However, any additional policy issues identified by the Village should be analyzed as needed. A concise policy paper for each issue should be prepared for review by the Village, identifying the issue, one or more proposed alternative policies, analyses of each of the proposed alternatives, and the recommended alternative.

• Create a draft of the Storm Water Utility ordinance for review by the Village Attorney, including a credit/ appeal process. The ordinance may be drafted to incorporate the recommendations of the Village with respect to user charge methods and other policy issues.

• Prepare a description of the remaining steps and a proposed timeline to create a storm water utility.

Final Study Report and Recommendation Compile a final feasibility report including all technical memoranda, summaries and detailed supporting data. The report should be organized as follows:

- Table of Contents
- Executive Summary
- Task Sections 2 through 4
- Summary of Conclusions and Recommendations
- Appendix

An assessment of utility feasibility is to be included in the "Summary of Conclusions and Recommendations" which addresses legal, financial and administrative aspects of feasibility. Special consideration will be given to:

1) the fiscal impacts on property owners and the equitability of the proposed user charge rates compared to property taxes as a method of funding for storm water management activities; and

2) the effectiveness of a storm water utility for implementing the water quality aspects of the Village's storm water management program.

The Village will review the report and revisions will be made as necessary. Following approval of the report by the Village, the Consultant will make a presentation of the study findings to the Village Board.

Phase 2

Implementation If the Village Board decides to proceed with utility implementation, include public education, final development of the customer database, and an option of the utility budget and user charge rates as follows:

- Public Education.
  - Writing a press release to publicize an Open House and public hearing on the proposed utility.

• Conducting an Open House to provide information on the study and the utility proposal.

• Preparing presentation materials required for the Open House. (This may include a Powerpoint™ presentation, display boards, handouts, public comment forms and other materials as deemed necessary by the Village.)

• Attending a public hearing to explain the utility concept and answer questions.

• Final Development of the Customer Database.

• Obtain, from the Village the digital map of the Village, the latest available County tax database file, and a digital map showing existing land use types for the entire Village;

• Obtaining from the Village building site plans for any new non-residential development that were not already obtained for purposes of the storm-water utility feasibility study;

• Using the above data, plus digital aerial photography already obtained for the storm water utility study, to digitize the building, driveway and parking lot outlines for all non-residential parcels and condominium developments that were not already completed as part of the storm water utility study;

• Computing the impervious area for all non-residential parcels and condominium developments using the digital building, driveway and parking lot outlines;

• Assembling a database of all parcels in the Village and assigning ERUs to each parcel based on impervious area, land use type and development status;

• Performing quality control of the database for land use designations, impervious area calculations, identification of vacant parcels and other potential errors; and

• Coordinating the database preparation with utility billing staff to ensure that the data is in a usable format for entry into the Village's utility billing software.

•Rate Setting. This work will consist of computing the appropriate service charges rates and drafting a resolution and service charge rate table for the Village to use in establishing the service charges rates.

III. SUBMITTAL REQUIREMENTS

The deadline for submitting proposals is **4:00 p.m. on July 26, 2012**. Three (3) paper copies and one (1) electronic copy of the proposal should be submitted to:

Raymond D. Restarski, Purchasing Agent
Village of Winnetka
510 Green Bay Road
Winnetka, IL 60093
(847) 716-3504
(847) 446-1139 (fax)
rrestarski@winnetka.org

The Village may elect to conduct interviews prior to Consultant selection and hopes to have the project awarded within 4 weeks of submittal.

To be considered for this project, the Consultant must submit an informative statement of interest to the Village, which also includes the following information, organized in the following manner to facilitate review:

1. Consultant Information

a. Company offices from which the project will be staffed.

b. Identify the staff members who will be assigned to this project and the qualifications of each individual, including resumes.

c. Related experience of project personnel.

d. List similar projects completed within the last five years, by the staff members that will be assigned to this project. Include a project description, date of project was completion, and the name and telephone number of a representative of the contracting jurisdiction.

e. Hourly rates by project personnel classification and approved IDOT overhead factor.

f. A completed compliance affidavit (Attachment 2)

2. Approach to Project

The Consultant will propose a scope of work based upon the preliminary scope contained herein, and describe its approach in performing the proposed scope.

3. Schedule

A preliminary schedule for completing the project is required. This schedule should address all work and meetings recommended by the Consultant in a final scope of services and which clearly corresponds to the Consultant's approach to the project.

4. Budget

A completed fee proposal for Phase 1 shall be provided in a separate, sealed envelope (no electronic copy is required). The fee proposal shall include an itemized, not-to-exceed budget to complete all outlined work items. Include a breakdown of project hours, direct and indirect labor costs for each task, all

reimbursable expenses, and fixed fee. **The budget shall be submitted in a separate, sealed envelope clearly marked "Project Budget".**

IV. PROPOSAL EVALUATION

Proposals and statements of qualifications will be evaluated by the Village according to the following criteria:

1. Responsiveness to the RFP
2. Qualifications of the Project Team
3. Qualifications of the Firm
4. Project Approach

Each proposal will be evaluated upon a scale of 1 to 10 for each of the above factors. At the Village's discretion, following evaluation of the proposals, Village staff may interview the Consultants with the highest-rated proposal. The Village Council must approve the Committee's recommendation by contract. The Village President and Board of Trustees reserve the right to reject any and all proposals.

V. INDEMNIFICATION

Respondents to this RFP shall understand that the successful proposer shall indemnify and hold harmless the Village of Winnetka, its agents, and its employees against any and all lawsuits, claims, demands, liabilities, losses or expenses, including court costs, and attorney's fees, for or on account of any injury to any person or any death at any time resulting from such injury, or any damaged property, which may be alleged to have arisen out of the negligent acts, errors, or omissions of the Consultant. It is further understood that this indemnification shall not be construed to cover the negligent acts or omissions of the Village of Winnetka, its agents, or its employees. It is additionally understood that this indemnification shall not be construed to cover the negligent acts or omissions of parties unrelated to this contract.

VI. ATTACHMENTS

1) Compliance Affidavit
2) Community Demographics
3) GIS Data Sharing Agreement

ATTACHMENT 1

COMPLIANCE AFFIDAVIT

As a condition of entering into a contract with the Village of Winnetka, and under oath and penalty of perjury and possible termination of contract rights and debarment, the undersigned deposes and states that he has the authority to make any certifications required by this Affidavit on behalf of the bidder, and that all information contained in this Affidavit is true and correct in both substance and fact.

Section 1: BID RIGGING AND ROTATING

1. This bid is not made in the interest of, or on behalf of an undisclosed person, partnership, company, association, organization or corporation;

2. The bidder has not in any manner directly of indirectly sought by communication, consultation or agreement with anyone to fix the bid price of any bidder, or to fix any overhead profit or cost element of their bid price or that of any other bidder, or to secure any advantage against the Village of Winnetka or anyone interested in the proper contract;

3. This bid is genuine and not collusive or sham;

4. The prices, breakdowns of prices and all the contents quoted in this bid have not knowingly been disclosed by the bidder directly or indirectly to any other bidder or any competitor prior to the bid opening;

5. All statements contained in this bid are true;

6. No attempt has been or will be made by the bidder to induce any other person or firm to submit a false or sham bid;

7. No attempt has been or will be made by the bidder to induce any other person or firm to submit or not submit a bid for the purpose of restricting competition;

8. The undersigned on behalf of the entity making this proposal or bid certifies the bidder has never been convicted for a violation of State laws prohibiting bid rigging or rotating.

Section 2: TAX COMPLIANCE

1. The undersigned on behalf of the entity making this proposal or bid certifies that neither the undersigned nor the entity is barred from contracting with the Village of Winnetka because of any delinquency in the payment of any tax administered by the State of Illinois, Department of Revenue, unless the undersigned or the entity is contesting, in accordance with the procedures established by the appropriate revenue

act, liability of the tax or the amount of tax;

2. The undersigned or the entity making this proposal or bid understands that making a false statement regarding delinquency of taxes is a Class A Misdemeanor and in addition voids the contract and allows the municipality to recover all amounts paid to the entity under the contract in civil action.

Section 3: EQUAL EMPLOYMENT OPPORTUNITY

This EQUAL OPPORTUNITY CLAUSE is required by the Illinois Human Rights Act, 775 ILCS 5/101 et seq.

In the event of the contractor's non-compliance with any provision of the Equal Employment Opportunity Clause, the Illinois Human Rights Act, or the Rules and Regulations for Public Contracts of the Department of Human Rights, the contractor may be declared non-responsive and therefore ineligible for future contractor subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulations.

During the performance of this contract, the contractor agrees:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; and further that it will examine all job classifications to determine if minority persons or woman are underutilized and will take appropriate action to rectify any such underutilization;

2. That, if it hires additional employees in order to perform this contract, or any portion hereof, it will determine the availability (in accordance with the Department's Rules and Regulations for Public Contract's) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized;

3. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.

4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other such agreement or understanding, a notice advising such labor organization or representative of the contractor's obligation under the Illinois Human Rights Act and the Department's Rules and Regulations for Public Contract. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Department and

contracting agency will recruit employees from other sources when needed to fulfill its obligation hereunder.

5. That it will submit reports as required by the Department's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Department or contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations for Public Contracts.

6. That it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Departments Rules and Regulations for Public Contracts.

7. That it will include verbatim or by reference the provisions of this Equal Opportunity Clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so such provisions will be binding upon such subcontractor. In the same manner as the other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

Section 4: ILLINOIS DRUG FREE WORK PLACE ACT

The undersigned will publish a statement:

1. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or a use of a controlled substance is prohibited in the work place;

2. Specifying the actions that will be taken against employees for violating this provision;

3. Notifying the employees that, as a condition of their employment to do work under the contract with the Village of Winnetka, the employee will:

    A. Abide by the terms of the statement;

    B. Notify the undersigned of any criminal drug statute conviction for a violation occurring in the work place not later than five (5) days after such a conviction.

4. Establishing a drug free awareness program to inform employees about:

    A. The dangers of drug abuse in the work place;

B. The policy of maintaining a drug-free work place;

C. Any available drug counseling, rehabilitation or employee assistance programs;

D. The penalties that may be imposed upon an employee for drug violations.

5. The undersigned shall provide a copy of the required statement to each employee engaged in the performance of the contract with the Village of Winnetka, and shall post the statement in a prominent place in the work place.

6. The undersigned will notify the Village of Winnetka within ten (10) days of receiving notice of an employee's conviction.

7. Make a good faith effort to maintain a drug free work place through the implementation of these policies.

8. The undersigned further affirms that within thirty (30) days after receiving notice of a conviction of a violation of the criminal drug statute occurring in the work place he shall:

A. Take appropriate action against such employee up to and including termination; or

B. Require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Section 5: SEXUAL HARRASSMENT POLICY

The undersigned on behalf of the entity making this proposal or bid certifies that a written sexual harassment policy is in place pursuant to Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A).

This Act has been amended to provide that every party to a public contract must have written sexual harassment policies that 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 vendor's internal complaint process, including penalties;

5. The legal recourse, investigative and complaint process available through the Department of Human Rights, and the Human Rights Commission;

6. Directions on how to contact the Department and Commission;

7. Protection against retaliation as provided by 6-101 of the Act.

Section 6: VENDOR INFORMATION

1. Is the bidder a publicly traded company? (yes or no) _____
If the answer is yes, state the number of outstanding shares in each class of stock. Provide the name of the market or exchange on which the company's stock is traded.

_____

_____

_____

_____

2. Is the bidder 50% or more owned by a publicly traded company? (yes or no) _____

If the answer to the above question is yes, name the publicly traded company or companies owning 50% or more of your stock, state the number of outstanding shares in each class of stock and provide the name of the market or exchange on which the stock of such company or companies is traded.

_____

_____

_____

_____

IT IS EXPRESSLY UNDERSTOOD THAT THE FOREGOING STATEMENTS AND REPRESENTATIONS AND PROMISES ARE MADE AS A CONDITION TO THE RIGHT OF THE BIDDER TO RECEIVE PAYMENT UNDER ANY AWARD MADE UNDER THE TERMS AND PROVISIONS OF THIS BID.

SIGNATURE:_____

NAME:_____ TITLE: _____
(print or type)

Subscribed and sworn to me this _____day of_____, 2012, A.D.

By:
(Notary Public)

-Seal-

ATTACHMENT 2

Village of Winnetka Land Information Statistics

The statistics presented below are a summary of the Village of Winnetka parcel and assessor data as provided by Cook County. This statistics summary is intended to be used as part of a Request for Proposal being compiled by the Village related to a storm water utility study and is intended to be viewed within that context.

Total village land area: 2,480 acres or 3.8 square miles

Total village parcels: 4,509

- Parcels > 5 acres: 24
- Parcels 1-5 acres: 226
- Parcels ½ -1 acre: 732
- Parcels ¼ - ½ acre: 1,097
- Parcels < ¼ acre: 2,430

Total number of exempt parcels: 210

Total assessed value of village parcels: $489,294,015*

*This value does not include exempt parcels, as they have an assessed value of $0 as displayed in the data provided to the Village by the Cook County Assessor's Office.

Data source: Cook County Department of Geographic Information Systems, Cook County Assessor's Office, and the Village of Winnetka (Year of delivery for Cook County data is 2012

Data summarized by MGP Inc. on behalf of the Village of Winnetka

Date prepared: July 10th, 2012

ATTACHMENT 3

AGREEMENT CONCERNING DIGITAL MAP INFORMATION

THIS AGREEMENT, is entered into this _____ day of _____ , 20___, between (hereinafter referred to as "Consultant") and the Village of Winnetka (hereinafter referred to as "Village.")

WHEREAS, the Village has developed certain digital map information concerning certain real property located within the City, which property is the subject of the Consultant's work for the Village (hereinafter referred to as "Data"); and

WHEREAS, the Consultant has entered into an agreement with the Village for a certain project (hereinafter referred to as "Work") and would benefit from the use of the Data in the performance of the Work.

NOW, THEREFORE, in consideration of the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which is acknowledged hereby, the parties hereto agree as follows:

1. The Village shall supply the Consultant with a digital copy of the Data subject to the following conditions:

   a. The Data provided by the Village is limited to the scope of the Work which the Consultant is to provide for the Village and the Consultant shall limit its use of the Data to its intended purpose of furtherance of the Work;

   b. The Consultant acknowledges hereby that:

      ii The Data constitutes proprietary materials and trade secrets of the Village and will remain the property of the Village; and

      ii The Consultant will not provide or make available the Data in any form to persons other than the Consultant's employees, for purposes specifically related to the Consultant's authorized use of the Data, without the prior written consent of the Village; and

   c. At the request of the Village, the Consultant shall supply the Village with any and all information, which may have been developed by it, based the Data, in a form consistent with Village facilities.

2. The Village makes no guarantee as to the accuracy, completeness, or suitability of the Data in regard to the Consultant's intended use thereof.

3. The term "Data" as used herein shall mean any code or sequence of code characters readable by computers.

4. The Consultant shall indemnify and hold harmless the Village, its officials, officers, independent Consultants, agents, employees, successors and assigns from and against any loss, damage, cause of action, fine or judgment, including all costs connected therewith (such as reasonable attorneys' and witness fees, filing fees and any other expenses incident thereto) which may arise out of or in connection with the Consultant's negligent acts, errors, or omissions in performances of professional services in connection with this Agreement or the use of the Data.

5. This Agreement shall remain in full force from and after its Village execution and until such time as the Work has been completed to the satisfaction of the Village, at which time the Consultant shall cease its use of the Data for any purpose whatsoever. An authorized representative of the Village, upon request, shall be afforded sufficient access to the Consultant's premises and data processing equipment to verify that all use of the Data has been discontinued.

6. Notwithstanding anything to the contrary contained hereinabove, the Village may terminate this Agreement upon notice, effective immediately, in the event the Consultant fails to comply with any of the terms and conditions hereof.

7. All notices that are required hereunder, or which either the Village or Consultant may desire to serve upon the other Party, shall be in writing, and shall be deemed served when delivered personally, or when deposited in the United States certified mail, postage prepaid, return receipt requested, addressed as follows:

If to the Village:

Village Manager
Village of Winnetka
510 Green Bay Road
Winnetka, IL 60093

If to the Consultant:

_____
_____
_____
_____

8. The Consultant certifies hereby that it is not barred from entering into this Agreement as a result of violations of either Section 33E-3 or Section 33E-4 of the Illinois Criminal Code and that it has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105(A) (4).

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date first above written.

Consultant

ATTEST

By_____

_____

Its _____

Village of Winnetka

ATTEST

_____

_____
Village Manager

ATTACHMENT #2
MFSG RFP RESPONSE

Village of Winnetka

Proposal to Complete A Stormwater Utility Feasibility Study

Prepared by

Municipal & Financial Services Group

In Association with

DONOHUE & ASSOCIATES

July 26, 2012

Municipal & Financial Services Group

Mr. Raymond D. Restarski, Purchasing Agent
Village of Winnetka
510 Green Bay Road
Winnetka, IL 60093

July 26, 2012

***Reference*: Response to RFP 12-006 – Stormwater Utility Feasibility Study**

Mr. Restarski:

The Municipal & Financial Services Group (MFSG) is pleased to submit our proposal to provide Professional Services for completion of a Stormwater Utility Feasibility Study as specified in your Request for Proposals. To provide the wide range of expertise required for this engagement, we are joined by Donohue & Associates who will provide engineering expertise. We have read the RFP carefully and take no exception to its terms and conditions. While the enclosure to this letter sets forth our firm's qualifications, our project team, experience and study approach, there are a few key points to stress in regards to the benefits our project team brings to the study:

- **Relevant Experience** - Our project team has specific experience working in the suburban Chicago area having successfully completed a stormwater utility study for the Village of Downers Grove, the first stormwater utility in DuPage County. We have completed financial utility studies for the Villages of Orland Park, Morton Grove and Glen View and the Cities of Geneva and Wheaton. We have included numerous references in our proposal and strongly encourage the Village to contact them to learn more about our firms and specific team.

- **National Expertise and Local Presence** - The Municipal and Financial Services Group (MFSG) is a specialized management consulting practice that was established in 1976 and was for many years part of the management consulting department of national or regional CPA firms or engineering firms. MFSG is the nation's premier provider of financial and management advice to municipal water, wastewater, storm and solid waste utilities. MFSG's clients provide utility service to more than 45% of the nation's population; large clients include Boston, Chicago, Cleveland, Dallas, Denver, Los Angeles, New Haven, Pittsburgh, Sacramento County, San Francisco, Washington, DC and the Washington Suburban Sanitary Commission. We have also worked for utilities as small as 75 customers (Prudhoe Bay in the North Slope Borough), from Alaska to the Florida Keys, from San Diego to Maine. Our firm has a solid understanding of the issues facing municipal utilities and a proven track record in providing solutions to these challenges. A local project office will be established in downtown Chicago within the offices of Donohue and Associates.

911-A Commerce Road ♦ Annapolis, Maryland 21401

410.266.9101 Voice ♦ 410.266.5545 Facsimile ♦ www.mfsgllc.com

- **Responsiveness** - MFSG provides the responsiveness of a regional firm with the experience of a national firm. We take great pride in being fully engaged with our clients so that the study the client envisions is completed. The project team will be readily available throughout the project with a project member available on-site within a day's notice. Our project approach includes frequent project status meetings to ensure that the Village is fully informed throughout the study.

- **Documentation** - Our project team will develop and deliver study materials that will be comprehensive in nature but presented in a manner that allows for an ease of understanding and useful for discussions with the Village Board and the public. Additionally, as part of this study, we will deliver to the Village a valuable tool (a stormwater financial model) that will be useful on an on-going basis to review and evaluate funding options to assess the financial impact of proposed capital projects the Village's finances.

We look forward to working with you on this important and interesting project. Please contact me on my direct line at 410.266.9101, or by e-mail at david.hyder@mfsgllc.com if you would like to discuss our project team and approach.

Very truly yours,

David A. Hyder
Vice President
Municipal & Financial Services Group

TABLE OF CONTENTS

1. CONSULTANT INFORMATION

This section of our proposal presents a brief discussion of our firm background and capabilities, our project team personnel qualifications and our experience in successfully completing stormwater feasibility and implementation studies.

A. Firm Backgrounds and Capabilities

The Municipal & Financial Services Group

The Municipal and Financial Services Group (MFSG) is a specialized management consulting practice that was established in 1976 and was for many years part of the management consulting department of national or regional CPA firms or engineering firms. MFSG focuses on the financial and management needs of public sector infrastructure (especially in environmentally related areas such as water, wastewater, stormwater and solid waste utilities) and in the efficient delivery of public sector services. MFSG provides financial and management consulting expertise to local governments located throughout the United States and brings a wealth of industry knowledge and expertise to all of our client engagements.

MFSG is extremely familiar with the issues and challenges facing the Village of Winnetka in its effort to properly fund the stormwater system, and our firm has the expertise and experience to support this endeavor. Most recently, MFSG completed a study in support of the establishment of a stormwater utility for the Village of Downers Grove, the first such utility in DuPage County. **The project manager proposed for the Village stormwater utility feasibility study, managed the study for Downers Grove and brings a wealth of knowledge regarding stormwater utility formation in the State of Illinois.**

MFSG will serve as the prime consultant for the Village's study and the project will be staffed from our office in Annapolis, Maryland. However, **a local project office** will be established based out of our sub-consultants **downtown Chicago office**. MFSG is currently working for the City of Geneva, the Village of Downers Grove and the City of Wheaton and therefore MFSG staff are frequently in the suburban Chicago area. In addition to frequent trips, we leverage technology to assist in communicating with our clients which is extremely effective.

Specialized services provided by MFSG include:

- ***Formation of Stormwater Utilities*** - To appropriately manage and fund stormwater systems, a growing number of communities around the United States are setting up separate stormwater utilities. We have assisted a number of communities in the examination, adoption and implementation of stormwater utilities. Our approach emphasizes the development of the true cost of providing stormwater services, a detailed

evaluation of the most appropriate means to recovering the costs and a transparent demonstration of the impacts to the community.

- ***Cost of Service / Rate Studies*** - Our approach is based on the premise that there are two separate issues involved in pricing municipal services:

    - Cost of Service, or how much revenue must be raised, and
    - Rate Design, or (once revenue needs have been defined) who should pay how much?

  We believe that expenses drive revenues, and that cost of service is tied to operating and capital budgets and must take into account properly allocated indirect costs. We have developed rate structures based on both cash and utility bases. All data sources and assumptions are clearly identified, and extensive public participation, under client control, is emphasized. MFSG's approach emphasizes the use of spreadsheet financial models that enable long-term projections reflecting sensitivity analyses for key variables. Each model is custom designed for the specific client, and becomes the property of the client.

- ***Formation of Authorities, Commissions and Special Districts*** - In recent years, costs of constructing and operating water, wastewater, stormwater and solid waste utilities have become unmanageable for some municipalities, particularly in high-growth areas or those with overlapping jurisdictions. As a result, many communities have decided to consolidate their utilities into regional systems, or to close down municipally operated facilities and purchase services from private or neighboring municipal utilities. MFSG has assisted a number of communities in developing and implementing their regionalization, privatization or divestiture plans. Our analyses encompass a review of managerial, financial, engineering and legal requirements, and take into account political considerations and the need to maintain service to customers.

- ***Operational Reviews / Management Audits*** - Our preferred approach to a management audit is comprised of three steps: a diagnostic which takes a "top down" look at high dollar functions or costs, plus any known problem areas; a detailed study of potential cost savings or service improvements identified during the diagnostic phase; and implementation assistance. This technique can be applied to virtually any municipal entity, from schools to public works, from corrections to finance. Many municipal utilities periodically conduct this type of review to eliminate inefficiencies and to identify potential improvements. This type of review can either encompass all operational aspects of an agency, or can focus on known/potential trouble spots (plant operations, efficiency, chemical or energy usage, information systems/GIS/SCADA, customer service and billing, etc.). Studies of this sort are sometimes required prior to a proposed rate or tax increase.

- ***Comparative Analyses / Benchmarking*** - Many organizations periodically compare themselves with other similar entities ("best in class") or disaggregate their functions (e.g., purchasing, information technology, customer service, construction management,

etc.) to compare specific functions with other organizations that may or may not be in a similar industry or service ("world class"). MFSG has lead or participated in numerous exercises of this sort, enabling its clients to develop comparative indicators to support long-range planning and operational reviews.

- ***Financial Feasibility Studies*** - For debt issues requiring feasibility studies, we perform comprehensive financial feasibility studies including rate and fee requirements and projections of all financial statements and coverage ratios. All analyses are tied to the client's official budgets, CIP, comprehensive plan and other relevant data. For high growth areas, we have developed impact fee-backed revenue bonds, and have supported clients in presenting such financing structure to rating agencies.

- ***Infrastructure Management / GASB 34*** - The key to keeping life cycle costs low is to maintain infrastructure assets at their desired service levels, thereby assuring their longest possible useful lives. MFSG has worked with numerous clients to develop condition assessments, asset tracking systems, preventive maintenance systems and other information systems to support asset management. Our work is also focused on compliance with GASB 34 and USEPA's CMOM/SSO requirements, which also affect municipal utilities, as well as tying in with other information systems such as GIS applications.

- ***System Development Charges / Capacity Fee Studies*** - Capacity fees or system development charges are used by utilities to recover the costs of increasing capacity from the users of the new capacity. Our approach to developing system development charges for utilities uses spreadsheet models to ensure that all capital costs incurred in constructing new system capacity—in particular, future debt service payments—are recovered through fees paid only by new customers.

- ***Impact Fees*** - Many local governments use impact fees to recover at least a portion of the capital costs of growth-related infrastructure (such as schools, roads, parks and recreation facilities, etc.) via impact fees. Our approach to this often-contentious subject is based on the official capital improvements program and comprehensive plan of the local entity. We clearly identify growth and non-growth capital cost components, and make certain that the same costs are not collected via taxes/user fees and impact fees.

- ***Conservation Studies*** - Many water utilities are being required to perform conservation studies and implement conservation rates and programs. We have an extensive library of conservation research studies and have tracked the success of the conservation rates we have developed. This data permits us to estimate the result of various conservation rate structures. We also have an extensive library of data on water using fixtures and can design retrofit programs. In addition, we have studied peaking factor reduction strategies and the related capital cost savings.

In summary, we are well versed in virtually every management and financial aspect of municipal operations.

Donohue and Associates

MFSG is joined by Donohue & Associates, who will serve as a sub-consultant on the study providing engineering and GIS database expertise. Donohue will provide staff from its downtown Chicago and downtown Milwaukee offices.

Donohue & Associates, Inc. is an employee-owned, award-winning consulting firm specializing in water resources, water and wastewater engineering services. Formed in early 1997, Donohue began with a core group of highly experienced, technically diverse personnel. With a staff of over 100 engineers and specialists averaging over 20 years of experience, Donohue offers proven technical expertise in water resources, water, stormwater and wastewater services. Donohue is recognized throughout the industry for its wet infrastructure expertise; the firm has received 21 Engineering Excellence awards since 2002.

All Donohue proposed team members are firm owners. As owners, their engineers understand that it is imperative that all projects be successful projects as the reward for quality work is more work. To this end, they have developed a streamlined organization and strong project management system that has proven effective at delivering quality projects that meet expectations on schedule and budget. During the past two years, Donohue has completed stormwater management analyses and designs for Lincolnwood, Illinois, Hammond, Indiana and Whitefish Bay and Waukesha, Wisconsin. Alternatives for different levels of services were developed in all of these projects, presented to the City Council or Village Boards and implementation plans are being prepared.

Donohue is a sustaining member of the Institute for Sustainable Infrastructure (ISI), a strategic alliance between the American Public Works Association, the American Society of Civil Engineers and the American Council of Engineering Companies. One of the goals of this organization is to foster a necessary and dramatic improvement in the performance and resiliency of physical infrastructure across the three dimensions of sustainability: economic, social and environmental. The guiding principle of sustainable development is to minimize our impact on the environment while still meeting the needs of our society at a reduced life cycle cost. Donohue's sustainability practice has been a part of our philosophy since our inception.

B. Project Staffing

We believe that the successful completion of the scope of work specified in the Village's RFP requires strong functional skills in municipal finance, accounting, utility engineering and economics, combined with a thorough knowledge of and experience in environmental programs, municipal utility operations and rate-setting.

- **David A. Hyder (Project Manager),** Vice President of the Municipal & Financial Services Group, has thirteen years of experience in stormwater, water, wastewater and solid waste systems. He is a dean's list engineering graduate of Michigan State University with an MBA in finance from the Carey School of Business at Johns Hopkins

University. He has served as project manager for numerous cost of service and rate studies for cities, counties and special purpose authorities and commissions in California, Connecticut, Delaware, Florida, Illinois, Kansas, Kentucky, Maryland, Massachusetts, Michigan, Missouri, New Hampshire, New York, North Carolina, Ohio, Pennsylvania and Virginia. He has served as project manager for water and wastewater rate studies for the Villages of Downers Grove, Morton Grove, Orland Park and Glen View and the City of Moline. He is currently serving as project manager for a water rate study for the Cities of Wheaton and Geneva. He is also managing a stormwater utility implementation study for the Village of Downers Grove. He serves as an active member of AWWA's Rates and Charges Committee including participation in authoring portions of the most recent revision of the AWWA M1 Manual. He has published papers for the Water Environmental Federation (WEF) and is an active member of Government Finance Officers Associations (GFOA). Mr. Hyder will oversee the day-to-day management of the study for the Village.

- **Edward J. Donahue III, CMC (Project Officer / Quality Control)** established the Municipal & Financial Services Group more than 35 years ago and has served as its director ever since. His relevant experience includes cost of service, rate and feasibility work for more than 100 clients, including work for cities, counties and special purpose authorities and commissions in Alaska, Connecticut, Delaware, the District of Columbia, Illinois, Kentucky, Maine, Maryland, Massachusetts, New York, North Carolina, Ohio, Pennsylvania, Virginia and others. Recent client work includes rate work for New York City; a governance study for the District of Columbia Water & Sewer Authority; organizational and operational advice for the Anchorage Water & Wastewater Utility; a financial feasibility study for the Town of Leesburg, Virginia; cost of service and rate studies for Glenview, Morton Grove and Orland Park, Illinois; and water rate work for the Town of Manchester, Connecticut. He has served as chairman of AWWA's Finance, Accounting and Management Controls Committee and currently chairs that organization's GASB 34 Task Force; he is currently serving on a special committee to revise and update *Water Utility Accounting*, a textbook sponsored by AWWA and GFOA. He has been accredited / served as an expert witness in accounting, contract, construction and rate matters. Mr. Donahue will provide project technical support and quality control.

- **Tracey J. Moher (Financial Analysis)** is a Senior Associate with Municipal & Financial Services Group, applying financial and consulting experience to support the principals of MFSG. Her consulting experience consists of the development of cost of service models involving rate/fee design and customer impact analyses for water, wastewater and stormwater utilities in several states including Illinois, Kansas, Maryland, Missouri and Virginia. Prior to her management consulting career, she worked for a financial consulting firm in the Baltimore area. Her recent work has focused on cost of service studies for the City of Annapolis, MD, City of Olathe, KS, Elkton, MD, Rivanna Water and Sewer Authority, and she is currently working on water and sewer cost of service studies for the Cities of Wheaton and Geneva, Illinois. She serves as an active member of AWWA's Spring Meeting Committee. Ms. Moher will provide financial analysis and modeling support for the study.

- **Randolph M. Videkovich, P.E. (Engineering)** serves as a Water Resources Engineer with Donohue and Associates and has over 40 years of experience. He specializes in hands on flood risk reduction and stormwater management projects with experience in large and small storm hydrology; open channel and pipe hydraulics; low impact development; instream water quality; nonpoint source pollution control; stormwater, sewer system, and water course modeling; groundwater flow and quality; environmental assessments; data management; and dam safety and hazard evaluations. He has extensive experience utilizing stormwater analysis software including SWMM, XP-SWMM, TR-20, HSP, HEC-HMS and HEC-RAS and translates the results of these complex analyses into recommendations useful for design and regulatory compliance. At a previous employer, he was the project manager for a Stormwater Management Plan and a 2-phase Stormwater Utility Development and Implementation project for the Village of Fox Point, Wisconsin. He also incorporates sustainable and green features into his designs. He is a member of the ASCE/APWA/ACEC Institute for Sustainable Infrastructure. He is also an adjunct professor of Civil Engineering and Engineering Mechanics at the University of Wisconsin-Milwaukee, where he teaches the civil engineering senior design courses. Mr. Videkovich will provide engineering support specifically completing the assessment of the existing conditions of the stormwater system and needs assessment.

- **Steve E. Sticklen, P.E. (Engineering / GIS)** serves as a Senior Engineer with Donohue and Associates and has over 18 years of experience. He specializes in water resources and conveyance modeling. He brings a wealth of experience in GIS, hydraulics, hydrology and H&H modeling to solve stormwater management challenges. He has extensive experience utilizing modeling packages including SWMM, XP-SWMM, MOUSE, MikeUrban, InfoSWMM, and HEC-RAS to solve large and small stormwater management problems including: stormwater management, flood control / mitigation, sanitary and storm sewer master plans, capital improvement plans, CSO long term control plans (LTCP), sanitary sewer overflows (SSO), rainfall-dependent-infiltration (RDI) and antecedent moisture modeling (AMM) in sanitary sewers, 2-dimensional surface flow modeling, Flow monitoring and inflow & infiltration (I/I) studies, GIS and utility geodatabase development, GPS surveys and MS4 stormwater permitting. Mr. Sticklen will provide support with analysis of the Village's GIS database and evaluation of the impervious area within the Village.

Our project organization is depicted in Exhibit 1. Following Exhibit 1, Exhibit 2 on the presents a skills matrix for key project personnel. Full resumes for the key personnel identified are included in the Appendices of our proposal. All project personnel have worked together on projects over the past several years. We guarantee the specific performance of the key personnel.

Exhibit 1 – Project Organization

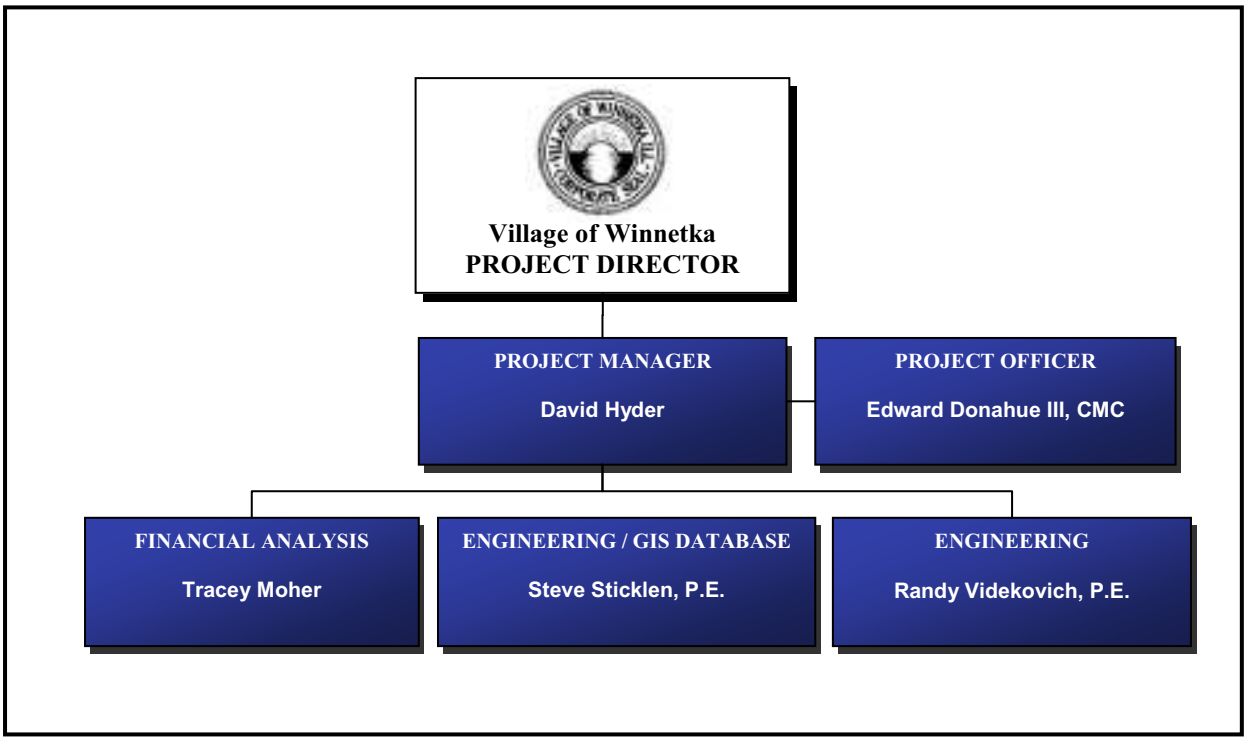


Exhibit 2 – Project Team Skills Matrix

Village of Winnetka Storm Water Utility Feasibility Study				Years Experience	Skills										
Name	Education	Registration	Project Role		Accounting	CIPs	Credit and Rebate Programs	Economics	Engineering	Environmental Programs	Finance	GIS / Computer Modeling	Municipal Utilities	Ordinance Development	Utility Rates
Edward J. Donahue III	BS, Accounting MBA, Finance	CMC	Project Officer	42	✓	✓	✓			✓	✓		✓	✓	✓
David A. Hyder	BS, Civil Engineering MBA, Finance	EIT	Project Manager	13	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Tracey J. Moher	BA, Accounting		Financial Analysis	5	✓	✓	✓				✓	✓	✓		✓
Steve E. Sticklen	BS, Civil Engineering	PE	Engineering / GIS	18		✓			✓	✓		✓	✓		
Randy M. Videkovich	BS, Civil Engineering MS, Civil Engineering / Water Resources	PE, PH, D.WRE	Engineering / Needs Assessment	40	✓	✓	✓		✓	✓		✓	✓	✓	✓

C. Related Experience of Project Personnel

The MFSG and Donohue personnel assigned to this project are extremely familiar with the issues and challenges facing the Village of Winnetka and the individuals have the expertise and experience to support this endeavor. There are only approximately fifteen communities within the State of Illinois that have established stormwater utilities and as a result there have been limited opportunities to assist communities in the State with this type of study. In addition to this recent work in Illinois, the project team personnel have assisted several communities across the United States with stormwater feasibility and implementation studies, including stormwater utility studies in Wisconsin, Indiana, Virginia, New Jersey and Maryland. The following section of our proposal provides a description of various stormwater utility studies completed by MFSG and Donohue including the project personnel completed the study and the client reference.

D. Project References

A listing of recent stormwater studies are provided below. The Village is strongly encouraged to contact the references to learn more about our project team and the clients experience working with MFSG.

Establishment of a Stormwater Utility (2012)
Village of Downers Grove, IL

Project Personnel: Hyder, Donahue, Moher

The Village of Downers Grove, located in DuPage County, has a population of approximately 48,000 and consists of approximately 14.5 square miles of land. Downers Grove operates under the Council-Manager form of government; the Mayor and six Commissioners serve for four-year overlapping terms and the Village Manager is appointed by the Council. The Village must adopt a budget by December 31 of each year. The Downers Grove Village Council is aided in governing the Village by various volunteer advisory boards and commissions.

The Village's storm drain system discharges are subject to the NPDES Storm Water Phase II Municipal Separate Storm Sewer System (MS4) General Permit. Compliance with this regulation requires the Village to conduct additional operation and maintenance activities, such as public education and outreach, illicit discharge detection and elimination, construction site runoff control, post-construction runoff control, pollution prevention/good housekeeping and detention basin inspection.

Traditionally, the Village has paid for its stormwater infrastructure operation & maintenance and capital projects through the sale of bonds and the general tax fund. The Village has had past success using bonds as a funding mechanism for major infrastructure projects. The method is useful for the initial capital improvement, but not for long-term maintenance issues identified in the Storm Water Master Plan.

In April of 2011, the Village engaged the Municipal & Financial Services Group (MFSG) as part of a competitive bid procurement, to assist with the establishment of a stormwater utility. MFSG was tasked with providing a full range of services necessary for the establishment of the utility. The scope of services provided by MFSG included the following:

- *Project Planning and Coordination* - provided a roadmap and plan for the entire Stormwater Utility development process.
  .
- *Level of Service Determination* - completed an analysis of current level of stormwater service provided and a projection of future funding requirements for daily operations and maintenance, and capital maintenance and improvements.

- *Stormwater Financial Forecast* - completed an analysis of the potential options for funding stormwater operations including the issuance of bonds, partial and full reductions in tax funding from the General Fund and the resulting stormwater fee under each funding scenario.

- *Fee Structure Analysis* - completed a detailed analysis of various fee structures that could be used to assess a stormwater fee including impervious area (individual property by property and tiered), gross area, zoning based on intensity of development. The pros and cons of each alternative structure were presented and recommended structure was developed.

- *Stormwater Fee Credits, Adjustments, Appeals and Ordinance* - developed a credit and incentive manual, an appeals process and a comprehensive stormwater utility ordinance.

- *Impervious Area Database* - computed the impervious area for each parcel in the Village using the impervious area layer from the County's GIS database. The impervious area was used to develop the customer file for billing the stormwater fee.

- *Property Owner Impacts* - completed an analysis to demonstrate the impact to every property owner in the Village based on the recommended stormwater fee. The Village used this data to create a color-coded map demonstrating the range of impacts by parcel throughout the Village.

- *Policy Issue Identification and Recommendations* – identification and explanation of key policy issues for consideration such as tax exempt properties, vacant properties, potential exemptions and recommendations for addressing these issues.

- *Billing Methodology* - completed a review and recommended approach for billing stormwater including examination of using the existing water bill, tax bill or stand alone stormwater bill.

- *Public Relations, Education and Presentations* - provided assistance with development of a public educations program including assistance in public meetings, presentations and guidance to Village staff. MFSG partnered with the Village Staff by developing the

education materials while encouraging the Village to be the face of the education program by presenting the materials at three educational meetings and by meeting with key stakeholders. Additionally, MFSG presented a series of four presentations to the Village Council to provide a comprehensive review of the process of establishing a stormwater utility leading up the adoption of the utility.

The Village Council approved the establishment of a stormwater utility and stormwater fee in March of 2012, establishing the first stormwater utility in DuPage County. The Council adopted all of the recommendations developed by MFSG including a three tier fee structure for residential parcels and an equivalent residential unit basis for non-residential. The fee that was adopted will fully fund the current level of service and move the Village towards a recommended level of service over the next ten years. The Village will begin billing for stormwater on the utility bill in January of 2013. MFSG continues to provide assistance with the implementation phase of the stormwater utility.

Client Contact:
Stan Balicki, Assistant Public Works Director, 630.434.5474 / sbalicki@downers.us

Establishment of Stormwater Utility (2011)
Town of Centreville, MD

Project Personnel: Hyder, Donahue, Moher

The Town of Centreville is located on the Eastern Shore of Maryland and includes a population of approximately 2,000 individuals. The Town received a grant from the National Oceanic and Atmospheric Administration (NOAA), through the Maryland Department of Natural Resources Chesapeake and Coastal Program to hire a consultant to evaluate and assist with the implementation of a stormwater utility. As part of a competitive procurement the Town selected and engaged the Municipal & Financial Services Group to complete the study. The scope of services set forth in the contract between the Town of Centreville and the Municipal and Financial Services Group ("MFSG") specifies two major tasks:

- Public Outreach and Education
    - Formation of and workshops with a stormwater advisory council (SWAC) with a goal of education and soliciting feedback related to the development of a stormwater utility.
    - Workshops with Town Council and other government agencies to educate and solicit input.
    - Public outreach and education via mailers, website material, FAQ's, articles in local media and public forums.
- Development of Business Plan
    - Assess the existing stormwater management program by reviewing Phase I and refine the levels of service by developing a financial model.

- Evaluate the basis for a fee along with alternative billing methodologies.
- Evaluate policies and procedures associated with a stormwater management fee and the implementation of an ordinance.

The study was successfully completed in October of 2011.

Establishment of a Stormwater Utility (2009)
City of Manassas Park, VA

Project Personnel: Hyder, Donahue

Manassas Park is located in Northern Virginia, south of Interstate 66 and just off VA 28. Like all Virginia incorporated municipalities, it is an independent city and not part of any county. It is bordered by the City of Manassas and Prince William County.

The City engaged MFSG to provide advice and technical assistance in the establishment of a stormwater utility. The City currently contains approximately 39 stormwater management ponds, storm sewers and stream channels that are used for stormwater drainage. Many ponds are owned and maintained by the City; others are owned and maintained by the individual developments or homeowners associations (HOAs) for their locations. The establishment of a stormwater utility as an enterprise fund allows the City to adequately charge for the costs incurred to maintain adequate stormwater infrastructure and facilities to meet the increased environmental requirements of the Chesapeake Bay cleanup program. The utility also defines and monitors the level of maintenance required at individually owned stormwater management ponds.

A comprehensive review of existing state and federal standards was completed to review the adequacy of the existing stormwater capital improvement program as well as to identify additional required capital expenses. MFSG also identified and isolated current storm water related annual costs from the City's operating and capital budgets. Revenue requirements were determined and methodologies for collecting revenues were analyzed. Identification and review of billing mechanisms (impervious acreage) was completed and unit costs (residential ERUs / square footage) were developed. Criteria and methodologies for identifying and quantifying site-specific storm water management activities and programs that qualify for credits against stormwater management fees were also recommended.

Client Contact:
Kathy Gammell, Public Works Director, 717.476.0562/ kathleenrg@q.com (current contacts; recently retired)

Development of Stormwater Utility (2009)
Auburn, MA

Project Personnel: Hyder, Donahue

This town of 16,000 was settled in the mid-1700s and is the site of Dr. Robert Goddard's first rocket launch in 1926. The Town hired MFSG (as a subcontractor to an engineering firm) to establish its stormwater management program as an enterprise fund and self-supporting utility. The Town is located on physically-impaired rivers, and is required to develop enhanced and expanded stormwater management programs over a specific schedule. The tasks in our scope of work included:

- Reviewing and refining information developed to date on stormwater related costs including O&M costs from its current budget; a proportionate share of Town overhead costs and support services; and capital costs (cash-financed capital costs plus proportionate share of debt service on stormwater bonds).

- Reviewing / documenting anticipated capital costs for stormwater, using the Storm Water Master Plan as a starting point.

- Reviewing the developed GIS database that could be used for allocation and billing of costs, including real property records, GIS / land use files and commercial property information.

- Developing criteria and methodologies for identifying and quantifying on-site and site-specific stormwater management activities and programs that qualify for credits against the stormwater management fees; developing simplified method for calculating credits.

- Developing costs of service for stormwater management programs, including O&M, annualized capital and reserve contribution costs on a detailed basis for the next five fiscal years (i.e., FY 2010-2011 thru FY 2015-2016) and reflecting such costs in a financial spreadsheet model.

- Identifying geographic areas / parcels for inclusion or exclusion from the service area of the stormwater utility.

- Developing preliminary unit costs (per household, per impervious acre, per square foot, etc.) and sample bills for typical parcels.

- Preparing a draft business plan ("final report")

Client Contact:
Eileen Pannetier, P.E., PhD, President / CEO, Comprehensive Environmental, Inc.
508.281.5160/ epannetier@ceiengineers.com

Development of Stormwater Utility (2009)
Village of Fox Point, WI

Project Personnel: Videkovich

At a previous employer, Mr. Videkovich was the project manager for a Stormwater Management Plan and a 2-phase Stormwater Utility Development and Implementation project for the Village of Fox Point, Wisconsin.

The Phase 1 Stormwater Feasibility Study (Utility Development Study) allowed elected officials (and the public) to make an informed decision about moving ahead with the implementation of a stormwater utility. This study addressed the financial and technical challenges that motivated the Village to consider a stormwater utility. It assessed the administrative, capital and operation and maintenance costs of the program that addresses these challenges and developed a fair, equitable and legally defensible rate structure to allocate the cost of the program so that everyone pays their fair share.

The level of service and the cost of providing that service came from the Village's Stormwater Management Plan. This data, combined with the new stormwater discharge permit requirements, and deferred maintenance requirements were used to generate a 10-year forecast of both capital and operation and maintenance requirements. These 10-year forecasts were then used to estimate utility rates.

Phase 2 implemented the recommendations of the Phase 1 Feasibility Study, which included additional public outreach, finalization of the rate structure, drafting of the enabling ordinance and its credit and rebate policy, and development and integration of the stormwater customer-billing file into the Village's utility billing system. Training of Village staff and answering customer questions about the new stormwater utility after the initial billing was also part of this project.

The Fox Point Stormwater Utility is operating today as a viable and successful stormwater utility that generates enough revenue to fund its stormwater management needs.

> Client Contact:
> Scott Brandmeier, Director of Public Works, 414.351.8900/ sbrandmeier@vil.fox-point.wi.us

Stormwater, Solid Waste and Wastewater Cost of Service Study (2008)
City of Newport News, VA

Project Personnel: Hyder, Donahue

The City of Newport News is at the southwestern end of the Virginia Peninsula, on the north shore of the James River at its confluence with the Chesapeake Bay and Atlantic Ocean. MFSG, working with the City's engineers, developed a comprehensive cost of service and rate study for

the City's stormwater, solid waste and wastewater utilities. The study is analyzed the current rate structures and current methodology of each utility fee:

- Stormwater is charged on an ERU (equivalent residential unit) basis for 46,000 residential customers and according to impervious area for commercial customers
- Solid Waste is charged by bin size
- Wastewater is charged to 55,000 customer accounts on a unit cost basis tied to metered water consumption

The study examined operating and maintenance expenses, debt service, operating and repair / renewal / rehabilitation reserves and capital improvement programs of $25 million for stormwater, over $3 million for solid waste and $19 million for wastewater while taking into account unit and growth projections over a ten year planning period. The study was completed in early 2009.

Client Contact:
Judi Hines, Assistant Director of Public Works, 757.269.2710/ jhines@nngov.com

Stormwater, Water and Sewer Cost of Service/ Rate Study (2007) Village of Orland Park, IL

Project Personnel: Hyder, Donahue

The Village of Orland Park, with a population of about 57,000, is located west of the southern shore of Lake Michigan; the City of Chicago is about twenty miles northeast of Orland Park. The Village owns water distribution and wastewater collection systems that serve about 21,000 customer accounts within the incorporated Village and 1,500 customer accounts outside corporate limits.

The Village hired MFSG to develop a cost of service and rate methodology for stormwater, water and sewer funds. MFSG developed a comprehensive financial model to facilitate the cost of service analysis. The financial model included the operating and capital budgets for Village operations as well as necessary reserves. The financial model was utilized to examine three methods of assessing the cost of providing stormwater to the Village residents. The methods considered for charging for stormwater included basing the fee on the following:

- Billed water usage (the current method)
- Impervious acreage per customers
- Assessed property value, as an Ad Valorem tax.

After discussion with Village staff, the Village decided to continue to charge stormwater fees based on billed water usage. This option was selected primarily because impervious acreage data was not available at the time. The financial model developed during the study will allow the

Village to move to a charge based on impervious acreage should the data required become available. MFSG recommended significant increases to the stormwater fee based on the actual cost of providing this service to Village residents. The recommendations presented by MFSG were unanimously adopted by the Village Board of Trustees.

Client Contact:
Sarah Schueler, Assistant Finance Director, 708.403.6192/ sschueler@orland-park.il.us

Stormwater, Water and Sewer Cost of Service / Rate Study (2008)
City of Camden, NJ

Project Personnel: Hyder, Donahue

Camden is located in south central New Jersey on the Delaware River. Philadelphia is located to the northwest on the opposite shore of the river. The City has a population of approximately 75,000. The City has been economically distressed for a number of years and is currently in State receivership. The City's stormwater, water and sewer systems are operated under contract by United Water. The City has made significant capital investments in its water, sewer and stormwater system over the last few years and is now facing the issue of paying off the debt incurred to fund these investments.

The City engaged MFSG to develop a cost of service and rate methodology for the City's stormwater, water and sewer funds. MFSG developed a comprehensive financial model to facilitate the cost of service analysis. The financial model determines the true cost of operating the stormwater, water and sewer systems. The actual costs of operating these systems is projected for the next ten years with specific emphasis placed on assuming a gradual increase ("ramp up") in the costs related to stormwater due to compliance with new regulatory standards adopted by NJDEP. The financial model can be utilized to examine various methods for allocating stormwater costs among the residents and businesses within the City. The City currently includes the cost of operating the stormwater system in the water and sewer bills. The City implemented a separate stormwater fee based on billed water usage until reliable impervious acreage data is available. The implications of adopting a fee based on impervious acreage rather than water usage are key considerations for the City since this will reallocate the cost of operating the stormwater system among its citizens and will affect certain customers differently since water usage does not directly correlate to impervious area.

Extensive public outreach efforts were incorporated into the project, including several neighborhood meetings, meetings with key stakeholders, large user groups, civic groups and elected officials. Radio and public television call-in shows were also used as part of the project.

Client Contact:
Fred Martin, Senior Administrative Analyst, 609.314.7567/ f_ddiemmartin@verizon.net
(current contact information – recently retired)

Stormwater Analysis (2012)
Village of Lincolnwood, IL

Project Personnel: Videkovich, Sticklen

Donohue was retained to analyze Lincolnwood's combined sewer system to identify means of reducing basement flooding, which is likely to occur in as little as a 2 to 3-year storm. Lincolnwood is currently attempting to reduce flooding by installing restrictor plates on the inlets, thereby inducing surface ponding of storm runoff and attenuating the rate at which it enters the sewer system. XP-SWMM was used to model the stormwater system. This model consists of a dual-drainage network capable of simulating both surface and subsurface flows and the interaction thereof in a fully dynamic manner.

The first two phases of this 3-phase project is complete and included:

- Manhole GPS survey / inspection
- Model development
- Preliminary model calibration
- Collection system PASS/FAIL assessment
- 2-D surface modeling of the Village

The PASS/FAIL assessment determined that the inlet restrictor program, once complete, will not provide the desired 10-year level of protection from flooding. Donohue completed the development of a 2-dimenstional surface model, improved utilization of available street storage, and alternative analyses of system improvements to provide a 10-year level of protection as part of the Phase II project. Phase III will include detailed design of the recommended alternative.

Client Contact:
Manuel Castaneda, Director of Public Works, 847.675.0888

2. APPROACH TO PROJECT

This section of our proposal presents a discussion of our understanding of the project and technical approach.

A. Project Understanding

The Village of Winnetka was incorporated in the 1869 and is located 16 miles north of the City of Chicago. The Village is situated on the shore of Lake Michigan, making the Village a desirable place to live. The Village is primarily residential with approximately 4,000 of the total 4,500 parcels containing single family residential homes. The remaining 500 parcels include multi-family, commercial and institutional uses.

The Village Public Works Department provides stormwater management throughout the Village including routine maintenance and capital improvements. The Village stormwater system is regulated under a permit issued by the United States Environmental Protection Agency (USEPA). Specifically, the Village's stormwater system discharges are subject to the National Pollutant Discharge Elimination System (NPDES) Small Municipal Separate Storm Sewer System (MS4) General Permit. Under this permit the Village is required to meet six minimum control measures which include public education and outreach, illicit discharge detection and elimination, construction site runoff control, post-construction runoff control, pollution prevention/good housekeeping and detention basin inspection.

In addition to routine maintenance of the stormwater system, the Village has made improvements to the system over the last two decades totaling over $3.5 million. However, significant rain events and drainage studies have revealed the need for additional improvements. The Village recently hired an engineering consultant to further examine the necessary improvements to the stormwater system. The Village has historically funded the maintenance and capital improvements on a "pay-go" basis using funds from the General Fund. At this time, the Village would like to examine the possibility of forming a stormwater utility to provide a dedicated revenue stream for future improvements which will likely exceed the funds available on a pay-go basis.

There are a number of benefits to managing stormwater as a utility and reasons why the Village currently manages other utilities such as the water system as a utility. A few of the typical reasons for the establishment of a stormwater utility include the following:

- Improved Equity - A stormwater utility would provide improved equity among property owners within the Village. The formation of a stormwater utility and implementation of a stormwater fee allows for allocation of costs of operating and maintaining the stormwater system to property owners based on their stormwater impact.

- Fiscal Accountability - The formation of a stormwater utility and collection of a stormwater fee would provide increased fiscal accountability. The fees collected would

be accounted for in an enterprise fund and would be exclusively used for stormwater needs. Additionally, the level of the fees would be driven by a defined level of service addressing maintenance needs and regulatory requirements.

- Dependable Revenue Stream - The formation of a stormwater utility and collection of a stormwater fee would provide a dependable revenue stream. It is often the case that stormwater funding is made available based on a specific crisis or immediate need but withdrawn when more pressing needs for funds are identified. A stormwater fee would address this issue and allow the Village to better manage the stormwater system. Specially, a dependable revenue stream would allow the Village to proactively manage the system which would result in lower life-cycle costs. To a large extent the Village is currently managing the stormwater system reactively as critical events occur which require immediate and often expensive action.

- Increased Public Awareness - Current revenues for stormwater are unseen and included in taxes and the public is often not aware of the service they are receiving as well as the cost the Village incurs while providing stormwater service. Increased public awareness allows for public education and may result in property owners taking action to manage stormwater on their property.

While there are a number of specific and tangible benefits associated with implementing a stormwater utility and associated stormwater fee, there are often concerns that are expressed within the community related to taking such action. The most common concerns include the following:

- Impact on Tax-Exempt Properties - Under the current funding approach used by the Village, tax-exempt properties do not contribute to the funding of the stormwater system. The adoption of a stormwater fee based on impervious area would result in tax-exempt properties contributing to funding the stormwater system based on their stormwater contribution.

- Impact on Commercial Development - The adoption of a stormwater fee based on impervious area will often shift the cost of managing the stormwater system to commercial properties since these properties typically have greater amounts of impervious area. As a result, a valid concern is will the stormwater fee impact economic development in the Village (cause existing commercial properties to relocate and / or discourage new development)?

These are just a sampling of the benefits and typical concerns related to the establishment of a stormwater utility. To evaluate these and other issues, the Village would like to hire an independent consulting firm to evaluate the current condition of the stormwater system, develop a system needs assessment, several capital improvement plans, develop a dedicated fee-based revenue stream for the stormwater system and implementation requirements.

B. Project Approach

PHASE 1 – Stormwater Feasibility Study

The following section of our proposal presents an overview of our approach to completing a stormwater feasibility study for the Village. Our project team has executed similar approaches for clients around the United States and most recently for the Village of Downers Grove.

B.1 - Project Management

MFSG will manage all aspects of the stormwater system for the feasibility study. This will include coordination of all activities necessary for completion of the study, development of an implementation plan and detailed schedule, project status monitoring/reporting (including monthly updates) and coordination with Village staff. While we will not require a significant amount of Village staff time, our overall approach to the project is to keep the Village fully informed and engaged during the study to solicit input and provide transparency.

To initiate the project, we will schedule a project kick-off meeting. This is the most important meeting of the project; as it sets the stage for a successful project and will introduce key players, re-validate the workplan and schedule, identify key dates, and establish the formal and informal reporting relationships needed for the successful completion of the study. Project expectations will be refined, lines of communication documented, ideas exchanged and data needs requested. This meeting will also be used to determine the desired level of public involvement throughout the study and the Village Board.

Prior to the kick-off meeting, we will compile a list of information items to be provided by the Village, with the goal of receiving as much of this information as possible prior to the kickoff meeting.

The types of information we will be requesting include:

- Appropriate GIS geospatial data layers that are described in the RFP
- Stormwater project plans for future projects
- Budgets and staffing levels associated with stormwater management functions
- Unfunded or underfunded stormwater functions
- Topographical maps

Interviews with the Village Chief Financial Officer and Village staff will be scheduled the same day as the kickoff meeting.

In addition to periodic progress meetings with Village staff, our project team will provide (if directed), briefings to the Village Board and Public during or at the completion of Phase 1.

B.2 - Stormwater System Existing Condition and Needs Assessment

Prior to the developing a funding approach for the stormwater system and possibly a stormwater utility, it is necessary to gain an understanding of the true cost of providing stormwater service throughout the Village. This includes the daily operations and maintenance of the system, the necessary repair and replacement of existing stormwater infrastructure and the need for stormwater system improvements that define the current and future level of stormwater service.

This will be accomplished through a combination of:

- Meetings with Village staff to discuss existing stormwater issues and current maintenance activities *(Because integrated municipal stormwater management typically requires staffing and resource commitments outside the traditional public service and engineering organizations, additional staff interviews maybe required).*
- Reviewing topographical maps that describe the Village's stormwater drainage patterns and associated historic flooding.
- Reviewing the results of the ongoing survey of the remaining areas of the Village to identify areas of flooding and possible improvement projects.
- Developing a stormwater facility inventory.
- Building on historical, current or ongoing stormwater studies conducted for the Village to establish future capital stormwater expenditures.
- Reviewing of historical annual stormwater expenditures (maintenance and capital).

Based on these activities we will determine the current level of service of the stormwater system. The level of service will be developed within a financial model that will document assumptions and provide for detailed sensitivity analysis regarding maintenance level, capital investments and other variables. In addition to documenting the current level of service, we will develop a stormwater system capital needs assessment.

Once the full costs of providing stormwater management at the current level of service are determined, we will develop a forecast of future funding requirements based on maintaining the current level of service as well as at a recommended level of service based on likely new regulatory requirements, any identified gaps in current maintenance/operating activities and based on the capital needs assessment. The future recommended level of service will be developed for a 20-year planning period. The 20-year projection will include at least three 5-year Capital Improvement Program budget scenarios. These scenarios will be based on varying levels of annual capital spending taking into consideration such factors as project criticality, Village staff resources, acceptable level of disruptions within the Village and other considerations.

B.3 - Rate Policy and Revenue Analysis

Financial Plan for Funding Stormwater - The defined levels of service (current and recommended) serve as the basis for the current and future levels of expenditures for the Village's stormwater program. Based on these expenditures, we will develop and evaluate up to six financial plans for funding the future level of service.

These may include:

- Full transition to some form of a user charge such as a stormwater fee.
- Combination of General Fund funding and a user charge.
- Continued use of General Fund funding.
- Issuance of general obligation bonds with General Fund funding.
- Issuance of revenue bonds funded with revenues from a stormwater fee

These are simply examples, based on our experience it may be that the Village will want to continue to fund maintenance activities related to stormwater from the General Fund and fund only capital projects with a user charge or some variation of this type split funding. We will discuss with the Village the benefits and disadvantages to funding the stormwater system in various manners and provide a recommended approach. We anticipate that at least one financial plan will include the use of a user charge in the form of a stormwater fee. The following sections describe the approach we will utilize to develop the stormwater fee(s).

Impervious Area Sample Analysis - The Village's RFP suggests a residential stormwater rate based on the typical (average) residential parcel. We agree with this methodology as impervious surfaces generate the majority of stormwater runoff and place the most burden on the storm water collection system. Therefore, it is a fair and equitable method of billing for stormwater. Using the provided maps for typical land uses and average impervious areas that include land use types and/or zoning, digital orthophotograpy and digital planimetric features we will calculate the average impervious area for a typical residential single-family parcel within the Village. This will serve as the base equivalent residential unit (ERU) for determination of the stormwater fee.

Rate Structure Analysis – Once the impervious area analysis is complete, we will examine various user rate structures to be considered. The user rate structures will be evaluated based on, but not limited to, the following:

- Estimated total ERU's by customer class
- Administrative simplicity
- Availability of data
- Equity and Legality
- Customer class impact
- Ease of understanding and maintenance of the structure

For each user charge structure alternative, we will develop and present; the stormwater rate for residential and non-residential parcels, the potential residential and non-residential financial impacts for various types of properties including a comparison of the amount paid by parcel under the stormwater rate versus the current property tax-based method and our assessment of the legality, equity and ease of implementation for each structure. Additionally each rate structure method will include an assessment of the ability to offer credits for on-site stormwater mitigation.

Based on the evaluation of the structures, we will develop a recommended structure and with supporting documentation for the selection of the recommended alternative. If the recommended structure includes a stormwater fee based on the implementation of a stormwater utility, we will present and discuss the advantages and disadvantages of implementing a stormwater utility within the Village. For those CIP funding options that do not include a stormwater fee, we will present the advantages and disadvantages to each funding approach.

B.4 - Implementation Requirements

Based on our experience assisting communities with stormwater utility implementation and working with Village staff, we will identify policy issues specifically associated with utility management and billing along with any other additional issues that arise during the course of the study. Each identified policy issue will be reviewed and alternative approaches to each issue will be documented in a concise policy memorandum for review and discussion with Village staff. To demonstrate our understanding of the many policy issues related to implementation of a stormwater utility several key issues are presented below.

Stormwater Billing Options - There are certain inherent advantages and disadvantages related to specific stormwater fee billing approaches – for example, using a property tax system would provide cash for the Village's storm water program "up front" since property taxes are generally billed in advance and have a high collectability rate. The utility billing system generally collects cash after the service is provided, and utility bills have a higher delinquency rate than property tax bills. Conversely, the property tax database may not have complete or accurate data about tax-exempt properties, requiring upgrades to the database if this approach were used.

The principal challenge for each alternative is typically the ease of downloading and manipulating the relevant data to calculate the amount to be billed to a specific address. This could require connections between water or sewer account numbers, street addresses, parcel or lot numbers, and the data descriptors related to specific lots in the real property system (e.g., use of the parcel, acreage, impervious acreage, etc.). Among the evaluation factors to be considered would be the ease of updating the relevant databases, whether or not there is already in place a process to "automatically" update a database, the limitations (if any) on the timing or frequency of bills if certain billing systems are used, planned upgrades and replacements for existing software packages (to assure compatibility going forward), and the costs of billing (e.g., more frequent bills mean better cash flow but higher processing costs and postage).

The capabilities of the utility billing system and real property billing system would need to be identified, documented and evaluated from the perspective of implementation cost, ongoing operating costs and administrative simplicity.

Other Policy Issues - In addition to stormwater billing considerations, a number of other policy issues and practical details must be considered and addressed related to the implementation of a stormwater utility. These issues and details include, but are not limited to, the following:

- Suggested exemptions (if any)
- Inclusion or exclusion of certain customer classes (and the related impact on other

customers' bills)

- Inclusion or exclusion of public rights-of-way and easements from eligibility for the stormwater fee
- Credits and rebates for onsite stormwater mitigation
- Amount of shared benefits available for inclusion in a credit and rebates
- Customer appeals (grounds for appeals and process to file and grant appeals)

In most cases, municipalities do not offer exemptions nor do they exclude specific customer classes from the fee. Additionally, most municipalities exclude public-rights-of-way and easements from the fee, as the Village would be charging itself.

Stormwater utility fees have faced legal challenges in most states around the country. One of the common themes resulting from these challenges has been that the fees are really a tax because they are often based on property size. To counter this argument there must be an element of voluntary use related to the fee. Hence, the need for credits for parcel owners who can demonstrate that they have implemented best management practices to reduce or mitigate the runoff from their impervious area beyond minimal standards must be included in the utility.

These are just a sampling of some of the key policy issues that may be addressed in the study. We will review these and any other policy issues with the Village staff to make certain that the full requirements for implementation of stormwater utility are identified and documented.

Stormwater Utility Ordinance - Our project team has a significant amount of experience in developing stormwater utility ordinances for communities around the United States including the Village of Downers Grove in Illinois. Drawing on this experience, we will draft a stormwater utility ordinance for review by the Village Attorney. The ordinance will include a credit / rebate / appeal process manual for review.

Stormwater Utility Implementation Schedule - We will develop a detailed stormwater utility implementation schedule for the Village. The schedule will identify all the necessary steps for the implementation of a stormwater utility. We will propose developing the schedule using a Critical Path Method (CPM) software to allow for schedule tracking and identification of critical path items.

B.5 - Final Study Report and Recommendation

The analysis completed in Phase I will be documented in a concise report. The report will include a comprehensive description of the feasibility analysis and include the memorandums developed for each policy issue. The report will be written in plain English to allow for easy of understanding, rather than technical jargon, following the format described in the Village's RFP. The report will clearly document the legal, financial and administrative feasibility of implementing a stormwater utility for the Village while clearly documenting the fiscal impacts to property owners of funding stormwater with a user charge as compared to property taxes. The report will also provide an assessment of the effectiveness of the stormwater utility for implementing the water quality aspects of the Village's stormwater management program.

Once the report is final, we will present the results of our analysis completed during Phase 1 to the Village Board. It is worth noting that based on our experience briefing the Board (or a portion of the Board) during the feasibility study can beneficial. We would be amenable to this approach if the Village staff decided that it would be effective.

PHASE 2 - Stormwater Utility Implementation

Should the Village Board decide to implement a stormwater utility, we will provide assistance with the implementation of the utility. The following section outlines our approach to this phase of the study.

In its RPF, the Village has identified three key areas for assistance with implementation of a stormwater utility including public education, final development of the customer database and final user charge rate setting.

B.6 - Public Education

One of the most important component of instituting a stormwater utility and stormwater fee is education. Residents, businesses, not-for profits and all others who will now be paying the new utility fee need to understand the importance of stormwater management and the impacts that stormwater has on our greater water surface. The outreach efforts as part of this project will inform the public about the new utility fee. Our project team will work to provide a public relations component that meets the goals of the Village to achieve public participation, obtain community buy-in and provided education that changes perspectives and practices.

The education component will explain why this issue is important, the impacts of land use and impervious surfaces on stormwater, as well as activities individuals can take in addition to the actions the Village is taking to reduce stormwater run-off, such as rain barrels, green BMPs, and planting rain gardens. Engaging the community in this process and providing transparency along with education will lead to the community's understanding of the issue and acceptance.

As requested in the Village RFP we will develop a press release to publicize an Open House and public hearing for the proposed utility. We will assist in conducting the Open House to provide information on the study and the proposed utility. To provide information at the Open House we will develop materials such as PowerPoint presentations, handouts, public feedback forms, display boards and other materials deemed appropriate for the meeting. We will also attend one or more public hearing(s) to explain the utility and address questions from the public. In addition to the activities identified by the Village in its RFP, we would offer one or more of the following strategies be incorporated into a public education program for the new utility.

- Use already established Village communication tools such as the Village's website, Facebook site, Twitter and YouTube (Downers Grove Board presentations are on YouTube). We recommend using all of these media to inform and educate the public on the utility fee. The project team can provide information and content to be posted on these various accounts.

- Use local news outlets to provide print news coverage to the Winnetka community. Other news media includes local radio and television stations and an Internet-based news outlet.

- Community groups and associations can assist with the education and outreach efforts. Identifying community connectors, those individuals with large social networks, can assist with promoting meetings and spreading information throughout the Village. A comprehensive list of community groups and organizations along with key community leaders could be developed. Messaging, materials, newsletter or website content, presentations and other outreach tools to engage these groups and their members could be prepared. Direct contact to these groups should be made only by Village staff.

- Presentations to the Village Board should be available for posting to the Village's web-site.

- Color-coded maps suitable for presentations and posting on the Village's website of ERUs by parcel, user class, or utility fee could be prepared to illustrate the rate impact on individual parcels.

B.7 - Final Development of the Customer Base

The final stages of implementation include confirming and finalizing the customer database and actual ERU's for each parcel within the Village. MFSG will compute the impervious area for each non-residential parcel using multiple resources provided by the Village, including maps and site plans. The final database will also include information on all vacant lots. We will provide a quality control check of all gathered information to ensure a comprehensive and accurate customer database of all impervious area by parcel within the Village is developed. After the database has been completed, we will work with Village staff to coordinate billing preparation and confirm all service charges (stormwater fees) are appropriate and accurate on a parcel by parcel basis. This stage of implementation often requires a significant amount of effort depending on the basis that will be used for billing the stormwater fees.

B.8 - Rate Setting

In conjunction with the development of the final customer database, we will develop a final set of rates and charges for the stormwater utility. The rates and charges will be documented in a resolution to allow for adoption and implementation of the charges.

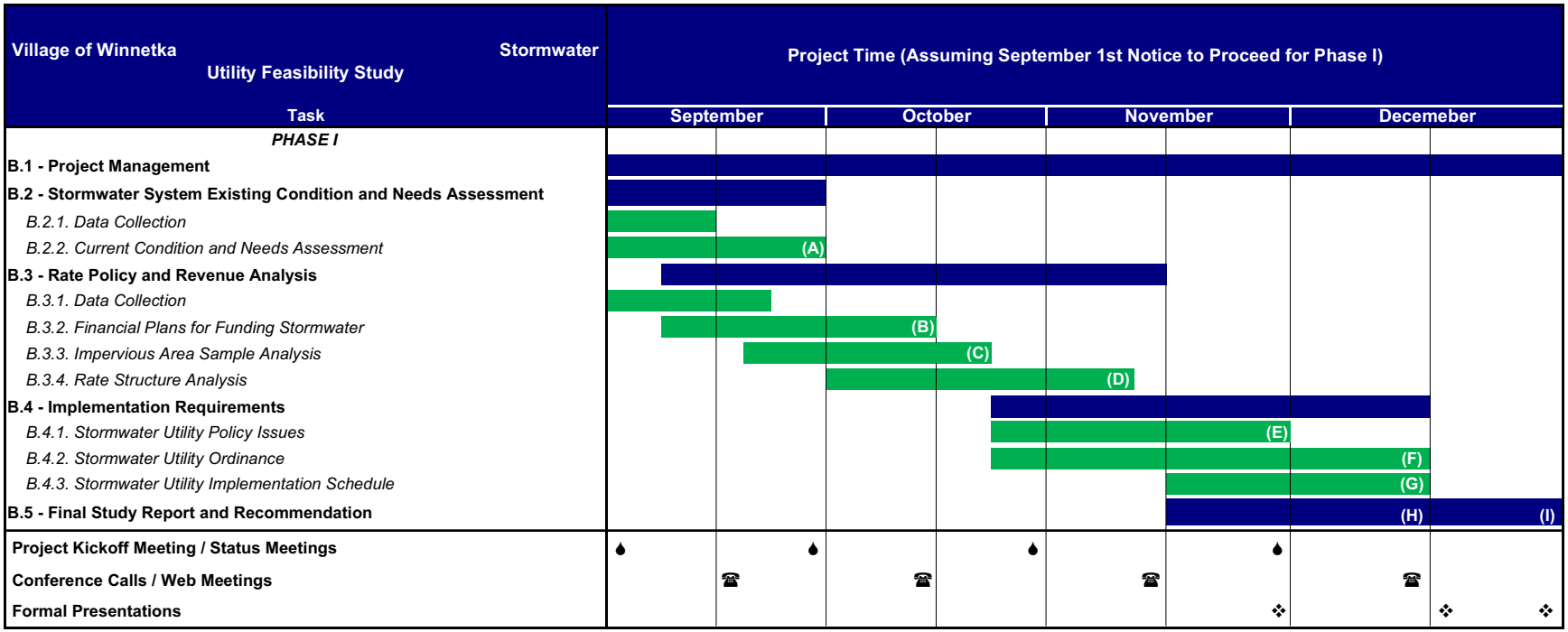
3. PROJECT SCHEDULE

Our project schedule for Phase I is included on the following page and is designed to allow for completion of the stormwater utility feasibility study by the end of the current year assuming a September 1st notice to proceed. The schedule documents all of the deliverables for the study.

We propose using a combination of onsite meetings and conference call / web meetings to keep the Village fully engaged in the study, in addition to formal presentations at Board meeting(s) and at pubic hearing(s). We anticipate up to eight onsite meetings with the Village including a kickoff meeting, status meetings and formal presentations.

Our project schedule for Phase II follows the schedule for Phase I. At this time the schedule is general in nature since a detailed schedule and timeline will be developed as part of Phase I of the study. However based on our experience it is important to allow significant amount of time for implementation. This is necessary to allow for a comprehensive public outreach effort and to develop all of the necessary policies and procedures for the management of the utility. Additionally, the development and implementation of the customer billing database often requires a significant amount of time and effort.

Exhibit 3 - Stormwater Utility Feasibility Study Phase I Schedule



Deliverables:	Date of Delivery:
(A) CIP Scenarios / 20 Year Forecast	October 1, 2012
(B) Funding Options for Stormwater	October 19, 2012
(C) Imprevious Area Sample ERUs	October 25, 2012
(D) Evaluation of Funding Options / Rate Structures	November 9, 2012
(E) Policy Issue Technical Memorandum	November 30, 2012
(F) Stormwater Utility Ordinance	December 14, 2012
(G) Stormwater Implementation Plan / Timeline	December 14, 2012
(H) Draft Final Report	December 14, 2012
(I) Final Report	December 31, 2012

In addition to the formal presentations shown in the schedule, we anticipate the potential for up to two public hearings taking place in January as part of the Phase I study.

Exhibit 4 - Stormwater Utility Implementation Phase II Schedule

Village of Winnetka Stormwater Utility Implementation Task	Project Time (Assuming February 1st Notice to Proceed for Phase II)							
	February	March	April	May	June	July	August	September
PHASE II								
B.6 - Public Education								
B.2.1. Development of Public Outreach Program / Materials								
B.2.2. Excute Public Outreach Program								
B.7 - Final Customer Database								
B.8 - Rate Setting								
Project Kickoff Meeting / Status Meetings	♦	♦	♦	♦	♦	♦	♦	♦
Conference Calls / Web Meetings	☎	☎	☎	☎	☎	☎	☎	☎
Formal Presentations			❖	❖	❖			

APPENDIX A - RESUMES OF PROJECT PERSONNEL

EDUCATION
MBA, 2002, Finance, Johns Hopkins University

BS, 1998, Civil / Environmental Engineering, Michigan State University

PROFESSIONAL REGISTRATION
Engineer in Training, ASCE

MEMBERSHIPS
Government Finance Officers Association
AmericanWater Works Association (active member of Rates and Charges Committee)

EXPERIENCE
13 Years

PUBLICATIONS
"Principal of Water Rates, Fees and Charges – AWWA Manual M1" Contributing Author, Sixth Addition

"Declining Revenues and Your Rate Structure" AWWA National, June 2012

"Achieving Utility Rate Sustainability" Virginia GFOA, August 2010

"Setting Rates for Utility Consolidation" Chesapeake Section AWWA Annual Meeting, August 2009

"Rate Setting for Community Systems" WE&T Magazine, June 2009

"Capital Financing" Chesapeake Section AWWA Annual Meeting, August 2006

David A. Hyder

Vice President, Municipal & Financial Services Group

Professional Profile

Mr. Hyder serves as Vice President of the Municipal & Financial Services Group, applying engineering, environmental and financial expertise to a broad range of infrastructure projects for clients. Mr. Hyder has over thirteen years of professional experience. He specializes in assisting public sector clients with the financial and managerial aspects of environmental infrastructure. Prior to his management consulting career, he worked for a large electrical and electronics manufacturing company.

Technical Expertise

- Financial Modeling
- Specialized Cost Accounting
- Financial Feasibility Studies
- Cost of Service Analysis
- Rate and Fees Design
- Utility Formation
- Development of Impact Fees
- Operational Audits

Selected Consulting Experience

Financial/Management

Village of Downers Grove, IL - Stormwater Utility Study - Project manager responsible for the completion of a stormwater utility feasibility and implementation study for the Village. Study included development of stormwater operating and capital budget, stormwater fee design (including tiered structure based on impervious area), communications plan, staffing plan, implementation plan, incentive and credit manual and stormwater ordinance.

Town of Centreville, MD - Stormwater Utility Study - Project manager responsible for completion of stormwater utility implementation study for the Town. Study included development of a business plan for the utility including appropriate funding levels, fee structure, credit program and manual, billing, public outreach and development of a stormwater ordinance.

Village of Orland Park, IL - Water, Sewer and Stormwater Rate Study - Project manager responsible for completion of a water, sewer and stormwater rate study for the Village. The study included the development of system revenue requirements, fund target balances, long-term financial plan and development of appropriate fee structure for water, sewer and stormwater

City of Wheaton, IL - Water Rate Study – Project manager for a water cost of service and rate study for the City of Wheaton. First ever full cost of service and rate study for City owned water system.

City of Cleveland, OH - Comprehensive Financial Plan - Project manager responsible for completion and oversight of five-year financial plan for Division of Water and Water Pollution Control. Study included development to fully functionalized cost of service, rate structure evaluation, demand model development and project reporting.

Cape Fear Public Utility Authority, NC - Authority Formation / Financial Feasibility - Project manager for formation of regional water and sewer authority, combining the water and sewer operations of the City of Wilmington and New Hanover County, North Carolina. The project included all aspects of the creation of a new water and sewer authority including: staffing plans, combined capital improvements plan, development of comprehensive policy and business processes, ordinances, combined financial plan / rate development, recruiting and hiring key personnel, internal and external communications and completion of financial feasibility report in support of Authority's first revenue bond issue.

City of Camden, NJ – Water, Sewer and Stormwater Study - Project manager responsible for completion of a water, sewer and stormwater rate study for the City. The study included development of full cost of service for water, sewer and stormwater, rate and fee design and implementation of a five year financial plan.

Maryland Public Service Commission - Financial analysis and tariff development for aninvestor-owned water utility involved in a rate dispute with the PSC.

Litigation Support - City of Hagerstown, MD - Development of specialized cost accounting analyses to support settlement negotiations with plaintiffs over costing and pricing of City services.

Cost of Service/Rate Studies

Project manager for cost of service and rate studies for water, wastewater and stormwater utilities. Responsibilities include project management, development of financial plan, cost of service analysis, rate structure design and evaluation and project reporting. Project manager for cost of service and rate studies completed for the following clients:

- Albemarle County Service Authority, VA
- Anne Arundel County, MD
- Borough of North East, PA
- City of Annapolis, MD
- City of Arnold, MO
- City of Cambridge, MD
- City of Canandaigua, NY
- City of Claremont, NH
- City of Cleveland, OH
- Chautauqua County, NY
- City of Crystal River, FL
- City of Cumberland, MD
- City of Fredericksburg, VA
- City of Frostburg, MD
- City of Fullerton, CA
- **City of Geneva, IL**
- City of Grandview, MO
- City of Hagerstown, MD
- City of Mexico, MO
- **City of Moline, IL**
- City of New York, NY
- City of Olathe, KS
- City of Raymore, MO
- City of Rockville, MD
- **City of Wheaton, IL**
- City of Wilmington, NC
- Clermont County, OH
- Kent County, MD
- Howard County, MD
- Loudon Water, VA
- Town of Barnstable, MA
- Town of Branford, CT
- Town of Cheshire, CT
- Town of Chincoteague, VA
- Town of Centreville, MD
- Town of Hamilton, VA
- Town of Leesburg, VA
- Town of Manchester, CT
- Town of Milton, DE
- Town of Purcellville, VA
- Town of Ocean City, MD
- Town of Watertown, CT
- Prince William County Service Authority, VA
- New Hanover County, NC
- Stafford County, VA
- Town of Warrenton, VA
- **Village of Downers Grove, IL**
- **Village of Glenview, IL**
- **Village of Orland Park, IL**
- **Village of Morton Grove, IL**

Engineering/Planning

Water and Wastewater Infrastructure Planning and Modeling - Involved with completion of water and wastewater master planning studies for two cities in Maryland and Virginia including CSO studies and water and wastewater demand projections. Created both water and wastewater computer simulation models, using XPSWMM and Water CAD, to facilitate analysis of present and future system capacity.

District of Columbia Water and Sewer Authority - Project Manager for field investigations and analysis of 3,000 large commercial meters within the District. Responsibilities include development of field investigation database, conducting weekly progress meetings with theclient, resource allocation,analysis of field investigation findings and development of recommendations.

Wastewater Treatment Plant Design - Completed design, including specifications and drawings for the following process units:

- Influent pump station, Massaponax, VA: BNR upgrade and expansion from 6 to 10 MGD.
- Solids Handing, City of Frederick, MD: Belt filter press and auxiliary equipment for a plant BNR upgrade and expansion from 8 to 12 MGD.
- Chemical Feed System, City of Frederick, MD: Sodium bisulfate, sodium hypochlorite, ferric chloride, dry and emulsion polymer.
- Clarifier Upgrade, DC/WASA, Blue Plains: Design, scum removal, scum hopper and scum pumping for upgrade of 36 primary clarifiers.

EDUCATION
MBA, 1971, Finance, (Government-Business Relations), George Washington University

BS, 1968, Accounting, Johns Hopkins University

PROFESSIONAL REGISTRATION
Certified Management Consultant (U.S., Canada)

MEMBERSHIPS
American Water Works Association (Past Chairman, Finance, Accounting and Management Controls Committee; Chairman, GASB 34 Task Force; Contributing editor, update and expansion, M29 – *Capital Financing*; Contributing editor, update and expansion of *Water Utility Accounting*)
Community Associations Institute
Government Finance Officers Association
Institute of Management Consultants (Past President, D.C. Chapter)
U.S. Naval Surface Warfare Center, Base Realignment and Closure Committee, Restoration Advisory Board
Pension Oversight Commission, Anne Arundel County, Maryland (member; former Chairman)
Water Environment Federation

EXPERIENCE
40 Years

Edward J. Donahue III, CMC

President, Municipal & Financial Services Group

Professional Profile

Mr. Donahue serves as President of the Municipal & Financial Services Group, a specialized consulting practice that focuses on financial, management and economic issues facing public sector and infrastructure clients, especially those involved in large capital-intense activities. Mr. Donahue has almost forty years of experience, including thirty years of management consulting. Prior to establishing MFSG, he directed a national consulting practice for a Big Four accounting firm. His career includes work as Financial Manager of R&D Operations for Westinghouse Electric Corporation and as a senior systems accountant at the U.S. Environmental Protection Agency.

Technical Expertise

- Financial Planning & Analysis
- Litigation Support
- Strategic Planning
- Regulatory Analysis
- Management Audits & Operational Review

Selected Consulting Experience

Financial Planning and Analysis- development of financial alternatives, capital improvement plans and financial feasibility studies for operating and capital costs, such as:

- Cost of service/rate studies for more than 90 utilities (water, sewer, electric, solid waste, stormwater)
- Impact fees/capacity fees/system development charges
- Evaluation of contracts and proposals; negotiation support for change orders and claims
- Financial feasibility studies/debt affordability studies
- Bond-related studies (cash flow simulations, arithmetic verifications, arbitrage compliance, parity tests, etc.)
- Tax revenue and expenditure analyses (tax and annexation disputes)
- Tax differential / tax setoff studies

Management and Organization- evaluation of performance, efficiency and effectiveness of organizations; establishment of new organizations or consolidation of existing organizations or departments, including development of organizational structures and staffing needs, job descriptions, compensation programs, capital and operating budgets, revenue analysis, etc.

Asset Management- development of asset management processes and systems for infrastructure, including: inventories; definition of service levels; condition assessments; identification and specification of software packages; life cycle costing analyses; development of planned and preventive maintenance systems and programs.

Management Reporting- Development of management reporting systems, including development of information needs, frequency and timing of reports, format of reports. Development of specifications for financial reporting systems for large municipal and federal agencies. Development of testing protocols to validate performance of management reporting with pre-established criteria.

Tax-Exempt Financing- Use of creative approaches to finance economic development and industrial facilities with tax-exempt debt, and the use of specialtaxing districts (tax increment financing districts [TIF], special community benefit districts [SCBDs], etc. to facilitate desirable development, including:

- Automotive coatings facilities
- Electric, steam and chilled water systems
- Paper manufacturing facilities
- Senior living communities

Strategic Planning - development of strategic and long-range plans for non-profit and for-profit organizations.

Regulatory Analysis- evaluation of financial and economic impact of various environmental laws and regulations, at industry, company and plant levels.

Litigation Support- financial analysis and expert witness service in a wide variety of litigation and regulatory hearings. Typical areas of review include:

- Documentation/re-creation of historical costs
- Forecasts/projections of costs/revenues
- Sensitivity analysis to identify critical issues for negotiations
- Development of/response to interrogatories
- Forensic accounting
- Financial models
- Cost allocations/rate schedules
- Construction claims/commercial disputes
- Civil bankruptcies (Chapters VII and XI)
- Criminal bankruptcy
- Patent/trademark infringement (lost profits, reasonable royalties)

Hazardous Waste- identification and evaluation of financial risks, and development of recommended assurance and insurance levels and mechanisms for a large fully-permitted landfill accepting industrial and medical wastes; determination of risk management mix for hazardous waste operations.

Selected Cost of Service/Rate Study Work

- Albemarle County Service Authority, VA (water, sewer)
- Anchorage Water & Wastewater Utility, AK (water, sewer)
- Anne Arundel County, MD (water, sewer, solid waste)
- City of Beaverton, OR (water)
- Boston Water and Sewer Commission (water, sewer, stormwater)
- Town of Branford, CT (sewer)
- City of Cambridge, MD (water, sewer)
- City of Camden, NJ (water, sewer)
- City of Canandaigua, NY (sewer)
- Cape Fear Public Utility Authority, NC (water, sewer)
- Carroll County, MD (water, sewer)
- City of Chesapeake, VA (water, sewer)
- Town of Cheshire, CT (sewer)
- Town of Chincoteague, VA (water)
- Dallas Water Utility, TX (water)
- Town of Dartmouth, MA (water)
- Denver Water Board, CO (water)
- District of Columbia (water, sewer, stormwater)
- City of Dunkirk, NY (water, sewer)
- Town of Durham, NH (water)
- Town of Duxbury, MA (water and sewer)
- Town of Elkton, MD (water, sewer)
- El Dorado Irrigation District, Placerville, CA (water, sewer)
- Town of Durham, NH (water)
- City of Fairbanks, AK (water, sewer)
- Fair Oaks Water District, CA (water)
- City of Findlay, OH (sewer)
- Village of Fredonia, NY (water, sewer)
- Frederick County, MD (water, sewer, solid waste)
- City of Frostburg, MD (water)
- Garrett County, MD (water, sewer)
- Village of Glenview, IL (water, sewer, stormwater)
- City of Hagerstown, MD (water, sewer)
- County of Hanover, VA (water and sewer)
- City of Hilliard, OH (solid waste)
- Howard County, MD (water, sewer, solid waste)
- James City Service Authority, VA (water, sewer)
- Kennebunk, Kennebunkport & Wells Water District, ME (water)
- Kent County (DE) Sanitary District (sewer)
- Kent County, MD (water / sewer)
- Town of Leesburg, VA (water, sewer)
- Town of Lovettsville, VA (water, sewer)
- Lower Cape Fear W&SA, NC (raw water)
- City of Manassas Park, VA (stormwater)
- Town of Manchester, CT (water, sewer)
- Massachusetts Water Resources Authority (water/ sewer)
- Metropolitan District Commission, Boston, MA (sewer)
- City of Mexico, MO (water / sewer)
- City of Middletown, CT (sewer)
- Town of Milton, DE (water, sewer)
- Montgomery County, OH (sewer and solid waste)
- Village of Morton Grove, IL (water, sewer)
- New Hanover County, NC (water, sewer)
- City of New Haven, CT (sewer)
- City of New London, CT (water)
- City of Newport News, VA (sewer, solid waste, stormwater)
- City of New York, (water, sewer, stormwater)
- City of Nome, AK (water and sewer)
- Borough of North East, PA (water, sewer)
- North Slope Borough, AK [Prudhoe Bay] (water, sewer, solid waste)
- Town of Ocean City, MD (water, sewer)
- City of Olathe, KS (water / sewer)
- Village of Orland Park, IL (water, sewer)

- City of Oxnard, CA (sewer)
- Prince William Service Authority, VA (water, sewer)
- Town of Purcellville, VA (water, sewer)
- Queen Anne's County, MD (water, sewer)
- City of Raymore, MO (water, sewer)
- City of Rockville, MD (water, sewer, solid waste)
- Sacramento Regional County (CA) Sanitation District (sewer, stormwater)
- City and County of San Francisco, CA (solid waste, stormwater, water and wastewater)
- South Norwalk, CT (electric)
- County of Stafford, VA (water and sewer)
- Sussex County, DE (water, sewer)
- City of Tucson, AZ (sewer)
- Union Bridge, MD (sewer)
- Union Sanitary District, Fremont, CA (sewer)
- Upper Mohawk Valley Regional Water Board, Utica, NY (water)
- Town of Warrenton, VA (water, sewer)
- Washington Suburban Sanitary Commission, MD (water, sewer)
- City of Wilmington, NC (water, sewer)

EDUCATION
BSBA, 2006, Accounting
University of Pittsburgh

EXPERIENCE
5 Years

MEMBERSHIPS
American Water Works Association (AWWA)
Chesapeake Section
Spring Meeting
Committee Member 2011

Tracey J. Moher

Senior Associate, Municipal & Financial Services Group

Professional Profile

Ms. Moher is a Senior Associate in the Municipal & Financial Services Group, applying financial and consulting experience to support the principals of MFSG. She has helped develop analytical financial models and compile reports for client use. Prior to her management consulting career, she worked for a financial consulting firm in the Baltimore area.

Technical Expertise

- Financial Modeling
- Demand/Usage Projections
- Research and Data Analysis
- Cost of Service Analysis
- Rate and Fees Design
- Utility Formation
- Financial Statement Analysis
- Operational Audits

Selected Consulting Experience

Financial/Management

Village of Downers Grove, IL - Stormwater Utility Study - Served as Senior Associate for the completion of a stormwater utility feasibility and implementation study for the Village. Key responsibilities included development of a financial model, impervious area analysis using GIS, fee structure design, community impacts and reporting.

Town of Centreville, MD - Stormwater Utility Study - Served as Senior Associate for completion of a stormwater utility implementation study for the Town. Key responsibilities included development of a financial model, stormwater fee modeling demonstration of customer impacts, public outreach and reporting.

City of Wheaton – Water Rate Study - Currently serving as a Senior Associate in support of the completion of a water rate study for the City. Key responsibilities include financial modeling, reporting and demonstration of customer impacts.

City of Annapolis, MD – Water and Sewer Rate Study
Served as Senior Associate in support of the completion of a water and sewer rate study for the City. Key responsibilities included financial modeling, development of a financial plan, customer impact analysis, public outreach and report.

Washington County Water and Sewer Authority, VA – Cost of Service and Rate Study
Senior analyst for a water and sewer rate study and comprehensive cost of service analysis. MFSG had completed WCSA's first full cost of service study including the adoption of conservations water rates, the analysis of the true cost of providing capacity to new customers, and a phased in implementation of increased system development charges.

City of Raymore, MO – Water and Sewer Cost of Service/Rate Study Update
Senior analyst for a water and sewer rate study update completed in 2010. MFSG had completed a previous study in 2006 for the City of Raymore. The most recent update included the reconciliation of available cash balances in multiple funds and actual results for the water and sewer utility over the period of 2006 through 2009 as well as verifying compliance with inter-municipal agreements. Assisted with training on-site with the city's Finance Director.

Barnstable Hyannis Water System, MA – Water Billing Assistance
Senior Analyst for Billing Data Audit for the Town of Barnstable. The Town requested an audit and merging of several databases. One master was created for the Town's website and online bill calculator. Issues that needed addressed included duplicates, multiple accounts, multiple properties on the same account, etc.

Orange Water and Sewer Authority, NC (OWASA) - Review of Accounting and Financial Management Reporting Systems
Senior Analyst for Accounting and Financial Management and Reporting Systems review for the Orange Water and Sewer Authority in North Carolina. Facilitated workshops to create work flow processes for financial reporting. Aided in the review of the current utility strategic plan and recommendations for future improvements. Played a key role in direct employee communication and information collection.

Cost of Service/Rate Studies

Completion of cost of service and rate studies for water, wastewater and solid waste utilities. Responsibilities include development of cost of service cash flow model, rate design, fee design and customers impact analysis. Worked on cost of service and rate studies for the following clients:

- Albemarle County Service Authority, VA
- Anne Arundel County, MD
- Charles County, MD
- City of Annapolis, MD
- City of Claremont, NH
- City of Cleveland, OH
- City of Falls Church, VA
- City of Geneva, IL
- City of Grandview, MO
- City of Hagerstown, MD
- City of Mexico, MO
- City of Middletown, CT
- City of Moline, IL
- City of Olathe, KS
- City of Wheaton, IL
- Clermont County, OH
- Prince William County Service Authority, VA
- Sussex County, DE
- Town of Hamilton, VA
- Town of Purcellville, VA
- Village of Downers Grove, IL

Selected Accounting Experience

Complete Software Solutions

Senior consultant for several national and local unions completing their LM-2 tax returns using a labor reporting program. Provided financial support services to unions, including financial statement review and preparation, compliance audit assistance and custom report and financial statement creations.

Allegheny Ludlum Corporation

Accounts payable clerk with the responsibility of Daily, Monthly and Yearly Cash Flow Reconciliations. Input and manually processed vendor invoices on a daily basis, while problem solving multiple invoice issues. Processed daily ACH and wire transfer money payments for vendors.

RANDOLPH M. VIDEKOVICH, PE, PH, D.WRE

DONOHUE & ASSOCIATES

PROFESSIONAL ENGINEER
Wisconsin, 1976
Illinois, 1981
Ohio, 1989
Missouri, 2006

PROFESSIONAL HYDROLOGIST
Wisconsin, 1999

PROFESSIONAL DESIGNATION
Diplomate, Water Resources Engineer - American Academy of Water Resources Engineering

YEARS OF EXPERIENCE
40

EDUCATION
Master of Science
Civil Engineering and Water Resources
University of Wisconsin – Milwaukee, WI
1975

Bachelor of Science
Civil Engineering
University of Wisconsin – Milwaukee, WI
1972

PROFESSIONAL ASSOCIATIONS
Institute for Sustainable Infrastructure
American Public Works Association
American Society of Civil Engineers
American Academy of Water Resources Engineers
Association of State Floodplain Managers
Water Environment Federation
Keep Greater Milwaukee Green (Board Member)

PROJECT EXPERIENCE

Mr. Videkovich specializes in hands on flood risk reduction and stormwater management projects with experience in large and small storm hydrology; open channel and pipe hydraulics; low impact development; instream water quality; nonpoint source pollution control; stormwater, sewer system, and water course modeling; groundwater flow and quality; environmental assessments; data management; and dam safety and hazard evaluations. He translates the results of complex analyses into recommendations useful for design and regulatory compliance, regularly uses hydrologic and hydraulic models such as HEC-1, HEC-2, HEC-RAS, HEC-HMS, DAMBRK, XP-SWMM, SLAMM, SAM, TR-20, TR-55, and HSP, and incorporates sustainable and green features into his designs.

Mr. Videkovich is a member of the ASCE/APWA/ACEC Institute for Sustainable Infrastructure. He is also an adjunct professor of Civil Engineering and Engineering Mechanics at the University of Wisconsin-Milwaukee, where he teaches the civil engineering senior design courses.

Fox Point Phase 2 Stormwater Utility Implementation, Project Manager: Implemented recommendations of the Phase 1 February 2008 stormwater utility feasibility study, which included public outreach, finalization of the rate structure, drafting of the enabling ordinance and its credit and rebate policy, and development and integration of the stormwater customer billing file into the village's utility billing system. As part of the public outreach process, made several presentations at public meetings and to the Village Board.

Fox Point Stormwater Utility Feasibility Study, Project Manager: Managed stormwater utility feasibility study for the village that allowed elected officials (and the public) to make an informed decision about moving ahead with development and implementation of a stormwater utility. The feasibility study addressed stormwater challenges (financial and technical) that motivated the village to consider the stormwater utility; assessed the cost of the program that will address these challenges; and developed a fair, equitable, and legally defensible rate structure to allocate the cost so everyone pays their fair share.

The level of service and the cost of providing that service were obtained from the Village's Stormwater Management Plan. This data was combined with the new stormwater discharge permit requirements and deferred maintenance requirements to generate a 10-year forecast of both capital and operation and maintenance requirements, which was then used to estimate utility rates.

Unlike most stormwater utilities with one residential user class, five residential user rate classes were developed based upon residential impervious area that varies with lot and house size.

As part of the public outreach process, made several presentations at public meetings and to the Village Board.

Stormwater Management Plan, Waukesha, Wisconsin. Project Manager: in the summers of 2008 and 2010, large storms caused unacceptable levels of stormwater flooding in Waukesha a city of 70,000 people located just 20 miles west of Milwaukee. He is assisting another firm in completing a comprehensive Stormwater Management Plan for the entire city that will provide the CIP that will be used in the formation of a stormwater utility. As part of this study, he developed and then evaluated alternatives to meet two different levels of protection standards using a 2-D application of XP-SWMM. As part of this project, he makes the stormwater presentations for the City at neighborhood public meetings and at Council meetings.

He is locating water quality BMPs for TSS and phosphorous reduction (wet ponds, bio-swales, bio-retention, infiltration basins and oversized catch basins) to achieve an overall citywide TSS reduction goal of 40 percent (40 percent for redevelopment, 80 percent for new development, and as much as practical for urban retrofits) was also included in the plan. BMP performance was evaluated using the SLAMM (Source Loading and Management Model) program.

In 2009, he was part of the consultant team selected by the City to develop the stormwater utility.

Storm and Sanitary Sewer System Analysis, Whitefish Bay, Wisconsin. Reviewer: The Village of Whitefish Bay is served by separate storm and sanitary sewers. During rainfall events, the sanitary system can become overwhelmed by I/I, overflow into the storm system, and back up into basements. During July 2010, both systems became overloaded and widespread basement and surface flooding occurred and several blocks were inundated.

To evaluate basement flooding, Donohue updated and calibrated the existing sanitary and stormwater XP-SWMM conveyance models to replicate the observed responses. Once the models were able to reproduce the reported flooding, Donohue worked with the Village to develop a program to reduce I/I from private property and to reduce stormwater ponding on the streets. Incorporating "Green" Best Management Practices was an important consideration for implementation.

Long Term Stormwater Advisor, City of Appleton
Since 1997, he has worked with the City in developing and implementing its stormwater quantity and quality program funded through is stormwater utility and grants. Example projects include:

Northland Creek and Memorial Park Concrete Channel Removal and Floodplain Lowering Permits and Designs, Appleton, Wisconsin. Project Manager and Lead Designer: Design and permitting of two concrete channel removal and floodplain lowering projects in the Northland Creek watershed. Because wetlands in adjoining stormwater wet detention ponds were affected, replacement wetlands in the lowered floodplains were included in the projects and a wetland mitigation plan was prepared. Permitting activities included preparing impacts on floodplain flows and water surface profiles. Water surface profiles were calculated with HEC-RAS and XP-SWMM was used for the urban hydrology.

Permitting and Design for the South Point Commence Park Stormwater Ponds, Project Manager and Lead Designer: This project meets the Wisconsin Department of Natural Resources (WDNR) NR 151 nonagricultural urban performance standard of 80 percent removal of total suspended solids (TSS) for new development. The project will also reduce peak storm flows leaving the city to pre-settlement levels. XP-SWMM was used for the urban hydrology, and SLAMM was used to evaluate TSS reductions.

The ponds included the relocation of navigable stream and required two separate storage basins: a wet pond for water quality treatment before discharging into the navigable stream and a dry detention area along the relocated navigable stream to mitigate storm flows. This facility includes many features to create a natural setting. The dry pond includes an undulating surface to mimic natural floodplains. The relocated navigable stream includes a series of pools and riffles emulating a natural stream and special consideration was given to incorporating natural prairie plantings in the reconstruction floodplain and pond side slopes and native emergent vegetation along the safety shelves.

US Army Corps of Engineers and WDNR wetland permits were obtained along with WDNR Chapter 30 permits and NR 103 water quality certification. Appleton's clay soils required careful selection of plant species. Special attention to specie size and distribution within the project promoted higher survivability rates.

This project received the 2007 Wisconsin ACEC Best-of-State Award for Water Resources because of it sustainable features.

Bellaire Ravine Stormwater Management Studies, Design, and Construction Services, Appleton, Wisconsin. Project Manager for multi phase project:

Phase 1: Evaluation of stormwater management alternatives for the Bellaire Ravine subwatershed. Unacceptable stormwater ponding occurred at multiple locations in the subwatershed. XP-SWMM was used to evaluate potential locations of surface and subsurface storage areas, and conveyance alternatives. After public comment and Utilities Committee review, a conveyance option, consisting of shallow collector storm sewers and an open cut trunk sewer, was selected.

Phase 2 Preliminary engineering of a deeper soft ground tunnel that provided superior performance when compared to the shallower open cut alignment. Tunneling was also proposed for the 72-inch diameter storm sewer construction to avoid disruption to residents, businesses, and other utilities. During preliminary engineering design flows and the hydraulic analyses of the alternatives were analyzed using XP-SWMM. Soil borings were obtained and a detailed geotechnical baseline report was also prepared as part of the preliminary engineering.

Phase 3 Design: After preliminary engineering, managed preparation of construction documents (plans and specifications) and construction-related services that include attending and facilitating both the pre-bid and preconstruction meetings, The more than 4,500 lineal feet of 72-inch-diameter relief storm sewer along Meade and Pacific Streets eliminates unacceptable stormwater ponding for the 10-year storm event and reduces unacceptable stormwater ponding during the 100-year storm event for the drainage area tributary to Bellaire Ravine. The 72-inch relief storm sewer was designed as a soft ground tunnel.

Phase 4 Services during construction included survey, resident engineering and inspection services, and preparation of record drawings.

Participated at several community meetings during the planning and preliminary phases of the project.

South Island Street Stormwater BMP Design, Project Manager: design for stormwater BMPs in South Island Street and Old Oneida Street. This includes utility survey, building inspections and smoke testing for illicit connections (old combined sewer area), infrared survey to detect the locations of abandon raceways and buried stream lines, hydraulic (XP-SWMM) and nonpoint source water quality (SLAMM) modeling, and design for placement of hydrodynamic separation devices along South Island Street for TSS removal. Incorporation of these BMPs into the South Island Street reconstruction project helps the City to achieve its TSS reduction goal.

WDNR Grant Writing, Since 2000, prepared, on the behalf of the city, 14 successful grant applications to the WDNR for city nonpoint source and flood risk management projects. These included grant applications for: Red Oak Ravine streambank stabilization, Bellaire Ravine erosion control, citywide stormwater management planning (2), stormwater pollution prevention plans, Pershing Pond wet detention pond, Northland

Creek concrete channel removal and floodplain lowering, Conkey wet detention pond, the hydrodynamic separation device at the Municipal Services building, biofilters at Valley Transit, the Meade and Evergreen pond water quality retrofit, the Northland Avenue biofilters, the hydrodynamic separation devices for South Island Street, pollution prevention planning, and the SECURA wet detention pond.

Best Management Practice Designs, Project Manager: Design, construction documents, and permits for:

- Northland Avenue and Valley Transit Biofiltration Units
- Hydrodynamic Separation Devices at the Municipal Services Building, Jones Park (7th Street), and South Island Street
- Naturalized channel designs for French Road Swale, Glory Road Swale, Northland Creek and Memorial Park concrete removal and floodplain restorations, Bellaire Ravine and Red Oak Ravine
- Kensington Regional Wet Detention Pond and Meade and Evergreen Pond Water Quality Retrofits
- Memorial Park Northeast,l Memorial Park South, Pershing, Conkey, Plank Road, Mud Creek, South Ashbury Road, and Meade and CTH JJ Street Regional Wet Retention Ponds
- "K2A" and "K2B" Regional Wet Retention Ponds (2007 Wisconsin ACEC Best of State Award for Sustainable Design)
- Pacific and Meade Streets Relief Storm Sewer (4,500 feet of tunneled 72 inch sewer)

Stormwater Utility Credits, Investigated and assisted in establishing process that allows stormwater utility credits for both on-site stormwater quantity and quality projects constructed by private landowners.

Long Term Stormwater Advisor, Village of Fox Point
Since 1998, he has worked with this Village in developing and implementing its stormwater quantity and quality program. Example projects include:

Stormwater Management Planning, Project Manager: Managed preparation of the Village's stormwater management plan and stormwater permit application. Jointly with the village and the WDNR, developed water quaintly and quality planning goals. As part of the hydraulic and water quality evaluation determined that the village had not realized the desired level of stormwater services as listed in the planning goals. Developed and evaluated options for each stormwater management issue and level of service. After selection by the village of the desired level of service, developed a 10-year capital improvement program for projects needed to upgrade the Village's stormwater system.

Provided technical support to the citizen Stormwater Management Task Force that held 21 workshops and working discussion sessions to develop a stormwater management policy. Attended and made presentations at public meeting and Village Board meetings.

GIS was used to integrate community data sets. XP-SWMM was used to evaluate stormwater quantity concerns, and SLAMM was used to estimate nonpoint source loads and BMP effectiveness.

Grant Writing, Project Manager: On the behalf of the village, prepared two successful WDNR grant applications for village-wide stormwater management planning and Phase 2 stormwater utility implementation.

Stormwater Management Preliminary Engineering, Project Manager: Managed preliminary stormwater management engineering for areas of unacceptable stormwater ponding. Analyzed each system, using XP-SWMM, to determine the suitability of the proposed stormwater conveyance and storage system using a 6-inch ponding on the roads and no structure damage criteria. Prepared construction cost estimates of the proposed stormwater management systems. Prepared for and attended public meetings and workshops with the citizens of each area, the stormwater management task force, and the Village Board.

Non point Source Pollutant Loadings, Project Manager: Responsible for calculating the baseline (without existing BMPs) and current conditions (with existing BMPs) nonpoint source pollutant loads for the Village using SLAMM. The village's NPDES permit required an estimate of the annual nonpoint source pollution loadings for all major storm sewer outfalls and the cumulative discharge of all known municipal separate storm sewer outfalls. GIS was used to integrate the data sets (land use, soil, drainage, and BMPs) required for this analysis.

Dean Road Stormwater Management Area, Project Manager: Final design, specifications, and construction related services for 0.5-acre dry stormwater pond, and 200 feet of stabilized drainage channel. The project included the purchase and deconstruction of two houses and community sensitive final landscaping design in the dry detention pond.

Other Projects

Schaumburg Public Works Building and Yard, Schaumburg, Illinois. Task Leader: Civil and stormwater design for Public Works Building and Yard expansion. Designed "green, bio-diverse" stormwater management facilities meeting the Water Reclamation District's discharge requirements.

Gary Sanitary District Headworks Improvements, US Army Corps of Engineers Chicago District, Gary, Indiana. Task Leader: XP-SWMM modeling of the Gary Sanitary District's combined sewer collection system tributary to the Gary WWTP. Led development of a design alternatives report (DAR) of a new headworks or refurbishment of the existing headworks facility and a new equalization basin. For hydraulic modeling, XPSWMM was used to evaluate alternatives. The entire tributary area interceptor system area was modeled, including CSOs and pump stations.

Because the district uses adjustable gates to regulate flow into their interceptors, the gate control logic in XP-SWMM's Real Time Control (RTC) module was used to optimize existing interceptor storage and minimize overflows. The model included 357 miles of 6-inch to 132-inch sewers (327 miles of combined sewers, 5 miles of separate sanitary sewers, and 25 miles of separate storm sewers), 10,776 manholes, 13 CSOs, and 21 pumping stations. The XP-SWMM model was calibrated to rainfall and flow data obtained from 75 flow meters and 4 rain gauges.

Little Calumet River Flood Control – Phase VII, US Army Corps of Engineers Chicago District, Hammond, Indiana. Task Leader: Completed the final construction documents for about 1.5 miles of levee rehabilitation.

STEPHEN E. STICKLEN, PE

DONOHUE & ASSOCIATES

PROFESSIONAL ENGINEER
Illinois, 1999

YEARS OF EXPERIENCE
18

EDUCATION
Bachelor of Science
Civil Engineering
University of Illinois – Urbana
1993

PROFESSIONAL ASSOCIATIONS
Chi Epsilon, Civil Engineering Honorary Society
American Society of Civil Engineers
Society of American Military Engineers

PRESENTATIONS
"Leveraging Technology to Improve Inspection / Rehab Efficiency," Wisconsin Wastewater Operators Association Conference, October 2011

"Impervious Area Analysis Using Infra-Red Aerial Photography," WEFTEC Annual Conference, San Diego, California, October 2007

"Computer Hydrologic & Hydraulic Modeling of RDII," 2006 Central States and 2005 Illinois Water Environment Association

PAPERS
Section Author "International Standard Units for Water and Wastewater Processes," WEF Manual of Practice No. 6, 2011

PROJECT EXPERIENCE

Specializing in water resources and conveyance modeling, Mr. Sticklen brings a wealth of experience in hydraulics, hydrology, H&H modeling, and Geographic Information Systems (GIS). His projects often involve using GIS and modeling software such as SWMM, MOUSE, and/or HEC-RAS to solve storm water management problems, provide flood control, mitigate combined sewer overflow (CSO) and sanitary sewer overflow (SSO), and resolve various other water resources challenges.

Storm Sewer User Fee Study, Wayne County, Michigan. Responsible for utilizing the County's GIS parcel data to determine the effective percent impervious values of each of the communities served by SWDD. These percent impervious values are used by SWDD for billing purposes, and must be updated periodically to reflect development and changes in land use.

Impervious Area Analysis, West Lafayette, Indiana. Using aerial infra-red imagery and GIS software, estimated the amount of impervious surface for each parcel of land in the City. Delivered GIS map of data results to be used as basis for stormwater billing.

Sanitary Sewer Master Plan, Waukesha, Wisconsin. Project Manager: This project included a study to develop an updated master plan. The project included collection system modeling using Mike Urban, flow monitoring, I/I study, force main condition assessment, pump station evaluations, smoke testing, future flow approximation, WWTP flow statistical evaluation, CMOM program planning, and developing alternatives for I/I reduction and/or increased conveyance so as to provide reliable wastewater collection and treatment.

Stormwater Modeling, Lincolnwood, Illinois. Project Manager: Using XP-SWMM, developed 1D/2D hydraulic model capable of simulating surface and subsurface flows in a fully dynamic manner. Used the model to simulate the use of inlet restrictions to prevent overloading of the combined sewer while ponding water in the streets. The 2D model was used to simulate the use of stormwater containment "berms" and the depth and extent of surface ponding. When surface storage proved insufficient, Steve developed additional stormwater conveyance and storage improvements to provide the 10-year level of protection.

Stormwater Management Plan, Waukesha, Wisconsin. Project Engineer: Provided XP-SWMM 2D and GIS expertise in the development of dynamic models capable of dynamically simulating subsurface flows in 1D and surface flows in 2D. These models are being used to develop alternatives to reduced stormwater flooding.

Wastewater Collection System Optimization, Superior, Wisconsin. Principal Modeler: This project determined how to optimize the operation of Superior's collection system and treatment plant. Superior's collection system contains both combined and separated areas with CSO storage/treatment facilities, pump stations, etc. Modeling involves simulating rainfall-dependent-inflow-and-infiltration in separated areas and full CSO facility hydraulics in combined areas.

Long Term Control Plan Update, Hammond, Indiana, Senior Engineer. Steve is leading the technical work to upgrade Hammond's LTCP. This project involves overhauling the collection system and river models, the SRCER, alternative analyses, financial planning, and Use Attainability Analysis (UAA).

Sewer System Analysis, Whitefish Bay, Wisconsin, Project Manager: The Village of Whitefish Bay (WFB) has experienced frequent backups of its storm and sanitary sewer systems. In July 2010, two major floods prompted the Village to act. Steve led a project

to overhaul and merge the Village's storm and sanitary models, and added 2D simulation of surface flows and flooding. Steve used this model to develop stormwater drainage improvements to provide the 10-500 year levels of protection. Steve also performed flow monitoring and I/I analyses to quantify the severity of I/I and began developing a program to reduce private property inflow and infiltration into the sanitary sewer system.

Inflow and Infiltration Management Program, Heart of the Valley Sanitary District, Kaukauna, Wisconsin. Principal Hydraulic Modeler: This project identified the optimal combination of I/I reduction and/or increased conveyance for each of HOV's customer communities. Project involves developing a GIS utility geodatabase from HOV's record drawings, importing these into a hydraulic model, and performing 50-year long-term-simulations of HOV flows.

Flood Study, Hammond, Indiana. Project Manager/Principal Modeler: This study identified causes of and ways to mitigate recurrent basement flooding in Hammond. Project also includes a GPS survey of all catch basins and manholes and an update of the City's GIS sewer utility geodatabase.

Goose Island Pump Station, Hammond, Indiana. Principal Modeler/Engineer: Performed flow monitoring, modeling, and preliminary hydraulic analyses for the sizing and operation of a sanitary pump station for Hammond, Indiana for an area experiencing chronic basement backups due to inadequate collection system capacity.

Regional Optimization Plan, Pima County, Arizona. Developed 20-year collection system capital improvement plan as part of Pima County's plan. Work involved hydraulic model development, flow data analyses, statistical analysis of system wet weather response, and preliminary design of plant "interconnect".

MOUSE Model Development, Atlantic County Utilities Authority, New Jersey. Developed MOUSE hydraulic model of the Atlantic County Utilities Authority's collection system, which serves Atlantic City, NJ and surrounding areas. Model included detailed hydraulic analyses of 27 manifolded pump stations. Performed pump performance testing to assess reductions in pump capacities.

FEMA Flood Study, Shockoe Creek, Richmond, Virginia. Developed integrated SWMM model of highly complex Shockoe Creek system and Richmond's Interior Drainage System. Used model to develop floodplain boundaries for 10-500 year design storms.

Street and Sewer Coordination, Hammond, Indiana. Responsible for tracking the street reconstruction program in Hammond. Review projects, assist in coordination between design firms, evaluate what impact modifications to the collection system will have and make recommendations accordingly, see how street reconstruction projects can help implement the Long Term Control Plan to reduce CSOs. Developed an application for the City Engineer which integrated an Access database with ArcGIS to enable querying and viewing of project information in a mapping environment.

Capital Improvement Plan, Rivanna Water & Sewer Authority, Charlottesville, Virginia. Evaluated collection system flow data to characterize and quantify inflow and infiltration (I/I). Developed hydrologic and hydraulic models of the collection system. Identified deficient portions of the collection system.

Sewer GIS Geodatabase Development, Washington, D.C. Managed the conversion of the city's 549 paper "counter maps" into a single, continuous GIS geodatabase. This database is serving as the data repository of collection system condition information, and is an essential tool in performing system analyses. Developed technique for

integrating manhole inspections and CCTV video and logs with GIS database. This $11.5M project will evaluate and rehab the storm water and wastewater collection systems for DCWASA.

Pike Creek Interceptor Study, New Castle County, Delaware. Principal modeler on a project to develop a SWMM model of the Pike Creek interceptor. Used the model to characterize inflow and infiltration (I/I) and assess 20-year capacity.

CSO Basin Design, Hammond, Indiana. Assisted in the design of a 25MG CSO storage basin. Performed hydraulic analyses of existing pump stations and force mains intended to deliver water to the basin. Developed basin footprint alternatives.

Capital Improvement Plan, North Las Vegas, Nevada. Developed hydraulic model of CNLV's wastewater collection system. Evaluated planning and land use data to develop 20-year flow projections. Developed capital improvement plan to provide sewer service for 20-year planning period.

CSO Basin Preliminary Design, Hammond, Indiana. Converted the SWMM sewer model that had been developed for the 1995 Long Term Control Plan (LTCP) to MOUSE, updated it to reflect current conditions, and recalibrated it. Used 5-year long-term-simulations to develop alternatives for CSO basin size and treatment plant capacity that meet the requirements of a consent decree. Assisted in negotiations with EPA to approve the preliminary design and the LTCP.

CSO Interceptor Preliminary Design, Hammond, Indiana. Used MOUSE to develop alternatives for the preliminary design of a new interceptor designed to capture flows from three CSO outfalls.

Interior Drainage Study, Hammond, Indiana. Used HEC-HMS to analyze small section of Hammond where the runoff and floodplain had been impacted by development. The resultant report demonstrated the while the FEMA flood maps that indicated many of the homes in the study area were in the flood plain, this was in fact no longer the case.

Johnson Stormwater Master Plan, Hammond, Indiana. Project Manager: Developed an overall separation plan for a 140-acre area served by combined sewers. Used the MOUSE collection system model to simulate rainfall, runoff, and required pipe sizes. Designed two separation strategies to divert flows from existing combined sewers into a new storm water collection system, while avoiding conflicts with existing utilities. Prepared report and complete with plan and profile sheets to be used by local design firms to implement during street reconstruction.

Peoria Sanitary Sewer Modeling, Peoria, Illinois. Used MOUSE to develop hydrologic and hydraulic models of the Kickapoo interceptor and watershed. Performed a long-term-simulation using 50-years of rainfall and evaporation data to estimate the possible frequency and severity of interceptor overloading. Unique to the project was the simulation of the hydrologic cycle including rain induced inflow and infiltration (RDII) to accurately predict the wet weather response of the system to rainfall.

Stormwater Management Plan, Kenosha, Wisconsin. Principal Modeler/GIS Developer: Project includes the development of a GIS geodatabase system for the City of Kenosha storm sewers. The project specifically consists of a GPS survey of all storm sewer inlets and manholes, supplemental field survey of storm sewer system elevations, and computer mapping. The scope of work also includes development of a long-range storm water program including the development of a hydraulic model of the City's storm water collection system.

SWMM Modeling, Sanitary District of Evansville, Indiana. Principal Modeler: Project involved development of a SWMM computer model of the Evansville collection system. Prepared model in format compatible with city GIS. Currently using the model to develop CSO abatement alternatives including in-system storage, remote storage, increased conveyance, increase treatment, etc. Also performing continuous (long-term) simulations to ascertain the impacts of system modifications on annual average CSO volumes.

SWMM Modeling and GIS Database Development, Sanitary District of East Chicago, Indiana. Principal Modeler: Project involved development and calibration of a SWMM computer model of the East Chicago collection system. Utilized system data collected for the GIS utility coverage in the development of the model. Also performed system flow monitoring for model calibration. Aided in GIS software selection. Performed manhole inspections and developed GIS compatible database of collected data which was converted into a utility coverage.

SWMM Modeling, Muncie, Indiana. Principal Modeler: Project involved the development of a SWMM computer model of the Muncie collection system. Prepared model in format compatible with city GIS. Used model to develop CSO abatement alternatives which are currently being implemented by the District.

GIS Development, Sanitary District of Hammond, Indiana. Aided in GIS software selection and developed techniques for electronic data collection for input into the GIS database. Converted utility data into GIS coverages.

Drainage Guidance Manual, Hammond, Indiana. Developed drainage criteria and design standards for the city. Standards related to pipe sizing, storm water release rates and retention requirements, and detailed drawings of standardized drainage structures.

SWMM Modeling, Marion, Indiana. Principal modeler in development, calibration, and utilization of a SWMM computer model of the Marion collection system. Performed extensive flow monitoring program to collect flow and rainfall data to be used in model calibration. This model included eight drainage basins, over 360 conduits, nine weirs, and eight CSO outfalls. Used the calibrated model to develop feasible alternatives to collection system limitations resulting in basement and surface flooding.

SWMM Modeling, Hammond, Indiana. Principal Modeler: Project involved the development, calibration and utilization of a SWMM computer model of the Hammond collection system. This model included a surface runoff component (RUNOFF) of 15 drainage basins, and a collection system skeletal component (EXTRAN) of over 800 conduits, 80 weirs, 15 pump stations, and 20 CSO outfalls. Used the calibrated model to develop feasible CSO abatement alternatives.

APPENDIX B - COMPLIANCE AFFIDAVIT AND ADDENDUM No. 1

ATTACHMENT 1

COMPLIANCE AFFIDAVIT

As a condition of entering into a contract with the Village of Winnetka, and under oath and penalty of perjury and possible termination of contract rights and debarment, the undersigned deposes and states that he has the authority to make any certifications required by this Affidavit on behalf of the bidder, and that all information contained in this Affidavit is true and correct in both substance and fact.

Section 1: BID RIGGING AND ROTATING

1. This bid is not made in the interest of, or on behalf of an undisclosed person, partnership, company, association, organization or corporation;

2. The bidder has not in any manner directly of indirectly sought by communication, consultation or agreement with anyone to fix the bid price of any bidder, or to fix any overhead profit or cost element of their bid price or that of any other bidder, or to secure any advantage against the Village of Winnetka or anyone interested in the proper contract;

3. This bid is genuine and not collusive or sham;

4. The prices, breakdowns of prices and all the contents quoted in this bid have not knowingly been disclosed by the bidder directly or indirectly to any other bidder or any competitor prior to the bid opening;

5. All statements contained in this bid are true;

6. No attempt has been or will be made by the bidder to induce any other person or firm to submit a false or sham bid;

7. No attempt has been or will be made by the bidder to induce any other person or firm to submit or not submit a bid for the purpose of restricting competition;

8. The undersigned on behalf of the entity making this proposal or bid certifies the bidder has never been convicted for a violation of State laws prohibiting bid rigging or rotating.

Section 2: TAX COMPLIANCE

1. The undersigned on behalf of the entity making this proposal or bid certifies that neither the undersigned nor the entity is barred from contracting with the Village of Winnetka because of any delinquency in the payment of any tax administered by the State of Illinois, Department of Revenue, unless the undersigned or the entity is contesting, in accordance with the procedures established by the appropriate revenue

act, liability of the tax or the amount of tax;

2. The undersigned or the entity making this proposal or bid understands that making a false statement regarding delinquency of taxes is a Class A Misdemeanor and in addition voids the contract and allows the municipality to recover all amounts paid to the entity under the contract in civil action.

Section 3: EQUAL EMPLOYMENT OPPORTUNITY

This EQUAL OPPORTUNITY CLAUSE is required by the Illinois Human Rights Act, 775 ILCS 5/101 et seq.

In the event of the contractor's non-compliance with any provision of the Equal Employment Opportunity Clause, the Illinois Human Rights Act, or the Rules and Regulations for Public Contracts of the Department of Human Rights, the contractor may be declared non-responsive and therefore ineligible for future contractor subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulations.

During the performance of this contract, the contractor agrees:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; and further that it will examine all job classifications to determine if minority persons or woman are underutilized and will take appropriate action to rectify any such underutilization;

2. That, if it hires additional employees in order to perform this contract, or any portion hereof, it will determine the availability (in accordance with the Department's Rules and Regulations for Public Contract's) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized;

3. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.

4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other such agreement or understanding, a notice advising such labor organization or representative of the contractor's obligation under the Illinois Human Rights Act and the Department's Rules and Regulations for Public Contract. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Department and

contracting agency will recruit employees from other sources when needed to fulfill its obligation hereunder.

5. That it will submit reports as required by the Department's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Department or contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations for Public Contracts.

6. That it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Departments Rules and Regulations for Public Contracts.

7. That it will include verbatim or by reference the provisions of this Equal Opportunity Clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so such provisions will be binding upon such subcontractor. In the same manner as the other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

Section 4: ILLINOIS DRUG FREE WORK PLACE ACT

The undersigned will publish a statement:

1. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or a use of a controlled substance is prohibited in the work place;

2. Specifying the actions that will be taken against employees for violating this provision;

3. Notifying the employees that, as a condition of their employment to do work under the contract with the Village of Winnetka, the employee will:

    A. Abide by the terms of the statement;

    B. Notify the undersigned of any criminal drug statute conviction for a violation occurring in the work place not later than five (5) days after such a conviction.

4. Establishing a drug free awareness program to inform employees about:

    A. The dangers of drug abuse in the work place;

B. The policy of maintaining a drug-free work place;

C. Any available drug counseling, rehabilitation or employee assistance programs;

D. The penalties that may be imposed upon an employee for drug violations.

5. The undersigned shall provide a copy of the required statement to each employee engaged in the performance of the contract with the Village of Winnetka, and shall post the statement in a prominent place in the work place.

6. The undersigned will notify the Village of Winnetka within ten (10) days of receiving notice of an employee's conviction.

7. Make a good faith effort to maintain a drug free work place through the implementation of these policies.

8. The undersigned further affirms that within thirty (30) days after receiving notice of a conviction of a violation of the criminal drug statute occurring in the work place he shall:

A. Take appropriate action against such employee up to and including termination; or

B. Require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Section 5: SEXUAL HARRASSMENT POLICY

The undersigned on behalf of the entity making this proposal or bid certifies that a written sexual harassment policy is in place pursuant to Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A).

This Act has been amended to provide that every party to a public contract must have written sexual harassment policies that 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 vendor's internal complaint process, including penalties;

5. The legal recourse, investigative and complaint process available through the Department of Human Rights, and the Human Rights Commission;

6. Directions on how to contact the Department and Commission;

7. Protection against retaliation as provided by 6-101 of the Act.

Section 6: VENDOR INFORMATION

1. Is the bidder a publicly traded company? (yes or no) No

If the answer is yes, state the number of outstanding shares in each class of stock. Provide the name of the market or exchange on which the company's stock is traded.

_____

_____

_____

_____

2. Is the bidder 50% or more owned by a publicly traded company? (yes or no) No

If the answer to the above question is yes, name the publicly traded company or companies owning 50% or more of your stock, state the number of outstanding shares in each class of stock and provide the name of the market or exchange on which the stock of such company or companies is traded.

_____

_____

_____

_____

IT IS EXPRESSLY UNDERSTOOD THAT THE FOREGOING STATEMENTS AND REPRESENTATIONS AND PROMISES ARE MADE AS A CONDITION TO THE RIGHT OF THE BIDDER TO RECEIVE PAYMENT UNDER ANY AWARD MADE UNDER THE TERMS AND PROVISIONS OF THIS BID.

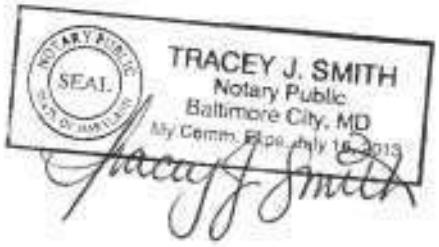
SIGNATURE: David Hyder

NAME: David Hyder (print or type) TITLE: Vice President

Subscribed and sworn to me this 24th day of July, 2012, A.D.

By: Tracey J. Smith
(Notary Public)

-Seal-



Memorandum

To: Potential Respondents to RFP 12-006

CC: Ray Restarski, Purchasing Agent

From: Steven M. Saunders, Director of Public Works/Village Engineer

Date: July 20, 2012

Re: Addendum #1 to RFP 12-006: Stormwater Utility Feasibility Study

---

The following questions have been received pursuant to Request for Proposals RFP 12-006.

1. On page 6 of the RFP under 1. Consultant Information, it requests that we provide "Hourly rates by project personnel classification and approved IDOT overhead factor." As a professional services firm we do not develop our rates using multipliers or overhead rates, but rather we use standard hourly billing rates. We intend to submit our hourly billing rates for each of our team members in lieu of the hourly rates and IDOT overhead factor unless we hear that this will not be acceptable. ***Answer: This is acceptable. As a reminder this information must be submitted in a separate envelope as described in the submittal requirements.***

2. Rate Policy and Revenue Analysis (pg 3) – The RFP states that six alternative stormwater CIP funding mechanisms should be selected and evaluated according to six criteria. The criteria would clearly apply to a stormwater utility alternative, but all six criteria would not apply to other typical alternatives such as: general tax levy, debt issuance, grants and loans. For those alternatives, would it be acceptable to simply compare and contrast the pros and cons? ***Answer: This is acceptable.***

3. Village of Winnetka Land Information Statistics – How many of the 4,509 parcels are commercial/industrial and how many are multi-family (apartment/condominium)? ***Answer: There are approximately 4,000 single family residential units in Winnetka. The remainder are multi-family, commercial, or institutional uses.***

ADDENDUM NO. 1 to RFP 12-006: Stormwater Utility Feasibility Study (Con't)

4. In the "Assess Existing Conditions" section of the RFP, we were wondering if you could tell us how detailed of analysis you envision for the study? Do you forsee field inspections of stormwater infrastructure so on or more review of existing documentation? ***Answer: We do not envision field inspections but envision a thorough review of the existing documentation.***

5. Same section it is mentioned you would like at least three 5-year CIP budget scenarios. Are you envisioning three different levels of CIP spending over the next five years or three different ways to fund the 5-year CIP (bonds vs user charges or other)? We believe it is three different levels of CIP spending based on the next section which mentions six alternative ways of funding CIP but we wanted to check. ***Answer: Please assume three different levels of CIP based on the six alternative ways of funding.***

6. We would just like to know if hourly billing rates will be acceptable? ***Answer: Yes, hourly rates will be acceptable.***

Acknowledge receipt of this Addendum #1, by signing this form and returning it with your sealed proposal.

If you have any questions regarding this Addendum #1, please contact me at 847/716-3504.

Raymond D. Restarski, CPPO
Purchasing Agent

SIGNATURE

MFSG
COMPANY

7/24/12
DATE

APPENDIX C - SAMPLE STORMWATER STUDY REPORT

Final Report
March 2012

Village of Downers Grove Stormwater Utility Study

Prepared by

Municipal & Financial Services Group

TABLE OF CONTENTS

APPENDIX - Credit and Incentive Manual

A. EXECUTIVE SUMMARY

This document was prepared to summarize the work performed by the Municipal & Financial Services Group (MFSG) during the stormwater utility study authorized by the Village of Downers Grove ("Village"). The study provides a financial and management plan for the potential establishment of a stormwater utility for the Village. This portion of the report summarizes the findings, conclusions and recommendations developed during the course of the study.

1.0 - Findings and Conclusions

The following findings and conclusions were developed during the course of the study.

- The Village operates and maintains a stormwater system that is regulated by the Federal Government under a Phase II stormwater permit.
- The cost of providing stormwater service at the Village's current level of service in 2013 will be approximately $3.4 million.
- The current level of service provided by the Village does not provide the level of system maintenance recommended in the 2006 Stormwater Master Plan.
- The level of capital investment designated in the current level of service is not adequate to allow for a sustainable stormwater system, specifically:
  - The current level of stormwater main replacement of approximately $0.5 million per year will result in replacement of the stormwater system over a 220 year period. The typical useful life for a stormwater main is 70 to 90 years. Many of the Village stormwater mains are already reaching the end of their useful lives.
  - The current level of service will not allow for continued funding of watershed improvement projects.
- The cost of providing stormwater service at a recommended level of service in 2013 will be approximately $5.6 million. The recommended level of service will fund the maintenance levels recommended in the 2006 Master Plan, increase the capital investment in stormwater main replacement to allow for a 100 year replacement cycle and allow for continued completion of the watershed improvement projects.
- The anticipated revenues available for stormwater in 2013 are estimated to be approximately $2.5 million. The revenues include primarily property taxes at about $1.9 million with the remainder coming from the General Fund.
- Based on the anticipated revenues the Village will not be able to fund the current level of service in 2013 with revenues approximately $0.8 million short of expenses with an even more significant funding gap between revenues and the recommended level of service of about $3.1 million in 2013.

- The current method of collecting revenue for stormwater management on the property tax bill does not equitably allocate the cost of providing stormwater service to property owners in the Village (the value of the property has no direct correlation with the stormwater contribution from the property).

- The prevailing industry standard for assessing stormwater contributions is the use of impervious area which directly correlates to stormwater runoff. The impervious area of each property in the Village is readily available in its geographical information system (GIS).

- Given the need for significant additional funding for the stormwater system, the current inequity inherent in the use of property taxes will become significantly more pronounced over time.

- The establishment of a stormwater utility (similar the Village's drinking water utility) and an associated stormwater fee would provide a dedicated funding source for the stormwater system.

2.0 - Recommendations

The following recommendations were developed during the course of the stormwater utility study. The recommendations are presented to the Village Staff and Council for consideration.

- Adopt a stormwater utility and stormwater fee for implementation by 2013. The stormwater utility and stormwater fee will improve the equity in the recovery of costs for the stormwater system, provide fiscal accountability with a dedicated revenue stream and provide for increased public awareness.

- Base the stormwater fee on impervious area using an ERU which for purposes of this report is defined as an equivalent runoff unit, but also known as an equivalent residential unit. One ERU is equal to 3,300 square feet of impervious area. The use of impervious area is the prevailing industry standard and is considered the best measure of impact on the stormwater system.

- Charge single family residential properties a stormwater fee based on a tiered ERU approach based on the amount impervious area on their property. Charge non-single family (properties larger than duplex) based on actual impervious area in multiples of ERUs.

- We recommend the following implementation plan for the stormwater fee:

    - Continue to use property taxes to fund the debt payments associated with the 2008 bond issue for the life of the loan. Funding the existing debt payments with current revenues will ensure a stable revenue stream to meet the annual debt obligations.

    - Implement a stormwater fee in 2013 that funds the current level of service less the annual debt payments.

- Annually increase the stormwater fee at a level that allows for funding the recommended level of service after a ten year period. This transition period is recommended to limit the increases to a sustainable level.

- Reduce the property tax levy by an amount equal to the reduction in the stormwater fee funding at approximately $1.33 million in 2013.

- The recommendations for the stormwater fee implementation are presented below.

Table 1 - Recommended Stormwater Fee Implementation

	2013	2014	2015	2016	2017
Monthly Stormwater Fee: Single Family Residential					
Tier 1: (1 - 2,500 sq. ft.)	$4.20	$4.80	$5.60	$6.40	$7.30
Tier 2: (2,501 - 4,000 sq. ft.)	$5.60	$6.44	$7.41	$8.52	$9.79
Tier 3: (4,001 - 7,000 sq. ft.)	$8.40	$9.70	$11.10	$12.80	$14.70
Monthly Stormwater Fee: Non-Single Family Residential					
Per ERU (3,300 sq. ft.)	$5.60	$6.44	$7.41	$8.52	$9.79
Annual Stormwater Fee Revenue	$2,361,651	$2,715,899	$3,123,283	$3,591,776	$4,130,542

The following table demonstrates the impact to various properties within the Village based on the recommended implementation plan.

Table 2 - Fee Impacts Sample Properties

Property Type	Number of ERU	Assumed Credit	Assumed Assessed Value	2013 Monthly Stormwater Fee	2013 Monthly Property Tax Reduction
SFR - Small	0.75	-	$200,000	$4.20	$3.06
SFR - Medium	1.0	-	$300,000	$5.60	$4.59
SFR - Large	1.5	-	$500,000	$8.40	$7.66
Average Church	18	-	$-	$100.80	$-
Hospital	235	50%	$-	$658.00	$-
University	278	50%	$-	$778.40	$-
Big Box Retail	139	-	$7,700,000	$778.40	$117.93
Strip Mall	100	-	$6,000,000	$560.00	$91.90
Average Commercial	20	-	$1,000,000	$112.00	$15.32

- Implement a stormwater fee credit program for non-residential properties to provide a reduction in the stormwater fee for those properties that provide on-site stormwater management.

- Implement a stormwater incentive program for all property owners which would provide reimbursement for the purchase and installation of stormwater management controls.

Residential properties that drain to private regional detention basins should be allowed to apply for a stormwater fee credit.

- Bill the stormwater fee on the water bill and develop an appeals process to handle property owner appeals.

B. BASIS FOR THE STUDY

1.0 - Background

The Village of Downers Grove ("the Village") provides stormwater management throughout the Village. The Village has invested significant capital to develop the stormwater system which consists of approximately 7,000 drainage structures, 315 stormwater detention ponds, 130 miles of stormwater mains, 11 miles of streams, 140 miles of stormwater ditches and 47,000 feet of culverts. The stormwater system includes 3 main watersheds. The Village currently manages these assets through the Streets Division within Public Works. This Division is responsible for maintaining and inspecting the system and provides emergency response in the event of flooding in blocked inlets or creeks.

Due to the size of the population of the Village, its stormwater system is regulated under a permit issued by the United States Environmental Protection Agency (USEPA). Specifically, the Village's stormwater system discharges are subject to the National Pollutant Discharge Elimination System (NPDES) Stormwater Phase II Municipal Separate Storm Sewer System (MS4) General Permit. Under this permit the Village is required to meet six minimum control measures which are public education and outreach, illicit discharge detection and elimination, construction site runoff control, post-construction runoff control, pollution prevention/good housekeeping and detention basin inspection.

To ensure compliance with the USEPA NPDES Stormwater Phase II regulations, the Village prepared a Stormwater Master Plan in 2006. The Master Plan provided a framework for the activities that the Village should undertake or enhance to ensure compliance with the permit. Specifically, the Plan helped prioritize the Village's efforts, identified areas for improvement and projected necessary funds for operating and maintaining the stormwater infrastructure. In 2006 the Village also commissioned the preparation of the Watershed Infrastructure Improvement Plan which consisted of four watershed-based studies and identified and prioritized areas of recurring flooding along with proposed remedies and cost estimates for construction. The Watershed Infrastructure Improvement Plan was completed in 2007. Over the past four years the Village has been working to repair and upgrade old, failing infrastructure and construct new regional detention and conveyance facilities.

The Village currently funds the operation, maintenance and capital investments required for the stormwater system through a mix of funding sources including revenues from sales tax, General Fund revenues, property tax revenues and the issuance of bonds. The primary source of revenues has been primarily from property tax revenues. Review of the historical and projected revenues available for stormwater management demonstrates a significant amount of volatility in the revenues available for stormwater. For a number of years the Village has considered the possibility of forming a stormwater utility to manage the system, not unlike the Village's drinking water system which operates as a separate utility as an enterprise fund. At this time, the Village has engaged Municipal & Financial Services Group ("MFSG") to evaluate and complete the necessary steps required for the establishment of a stormwater utility.

2.0 - Scope of Work

The scope of services set forth in the contract between the Village and MFSG specifies several related tasks:

- **Policy Considerations** - Examine key policy issues related to the formation of a stormwater utility.

- **Level of Service** - Determine the current level of service provided by the Village and develop a recommended level of service based on the 2006 Master Plan recommendations. The current and recommended level of service were to be forecasted over a 10 year projection period.

- **Stormwater Fee Analysis** - Complete a stormwater fee analysis that includes the selection of a rate base (unit of measure for the fee) and an evaluation of the appropriate fee structure.

- **Stormwater Fee Credits and Incentives** - Develop fee credits to provide a reduction in the stormwater fee for property owners that provide qualifying onsite stormwater mitigation and incentives for reimbursement of stormwater activities.

- **Administration** - Address administration considerations such as billing methodology, appeals and maintenance of the billing database.

- **Benchmarking** - Provide a benchmarking comparison of stormwater utilities currently established in the State of Illinois.

- **Customer Impacts** - Document the impact of stormwater fees on various property owners within the Village.

The following sections of the report provide the completed scope of work for the stormwater utility study for the Village.

C. POLICY CONSIDERATIONS

Stormwater utilities are becoming more and more common in the State of Illinois and around the United States. There are currently 15 stormwater utilities in the State of Illinois and over 600 utilities around the country. Most industry experts agree that the number of utilities will grow exponentially over the next decade as Federal and State regulatory requirements force localities to address issues with their stormwater systems. As of the writing of this report at least 6 localities in Illinois are in various stages of examining or establishing stormwater utilities. Prior to the development of a stormwater utility it is important to ask some basic questions which frame some policy considerations. The following section of the report examines a number of these key considerations.

1.0 - Stormwater as a Utility

The most basic question surrounding the formation of a stormwater utility is why should it be considered as a separate utility. The simple answer is that the community is accustomed to managing its infrastructure through utilities including the drinking water system and the wastewater system. In its most basic form a utility is comprised of the delivery of a measurable service and the management of the assets required to deliver the service. The stormwater system meets both of these characteristics in that the system provides the service of managing stormwater impacts from each property owner via an extensive system of assets that must be maintained by the Village to ensure that the system continues to operate properly and meet regulatory requirements. As a result the stormwater system is a logical candidate to be accounted for and managed like the Village drinking water system, as a separate utility.

2.0 - Benefits of Stormwater as a Utility

There are a number of benefits to managing stormwater as a utility and reasons why the Village currently manages other utilities such as the water system as utility. These benefits include the following:

- Improved Equity - A stormwater utility provides improved equity among properties owners within the Village. The formation of a stormwater utility and implementation of a stormwater fee allows for allocation of costs of operating and maintaining the stormwater system to property owners based on their stormwater impact. Under the current approach property owners fund the stormwater system based on the value of their property which has very little correlation with their stormwater impact. Additionally, tax-exempt properties currently do not assist in funding the stormwater operations but do generate stormwater and impact the system. As the costs for maintaining the stormwater system increase, the idea of the equitable allocation of costs will become more and more important as the inequities become more evident.

- Fiscal Accountability - The formation of a stormwater utility and collection of a stormwater fee provides increased fiscal accountability. The fees collected would be accounted for in an enterprise fund and would be exclusively used for stormwater needs. Additionally, the level of

the fees would be driven by a defined level of service addressing maintenance needs and regulatory requirements.

- Dependable Revenue Stream - The formation of a stormwater utility and collection of a stormwater fee provides a dependable revenue stream. Historically, the revenues available to fund the Village's stormwater operations have been volatile. This is very common among localities that use tax funds for stormwater operations. It is often the case that stormwater funding is made available based on a specific crisis or immediate need but withdrawn when more pressing needs for funds are identified. A stormwater fee would address this issue and allow the Village to better manage the stormwater system. Specially, a dependable revenue stream would allow the Village to proactively manage the system which would result in lower life-cycle costs. To a large extent the Village is currently managing the stormwater system reactively as critical events occur which require immediate and often expensive action.

- Unfunded Mandates - The Village stormwater system is regulated by the Federal Government under a NPDES MS4 Permit. As a result, the Village stormwater system is subject to all current regulatory requirements imposed by the Federal Government related to the management of stormwater. As demonstrated in later sections of this report, significant funds are necessary to meet these regulatory requirements (unfunded mandates) from the Federal Government. A stormwater fee provides a dedicated funding source to meet the unfunded mandates and provides for a clear accounting of these expenditures.

- Increased Public Awareness - The formation of a stormwater utility assists to bring increased public awareness of stormwater issues. Due to the fact that the current revenues for stormwater are unseen and included in taxes the public is often not aware of the service they are receiving as well as the cost the Village incurs while providing stormwater service. Increased public awareness allows for public education and may result in property owners taking action to manage stormwater on their property. Additionally, public outreach and education is one of the key requirements within the Village's NPDES MS4 Permit.

3.0 - Stormwater Utility Concerns

While there are a number of specific and tangible benefits associated with implementing a stormwater utility and associated stormwater fee, there are often concerns that are expressed within the community related to taking such action. The most common concerns include the following:

- Impact on Tax-Exempt - Under the current funding approach used by the Village, tax-exempt properties do not contribute to the funding of the stormwater system. The adoption of a stormwater fee based on impervious area would result in tax-exempt properties contributing to funding the stormwater system based on their stormwater contribution. While it is in the community's best interest to assist tax-exempt properties in numerous ways, the cost associated with basic services such as utilities should be collected from all properties in the Village. Tax-exempt properties are not exempt from water bills, electric bills, trash collection, or other similar services.

- Impact on Commercial Development - The adoption of a stormwater fee based on impervious area will often shift the cost of managing the stormwater system to commercial properties due to the fact that these properties typically have greater amounts of impervious area. As a result, a valid concern is will the stormwater fee impact economic development in the Village (cause existing commercial properties to relocate and / or discourage new development). Based on our experience in dealing with water, sewer and stormwater utilities around the Country, our opinion related to this concern is that the assessment of a stormwater fee does not and will not have a negative impact on economic development but rather often encourages economic development. The reason we believe it does not negatively impact economic development is due to the magnitude of the fee in comparison to the total cost of doing business. In most instances the fee would represent between 1% to 2% of the total costs incurred by a commercial entity during the year. These increased costs are far outweighed by both other financial considerations and business decisions that will impact economic development. In fact, we believe that implementing a stormwater utility, which provides a well managed stormwater system, actually would make the Village a more attractive place to locate a business compared to a locality with a poorly managed stormwater system.

- More Government - Another concern that is often expressed is the idea that additional layers of government are being created with the establishment of a stormwater utility. This concern is really a misunderstanding of what exactly a stormwater utility is and how it would function. In general the stormwater utility is simply a way of accounting for and funding a program that already existing within the Village government. No new layers of management outside of what would be required to manage a properly functioning stormwater system are created with the new funding source. In fact due to the increased accountability and a dedicated revenue stream, the Village will have the opportunity more clearly evaluate the performance of the stormwater program and identify areas for increased efficiency. Lastly, the data set that would be used by the Village to impose the stormwater fees is relatively static. Changes to impervious area generally occur with redevelopment and therefore once the system is set up, managing the program requires limited resources.

In summary there are a number of benefits associated with the formation of stormwater as a utility and why at this time it makes sense for the Village to consider implementation of a utility. However there are a number of considerations that must addressed (as outlined in the scope of work) prior to the implementation of a utility. The remainder of the report addresses each of these considerations.

D. LEVEL OF SERVICE

In order to develop a financial plan and management approach for the Village's stormwater system, it is necessary to first gain an understanding of the current level of stormwater service provided by the Village and the cost of providing that level of service. It is also necessary to determine if the current level of service meets the service requirements established within the Village's General Permit and if they provide a level of investment that allow for a sustainable system. This section of the report examines the current level of service and establishes a recommended level of service. To examine the levels of service they can be broken down into three main categories of costs including; operating and maintenance costs, existing debt service and planned capital improvements. The following section of the report describes each of the categories of expenses incurred by the Village as it provides its current level of service and what the expenses would be under the recommended level of service. The costs are all based on official documents and data provided by the Village including previous studies completed for the Village such as the 2006 Stormwater Master Plan and the 2007 Watershed Infrastructure Improvement Plan.

1.0 - Assumptions Used in the Study

It is necessary to make several assumptions regarding future economic conditions within the Village, to project the current and recommended level of service for the stormwater system. Assumptions (which can be varied as needed from year to year) made regarding various items are shown below:

Element	Assumption
Inflation Rate - O&M Expenses	3.5% per year
Interest Rate on Borrowing	5.0%
Debt Maturity	20 years
Interest Earned on Investments	2.0% per year
Administration Costs on Financing	1.5% of principal

The study was conducted using the adopted budget for Fiscal Year 2012 (the Village functions on a fiscal year of January 1 to December 31) as the base year upon which forecasted figures were developed. The level of service analysis considers a ten-year planning period (2013 - 2022) as requested by the Village.

2.0 - Operating and Maintenance Costs

The following section of the report provides an analysis of the operating and maintenance costs of the stormwater system under the current and recommended level of service.

2.1 - O&M Costs - Current Level of Service

The day-to-day operating and maintenance (O&M) expenses for the stormwater system are budgeted in four major categories including stormwater management, engineering, maintenance and capital project support. The actual O&M expenses for 2009 and 2010, the estimated expenditures for 2011 and the budget for 2012 were used as the basis for estimating future O&M expenses. To project future O&M costs, several inflation factors were used on specific line items for the Village's budget. The Construction Cost Index (CCI), Consumer Product Index (CPI), Producer Price Index (PPI), Municipal Cost Index (MCI), Commodity (Fuel) Energy Index, and a Personnel Expenses inflation rate were used on line items related to each inflation factor. Table 3 presents the O&M expenses forecasted over the next five years.

Table 3 - Stormwater O&M Expenses

	2013	2014	2015	2016	2017
Stormwater Management	$815,202	$843,688	$873,171	$903,685	$935,265
Engineering	$397,643	$411,561	$425,966	$440,874	$456,305
Maintenance	$409,901	$422,762	$436,035	$449,735	$463,876
Capital Project Support	$36,430	$37,705	$39,025	$40,391	$41,804
Total O&M Expenses	**$1,659,176**	**$1,715,716**	**$1,774,197**	**$1,834,685**	**$1,897,250**
Annual % Increase	*3.41%*	*3.41%*	*3.41%*	*3.41%*	*3.41%*

Exhibit 1, shown below, presents the estimated O&M expenses over the entire planning period.

Exhibit 1 - Operating and Maintenance Expense Forecast – Current Level of Service

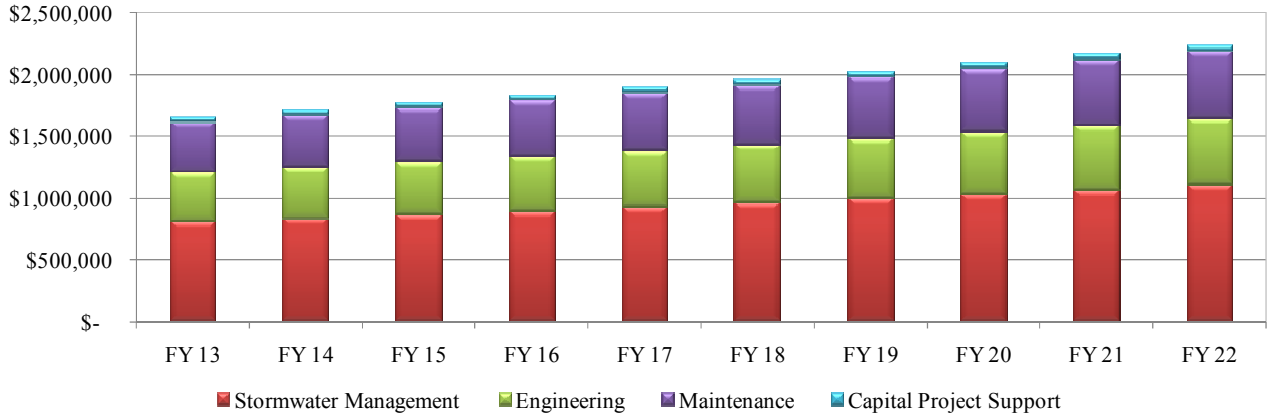


Exhibit 1 shows the O&M expenses increasing from approximately $1.7 million in 2013 to over $2.2 million by the end of the projection period. It should be noted that the increases over the projection period are not due to increased maintenance activities but rather simply due to inflation. The next section provides an assessment of the necessary increased O&M activities to meet the recommended level of service.

2.2 - O&M Costs - Recommended Level of Service

The 2006 Stormwater Master Plan, completed for the Village, provided specific recommendations for additional operating and maintenance activities necessary to properly maintain the stormwater system and comply with the Village's General Permit. The majority of these recommended activities can be described as increases in the frequency of activities already conducted by the Village. Table 4 presents a summary of the current maintenance activities, the frequency at which the Village completes each and the recommended frequency as defined in the Master Plan.

Table 4 - Current and Recommended Maintenance Activities

Maintenance Activities		Assets	Current		Recommended	
			Assets Managed Per Year	Maintenance Frequency (Years)	Assets Managed Per Year	Maintenance Frequency (Years)
Structure Maintenance	Catch Basin Cleaning	7,000	650	11	1,750	4
	Structure Repair	7,000	20	350	70	100
	Structure Replacement	7,000	10	700	35	200
	Lid Replacement	7,000	20	350	70	100
Storm Sewer	Cleaning	128 miles	10	13	27	5
	TV Inspection	128 miles	7	18	27	5
Street Sweeping	Sweeping - Curb & Gutter	80 miles	720	9x*	1,200	15x*
	Sweeping - Curb & Gutter CBD	20 miles	440	22x*	800	30x*
	Sweeping - Rural Section	50 miles	0	0	150	3x*
	Debris Removal & Disposal		0	0	1	1
Stream Maintenance	Initial Maintenance	12 miles	0	0	4	3
	Inspection	12 miles	1	12	12	1
	Routine Maintenance	12 miles	2	6	4	3
Ditch Cleaning	Regrading / Restoration	60 miles	3	20	6	10
Drainage Complaints	Investigate Various Problems	NA	25	NA	50	NA
Storage Facility Maintenance	Maintain Vegetation	4 Acres	11	0.4	12	0.3
	Remove Debris, Sediment	12	3	4.8	12	1
	Repair Structure	4	1	4	2	2

**x- represents times per year*

The cost associated with providing the recommended level of service related to the increased maintenance activities was developed by assigning a per-unit cost for each maintenance activity. Table 5 presents the assumed per-unit cost and the resulting incremental cost for each activity. The

unit costs were developed working with Village staff and represent realistic costs based on current labor rates and contracted service estimates.

Table 5 - Current and Recommended Maintenance Activities

Maintenance Activities		Cost Per Unit	Total Incremental Cost 2012
Structure Maintenance	Catch Basin Cleaning	$57	$62,857
	Structure Repair	$214	$10,714
	Structure Replacement	$2,000	$50,000
	Lid Replacement	$20	$1,000
Storm Sewer	Cleaning	$28,000	$482,553
	TV Inspection	$28,000	$566,553
Street Sweeping	Sweeping - Curb & Gutter	$85	$41,000
	Sweeping - Curb & Gutter CBD	$27	$9,800
	Sweeping - Rural Section	$533	$80,000
	Debris Removal & Disposal	$30,000	$30,000
Stream Maintenance	Initial Maintenance	$16,000	$57,600
	Inspection	$500	$5,500
	Routine Maintenance	$2,000	$4,000
Ditch Cleaning	Regrading / Restoration	$67,000	$201,000
Drainage Complaints	Investigate Various Problems	$1,200	$30,000
Storage Facility Maintenance	Maintain Vegetation	$350	$350
	Remove Debris, Sediment	$6,000	$57,000
	Repair Structure	$2,400	$2,400
Total Incremental O&M Expenditures			**$1,692,328**

Table 5 demonstrates that based on the estimated unit cost for each maintenance activity the incremental additional O&M costs recommended in the 2006 Master Plan would result in approximately $1.7 million per year in additional expenditures. Table 6 presents the total incremental recommended level of service O&M expenses over a five year period.

Table 6 - Total Incremental O&M Expense Forecast - Recommended Level of Service

	2013	2014	2015	2016	2017
Total Incremental O&M	**$1,739,483**	**$1,787,952**	**$1,837,772**	**$1,888,980**	**$1,941,615**

Exhibit 2 presents the total recommended O&M expenditures over the projection period.

Exhibit 2 - Operating and Maintenance Expense Forecast - Recommended Level of Service

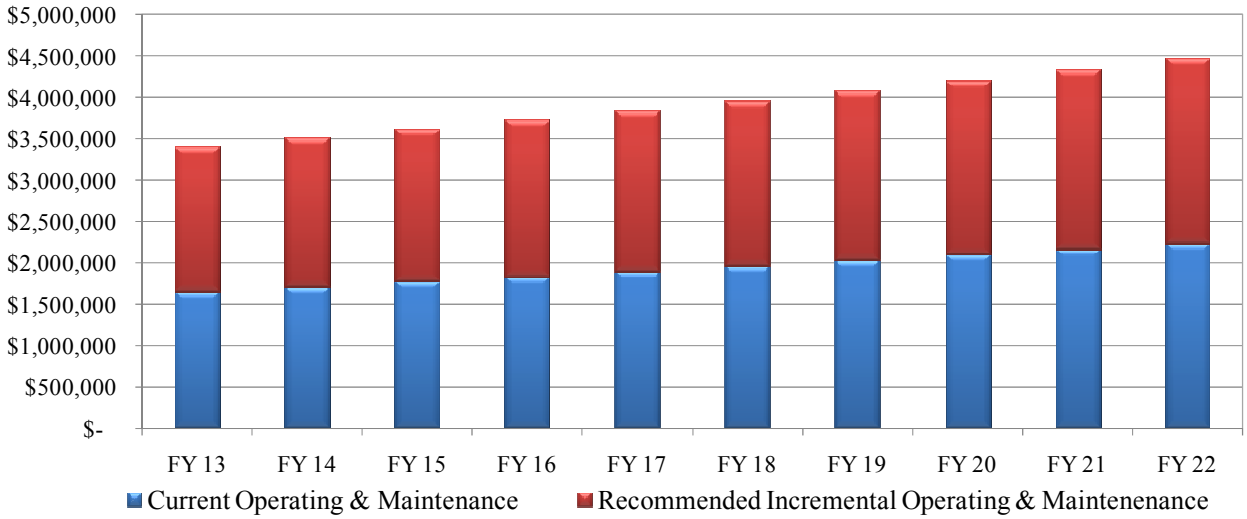


Exhibit 2 shows that the recommended level of service includes O&M expenses that total approximately $3.4 million in 2013. It is important to note that incremental O&M expenses are not due to the formation of a stormwater utility but result from the increased maintenance activities identified in the Master Plan.

3.0 - Capital Costs

The ownership of a stormwater system of the size and age of the Village system is extremely capital-intensive. The Village has invested millions of dollars in constructing and maintaining the stormwater system as it stands today. Much of this investment occurred in the 1920's and 1950's as the Village grew and developed. Over the next several decades large portions of the system will have been in the ground for over 100 years. The on-going funding of recent capital investments and future requirements will have a significant impact on the Village's required investments in the system. While the capital investments have a pronounced impact on revenue needs, the projects are vitally important to ensure the continued operation of the stormwater system and to meet regulatory requirements.

3.1 - Capital Costs - Current Level of Service

The capital expenditures associated with the Village's current level of service includes existing debt payments and capital improvement projects identified in the Community Investment Plan (CIP). In 2008, the Village issued approximately $25 million in debt to fund capital projects within the stormwater system. Over the last 3 years the Village has used about $15 million of the bond proceeds for capital projects and anticipates using the remaining $10 million by 2013. Table 7 shows the annual principal and interest payments for the outstanding debt.

Table 7 - Existing Debt Service

	2013	2014	2015	2016	2017
Annual Debt Payment	$1,147,050	$1,144,800	$1,146,187	$1,146,087	$1,145,387

The 2008 bond issue has a 30 year maturity and therefore the existing debt payments for the stormwater system will be retired by 2038.

The Village's stormwater system has planned capital projects totaling approximately $21 million for the period from 2012 through 2016. At this time the Village does not have planned capital projects for 2017 through 2022. The planned capital projects fall into three main categories including the following:

- Capital Maintenance - Repair of existing stormwater assets such as stream bank stabilization and detention pond repairs.
- Stormwater Main Replacement - Replacement of existing stormwater mains.
- Watershed Improvements - Expansions or improvements to stormwater system.

For purposes of delineating level of service, it has been assumed that the current level of service would include capital maintenance and stormwater main replacement at the current planned expenditure level as defined by the capital improvements plan. The ongoing funding of watershed improvements would fall into the recommended level of service because without additional funds the Village will not be able to complete these projects and because these projects represent expansion or improvements to the system as compared to repair and replacement. Therefore watershed improvement projects are discussed in the further detail below under recommended level of service. Table 8 presents a summary of the planned capital projects by category over the next five years for the current level of service.

Table 8 - Stormwater System Planned Capital Projects - Current Level of Service

	2013	2014	2015	2016
Capital Maintenance	$1,012,725	$297,725	$185,000	$1,215,000
Stormwater Main Replacement	$500,000	$500,000	$1,000,000	$500,000
Total	**$1,512,725**	**$797,725**	**$1,185,000**	**$1,715,000**

Since the projects listed in Table 8 are ongoing maintenance and replacement of the stormwater system it is recommended that the Village cash fund the projects. The next section presents increased capital spending to meet the recommended level of service for capital investments.

3.2 - Capital Costs - Recommended Level of Service

The increased investments in capital spending recommended to bring the current level of service up to the recommended level include increased investment in stormwater main replacement and on-going funding of watershed improvements.

3.2.1- Stormwater Main Replacement

As mentioned above, the Village has invested millions of dollars to construct and maintain the stormwater system. As the stormwater system ages, it is important that the Village actively manage these assets to ensure that the useful lives of the stormwater system assets are maximized.

To assist the Village in managing its capital assets, MFSG completed a review of the stormwater systems buried infrastructure (stormwater mains). The goal of the review is to provide the Village with an estimate of the annual investment required in the system to appropriately maintain the system and strive towards maximizing the assets useful life. As part of the system asset review, the ages and costs of various portions of the stormwater system were stratified by decade. The age groupings of the system together with useful life information and unit replacement costs were used to estimate the required reinvestment in the stormwater system mains. Based on industry estimates and the pipe material, the stormwater mains in the Village system are estimated to have useful lives ranging from 60 to 80 years. Table 9 shows the estimated replacement costs and decade of replacement for stormwater mains in the Village system.

Table 9 - Stormwater Main Replacement Cost Estimate (Stratified by Decade)

	1990's	**2010's**	**2030's**	**2060's**
Estimated Replacement Costs*	$12,177,250	$4,877,250	$79,470,000	$13,621,500

**Costs are based on 2012 estimate and current (2011) dollars*

Table 9 demonstrates that the Village has approximately $12 million (in 2011 dollars) worth of buried assets that have already exceeded their theoretical useful life. The replacement value is calculated by taking the original cost of the buried assets by installation year and trending them to current dollars using the Engineer News Record (ENR) construction cost index. These assets consist of stormwater mains installed in the 1930's. The table also demonstrates that over the next 30 years a significant portion of the remaining buried infrastructure will reach its useful life. Under the current level of service the Village is investing approximately $0.5 million per year in stormwater main replacement. At this level it will take the Village over 220 years to replace the existing infrastructure. Given the current age of the infrastructure and its anticipated useful life, this level of investment will not allow for a sustainable system. As a result we recommend that the Village increase the investment in stormwater main replacement by $0.5 million to bring the annual investment to $1.0 million per year. This level of investment, increased annually to account for inflation, will put the stormwater system on a 100 year replacement cycle.

3.2.2 - Watershed Improvements

As mentioned previously the Village has identified watershed improvement projects in its community investment plan. These projects either expand or provide improvements to the current system. Over the last few years the Village has used the 2008 bond proceeds to fund a number of watershed improvement projects. Exhibit 3 presents the level of planned watershed improvement projects over the next four years.

Exhibit 3 - Planned Watershed Improvement Projects

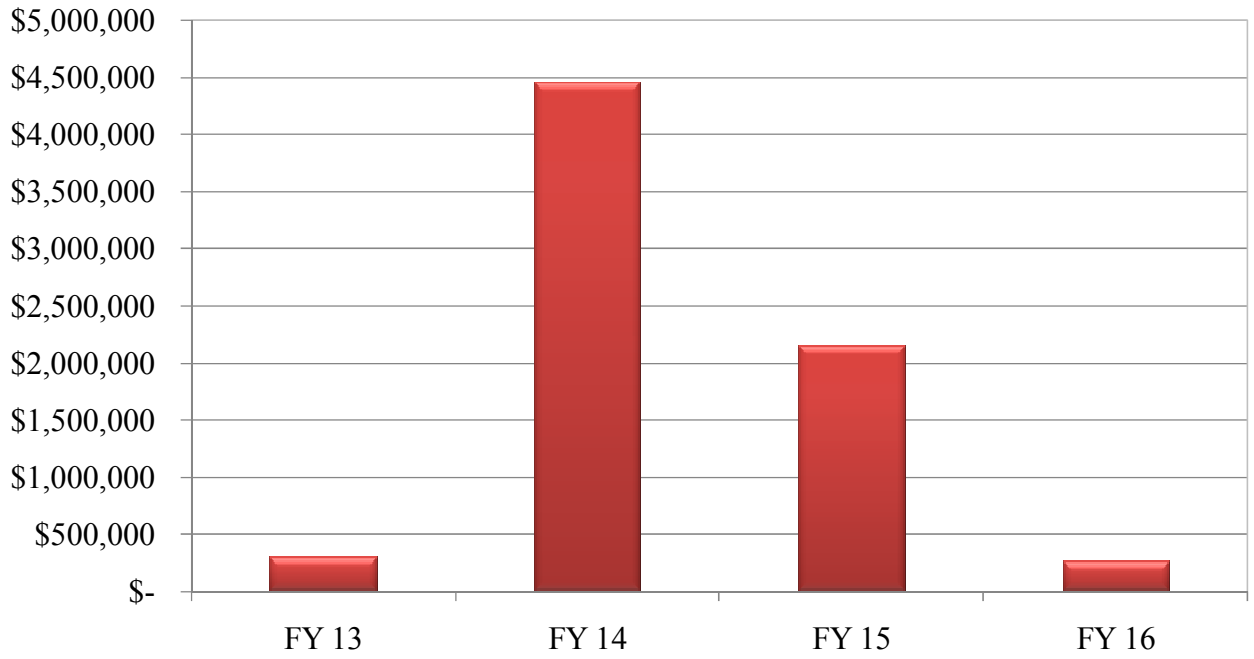


Exhibit 3 demonstrates that the annual investment in watershed improvement projects varies significantly year to year based on the particular project(s) planned for each particular year. In order to continue to fund the watershed improvement projects the Village will need to issue additional debt in 2015. To develop the financial forecast it was assumed that the Village would issue new debt for these projects in FY 2015 with the first payment due in FY 2015.

4.0 - Total Current and Recommended Level of Service

The summation of all of the components of the current and recommended level of service provides an estimate of the cost of providing the total level of service. Table 10 presents the total current level of service.

Table 10 - Total Current Level of Service

	2013	2014	2015	2016	2017
Stormwater Management	815,202	843,688	873,171	903,685	935,265
Engineering	397,643	411,561	425,966	440,874	456,305
Maintenance	409,901	422,762	436,035	449,735	463,876
Capital Project Support	36,430	37,705	39,025	40,391	41,804
Total O&M Expenses	***$1,659,176***	***$1,715,716***	***$1,774,197***	***$1,834,685***	***$1,897,250***
Existing Debt Service	1,147,050	1,144,800	1,146,187	1,146,087	1,145,387
Cash Funded Capital Projects	552,475	797,725	1,185,000	1,715,000	1,000,000
Total Capital Expenses	***$1,699,525***	***$1,942,525***	***$2,331,187***	***$2,861,087***	***$2,145,387***
Total Current Level of Service	***$3,358,701***	***$3,658,241***	***$4,105,384***	***$4,695,772***	***$4,042,637***

Table 10 demonstrates the current level of service expenditures in 2013 will be approximately $3.4 million increasing to approximately $4.0 million by 2017. Table 11 builds on Table 10 by adding in the additional recommended O&M and capital expenditures to reach the recommended level of service.

Table 11 - Total Recommended Level of Service

	2013	2014	2015	2016	2017
Current Level of Service O&M Expenses	1,659,176	1,715,716	1,774,197	1,834,685	1,897,250
Recommended Incremental O&M Expenses	1,739,483	1,787,952	1,837,772	1,888,980	1,941,615
Total O&M Expenses	***$3,398,660***	***$3,503,669***	***$3,611,969***	***$3,723,665***	***$3,838,865***
Current Level of Service Capital	1,699,525	1,942,525	2,331,187	2,861,087	2,145,387
Recommended Incremental Capital	516,078	516,078	969,619	969,619	1,007,726
Total Capital Expenses	***$2,215,603***	***$2,458,603***	***$3,300,806***	***$3,830,706***	***$3,153,113***
Total Recommended Level of Service	***$5,614,263***	***$5,962,272***	***$6,912,775***	***$7,554,371***	***$6,991,979***

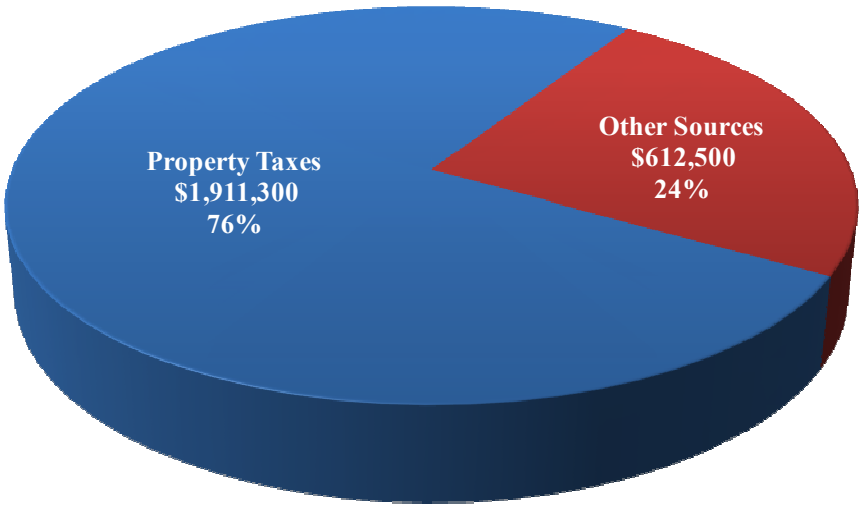
E. CURRENT REVENUES AND FUNDING GAP

The development of the current and recommended level of service in the previous section of the report, demonstrates the annual amount of revenue that needs to be generated to fund the operation and maintenance of the stormwater system under each level of service. The following section of the report reviews the current funding sources and examines whether the funding is sufficient to meet the current and recommended level of service.

1.0 - Current Revenues

The Village has historically funded stormwater operations with a blend of sources including bond proceeds, direct expenses from the General Fund and property taxes. The revenues available for stormwater funding in 2013 are shown below in Exhibit 4.

Exhibit 4 - Current Revenue Sources - 2013



As shown in Exhibit 4 the total revenues available for stormwater funding in 2013 equals approximately $2.5 million and the majority of the revenues are derived from property taxes. Exhibit 5 shows the breakdown of revenues from property taxes by property class.

Exhibit 5 - Property Tax Revenue Breakdown - 2013

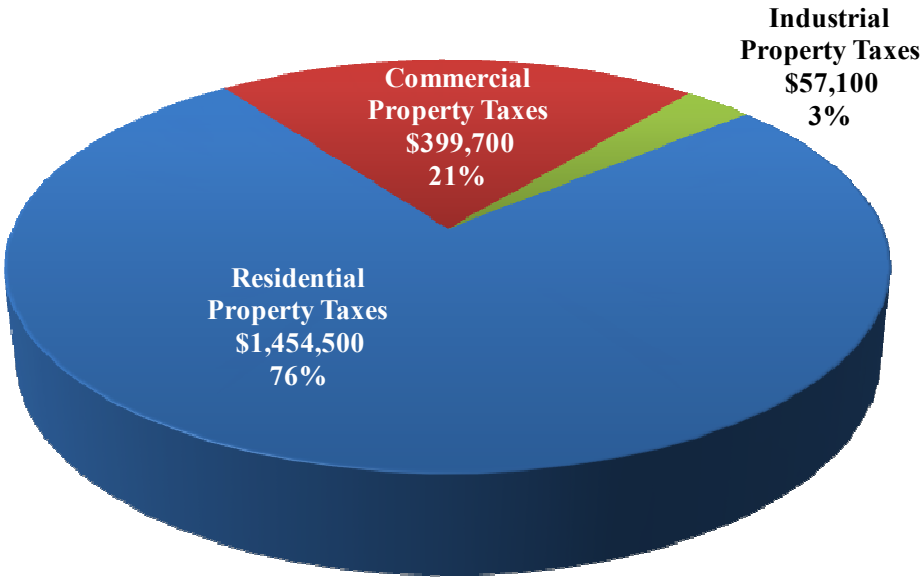
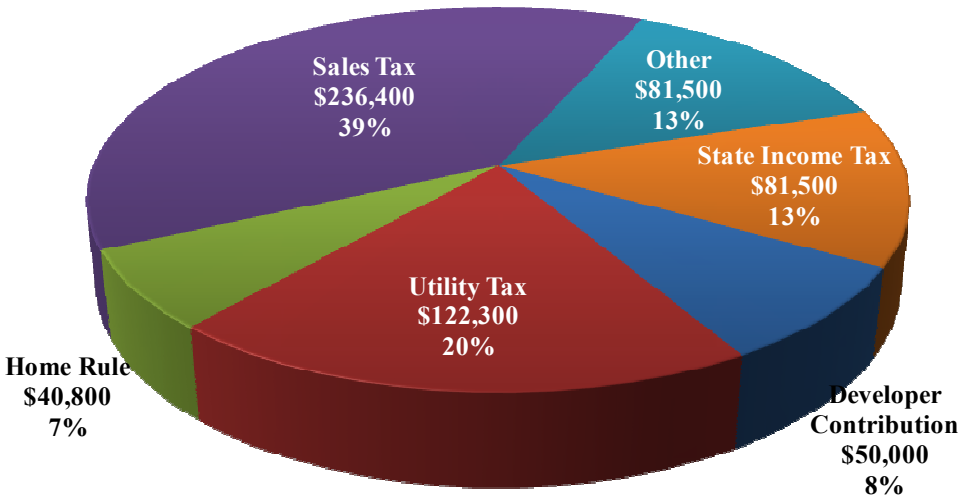


Exhibit 5 demonstrates that the majority of property tax revenues for stormwater are derived from residential property owners at approximately 76% of the total property tax revenues.

The Other Sources shown in the exhibit include a blend of various revenue sources which are detailed in Exhibit 6.

Exhibit 6 - Other Revenue Sources - 2013



2.0 - Funding Gap Analysis

The comparison of the current revenues available for stormwater funding and current and recommended level of service allows for determination of the potential funding gap. Table 12 presents a forecast of available revenues and the defined levels of service.

Table 12 - Funding Gap Analysis

	2013	2014	2015	2016	2017
Total Current Revenues	$2,523,817	$2,550,053	$2,580,923	$2,611,337	$2,642,217
Current Level of Service	$3,358,701	$3,658,241	$4,105,384	$4,695,772	$4,042,637
Funding Gap	***($834,885)***	***($1,108,188)***	***($1,524,461)***	***($2,084,435)***	***($1,400,420)***
Recommended Level of Service	$5,614,263	$5,962,272	$6,912,775	$7,554,371	$6,991,979
Funding Gap	***($3,090,400)***	***($3,412,200)***	***($4,331,900)***	***($4,943,000)***	***($4,349,800)***

Table 12 demonstrates that the current revenues available for stormwater will not be sufficient to meet either the current or recommended level of service. It is important to note that since the revenues currently available are not sufficient to meet the current level of service should additional revenues not be identified , the Village will be required to reduce its level of service. The Village has been able to provide the current level of service by using the bond proceeds from the 2008 bond issue. As mentioned, by 2013 the bond proceeds will be exhausted and available revenues will fall short of the current level of service. As demonstrated in the table, to meet the recommended level of service substantial additional funding will be required.

F. STORMWATER FEE ANALYSIS

The previous sections of the report defined the expenditures required to maintain the stormwater system and the current revenues available for funding the system. It is important to note that the expenditures identified are not due to the formation of a stormwater utility but rather what the Village will need to be spending in future years on stormwater management regardless of the funding source. This section of the report examines a potential alternative for funding stormwater, specifically funding stormwater through a separate stormwater fee.

Prior to developing the stormwater fee it is important to evaluate the primary objective for the fee. The primary objective for the stormwater fee is to provide a dedicated funding source for the operation and maintenance of the stormwater system. The use of a stormwater fee, instead of the current funding mechanism, would equitably assess the cost of providing stormwater service to property owners based on their impact to the stormwater system. In order to meet this objective two key items need to be addressed which include the unit of measure for the fee and how the fee would be structured. Each of these items are discussed below.

1.0 - Unit of Measure for Fee

The unit of measure used to develop the stormwater fee is referred to as a rate base. The rate base used to develop the stormwater fee defines the unit of measure for the fee. A variety of rate bases are used by localities that have implemented stormwater fees. Some examples include property type, total area of property, intensity of development (tied to zoning), impervious area and water usage. Since the objective for the stormwater fee is to assess the cost of providing the service based on the property owners impact, rate bases that directly correlate to stormwater runoff on the property are most commonly used. The prevailing best practice rate base is the use of impervious area, as it directly correlates with stormwater runoff and impact on the system. Impervious area has been determined to be the single most important factor influencing the rate of peak runoff, the total runoff quantity and transporter of pollutant loadings found in stormwater. Impervious area is defined as any surface that does not allow for the penetration of water such as driveways, roofs and sidewalks. Often times when an alternative rate base is selected it is due to the fact that the impervious data is not readily available and therefore another proxy is selected. The Village does have impervious data readily available in its geographic information system (GIS) and therefore the use of impervious area was selected as the preferred rate base.

2.0 - Impervious Area Analysis for the Village

Based on the data provided in the Village's GIS database, the actual impervious area for each individual parcel within the Village was calculated. Exhibit 7 presents the total amount of impervious area within each of the main property classes within the Village.

Exhibit 7 - Impervious Area by Property Class (square feet)

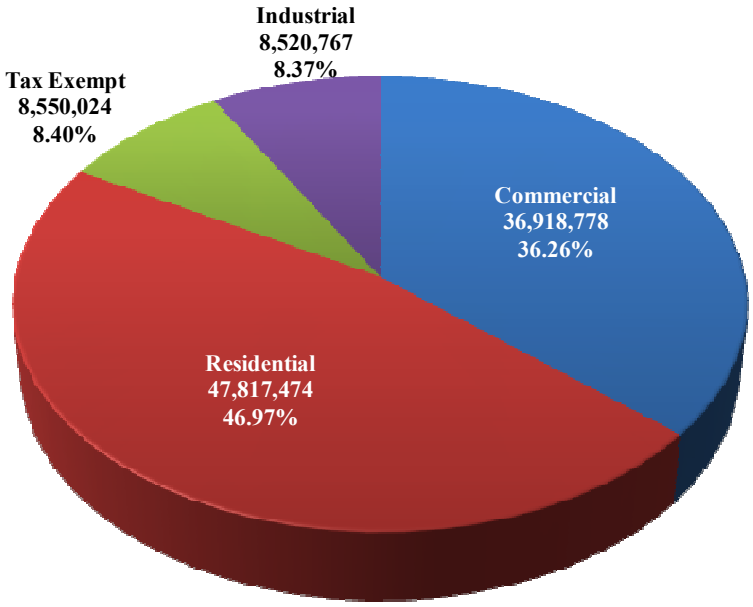


Exhibit 7 demonstrates that the residential property class contains the most impervious area at about 47% of the total impervious area followed by commercial at 36%, tax-exempt at 8.4% and industrial at 8.4%. The majority of the parcels within the Village are residential which accounts for approximately 58% of the total number of parcels. To examine the distribution of impervious area within the residential property class the distribution of impervious on a per property basis was reviewed. The distribution by property is shown in Exhibit 8.

Exhibit 8 - Single Family Residential Property Impervious Area Distribution

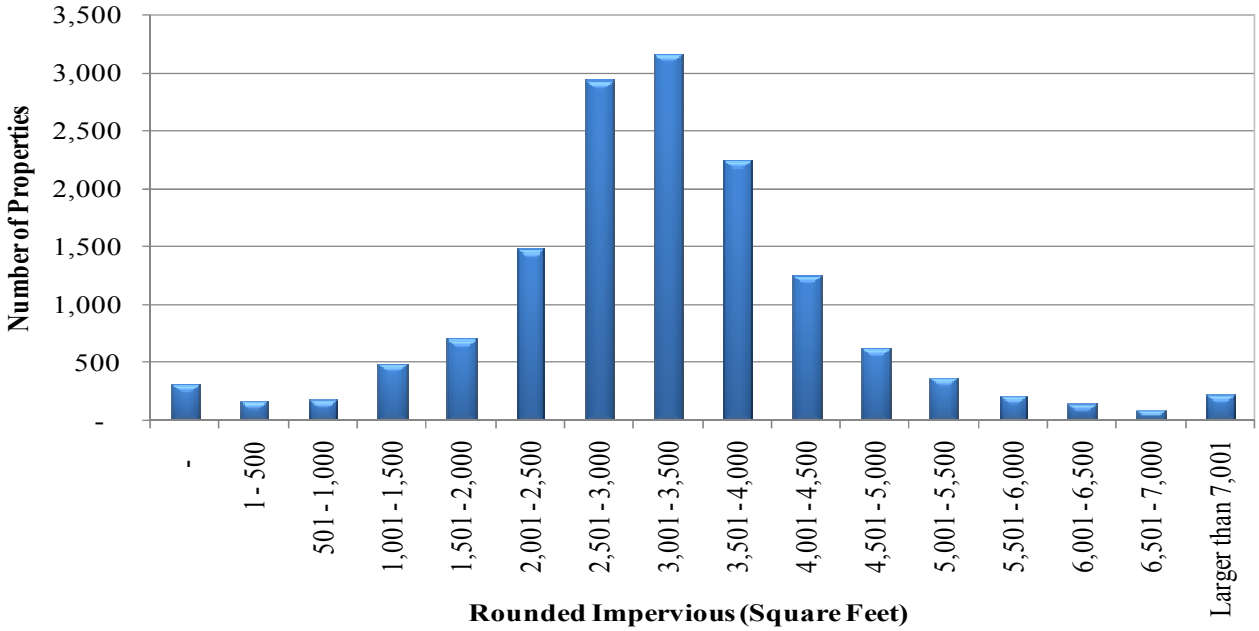


Exhibit 8 demonstrates that there is a fairly even distribution of impervious area by property within the single family residential property class. The most common impervious area falls between 3,001 and 3,500 square feet. The average impervious area among single family residential properties is 3,300 square feet. It should be noted that while the distribution of impervious area is fairly even there is a wide range with some properties with less than 500 square feet and some having over 7,000 square feet.

Examination of the other property classes does not reveal the same even distribution of impervious area which would be expected based on the significant differences in the types of development on non-residential properties.

3.0 - Fee Structure

The design of the structure for the stormwater fee needs to address several key considerations. These considerations include the following items:

- Equity - The fee structure should provide an equitable allocation between the fees collected and the costs of providing the service.

- Ease of Understanding - The fee structure should be easy to understand, particularly in the case of the initial adoption of the new fee to assist in gaining public acceptance.

- Administrative Simplicity - The fee structure should require a minimal amount of staff time for administration and implementation.

Review of the key considerations reveals that the fee structure requires the need to strike a balance between the need for equity within the fee structure and the need for property owners to be able to understand the fee and the Village to administer it. To strike this balance the most common approach taken in fee structure design is to develop a standard unit of the rate base often termed an equivalent runoff unit (ERU), also known as an equivalent residential unit. The ERU is based on the average impervious area for single family residential properties. In the Village the average impervious square footage for single family residential properties is 3,300 square feet. It is not uncommon for a locality to simply take the ERU value and apply it to all single family residential property owners resulting in all property owners in this class to pay the same stormwater fee regardless of impervious area on their property. This approach would result in meeting the objective of being easy to understand and administer but it would not provide as much equity between this class of property owners. As illustrated in Exhibit 8, there is a fairly even distribution of impervious area within the Village's single family residential property owners. As a result we propose that the Village group property owners within this class not into a single group but into three as shown in Exhibit 9.

Exhibit 9 - Single Family Residential Property Impervious Area Grouping

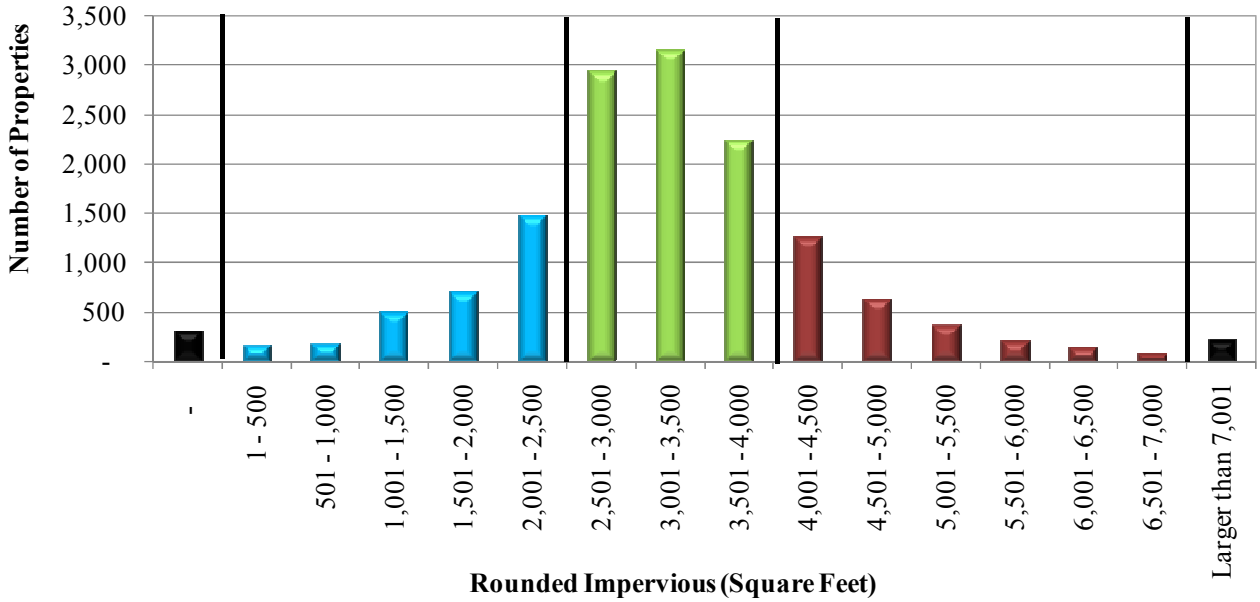


Table 13 presents the recommended tiers for single family residential property owners.

Table 13 - Tiered Single Family Residential ERUs

	Impervious Area Tier		
	Small	**Medium**	**Large**
Impervious Area Range (square feet)	1 – 2,500	2,501 – 4,000	4,001 – 7,000
Equivalent Runoff Units (ERUs)	0.75	1.0	1.5
Percent of ERUs in Tier	13%	59%	28%

Due to the large variation of impervious area among non-single family properties it is not particularly helpful to put these properties into tiers, as the data does not reveal any normal distribution of impervious area. As a result for non-single family properties the ERU concept would be applied based on the "multiples" of ERUs located on the property. For example, a commercial property with 40,000 square feet of impervious would be divided by the ERU value of 3,300 square feet resulting in 13 ERU's which would billed to the property. It should be noted that few properties will have precisely an even number of ERUs and therefore we recommend that the calculated ERUs be rounded up to the nearest whole ERU.

Within the fee structure two other items need to be considered including the handling of vacant properties (or properties with no impervious area) and single family residential properties with impervious area exceeding 7,000 square feet. For undeveloped properties we propose that the Village consider these properties as 0.30 of an ERU. This recommendation is based on the fact that all properties benefit from stormwater management within the Village and that a base cost of providing the service needs to be recovered regardless of the individual stormwater impact from the property. We recommend that single family residential properties with impervious area greater than 7,000 be treated like all non-single family residential properties, with their ERUs calculated as

multiples of 3,300 square feet. Applying the proposed fee structure will result in the total ERUs shown in Table 14.

Table 14 - Total Billable ERUs (2013)

	ERUs	Percentage of Total
Single Family Residential	15,784	47%
Commercial	11,981	36%
Industrial	2,653	8%
Tax-Exempt	2,843	9%
Total	**33,261**	**100%**

The use of the proposed fee structure will result in the generation of revenues from property owner's that differs significantly from how revenues are currently generated. This shift in revenue collection will result in a significant increase in the equity of the revenue collection as it is based on stormwater impact. Table 15 presents the current revenue generation by property class and the revenue generation under the proposed stormwater fee structure.

Table 15 - Stormwater Revenue Generation by Property Class

	Current Property Tax	Stormwater Fee
Single Family Residential	76.10%	47.45%
Commercial	20.91%	36.02%
Industrial	2.99%	7.97%
Tax-Exempt	0%	8.55%

Table 15 clearly shows the redistribution of revenues moving from an assessed value approach using property taxes to an impervious area approach using the stormwater fee.

4.0 - Stormwater Fee Administration

Prior to the calculation of the actual stormwater fee it is necessary to factor in the costs associated with managing the stormwater fee. The administration expenses would be associated with providing customer and billing service, management of the customer database, public outreach efforts and handling of the stormwater credit and incentive program. It should be noted that the management of the credit program will primarily be funded with application fees. As demonstrated in Table 16, it has been assumed that in the first year of operation the stormwater utility would require additional support with customer service and billing but that this would diminish following the first year.

Table 16 - Stormwater Utility Administrative Expenses

	2013	2014	2015	2016	2017
Customer Service / Billing	$71,873	$23,502	$24,325	$25,176	$26,058
Information Tech / GIS	$34,849	$36,069	$37,331	$38,638	$39,990
Engineering – Credits	$23,525	$24,348	$25,200	$26,082	$26,995
Total Administrative O&M	**$130,246**	**$83,919**	**$86,856**	**$89,896**	**$93,043**

5.0 - Recommended Stormwater Fees

Once the structure of the stormwater fees has been established it is necessary to determine the level of expenditures the stormwater fees will recover (i.e. should the fees be set at a level that will generate revenues to fund the current level of service, the recommended level of service or some lesser amount). We recommend that the Village initially set the stormwater fee at a level that will partially fund the current level of service rather than immediately fully funding the current or recommended level of service. We recommend this approach for a number of reasons including the following:

- Magnitude of the Stormwater Fee - The adoption of any new fee is not an easy task for a municipality as it is often difficult to generate public acceptance. Transitioning from current revenues to a stormwater fee over a period of time allows for the fee to initially be set at a level that can minimize objection to the fee and limit the impact to property owners.

- Financial Stability - As the Village implements the stormwater fee for the first time the actual amount of revenue that will be collected from property owners will be somewhat uncertain until a period of time passes to process actual collections. This creates some level of uncertainty of financial instability. Should the actual collections for some reason be well below estimates, the stormwater utility would be unable to funds its obligations.

- Cash Flow - Closely related to the idea of financial stability is the collection of revenues to fund the stormwater utility. A shift to funding stormwater with fees will result in a different flow of cash as compared to the current revenue approach. The fees collected for stormwater water will be recovered based on the billing frequency used to bill the fee and collected in arrears.

For these reasons we recommend that the Village implement a stormwater fee in 2013 that provides a ten-year period of transition from the current revenues to the stormwater fee. Our specific recommendations for the implementation of the stormwater fee include the following:

- Continue to use property taxes to fund the debt payments associated with the 2008 bond issue for the life of the loan. Funding the existing debt payments with current revenues will ensure a stable revenue stream to meet the annual debt obligations.

- Implement a stormwater fee in 2013 that funds the current level of service less the annual debt payments.

- Annually increase the stormwater fee at a level that allows for funding the recommended level of service after a ten year period. This transition period is recommended to limit the increases to a sustainable level.

- Reduce the property tax rate by an amount equal to the reduction in the stormwater fee funding at approximately $1.33 million.

The recommendations for the stormwater fee implementation are presented in Table 17.

Table 17 - Recommended Stormwater Fee Implementation

	2013	2014	2015	2016	2017
Monthly Stormwater Fee: Single Family Residential					
Tier 1: (1 - 2,500 sq. ft.)	$4.20	$4.80	$5.60	$6.40	$7.30
Tier 2: (2,501 - 4,000 sq. ft.)	$5.60	$6.44	$7.41	$8.52	$9.79
Tier 3: (4,001 - 7,000 sq. ft.)	$8.40	$9.70	$11.10	$12.80	$14.70
Monthly Stormwater Fee: Non-Single Family Residential					
Per ERU (3,300 sq. ft.)	$5.60	$6.44	$7.41	$8.52	$9.79
Annual Stormwater Fee Revenue	$2,361,651	$2,715,899	$3,123,283	$3,591,776	$4,130,542

The implementation of the stormwater fee as presented in Table 17 will allow for the Village to reduce the amount of property taxes collected from property owners. The Village would therefore have the ability to lower property taxes. Table 18 presents a comparison of the revenues available to fund stormwater in 2013 under the current approach and under the proposed approach shown in Table 17.

Table 18 - Stormwater Revenue Comparison

	Current Revenues 2013	Proposed Revenues 2013
General Fund Direct Expenses	$815,202	-
Property Tax Levy for Stormwater Maintenance	$511,565	-
Property Tax Levy for 2008 Bond Repayment	$1,147,050	$1,147,050
Developer Contribution	$50,000	$50,000
Stormwater Fee	-	$2,361,651
Total	**$2,523,817**	**$3,558,701**

This approach would result in a reduction of approximately $1.33 million in revenues from property taxes.

G. CREDITS AND INCENTIVES

The establishment of a stormwater fee recognizes that the stormwater runoff from individual properties results in a cost to the Village to manage the stormwater system. To the extent that the property owner mitigates the stormwater runoff on their property the cost of operating and maintaining the stormwater system may be reduced. Therefore it is common for a stormwater utility to offer credits in the form of a reduction in stormwater fees. A credit is an on-going reductions in the stormwater fee applicable to a given property in recognition of onsite or off-site systems, facilities, measures, or other actions taken by customers to reduce or mitigate the impact of their property(s) or actions on the quantity or quality of stormwater run-off that would otherwise be managed in the stormwater system or proof of direct discharge outside the Village limits. Credits are typically offered to those properties that demonstrate the continuing performance of the stormwater management control(s).

In addition to credits, some utilities offer incentives. Incentives are one-time rebates / reimbursements that are offered to assist in offsetting the cost of materials, construction and installation of qualifying stormwater facilities. The incentives are intended to incentivize property owners to install stormwater control facilities.

This section of the report provides an overview of considerations for the credits and incentives and our recommendations for the implementation of a credit and incentive policy for the stormwater utility. The specifics of the credit and incentive policy are outlined in the credit and incentive manual in provided in Appendix A of this report.

1.0 - Credits

Stormwater fee credit programs implemented by stormwater utilities vary significantly across the Country. Some utilities maintain very simple programs to limit the administrative burden in managing a credit program and others maintain extremely complex programs that provide very specific credits. However in any credit program several key considerations must be addressed. The key considerations include:

- Who is eligible to receive a stormwater fee credit, all property owners or just non-residential?
- What stormwater management control facilities / activities qualify for credits?
- How much of a fee reduction is offered with each control activity and is there a maximum credit that is offered?

The way in which each of these considerations are addressed is largely dependent on the policies of the locality. As there is no one-size fits all credit program, each program is going to reflect the unique nature of each locality. Based on our experience in developing credit and incentive programs and knowledge of the Village, the following considerations and recommendations are provided.

1.1 - Eligibility

The majority of credit programs around the Country focus on non-residential customers only. The primary reason for this focus is because the intent of the stormwater fee credit is to offer a reduction in the fee to property owners that have on-site stormwater management controls that have a measurable impact on the reduction of stormwater runoff and/or improve the quality of the runoff. In general the amount of impervious area on a residential property and the available on-site control facilities / activities are limited. The other primary reason why residential customers are typically not eligible for credits is to limit the administrative costs of managing the credit program. There are utilities however, that offer credits to residential properties to ensure that all properties are treated the same. In these cases most often the credits available to residential property owners are limited to match the limited control activities available to these properties. To level the field for residential property owners, a number of utilities have implemented incentive programs to provide funds to residential property owners to incentivize the installation of stormwater management activities. Incentives are discussed later in this section.

Our recommendation for eligibility of credits within the Village is that only non-residential properties be eligible. Specifically, individual single family residential and duplex residential units on individual lots of record would not be eligible for stormwater credits. The only exception would be for those properties that drain to privately-owned regional detention basins. Single-family residential properties are excluded for the reasons mentioned above but primarily to limit the administrative costs on the Village as it manages the credit program.

1.2 - Stormwater Management Control Facilities / Activities

The key factors that influence the cost of management of stormwater systems include the quantity of runoff (both total volume and peak rate) and the quality of the runoff (what the stormwater runoff is carrying to local waterways). Therefore on-site stormwater management control facilities and activities that qualify for a credit must address one or both of these factors. We recommend that the credit program offer credits generally grouped into four categories as shown in Table 19.

Table 19 - Stormwater Management Control Facilities and Activities

Control Activity	Examples
Peak Rate Reduction	Private Detention Basins
Volume Reduction	Retention Basins, Rain Harvesting, Green Roofs, Permeable Pavement, Rain Gardens
Water Quality Control	Rain Gardens, Permeable Pavement, Best Management Practices
Direct Discharge	Property or portion of property directly discharges outside the Village limits.

To qualify for the credit under each of the categories listed above the property owner will be required to demonstrate that the stormwater control activity is installed and operating as specified by the Village. The property owner will also be responsible for the ongoing maintenance of the facility to remain eligible. In addition to the control activities listed in Table 19, we recommend that the Village offer credits to K-12 institutions that develop lesson plans and teach their students about

stormwater management issues. This effort assists the Village in compliance with its NPDES permit. Lastly, we recommend that the Village offer credits to entities that form partnerships with the Village to manage stormwater. This credit would be offered under the unique circumstance that an entity provides land necessary for stormwater control activities or makes some other significant financial contribution to the Village to assist in the ongoing management of stormwater.

1.3 - Level of Credits

Once the control activities are defined it is necessary to determine the appropriate level of the fee reduction or credit for each activity. It is important to set the level of the credit to be consistent with the actual ability of the control activity to reduce the runoff and or improve the quality of the runoff. Table 20 presents our recommendation for the maximum credit available for each individual stormwater management activity.

Table 20 - Stormwater Fee Credits

Control Activity	Stormwater Fee Credit
Peak Rate Reduction	Up to 20%
Volume Reduction	Up to 20%
Water Quality Control	Up to 10%
Direct Discharge	Up to 50%
Education	$3 per student taught annually
Partnership	Up to 100%

The approach that is recommended to assess the credits for the control activities including peak rate, volume, reduction, water quality and direct discharge would include an evaluation of the portion of the impervious area on the property that drains to the control facility. An example is provided for clarification. If 100% of impervious area drains to onsite detention basin(s) then the credit is 20%. Alternatively, if 80% of impervious area drains to onsite detention then 80% times 20% resulting in 16% credit.

Based on the stormwater fee credits shown in Table 20 a couple of administrative recommendations are provided. First, we recommend that in most instances a maximum credit of 50% of the stormwater fee be imposed. It would be possible for a property owner to have facilities that provide peak reduction, volume reduction and water quality control thereby reaching a cumulative 50% credit. The only exceptions to the 50% maximum would be K-12 institutions that have management controls and offer educational programs and those entities that qualify for the partnership credit would, depending on the level of contribution to the Village, be credited up to 100% of the stormwater fee.

We recommend that a stormwater fee credit application, completed by a professional engineer be required for qualification of a stormwater fee credit, which is similar to the Village's current requirements for a stormwater permit for new development.

We recommend that the Village implement a stormwater fee credit program designed to encourage on-site stormwater management. The program should be designed to offer credits only to those properties that have the ability to significantly mitigate stormwater on their property. This will provide the greatest potential reduction in costs to the stormwater system and will limit the administrative burden of managing the program. Lastly, it also is important to note that any reduction in revenues via a stormwater fee credit will result in less revenue generated for the management of the utility and/or an increase in the necessary stormwater fee.

2.0 - Incentives

In addition to stormwater fee credits we recommend that the Village implement an incentives program to provide rebates / reimbursements to incentivize property owners to implement new stormwater management controls. The incentives would be offered to all property owners on a first come, first serve basis with an annual budget provided from the stormwater utility. Property owners who receive stormwater fee credits should be excluded from the incentive program.

2.1 - Eligibility

All property owners within the Village would be eligible to receive a stormwater incentive for the purchase, construction and installation of qualifying stormwater facilities. Property owners would be required to submit a stormwater incentive application with proof of purchase and demonstrate installation of the stormwater facility. The Village would reserve the right to inspect the installed facility prior to approving the application.

2.2 - Stormwater Facility Incentives

Similar to the stormwater management facilities and activities discussed with the stormwater fee credit, the incentive program would offer rebates / reimbursements for activities that control the various aspects of stormwater (quantity, peak rate and quality). The two most common stormwater control activities available to residential property owners include rain barrels and rain gardens. Other activities that are often incentivized would include the use of green methods such as installing pervious pavement or green roofs and installation of best management practices that improve water quality. Our specific recommendations for the incentives program are detailed in Table 21.

Table 21 - Stormwater Incentives

Control Activity	Incentive Amount	Requirements	Maximum Incentive
Rain Barrels	$1 per gallon of capacity	Minimum of 50 gallons	$50
Rain Gardens	$5 per square feet of garden	Minimum of 100 square foot of garden	$500
Other Facilities (Green roofs, permeable pavement, cistern)	30% of cost of materials, construction and installation		$600

The incentives detailed in Table 21 outline the most common stormwater management control activities but other incentives may be offered by the Village as available stormwater control

activities change over time. The maximum incentives were set based on the overall magnitude of the cost of each type of activity and not intended to fully fund the cost of control activity. In most cases incentives are offered only for newly installed stormwater facilities. However the Village may want to consider offering a one-time window to provide reimbursements for property owners that have installed and maintained stormwater management facilities prior to the development of the stormwater utility. These reimbursements should only be offered to property owners who can demonstrate proof of purchase and actual cost of installation and construction.

H. ADMINISTRATION

In order to implement a stormwater utility the Village will need to address several administrative considerations. While this section of the report does not provide an exhaustive discussion of the potential administrative considerations, its addresses those that are most common and provides a framework that will allow for a smooth implementation of a stormwater utility. Some of the considerations will require direction from the Village Staff and/or the Village Council prior to implementation. Each key consideration is discussed below.

1.0 - Billing Methodology

To implement a stormwater fee the Village will need to decide how to bill the property owners. The options available to the Village would be to impose the fee on an existing utility "water" bill or to generate a separate stormwater bill. There are pros and cons to using each of these methods of billing the stormwater fee and both approaches are used by utilities around the United States. A survey completed by Black & Veatch in 2010 revealed that 75% of agencies with stormwater utilities place the stormwater fee on an existing water bill, 21% include it on the property tax bill, with the remaining agencies generating a separate bill.

Collecting the stormwater fee on an existing water bill is the most common approach for a number of reasons. The fee is generating revenues for the operation of a utility and therefore it makes sense that it would be collected with other utility related fees. Conversely, placing the fee on the property tax bill, which isn't a viable option for the Village, implies that the fee is some form of a tax which is in direct contrast to the goal of the fee. Additionally, placing the fee on the water bill provides greater transparency since property owners will actually see the fee as compared to the property tax bill which is often included in an escrow account funded in monthly mortgage payments.

This does not mean that there are not challenges associated with billing the fee on the water bill. One of key challenges relates to the development of the billing database for the fee. The development of the rate base and ERUs is based on a per parcel analysis for each individual property in the Village. The current water bill does not correlate one to one with each property in the Village. As a result there are properties that currently don't receive water service and no water bill and there are properties that may receive two water bills or multiple properties that receive one water bill. While the vast majority of properties will match one to one with water bills we estimate that about 5% will not and will need to be handled on a case by case basis. Given the amount of time the Village will have to address this 5% of customer prior to implementation of the stormwater fee in 2013, we recommend that the Village bill the stormwater fee on the water bill.

2.0 - Appeals

The implementation of a stormwater utility and stormwater fee will require the Village to be prepared to handle challenges from property owners. As a result the Village will need to establish an appeals process. The process does not need to be complicated but should provide a process to handle challenges in a logical and timely manner. The appeals process should conform to the standard processes used by the Village when providing other services. In general the appeals process must answer the following questions:

- Who is allowed to appeal the stormwater fee?
- What is the process to initiate the appeal?
- Who is responsible for investigating the appeal?
- What corrective actions are to be taken if the investigation reveals that the property owner has been billed incorrectly? Either too little or too much?

The following sample appeals process is presented to provide as a framework for the Village.

> Any property owner may request a review of their stormwater utility fee at any time by completing an appeals form. The Village will perform the review of the property in question in a timely manner. The written results of the review will be provided to the property owner who requests the review. If the review reveals the property owner has been overcharged for the stormwater utility fee, the Village will notify the billing department of the amount of refund due to the property owner paying the stormwater fee. Any refund due as a result of overcharging of the stormwater utility fee may be either credited to the property owner's future stormwater fee or may be sent in the form of a check at the discretion of the Village billing department. The maximum time frame for credit reimbursement shall be no more than six (6) months. If the review indicates the property owner has been receiving stormwater fee which is less than the amount they should have been charged, the Village shall notify the billing department of the increase necessary to bring the stormwater fee to the proper amount. The Village will not make any attempt to recoup the fees lost as a result of an error on the Village's part unless directed to do so by the Village Manager or Village Council.

3.0 - Maintenance of Billing Database

The billing database for the stormwater fee will be a fairly static set of data. Since the Village is close to build-out, the changes to the amount of impervious area on a year to year basis will not change significantly. However, the Village should implement a process that captures changes made at individual properties to ensure that the appropriate stormwater fee is imposed. The most effective approach would be to ensure that the GIS database and billing data are updated consistently with each new building permit to ensure that the billing database reflects any changes to the imperviousness of each property. In addition to maintaining the billing database in conjunction with building permits, the Village should consider a community wide review of impervious area every five to seven years to ensure continued integrity of the billing database.

I. FEE IMPACTS AND BENCHMARKING

The implementation of the recommended stormwater fee will impact property owners differently depending on the amount of impervious area located on their respective property. This section of the report provides some sample fee impacts for a range of property owners within the Village. The section also provides a benchmarking comparison of stormwater utilities currently operating in the State of Illinois.

1.0 - Fee Impacts

Table 22 presents the sample total monthly stormwater fees for a variety of property types within the Village based on the recommended stormwater fees for 2013.

Table 22 - Fee Impacts Sample Properties

Property Type	Number of ERU	Assumed Credit	2013 Monthly Stormwater Fee
SFR - Small	0.75	-	$4.20
SFR - Medium	1.0	-	$5.60
SFR - Large	1.5	-	$8.40
Average Church	18	-	$100.80
Hospital	235	50%	$658.00
University	278	50%	$778.40
Big Box Retail	139	-	$778.40
Strip Mall	100	-	$560.00
Average Commercial	20	-	$112.00

**SFR – Single Family Residential*

Table 22 demonstrates the wide range of monthly stormwater fees depending on the impervious area on each property. However as mentioned the implementation plan would result in a reduction in revenues from property taxes of approximately $1.33 million which would allow the Village to reduce the property tax rate accordingly. Table 23 presents the monthly property tax reduction that would result if the property tax rate was lowered.

Table 23 - Fee Impacts Sample Properties

Property Type	Assessed Value	Monthly Property Tax Reduction
SFR - Small	$200,000	$3.06
SFR - Medium	$300,000	$4.59
SFR - Large	$500,000	$7.66
Average Church	$-	$-
Hospital	$-	$-
University	$-	$-
Big Box Retail	$7,700,000	$117.93
Strip Mall	$6,000,000	$91.90
Average Commercial	$1,000,000	$15.32

2.0 - Benchmarking

Stormwater utilities are becoming more and more common around the United States. It is estimated that there are currently around 600 stormwater utilities around the Country. In the State of Illinois there are currently 15 utilities that are at least partially funded with a stormwater fee. As of the writing of this report at least 6 localities in the State are in various stages of examining the feasibility of forming a stormwater utility. It is estimated that the number of utilities will grow exponentially over the next several years as the financial requirements for stormwater operations increase to fund repair and replacement and to meet increases in regulatory requirements. It should be noted that comparisons between utilities can often be misleading as the level of service provided by each utility differs significantly. Additionally the cost of providing a level of service in one part of the State of Illinois may differ significantly from the same level of service else where in the State due to the type of stormwater system, population density and other factors. Table 24 presents the current stormwater utilities in the State of Illinois and information regarding the current revenues and means in which the stormwater utility is funded.

Table 24 - Stormwater Utilities in Illinois

Locality	Established	Population	Annual Revenues[(1)]	Utility Funding
Aurora	1998	197,899	$3,000,000	SW Fee and Other
Bloomington	2004	76,610	$2,760,000	Stormwater Fee
Champaign	2011	81,000	$3,200,000	SW Fee and Other
East Moline	2009	21,302	$350,000	Stormwater Fee
Freeport	2004	25,638	$600,000	Stormwater Fee
Highland Park	2006	31,365	$1,000,000	Stormwater Fee
Moline	2000	43,483	$1,800,000	Stormwater Fee
Morton	2005	16,600	$900,000	Stormwater Fee
Normal	2006	52,497	$1,730,000	Stormwater Fee
O'Fallon	2008	28,281	$812,000	SW Fee and Other
Rantoul	2001	13,700	$550,000	Stormwater Fee
Richton	2008	13,646	$500,000	SW Fee and Other
Rock Island	2002	39,018	$1,600,000	SW Fee and Other
Rolling Meadows	2001	23,300	$560,000	SW Fee and Other
Tinley Park	1996	56,703	$475,000	SW Fee and Other

(1) Total stormwater revenues (from fees and other sources) as reported on localities financial statements.

Table 24 shows that the localities with stormwater utilities in the State of Illinois vary significantly between the size of population served and the annual revenues generated to fund the operations. The last column in the table reveals that approximately half of the utilities fund stormwater operations solely from the stormwater fee. The other half fund operations from the fee and from other sources most commonly from the general fund. Table 25 presents additional details regarding the key components of the stormwater fee structure and credits.

Table 25 - Stormwater Utility Fee Structures and Credits

Locality	Rate Base	SFR Fee Structure	Non-SFR Fee Structure	Offer Credits
Aurora	Impervious Area	Flat Fee per Parcel	Flat Fee per Parcel	No
Bloomington	Impervious Area	Tiered ERU	Tiered ERU	Yes
Champaign	Impervious Area	Average ERU	Multiple of ERU	Yes
East Moline	Impervious Area	Tiered ERU	Tiered ERU	No
Freeport	Flat Fee by Prop. Type	Flat Fee by Prop. Type	Flat Fee by Prop. Type	No
Highland Park	Impervious Area	Average ERU	Multiple of ERU	Yes
Moline	Impervious Area	Tiered ERU	Multiple of ERU	Yes
Morton	Impervious Area	Average ERU	Multiple of ERU	Yes
Normal	Impervious Area	Average ERU	Multiple of ERU	Yes
O'Fallon	Impervious Area	Average ERU	Multiple of ERU	Yes
Rantoul	Impervious Area	Average ERU	Flat Fee per Parcel	No
Richton	Impervious Area	Flat Fee by Prop. Type	Flat Fee by Prop. Type	No
Rock Island	Gross Area	Tiered ERU	Multiple of ERU	Yes
Rolling Meadows	Impervious Area	Flat Fee per Parcel	Flat Fee per Parcel	No
Tinley Park	Water Use	Flat Fee per Parcel and Usage Charges	Flat Fee per Parcel and Usage Charges	No

Table 25 reveals that the most common rate base used by the comparison utilities is impervious area. The fee structure varies between those that use an average ERU approach for all single family residential properties and those that use the tiered approach as recommended for the Village. The most common fee structure for non-single family residential properties is the use of the multiple ERUs approach as recommended for the Village. The table also shows that 8 of the 15 utilities offer credits of some type for on-site stormwater management control activities.

To demonstrate the level of the stormwater fee that is imposed by each of the benchmarked utilities a monthly stormwater bill for an average single family residential property was calculated for each utility. This is necessary to allow for a direct comparison due to the variations in the ways that the fees are structure. Exhibit 10 presents the monthly stormwater fee comparison.

Exhibit 10 - Stormwater Fee Comparison

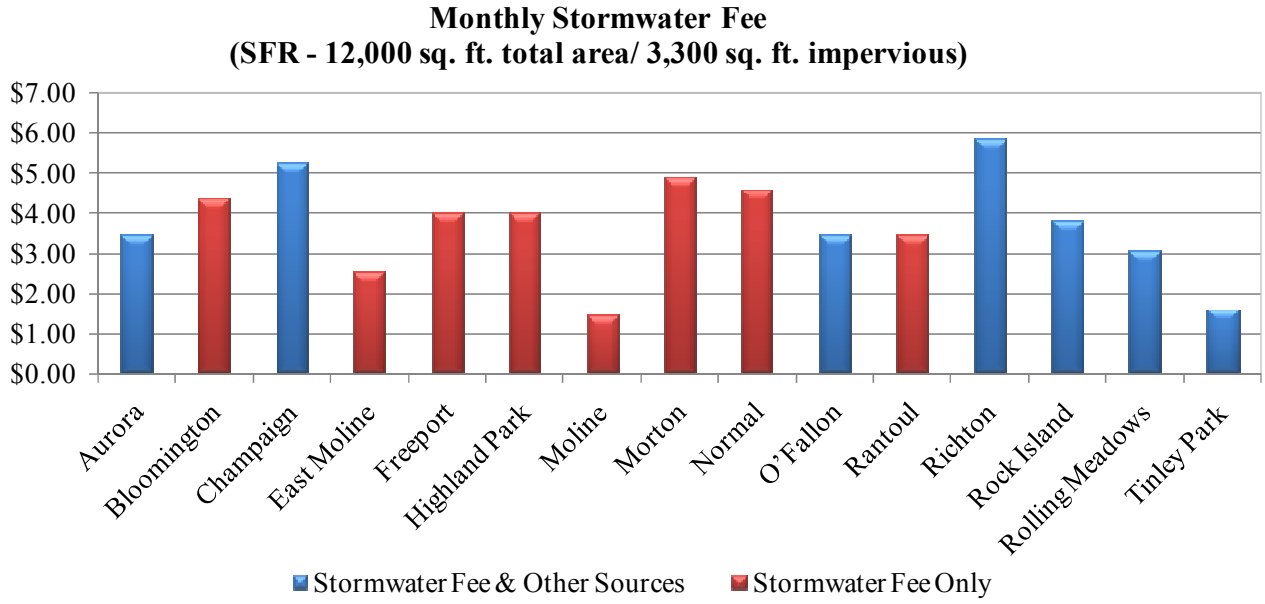


Exhibit 10 shows that the average stormwater fee for an average single family property is around $4 per month. The recommended stormwater fee for the Village for 2013 would place the Village at the higher end of the average range.

ATTACHMENT #3
MFSG INITIAL FEE PROPOSAL

BUSINESS AND FEE PROPOSAL

This section of our proposal presents our business proposal to perform Stormwater Utility Feasibility Study for the Village of Winnetka in response to the Village's RFP. While we have read the terms and conditions set forth in the Village's RFP, and take no exception thereto, the following presents some key facts and information relevant to this proposal.

1. General

This proposal was prepared in the Annapolis, Maryland office of MFSG, a Maryland limited liability corporation, under the direction of David A. Hyder, a Vice President within the firm. Mr. Hyder is designated as the principal point of contact for matters related to this procurement. He is empowered to represent, negotiate for, and bind and commit the firm:

Municipal & Financial Services Group, LLC
911-A Commerce Road
Annapolis, Maryland 21401
410.266.9101 voice
410.266.5545 facsimile
david.hyder@mfsgllc.com
Taxpayer ID #52-2215040

2. Period of Proposal

This proposal is valid for 120 days from the date of its submission and may be extended by mutual written agreement.

3. Independence

MFSG is independent of the Village of Winnetka and is aware of no circumstance that would create a conflict of interest, either real or perceived, or of any fact or circumstance that would impair our independence with regard to the Village. We have no prior relationship of any sort with the Village.

4. Basis of Cost Proposal

We develop our cost proposals by estimating the number of hours of effort that will be required by key individual/classification of employee and multiplying this number by the standard hourly rate that has been established for each administrative classification of employee. To this estimate of professional fees, we add estimated out-of-pocket expenses (e.g., travel, telephone, printing, express services, etc.) at actual cost, with no profit or overhead added to out-of-pocket expenses. Any discounts received (car rentals, hotels, etc.) are passed through to the client.

5. Cost Proposal

Our not to exceed fee (including all professional fees and out-of-pocket expenses) for the scope of work requested by the Village of Winnetka are set forth below and are based on the workplan and deliverables set forth in our proposal:

Village of Winnetka Stormwater Utility Feasibility Study Task	Level of Effort (Hours)								Cost Estimate		
	Hyder	Nisher	Donahue	MFSG Staff	Videkovich	Stickler	Donohue Staff	Total Hours	Professional Fees	Expenses	Total Cost Estimate
B.1 - Project Management	20	8	-	-	10		-	38	$ 7,500		$ 7,500
B.2 - Stormwater System Existing Condition and Needs Assessment	6	-	-	-	30	30	40	106	$ 15,950	$1,436	$ 17,386
B.3 - Rate Policy and Revenue Analysis	22	34	12	12	4	12	6	102	$ 18,000	$1,620	$ 19,620
B.4 - Implementation Requirements	20	22	20	12	-		8	82	$ 15,060	$1,355	$ 16,415
B.5 - Final Study Report and Recommendation	20	34	-	12	8	8	8	90	$ 14,740	$1,327	$ 16,067
Total	**88**	**98**	**32**	**36**	**52**	**50**	**62**	**418**	**$ 71,250**	**$5,740**	**$ 76,990**
Hourly Rates	*$ 225*	*$ 150*	*$ 250*	*$ 125*	*$ 180*	*$ 180*	*$ 95*				

The not to exceed fee is based on our understanding of the scope of work desired by the Village. Should the level of effort exceed or underestimate the effort envisioned by the Village we will gladly modify our fee proposal accordingly.

ATTACHMENT #4
MFSG FINAL FEE PROPOSAL

Municipal & Financial Services Group

September 10, 2012

James H. Johnson, P.E.
Stormwater Program Manager
AT Group, Inc
1469 West Fork Drive
Lake Forest, IL 60045

Reference: Village of Winnetka Storm Water Feasibility Study Fee Proposal

Dear Mr. Johnson,

The Municipal & Financial Services Group (MFSG) and Donohue Associates enjoyed the opportunity to meet with you and members of the Village Staff on August 15th to discuss the Storm Water Utility Feasibility Study. The meeting helped provide our project team with a better understanding of what the Village would like to accomplish with the study and the level of effort that will be required of the various members of our project team. Based on the discussions we have revised our scope of work and not to exceed fee for the study. The following adjustments are proposed.

It is evident that the Village has substantial engineering support from outside consultants and therefore the level of effort on the needs assessment / engineering analysis for the stormwater system can be reduced. We propose reducing the effort on this task from $17,386 by $7,986 to $9,418. The effort related to this fee will focus on pulling together existing documentation regarding future operating and capital costs associated with the stormwater system and recommended timing of system investments.

Based our discussions, a key aspect of the study will be ongoing communications with the Village Council to solicit input and to demonstrate the key aspects of a stormwater utility. As a result, we believe we slightly underestimated the level of effort associated with this aspect of the study and have adjusted our fee by $3,084 for increased communications efforts. The increase in fee will be utilized to invest more time and effort in briefing the Village Council.

911-A Commerce Road♦ Annapolis, Maryland 21401

410.266.9101 Voice ♦ 410.266.5545 Facsimile

These two adjustments result in an overall reduction in our fee for the study by approximately $5,000 from $76,990 to $72,100. Our level of effort by task is presented below.

Village of Winnetka Stormwater Utility Feasibility Study Task	Level of Effort (Hours)								Cost Estimate		
	Hyder	Moher	Donahue	MFSG Staff	Videkovich	Stickler	Donohue Staff	Total Hours	Professional Fees	Expenses	Total Cost Estimate
B.1 - Project Management	20	8	-	-	8	-	-	36	$ 7,140		$ 7,140
B.2 - Stormwater System Existing Condition and Needs Assessment	2	-	-	-	18	18	18	56	$ 8,640	$ 778	$ 9,418
B.3 - Rate Policy and Revenue Analysis	28	34	12	12	6	14	8	114	$ 20,260	$1,823	$ 22,083
B.4 - Implementation Requirements	22	22	20	12	-	-	8	84	$ 15,510	$1,396	$ 16,906
B.5 - Final Study Report and Recommendation	22	34	-	12	8	8	8	92	$ 15,190	$1,367	$ 16,557
Total	**94**	**98**	**32**	**36**	**40**	**40**	**42**	**382**	**$ 66,740**	**$5,360**	**$ 72,100**
Hourly Rates	*$ 225*	*$ 150*	*$ 250*	*$ 125*	*$ 180*	*$ 180*	*$ 95*				

We are confident that the scope of work and level of effort will result in a comprehensive stormwater feasibility study for the Village. Please let me know if you have any questions or concerns. We are honored to be considered for this very interesting study and excited about the potential to work for and with the Village.

Very truly yours,

David A. Hyder
Vice President

cc:
Mr. Steven Saunders, P.E.

Agenda Report

Subject: **Stormwater Monthly Summary Report**

Prepared By: Steven M. Saunders, Director of Public Works/Village Engineer

Date: September 13, 2012

The Village's Stormwater Project Manager has prepared a monthly report for the Village Council that brings together status, cost, and schedule information, for each separate stormwater project, in one place. The report consists of four documents, explained below:

AT Group Project Summary Report (Attachment #1)
This report provides a brief outline and summary of each major stormwater project currently being undertaken by the Village.

One Year Look-Ahead Schedule (Attachment #2)
This document provides an overview schedule for each project.

Program Budget (Attachment #3)
This report provides financial information for the stormwater and sanitary sewer improvement programs.

Program Organization Chart (Attachment #4)
This document presents a one-page "snapshot" view of the status of each project, and how each project fits into the overall stormwater and sanitary sewer management program.

Recommendation:
Informational Report

Attachments:
1. AT Group Project Summary Report
2. One Year Look-Ahead Schedule
3. Program Budget
4. Program Organization Chart

Attachment #1
AT Group Project Summary Report

AT Group, Inc.
Managing the Design & Construction Process

James H. Johnson, P.E.

M E M O R A N D U M

DATE: September 13, 2012

TO: Steven Saunders, P.E.
Village of Winnetka

SUBJECT: Project Summary

Spruce Outlet (Tower)

Activity Summary CBBEL briefed the Village Council on August 21, and they will proceed with the final design incorporating recommendations from the Baxter & Woodman drainage studies, which are due in October. Construction is scheduled for the summer of 2013.

Budget Summary The Village budgeted $90,000 for engineering and committed $111,429. The total project cost estimate is $1,162,853.

6-Month Look Ahead The project team will:

1. Incorporate the Baxter & Woodman findings in the final engineering
2. Prepare construction documents for bidding
3. Prepare and submit the required permits
4. Let the contract with Village Council approval
5. Conduct a neighborhood meeting on the project

Spruce Outlet (Lloyd)

Activity Summary CBBEL briefed the Village Council on August 21, and they will proceed with the final design and permitting. Construction is scheduled for the summer of 2013.

Budget Summary The Village budgeted $90,000 for engineering and committed $37,143. The total project cost estimate is $398,786.

6-Month Look Ahead The project team will:

1. Complete the final engineering
2. Prepare construction documents for bidding
3. Prepare and submit the required permits
4. Let the contract with Village Board approval
5. Conduct a neighborhood meeting on the project

1469 W Fork Drive | Lake Forest, Illinois 60045

Winnetka Avenue Pump Station

Activity Summary Village staff and consultants met with the Forest Preserve District of Cook County (FPDCC) on September 5 to discuss the preliminary design. The project will entail either a new license agreement incorporating the existing pump station with the improvements or an amendment to the original agreement. By November 1, the project team will finalize engineering and prepare the required submittal for the FPDCC. Although the engineering and construction for the project are included in the Village's current year budget, construction will most likely occur in early 2013.

Budget Summary The Village budgeted $750,000 for the project and committed $29,300 for engineering.

Significant Items The FPDCC decision to require a new license as opposed to amending the existing license may have a schedule and budget impact due to a longer review time and additional license fees, respectively. Though the FPDCC did not provide clear direction at the meeting, it is the project team's intention to prepare a license submittal based on an amendment and proceed accordingly.

6-Month Look Ahead The project team will:

1. Complete the final engineering
2. Submit an application for an amended license to the FPDCC
3. Prepare construction documents for bidding
4. Prepare and submit the required permits
5. Let the contract with Village Council approval

NW Winnetka (Greenwood/Forest Glen)

Activity Summary CBBEL completed the drainage studies and presented the findings at the September 11 Study Session. Based on the presentation and comments, Village staff will initiate the consultant procurement process for engineering and permitting.

Budget Summary The Village budgeted $250,000 and committed $10,600 for engineering. The total project cost estimate – including the Forest Glen improvements - is $4,318,544.

6-Month Look Ahead The project team will:

1. Brief the Council on the preliminary engineering
2. Prepare construction documents for bidding
3. Prepare and submit the required permits
4. Let the contract with Village Council approval
5. Conduct a neighborhood meeting on the project

AT Group, Inc.

Willow Road Tunnel

Activity Summary CBBEL completed a feasibility study for the project and presented the findings to the Council on September 11. Based on the presentation and comments, the project team will work to refine cost estimates related to alternate construction approaches and finalize the project scope.

Budget Summary The Village budgeted $800,000 for engineering and committed $70,350. The total project cost estimate is $34,597,912.

6-Month Look Ahead The project team will:

1. Evaluate possible alternate route and develop a final scope of construction
2. Brief the Council on the final project scope and estimated cost reductions
3. Procure the services of an engineering consultant for design and permitting
4. Commence preliminary engineering

Stormwater Master Plan

Activity Summary Village staff continue to meet monthly with B&W representatives to discuss the status of the project. In addition to Baxter & Woodman, CBBEL will also attend meetings for project coordination as required. Minutes of the July and August meetings are attached.

Budget Summary The Village budgeted $50,000 and committed $101,220.

6-Month Look Ahead The project team will:

1. Present additional drainage area studies to the Council
2. Prepare the draft Stormwater Master Plan

Stormwater Utility Feasibility Study

Activity Summary Village staff reviewed qualifications and proposals from six firms, interviewed two, and recommended Municipal and Financial Services Group (MFSG) to the Council.

Budget Summary The Village budgeted $50,000.

6-Month Look Ahead The project team will:

1. Conduct a project kick-off meeting and obtain a project schedule
2. Proceed with the Feasibility Study
3. Discuss financing methods at a Study Session
4. Present the findings to the Council

AT Group, Inc.

Sanitary Sewer Evaluation

Activity Summary Strand completed the Sanitary Sewer Evaluation Study and presented the findings to the Council on August 21, 2012. At staff's request, Strand prepared a proposal to conduct additional detailed studies of specific basins and areas studies based on the findings.

Budget Summary The Village budgeted $100,000 and committed $107,857.

6-Month Look Ahead The project team will:

1. Present the Strand fee proposal for the additional studies to the Council
2. Complete the additional studies
3. Report findings to the Council

Public Outreach

Activity Summary Village staff prepared and published an agenda for the September 19 and 22 public meetings to engage with interested residents and local stakeholders Stormwater and Floodplain Management. In addition, the project team is working with B&W on a website for the Village's Stormwater Management Program. B&W's Stormwater Master Plan agreement includes this service for the next year.

Budget Summary There is no separate budget associated with this project.

6-Month Look Ahead The project team will:

1. Conduct the two public meetings
2. Launch the website

Attached are the following documents:

1. One-Year Look-Ahead Schedule including Council Meeting Presentations for 6 months
2. Program Budget
3. Program Organization Chart

If you have any questions or need additional information, please call me at 847-691-9832, or send an e-mail to jjohnson@theatgrp.com.

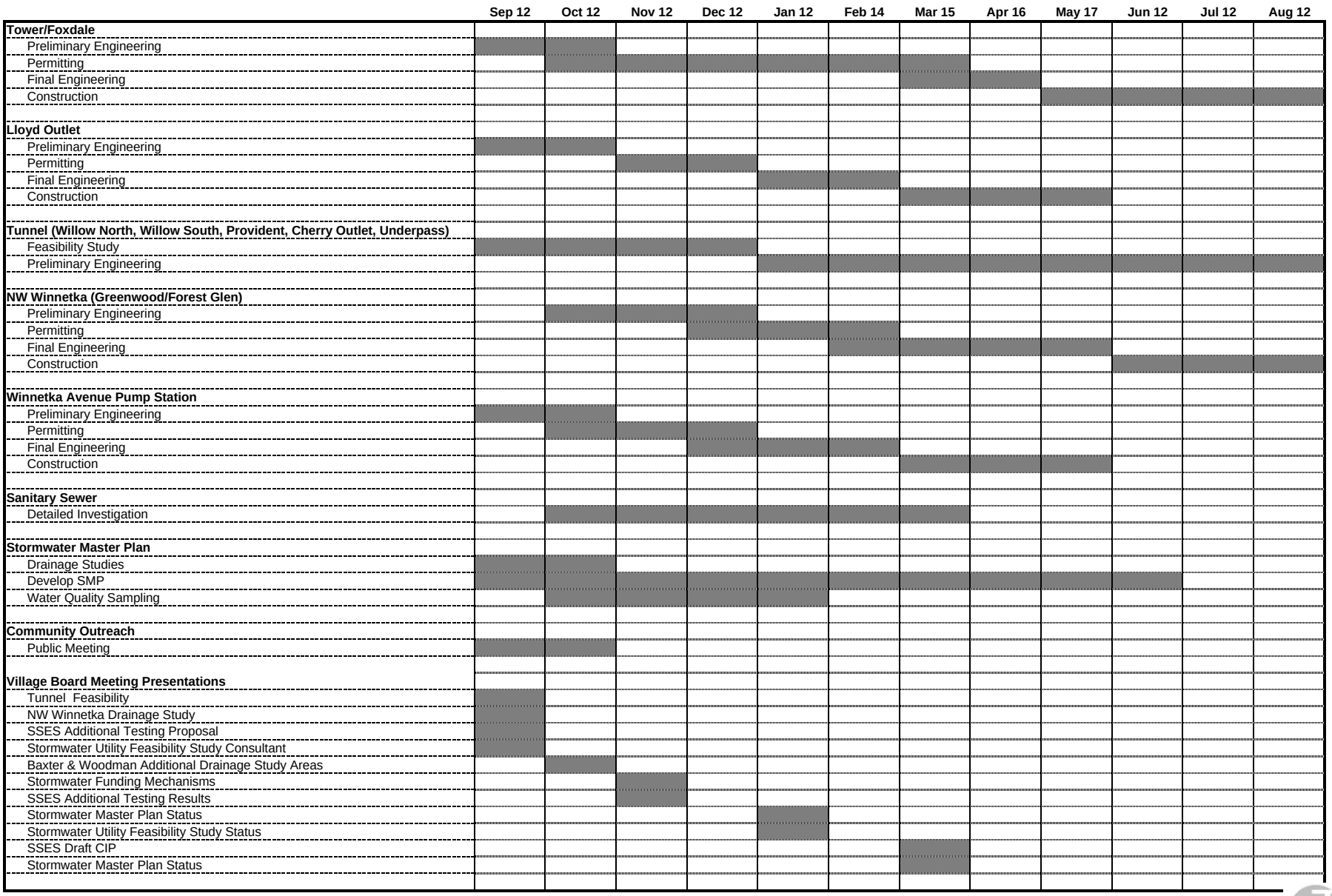
AT Group, Inc.

Attachment #2
One Year Look-Ahead Schedule

Village of Winnetka
Stormwater Management Program

One-Year Look Ahead Schedule

9/13/2012



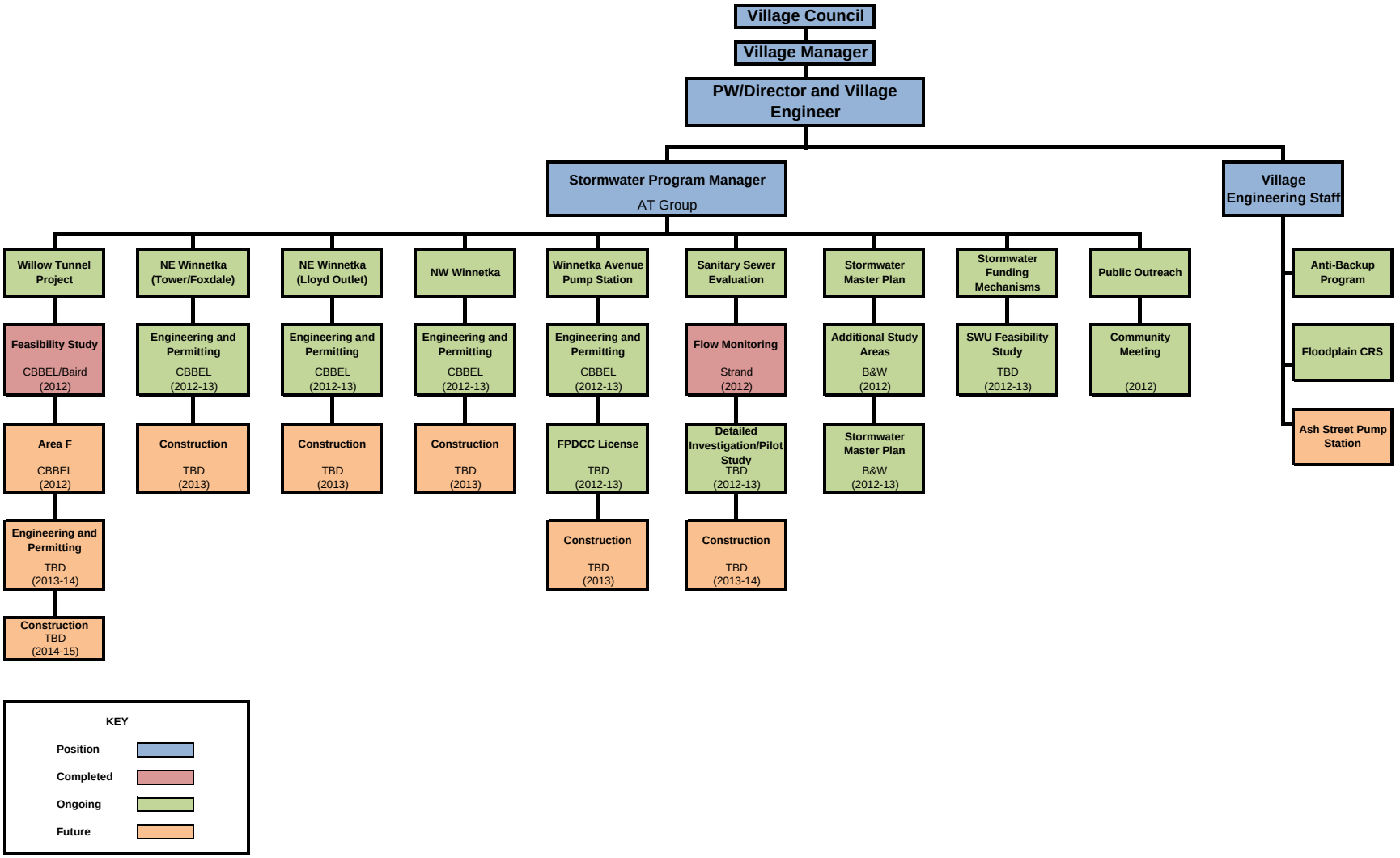
Attachment #3
Program Budget

Village of Winnetka
Stormwater Management Program Budget

Project	Estimated Project Costs	2012/2013 Budget	Council Authorized	Spent
Stormwater Fund 58.75.640.601				
Winnetka Ave. pump station	$ 750,000	$ 750,000	$ 29,300	$ 15,440
Tower Road/Foxdale	$ 1,162,853	$ 90,000	$ 111,429	$ 53,971
Lloyd Park/Spruce Street	$ 398,786	$ 90,000	$ 37,143	$ 17,990
NW Winnetka Greenwood/Forest Glen	$ 4,318,544	$ 250,000	$ 10,600	$ -
Willow Rd tunnel	$ 34,597,912	$ 800,000	$ 37,750	$ 32,422
Proposed Area F			$ 17,600	$ -
Stormwater rate study	$ 50,000	$ 50,000	$ -	$ -
Stormwater master plan	$ 101,220	$ 50,000	$ 101,220	$ -
Total Stormwater Costs	$ 41,379,315	$ 2,080,000	$ 345,042	$ 119,823
Sanitary Sewer Fund 54.70.640.201				
Sanitary Sewer Studies	$ 107,857	$ 100,000	$ 107,857	$ 93,260
Trenchless lining	$ 166,237	$ 150,000	$ 166,237	$ -
System I & I repairs	$ 100,000	$ 100,000	$ -	$ -
Total Sanitary Sewer Costs	$ 374,094	$ 350,000	$ 274,094	$ 93,260

Attachment #4
Program Organization Chart

Village of Winnetka
Stormwater Management Program
Organizational Chart



Agenda Report

Subject: **Amendment to the Agreement for Engineering Services Sanitary Sewer Evaluation Survey with Strand Associates**

Prepared By: Steven M. Saunders, Director of Public Works/Village Engineer

Date: September 13, 2012

The Village recently completed a study to identify areas of the Village susceptible to storm water infiltration and inflow (I/I) into the sanitary sewers. The results of the I/I study were presented to the Village Council at the August 21, 2012 meeting (Attachment #1). At the conclusion of the presentation and after discussions, the Council directed the Village to proceed with additional services to investigate specific portions of the Village's sanitary sewer system in order to locate defects, identify rehabilitation measures and costs, and develop a rehabilitation program. To that end, Strand Associates prepared the attached proposal (Attachment #2) to amend the current engineering services agreement.

The amended agreement provides for detailed field investigations in the three priority drainage basins (14, 15, and 20) plus the remaining five cluster areas, identified from the flow monitoring study and discussed by the Council on August 21, 2012.

The results of these detailed investigations will provide the Village with specific, identified sources of I/I, recommended programs to remove the identified I/I, and opinions of probable cost for removing the I/I, in the evaluated areas. The next step upon completion of these evaluations would be to design and construct the recommended improvements.

Recommendation:

Consider authorizing the Village Manger to sign an amendment to the agreement with Strand Associates to perform additional services associated with the Sanitary Sewer Evaluation Study for an expenditure of up to $46,900, as outlined in their September 6, 2012 proposed Contract Amendment #1.

Attachments:

1. Agenda Report (August 21, 2012)
2. Strand Associates Proposal

Attachment #1
Agenda Report (August 21, 2012)

Agenda Report

Subject: **Sanitary Sewer Evaluation Survey – Report and Next Steps**

Prepared By: Steven M. Saunders, Director of Public Works/Village Engineer

Ref: February 21, 2012 Council Meeting
July 17, 2012 Council Meeting

Date: August 15, 2012

Background and Prior Discussions

On February 21, 2012, the Village Council awarded a contract to Strand Associates to complete a flow monitoring analysis of the Village's sanitary sewer system to identify areas of the Village subject to inflow and infiltration (I/I). I/I is stormwater or groundwater that enters the Village's separate sanitary sewer system, which is designed and intended to handle solely wastewater. Excessive I/I in the sanitary sewer system can lead to basement backups.

Strand Associates installed 30 flow meters to record flow information for the majority of the Village's sanitary sewer system. Flow monitoring took place for the period April 9 to June 8, 2012. Following completion of the flow monitoring work, Strand Associates compiled and analyzed the data and provided some preliminary recommendations on prioritizing basins for detailed study and analysis. Strand's data analysis consisted of identifying average dry-weather flow as a baseline, and calculating the observed increases between wet-weather flow and dry-weather flow during and immediately after a measured rain event. Inflow and infiltration data were evaluated, quantified and tabulated for each of the 30 metering basins.

Inflow was characterized by two methods. In the first method, a ratio of wet-weather flow to dry-weather flow, known as "peaking factor", was calculated for each metering location. The higher the peaking factor, the more susceptible the metering basin is to inflow. In the second method, inflow for the entire system was calculated, and each basin was ranked based on the percentage of inflow it contributed to the entire system. Infiltration for each basin was calculated using the flow volume beginning 30 minutes after the conclusion of each rainfall event and ending when the flow volume returned to the baseline dry weather flow.

Strand provided some preliminary recommendations on how to rank basins for prioritizing future actions, based on a data-driven, empirical evaluation of the system. These preliminary recommendations were discussed by the Village Council on July 17, 2012. At that meeting, the Council directed staff and Strand Associates to finalize their recommendations concerning areas subject to further detailed survey and evaluation. These areas should be selected by focusing on basins most susceptible to I/I (based on flow metering results) and areas shown to be susceptible to basement flooding ("clusters" shown in the 2011 flooding survey).

Immediate Next Steps

Strand Associates has identified immediate next steps for consideration by the Village. This activity consists of performing a pilot SSES study entailing detailed evaluations of the sanitary sewer system in certain high-priority basins and cluster areas discussed at the July 17, 2012 Council Meeting. Strand Associates has recommended that basins 14, 15, and 20 be evaluated, along with a portion of basin 26, previously unmetered areas of Oak Street and Sunview Lane and five clusters of reported flooding east of Green Bay Road. These recommended areas are shown in Figure 5.03-1 of the Strand Report, and represent the highest priority areas based on measured I/I and the results of the September 2011 flood survey. Detailed analysis in these areas would consist of manhole evaluations, smoke testing, and, depending on the results of the smoke testing, television inspection of sewer lines showing potential defects.

In basins 14, 15, and 20, these detailed evaluations would start in the portions of the basins where flooding clusters were observed, however these detailed studies would expand to the remaining areas of these basins as well. This approach is recommended because the cause of basement flooding may not originate in the area where flooding was reported. However, starting in the vicinity of the flooding clusters and working back through the remainder of the basin allows for the possibility of discovering problems early in the process and possibly minimizing the level of effort to be expended. In the limited cluster areas, the detailed investigations will be limited to the vicinity of the flooding clusters, again in order to minimize the level of effort to be expended on the program.

Strand Associates has estimated that this pilot SSES study can be completed for $75,000, including $28,100 for potentially televising up to 50% of the evaluated portions of the sewer system. The amount and location of sewer main to be televised will depend on the conditions uncovered during the detailed evaluation. The Village does have the capability of video-inspecting sewers in-house and depending on the amount of television inspection needed, may complete this television inspection with Public Works crews.

This initial detailed evaluation approach presents the Village with several advantages when compared to a broader initial approach of evaluating all of the higher priority areas. First, it focuses the Village's resources on initially addressing the highest priority areas, as evidenced both by I/I evaluation and by the Village's flood survey. Second, it allows the Strand Associates to further refine their estimated costs for future detailed investigations based on direct field inspections in Winnetka. Finally, it will provide the Village with some hard data on the amount and type of defects or needed repairs in the public and portions of private systems in the pilot study areas that can be extrapolated across the remainder of the Village's system to predict the level of capital expenditures needed to address I/I and basement flooding in the remainder of the Village.

Future Actions

Strand Associates has also identified a program of future actions for consideration by the Village, to provide a complete evaluation to identify future improvements to the Sanitary

Sewer System. This program includes performing detailed evaluations of all of the remaining metering basins over a two year period at an estimated cost of $340,500.

Strand Associates also recommends for consideration a program that would examine the Village's sanitary sewer system for susceptibility to backups associated with the MWRDGC's intercepting sewer system. This program would consist of the Village purchasing three flow meters (and associated software and staff training) that could be installed in proximity to key points where the Village's system connects to the MWRDGC's system. These meters could be monitored on a long-term basis by Village staff to identify if and when back-up conditions exist in the MWRDGC's system. These meters would also be useful on a long-term basis to evaluate the effectiveness of any future I/I elimination activities by way of before-and-after flow metering. The estimated cost to purchase three flow meters, the evaluation software, and to receive operational training is approximately $24,500. Strand has also suggested undertaking a hydraulic analysis of the Village's sewer system in the vicinity of its connections to the MWRDGC's interceptor system to identify areas where the Village's system might be hydraulically susceptible to backflow from the MWRDGC system. This hydraulic investigation is estimated to cost approximately $30,000, but is not recommended by staff at this time. It is less expensive and more reliable for the Village to monitor its system in the vicinity of the MWRDGC connections to obtain hard evidence of potential backflows into the Village system than to expend a significant sum to determine if the MWRDGC's system can theoretically surcharge into the Village's system.

Summary and Recommendations

Strand Associates has proposed a program of actions that, if implemented in its entirety, would complete a detailed evaluation of most of the Village's sanitary sewer system, and a determination of the susceptibility of the Village's system to backup from the MWRDGC intercepting system, by the end of 2014, at a cost of approximately $470,000. What is missing from this estimate, however, is the timeline and cost of making identified repairs. It is impossible at this time to provide anything more than a guess as to the nature and cost of potential repairs. Staff is recommending that the Council consider an alternate, more deliberate approach that would immediately address three pressing issues. This approach consists of immediately proceeding with detailed investigations of very targeted areas, consisting of three basins that exhibit significant I/I and basement flooding, plus clusters of identified basement flooding in 8 other limited areas. This approach also includes budgeting for and obtaining three flow meters (and staff training) to be used by staff to identify whether the MWRDGC interceptor system does contribute backup to areas of the Village's sanitary sewer system.

This approach will provide an initial estimate of the nature, scope, and cost of necessary repairs in the most critical areas of the Village's sanitary sewer system, which could be extrapolated to provide an idea of what might be encountered in other areas of the Village. This approach will also indicate if the MWRDGC system backs up to the Village, and could be accomplished for a total estimated cost of approximately $100,000, or less depending on the amount of television inspection required. This approach is detailed below.

Recommended Actions	Estimated Timeframe	Estimated Cost
Detailed Investigation of First Priority Areas (including possible television inspection)	Fall 2012	$75,000
Budget for Improvements identified during Detailed Investigation of First Priority Areas	Winter 2012-13	N/A
Flow Meter Purchase	Spring 2013	$24,500
Engineering and Construction of improvements – first priority areas	Spring – Summer 2013	Unknown
Possible Additional Actions for Future Consideration	**Estimated Timeframe**	**Estimated Cost**
Detailed Investigation of Remaining Priority Areas (including possible television inspection)	2013	$105,500
Engineering and Construction of improvements – remaining priority areas	2014	Unknown
Detailed Investigation of Lower Priority Areas (including possible television inspection)	2014	$235,000
Engineering and Construction of improvements – lower priority areas	2015	Unknown

Budget Evaluation:

The FY 2012-13 Capital Budget contains $350,000 in the sewer fund for three line items – Sanitary Sewer Evaluation Studies, Trenchless Lining, and System I/I Repairs. The current status of capital items in this fund is as follows:

Item	Budget	Estimate	Variance
Sanitary Sewer Evaluation Studies	$100,000	$108,000 (Strand flow metering contract)	$8,000
Trenchless Lining	$150,000	$166,000 (contract awarded to Michels construction May 2012)	$16,000
System I/I Repairs	$100,000	$75,000 (proposed detailed investigation of priority areas and clusters)	($25,000)
Total	***$350,000***	***$349,237***	***($1,000)***

As a result, funding is available to implement the first portions of this approach in the current budget.

Recommendation:

Consider the next steps recommended by Strand Associates and presented in their August 2012 report to the Village of Winnetka:

1. Consider directing staff to obtain contractual pricing for Strand Associates to perform detailed investigations of metering basins 14, 15, and 20, and the flooding cluster areas identified in figure 5.03-1 of Strand Associates' report dated August, 2012, and;

2. Consider directing staff to obtain budgetary pricing for purchase of 3 flow meters, associated software, and operational training, for use in evaluating possible backflow from the MWRDGC's intercepting sewer system.

Attachments:

1. Strand Associates August 2012 Report

Attachment #2
Strand Associates Proposal

STRAND ASSOCIATES®

Strand Associates, Inc.®
1170 South Houbolt Road
Joliet, IL 60431
(P) 815-744-4200
(F) 815-744-4215

September 6, 2012

Mr. Steven M. Saunders, Director of Public Works
Village of Winnetka
1390 Willow Road
Winnetka, IL 60042

Re: Sanitary Sewer Evaluation Survey-Pilot Investigation Study
Amendment No. 1 to Agreement for Engineering Services-
Sanitary Sewer Evaluation Survey

Dear Mr. Saunders:

We are providing the enclosed Agreement Amendment No. 1 for Strand Associates, Inc.® to investigate specific portions of the Village's sanitary sewer system in order to locate defects, identify rehabilitation measures and costs, and develop a rehabilitation program enabling the Village to begin sewer improvements next year.

This Pilot Investigation Program follows recommendations in our Sanitary Sewer Evaluation Survey (SSES)-Flow Monitoring Report dated August 2012, and direction given by the Village Council at its August 21, 2012, Council Meeting. Following are the specific actions and goals of the program.

1. Field investigations will be performed in the areas indicated in Figure 5.03-1 and shall include:

    a. Manhole investigations entailing visual observation of manhole interior and exterior for defects and potential sources of inflow or infiltration into the sewer system. Observations will be documented and recommendations made for rehabilitation of observed manhole deficiencies.

    b. Smoke testing of sewers and observation for potential inflow or infiltration sources on the Village's sewer system and private sewer laterals. Observations and photos will be documented and categorized as either public or private sources. Recommendations will be made for rehabilitation of observed deficiencies. The results of smoke testing will also be used to direct sewer televising.

    c. Sewer televising of sewers that exhibited potential infiltration during smoke testing. Televising video will be reviewed to document sewer deficiencies, and recommendations will be made for rehabilitation of sewer defects.

2. Findings and recommendations from the field investigations will be compiled and opinions of probable cost will be assigned to establish a sewer system rehabilitation program. The rehabilitation program will be presented to the Village Council for direction to proceed.

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3. Upon approval of a final sewer system rehabilitation program, specifications and bidding documents will be developed for the Village to advertise, bid, and perform sewer system rehabilitation.

4. The results of the findings and recommendations will also be used to project what might be expected in other, unstudied areas of the Village. This projection and associated costs will be used by the Village to develop a long-term budget for sewer system rehabilitation across the entire Village.

We are excited about the opportunity to work with the Village and to move forward with addressing its sanitary sewer system concerns. Please call me at 815-744-4200 with questions or comments.

Thank you for the opportunity to continue working with the Village on this project.

Sincerely,

STRAND ASSOCIATES, INC.®

Michael R. Waldron, P.E.

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N

W E

S

Legend

Manholes

July 29, 2011 Reported Basement Backups

Sanitary Sewers

Village Sanitary Sewer

MWRD Interceptor Sewer

Flow Meters

Pilot Study Areas

NOT TO SCALE

14

15

20

PILOT STUDY

SANITARY SEWER EVALUATION SURVEY
VILLAGE OF WINNETKA
WINNETKA, IL

STRAND ASSOCIATES®

FIGURE 5.03-1

Sanitary Backup with MWRD Connections

July 23rd, 2011 Storm Event

Village of Winnetka

AREAS TO BE INCLUDED IN SSES "PILOT STUDY"
AS RECOMMENDED BY STRAND ASSOC. & STAFF
Source: Fig. 5.03-1 of Strand Report August 2012
Drawn: SMS 8.21.2012

Village of Glencoe

Village of Northfield

Village of Kenilworth

Unincorporated Cook County

Skokie Lagoons

Survey Legend
- Sanitary Backup
- Limited Flood Cluster
- Priority Basin

Utility Legend
- Sewage Connection
- Storm Connection
- Combined Connection
- MWRD Main

Map Legend
- Village Boundary
- School
- Roads
- Water
- Private Roads
- Railroad

Village of Winnetka
Cook County, Illinois

Data Source: Village of Winnetka

0 750 1,500 3,000 Feet

N W E S

GIS consortium

State Plane Nad 83 Illinois East
May 1, 2012 EDV SanitaryBackup

DRAFT

September 6, 2012

Village of Winnetka
1390 Willow Road
Winnetka, IL 60042

Attention: Mr. Steven M. Saunders, Director of Public Works

Re: Amendment No. 1 to the February 28, 2012, Agreement for Engineering Services
Sanitary Sewer Evaluation Survey

This is Amendment No. 1 to the referenced Agreement.

Under **Scope of Services,** ADD the following:

"15. Conduct field investigations in the Pilot Study area depicted in Figure 5.03-1 in the report titled, "Sanitary Sewer Evaluation Survey–Flow Monitoring Study," dated August 2012. Field investigations shall include the following:

a. Manhole observations, documentation of visual defects, and recommendations for rehabilitation of observed manhole deficiencies.

b. Sanitary sewer smoke testing, observation and photo documentation of smoke, and recommendations for rehabilitation of observed deficiencies.

16. Make recommendations to OWNER on sewer televising based on the results of the sanitary sewer smoke testing.

17. Provide technical criteria to OWNER for OWNER's use in procuring sanitary sewer televising video.

18. Review sanitary sewer televising video, document observed sewer defects, and provide recommendations for rehabilitation of observed sewer deficiencies.

19. Compile observations and recommendations into a pilot rehabilitation program and opinion of probable cost and provide to OWNER for review.

20. Attend one meeting with OWNER to review pilot rehabilitation program.

21. Attend one Village Council meeting to present the pilot rehabilitation program.

DRAFT

22. Develop specifications, bidding documents, and Contract Documents for advertising and bidding the pilot rehabilitation program. OWNER shall advertise the pilot rehabilitation program for solicitation of bids in a news paper of its choice. ENGINEER will use its standard bidding documents.

23. Prepare Bidding Documents using Engineers Joint Contract Documents Committee C-700 Standard General Conditions of the Construction Contract, 2007 edition, technical specifications, and engineering drawings.

24. Attend one bid opening and assist OWNER with award of Contract."

Under **Compensation**, ADD at the end of the first paragraph, "OWNER shall compensate ENGINEER for task items 15 through 24, a lump sum of $46,900."

Under **OWNER's Responsibilities**, ADD the following after item 8,

"9. Procure or conduct sanitary sewer televising based on the results of the smoke testing program and provide televising video to ENGINEER.

10. Provide notification of smoke testing to all potentially affected property owners."

Under **Schedule**, CHANGE June 29, 2012, to "December 21, 2012."

IN WITNESS WHEREOF the parties hereto have made and executed this Amendment.

ENGINEER:	OWNER:
STRAND ASSOCIATES, INC.®	VILLAGE OF WINNETKA
DRAFT	**DRAFT**
Matthew S. Richards Date Corporate Secretary	Steven M. Saunders Date Director of Public Works

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AGENDA REPORT

SUBJECT: **Ordinance MC-6-2012 – Amending Title 10 of the Village Code as It Pertains to Vehicle Impoundment and Towing**

PREPARED BY: Katherine S. Janega, Village Attorney

DATE: September 13, 2012

Chapter 10.24 of the Winnetka Village Code establishes the Village's regulations for parking on public rights of way and sets the penalties for parking violations. Those penalties include a graduated schedule of fines and, as in many communities, authorizes the impounding or towing of the vehicles of scofflaws who accumulate five or more unpaid parking tickets.

The "impoundment in place" is done using the Denver Boot, and Section 10.24.130 of Chapter 10.24 establishes a detailed process that meets the constitutional due process requirements that have been articulated in court decisions. Similarly, Section 10.24.140 of Chapter 10.24 authorizes the towing of unattended vehicles that are parked in a such a way that they obstruct traffic, create a hazard or are otherwise subject to towing.

In the course of a boot hearing earlier this year, it was discovered that, although the impoundment and towing provisions refer to specific Village Code provisions, they do not similarly refer to the parking and non-moving violation provisions of the Winnetka Park District Code and the Illinois Vehicle Code, although those Codes are also included in the automated ticketing system. (The Winnetka Police Department enforces the Park District Code pursuant to an intergovernmental agreement, and Section 10.04.010 of the Village Code specifically incorporates the Illinois Vehicle Code by reference.)

Ordinance MC-6-2012 contains technical amendments to Title 10 that are intended to clarify the existing scope of the impoundment and towing procedures. This has been done by moving the two provisions from Chapter 10.24 to Chapter 10.08, which is titled "Administration and Enforcement," and adding specific references to particular laws. By so doing, the substance of the Village Code's regulations remain intact, while the enforcement procedures are clearly stated in a single location, in a chapter whose title signals the relevant content.

In addition to relocating the two provisions, Ordinance MC-6-2012 also divides subsections into numbered paragraphs, rearranges some text to provide a more logical flow, and adds more specificity to the immediate towing authorization in Section 10.08.100(A). The current texts of Sections 10.24.130 and 10.24.140 follow the draft Ordinance, for your reference.

Attachment 1: Texts of Village Code Sections 10.24.130 and 10.24.140.

Recommendation:

Consider a motion to introduce Ordinance MC-6-2012, amending Title 10 of the Village Code as it pertains to vehicle impoundment and towing.

ORDINANCE NO. MC-6-2012

AN ORDINANCE
AMENDING TITLE 10 OF THE WINNETKA VILLAGE CODE
AS IT PERTAINS TO VEHICLE IMPOUNDMENT AND TOWING

WHEREAS, the Village of Winnetka is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970, with the authority, except as limited by said Section 6 of Article VII, to exercise any power and perform any function pertaining to the government and affairs of the Village, including, but not limited to, the powers to regulate for the protection of the public health, safety, morals and welfare; and

WHEREAS, Title 10 of the Winnetka Village Code, titled "Vehicles and Traffic," establishes traffic, parking, registration and licensing regulations for motor vehicles and bicycles; and

WHEREAS, Chapter 10.24 of the Winnetka Village Code, titled "Parking," establishes regulations for parking on public rights of way in the Village and sets the penalties for parking violations; and

WHEREAS, Section 10.24.130 of Chapter 10.24 of the Winnetka Village Code, captioned "Impoundment or removal of vehicles," and Section 10.24.140 of Chapter 10.24 of the Winnetka Village Code, captioned "Towing," authorize the impoundment, removal and towing of vehicles, define the circumstances in which those actions may take place, and establish relevant procedures; and

WHEREAS, the Winnetka Police Department also enforces the ordinances of the Winnetka Park District, and violations of Winnetka Park District parking regulations are also subject to the Village's impoundment, removal and towing procedures; and

WHEREAS, pursuant to Section 10.04.010 of the Winnetka Village Code, the Village of Winnetka has adopted the Illinois Vehicle Code by reference, and violations of provisions of the Illinois Vehicle Code that pertain to parking of vehicles are also subject to the Village's impoundment, removal and towing procedures; and

WHEREAS, the Council of the Village of Winnetka ("Village Council") find and determine that it is in the best interests of the public health, safety and welfare that the scope of the Village's vehicle impoundment, removal and towing standards and procedures be clarified and that the various regulations subject to those standards and procedures be transferred and

consolidated in Chapter 10.08 of the Winnetka Village Code, which is titled, "Administration and Enforcement;" and

WHEREAS, the Council of the Village of Winnetka find and determine that establishing parking regulations, including establishing standards and procedures for the removal, relocation and towing of vehicles, are matters pertaining to the government and affairs of the Village.

NOW THEREFORE, the Council of the Village of Winnetka do ordain as follows:

SECTION 1: The foregoing recitals are hereby incorporated as the findings of the Council of the Village of Winnetka, as if fully set forth herein.

SECTION 2: Chapter 10.08 of Title 10 of the Winnetka Village Code, titled, "Administration and Enforcement," is hereby amended by adding a new Section 10.08.090, which shall be titled "Impoundment or Removal of Vehicles," and shall provide as follows:

Section 10.08.090 Impoundment or removal of vehicles.

A. Authorization to impound or remove. The Police Department of the Village is authorized to impound in place or to remove to a location selected by the Police Department, any vehicle that is a nuisance, as defined in paragraph 2 of this subsection A.

1. Definitions. As used in this section, "parking laws of the Village" shall mean and include any and all of the following:

a. Sections 10.24.010 through 10.24.100, and Section 10.24.120 of Chapter 10.24 of this code;

b. Chapter 3.08 of the Winnetka Park District Ordinances, and any other ordinances of the Winnetka Park District that regulate parking and are enforced by the Village of Winnetka; and

c. Sections 3-413(A), 3-413(B), 4-201(A), 4-201(B), 11-1301, 11-1303(A)1.L, 11-1304.5, 11-1401, and 12-712 of the 1Illinois Vehicle Code.

2. Vehicles declared a nuisance. Any vehicle that is registered to an owner or licensee who has accumulated an aggregate of five or more unsatisfied fines for citations issued for violations of the parking laws of the Village, whether in the parking of that vehicle or the parking of any other vehicle or vehicles registered to that owner or licensee, is declared to be a nuisance. For purposes of this section, the number of unsatisfied fines shall be determined by aggregating all unsatisfied fines attributable to any one person, notwithstanding the use of different license plates or different vehicles, so long as all such vehicles are registered to the same person as owner or lessee.

3. The impoundment or removal of any vehicle pursuant to this section 10.08.090 shall be at the sole expense of the owner or lessee.

B. Notices of Impoundment or Removal.

1. Pre-impoundment notice. At least ten (10) working days prior to impoundment of any vehicle, notice of impending vehicle impoundment must be sent to the registered owner or lessee via first class mail, postage prepaid, at the address of the registered owner or lessee recorded with the Secretary of State, or, in the case of a vehicle bearing a registration number of a state other than Illinois, at the address of the registered owner or lessee recorded in that state's registry of motor vehicles.

2. Impoundment notice. Upon impoundment of any vehicle, the Police Department shall cause to be placed on such vehicle, in a conspicuous manner, notice sufficient to warn any individual that such vehicle has been impounded in place, and that any attempt to move such vehicle might result in damage to such vehicle.

3. Vehicle removal notice. After removal of any vehicle, the Police Department shall give the owner or lessee of such vehicle notice that the vehicle has been removed and the location to which it was removed, which notice shall either be (1) by telephone, with a follow-up notice mailed to the owner or lessee not more than two working days after the date of removal; or (2) by letter mailed to the owner or lessee not more than two working days after the date of removal. The notice placed on such vehicle or given to the owner or lessee shall also contain notice of the right of the owner or lessee of such vehicle to request a post-impoundment or post-removal hearing described in subsection C of this section to determine the validity of the impoundment or removal and any related fees.

C. Hearing.

1. Right to hearing. The owner or lessee of a vehicle impounded or removed, or other authorized person, shall have the right to a prompt, fair and impartial post-impoundment or post-removal hearing to determine if such impoundment or removal was conducted in accordance with the procedural requirements of this section.

2. Request for hearing. The post-impoundment or post-removal hearing shall be requested within ten (10) working days after the vehicle is impounded or removed and shall be conducted within two working days of such request for a hearing.

3. Scope of hearing. The post-impoundment or post-removal hearing shall not be determinative of, nor shall it adjudicate, any ticket or notice issued relative to any impounded or removed vehicle.

4. Hearing procedures. Such hearing shall be conducted by an impartial hearing officer designated in accordance with the provisions of subsection D of this section. At the hearing, the owner may present evidence that the vehicle was improperly designated for impoundment or removal. The Village Manager shall propose rules and regulations for the conduct of the hearings provided for in subsection C of this section, which rules and regulations shall be submitted to the Village Council for its review and approval.

5. Post-hearing disposition. If, following the hearing, the Hearing Officer determines that the vehicle was improperly designated, the vehicle shall be removed from the vehicle impoundment list and any fees paid to the Village for the impoundment or removal of the vehicle pursuant to subsection E of this section shall be refunded.

D. Hearing Officer. The post-impoundment or post-removal hearing provided for in subsection C of this section shall be conducted by the Village Manager or such other employee or official of the Village as the Village Manager may designate. In no case shall the Hearing Officer designated by the Village Manager be the Chief of Police or a member or civilian employee of the Village's Police Department, an elected official of the Village, the Director of Finance or an employee of the Village's Finance Department, the Village Attorney, the Village Prosecutor, or any other individual involved either in the enforcement of traffic regulations or in the initial decision to immobilize the vehicle.

E. Release of Impounded or Removed Vehicles. Any vehicle impounded or removed pursuant to this section 10.08.090 shall be released to the owner or lessee upon showing of adequate evidence of ownership of leasehold and right to possession of the subject vehicle, and upon satisfaction by the owner or lessee of all accrued fines and costs involving the subject vehicle. In addition, the Village may assess a fee for each time that a vehicle is impounded or removed, in an amount to be determined from time to time by the Village Council by resolution. Such fee shall be paid by the owner or lessee before the vehicle is released.

F. Unclaimed vehicles. Any impounded or removed vehicle that is unclaimed by the owner or lessee shall be disposed of in accordance with 625 ILCS 5/4-201, et seq.

(Formerly §10.24.130; Ord. MC-212-98 §2, 1998; prior code §41.27.2)

SECTION 3: Chapter 10.08 of Title 10 of the Winnetka Village Code, titled, "Administration and Enforcement," is hereby amended by adding a new Section 10.08.100, which shall be titled "Towing of Certain Vehicles," and shall provide as follows:

Section 10.08.100 Towing of Certain Vehicles.

A. Officers of the Police Department may remove and tow away, or cause to be removed and towed away, any unattended parked vehicle that obstructs vehicular traffic, constitutes a hazard to vehicular traffic, blocks access to a fire hydrant, is parked in violation of snow emergency regulations, or is otherwise parked in a location designated as a tow zone pursuant to signage and/or any Village ordinance or State law.

B. The police supervisor on duty shall determine the location to which such vehicle shall be removed.

C. The impoundment or removal of any vehicle pursuant to this section 10.08.100 shall be at the sole expense of the owner or lessee.

D. Release of Vehicle to Owner or Lessee. Any vehicle impounded or removed pursuant to this section 10.08.100 shall be released to the owner or lessee upon showing of adequate evidence of ownership of the vehicle or, if a leasehold, of the right to possession of the subject vehicle, and upon satisfaction by the owner or lessee of all accrued fines and costs involving the subject vehicle. In addition, the Village may assess a fee for each time that a vehicle is impounded or removed, in an amount to be determined from time to time by the Village Council by resolution. Such fee shall be paid by the owner or lessee before the vehicle is released.

E. Unclaimed vehicles. Any vehicle that is towed or removed pursuant to this section and that is unclaimed by the owner or lessee shall be disposed of in accordance with 625 ILCS 5/4-201, et seq.

(Formerly § 10.24.140; prior code § 41.28)

SECTION 4: Section 10.24.130 of Chapter 10.24 of the Winnetka Village Code, titled "Impoundment or removal of vehicles," is hereby repealed.

SECTION 5: Section 10.24.140 of Chapter 10.24. of the Winnetka Village Code, titled "Towing," is hereby repealed.

SECTION 6: The amendments to Chapter 10.08 and 10.24 of Title 10 of the Winnetka Village Code pursuant to Sections 2 through 6 of this Ordinance are intended to be a recodification and clarification of existing policy of the Village of Winnetka pertaining to the impoundment, removal and towing of vehicles.

SECTION 7: This Ordinance is passed by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

SECTION 8: This Ordinance shall take effect immediately upon its passage, approval and posting as provided by law.

PASSED this ___ day of _____, 2012, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ___ day of _____, 2012.

Signed:

_____
Village President

Countersigned:

_____
Village Clerk

Introduced:
Posted:
Passed and Approved:
Posted:

AGENDA REPORT

ATTACHMENT 1

WINNETKA VILLAGE CODE CHAPTER 10.24

(Excerpts)

10.24.130 Impoundment or removal of vehicles

10.24.140 Towing

Chapter 10.24
PARKING

Sections:

Section 10.24.130 Impoundment or removal of vehicles.

A. Authorization to Impound or Remove. Any vehicle that is registered to an owner or licensee who has accumulated an aggregate of five or more unsatisfied fines for violating the parking ordinance of the Village in the parking of that vehicle and/or the parking of any other vehicle or vehicles registered to that owner or licensee, is declared to be a nuisance, and the Police Department of the Village is authorized to impound in place or remove the vehicle to a location selected by the Police Department at the expense of the owner or lessee. Any vehicle impounded or removed pursuant to this section shall be released to the owner or lessee upon showing of adequate evidence of ownership of leasehold and right to possession of the subject vehicle, and upon satisfaction by the owner or lessee of all accrued fines and costs involving the subject vehicle. In addition, the Village may assess a fee for each time that a vehicle is impounded or removed, in an amount to be determined from time to time by the Village Council by resolution. Such fee shall be paid by the owner or lessee before the vehicle is released. Any impounded or removed vehicle that is unclaimed by the owner or lessee shall be disposed of in accordance with 625 ILCS 5/4-201, et seq. For purposes of this section, the number of unsatisfied fines shall be determined by aggregating all unsatisfied finds attributable to any one person, notwithstanding the use of

different license plates or different vehicles, so long as all such vehicles are registered to the same person as owner or lessee.

B. Notices of Impoundment or Removal. At least ten (10) working days prior to impoundment of any vehicle, notice of impending vehicle impoundment must be sent to the registered owner or lessee via first class mail, postage prepaid, at the address of the registered owner or lessee recorded with the Secretary of State, or, in the case of a vehicle bearing a registration number of a state other than Illinois, at the address of the registered owner or lessee recorded in that state's registry of motor vehicles. Upon impoundment of any vehicle, the Police Department shall cause to be placed on such vehicle, in a conspicuous manner, notice sufficient to warn any individual that such vehicle has been impounded in place, and that any attempt to move such vehicle might result in damage to such vehicle. After removal of any vehicle, the Police Department shall give the owner or lessee of such vehicle notice that the vehicle has been removed and the location to which it was removed, which notice shall either be (1) by telephone, with a follow-up notice mailed to the owner or lessee not more than two working days after the date of removal; or (2) by letter mailed to the owner or lessee not more than two working days after the date of removal. The notice placed on such vehicle or given to the owner or lessee shall also contain notice of the right of the owner or lessee of such vehicle to request a post-impoundment or post-removal hearing described in subsection C of this section to determine the validity of the impoundment or removal and any related fees.

C. Hearing. The owner or lessee of a vehicle impounded or removed, or other authorized person, shall have the right to a prompt, fair and impartial post-impoundment or post-removal hearing to determine if such impoundment or removal was conducted in accordance with the procedural requirements of this section. Such hearing must be requested within ten (10) working days after the vehicle is impounded or removed and shall be conducted within two working days of such request for a hearing. Such hearing shall be conducted by an impartial hearing officer designated in accordance with the provisions of subsection D of this section. At the hearing, the owner may present evidence that the vehicle was improperly designated for impoundment or removal. If, following the hearing, the Hearing Officer determines that the vehicle was improperly designated, the vehicle shall be removed from the vehicle impoundment list and any fees paid to the Village as provided in subsection A of this section for the impoundment or removal of the vehicle shall be refunded. The post-impoundment or post-removal hearing shall not be determinative of, nor shall it adjudicate, any ticket or notice issued relative to any impounded or removed vehicle.

D. Hearing Officer. The hearing provided for in subsection C of this section shall be conducted by the Village Manager or such other employee or official of the Village as the Village Manager may designate. In no case shall the Hearing Officer designated by the Village Manager be the Chief of Police or a member or civilian employee of the Village's Police Department, an elected official of the Village, the Director of Finance or an employee of the Village's Finance Department, the Village Attorney or Village Prosecutor, or any other individual involved either in the enforcement of traffic regulations or in the initial decision to immobilize the vehicle. The Village Manager shall propose rules and regulations for the conduct of the hearings provided for in subsection C of this section, which rules and regulations shall be submitted to the Village Council for its review and approval.

(Ord. MC-212-98 § 2, 1998; prior code § 41.27.2)

Section 10.24.140 Towing.

A. Officers of the Police Department may remove and tow away, or cause to be removed and towed away, any parked vehicle which is unattended and obstructs, or constitutes a hazard to, vehicular traffic, blocks access to a fire hydrant, is parked in violation of snow emergency regulations, or otherwise is parked in violation of this chapter or any state law.

B. The police supervisor on duty shall determine the location to which such vehicle shall be removed.

C. Any vehicle towed pursuant to subsection A of this section may be reclaimed by its owner only after the Village is reimbursed for the cost of towing and storing the vehicle.

(Prior code § 41.28)

AGENDA REPORT

TO: Village Council

PREPARED BY: Megan Pierce

DATE: September 13, 2012

SUBJECT: **No Text on Board Pledge Day Proclamation**

The attached proclamation is in response to a campaign initiated by AT&T, in partnership with the Illinois Municipal League, which encourages safe driving habits. Winnetka would join other communities and the State of Illinois proclaiming September 19, 2012, as "No Text on Board Pledge Day."

Recommendation: Adopt proclamation.

VILLAGE·OF·WINNETKA

Incorporated in 1869

PROCLAMATION

WHEREAS, Winnetka holds the health, safety and welfare of the entire community, especially our young citizens, as a top priority; and

WHEREAS, a recent AT&T study showed that people sending text messages while driving are 23 times more likely to crash and that text messaging is the main mode of communication for most American teenagers, with half of all teenagers sending between 21 and 70 texts a day; and

WHEREAS, AT&T also surveyed teenage drivers and reported that 43% of teens admitted to texting while driving, even though 97% of them realized it is dangerous;

WHEREAS, the Village of Winnetka has long recognized the danger associated with hand held cell phone use while driving, which it restricted by ordinance in 2006; and

WHEREAS, earlier this year, our young citizens of Winnetka Girl Scout Troop 41059 initiated a "JUST DRIVE" campaign to raise awareness of the dangers of distracted driving by raising funds to distribute information, bumper stickers and pledge cards;

WHEREAS, the State has proclaimed September as "Texting and Driving Awareness Month" in Illinois; and

WHEREAS, the Illinois Municipal League and AT&T Illinois are partnering to ensure that everyone arrives to their destination safety with a new campaign, "IT Can Wait," which focuses on the dangers of texting and driving; and

NOW THEREFORE, the Village President and Village Trustees of the Village of Winnetka, do hereby proclaim September 19, 2012 as

"No Text on Board Pledge Day"

and encourage all drivers to take the pledge to never text and drive again, as such actions jeopardize the safety of the driver, but also the safety of passengers, pedestrians, and other drivers.

_____

Jessica B. Tucker, President
Village of Winnetka

Dated: _____