

**Staff Responses to Council Questions  
September 18, 2012**

**Public Hearing: 2013 Community Development Block Grant (CDBG) Application Special Service Area #4 – Green Acres Subdivision**

*If we do not apply for this grant, should it be assumed that the federally-allocated funds will go elsewhere?*

Yes, it should be assumed that the funding would be allocated to other neighborhood infrastructure projects based on eligibility, capacity, and implementation of fair housing actions. Municipalities and other organizations with capital improvement projects compete for limited grant funding in a Neighborhood Infrastructure Program Category.

*As part of the application process, will we have to at least estimate the number of jobs created or other employment estimations*

No. In prior year's applications, this was a requirement for funding provided under the American Recovery and Reinvestment Act (Stimulus Plan) but is not required for this application. This 2013 CDBG application is not stimulus funded.

**6. Consent D. Motion: Award \$16,730.00 to Thomson Surveying, Ltd., Rosemont, IL for survey Services for 2013 Water Main Improvement Projects**

*When were the bidders pre-approved and when will we conduct additional pre-approval processes?*

A Request for Qualifications (RFQ) was advertised in November, 2011, with 19 firms responding. Staff selected five surveying consultants to respond to Requests for Proposals (RFP's) for the period 2012/2013. A new list will be selected in late 2013 for 2014-2015, unless a specific need arises.

*Should service providers be allowed to apply for pre-approval for future contracts rather than limit ourselves to just a few?*

The pre-approval process is labor intensive and best managed at periodic intervals. Working with a list of pre-qualified firms allows the Village to get a consistent level of service at a competitive cost.

*Please provide information about Thomson's performance for this Village and other municipalities.*

Thomson has performed a number of survey projects for the Village, and has provided an acceptable work product. They also received very favorable references from the Village of Schaumburg and the Kane County Division of Transportation.

**6. Consent E. Bid: Award \$62,450.00 to Schroeder Asphalt Services, Inc. Huntley, IL for the 2012 Fall Roadway Patching Project**

*Please provide a list of streets that will be patched.*

Below is the current list of locations to be patched as part of this contract. Additional locations may be added if identified during the progress of the work. In addition to this contract, staff will also be using hot mix asphalt to patch additional street locations.

<b>Street</b>	<b>From</b>	<b>To</b>
Downers Drive	Ogden	40th
40th	Seeley	Downers Drive
Indianapolis	Cross	Drendel
Walnut	Burlington	Ogden
Otis	Fairview	Douglas
Indianapolis	Fairview	Douglas
Wanda Place	57th	Cul-de-sac
Fairmont	55th	59th
Berrywood	65th	66th
Blackburn	Claremont	Valleyview

Osage	Claremont	Valleyview
Clyde	Washington	60th
Osage	Claremont	Blackburn
Glenview	Hitchcock	Curtiss
Chase	Maple	Village Limits
Valley Forge	Ticonderoga	Cul-de-sac

**6. Consent F. Resolution: Authorize a Contract with Andres Medical Billing, Inc.**

*What are the Village's ambulance billing practices? Are residents aware of the differences between resident and non-resident billing practices?*

Fees are charged and attempted to be collected for all users of ambulance service. Separate fee schedules have been established for residents and non-residents. Users covered by Medicare are not charged the entire fee – they are charged a maximum allowable rate established by Medicare. Medicare will cover 80% of this rate. The user or their supplemental insurance is responsible for the remaining 20%. Collection of fees for residents and non-residents differ. The Village uses a third party biller (Andres) to process all bills and payments. Billing for residents is on a 90 day schedule. They will receive up to two invoices at 30 day intervals and Andres will contact the insurance company up to two times in an effort to collect the fees. If the full amount is not paid at the end of 90 days, any balance is written off. Billing for non-residents is on a 120 day schedule. They will receive up to three invoices at 30 day intervals, two insurance requests and an automated phone call is placed after 90 days in an effort to collect the fees. If the full amount is not paid after 120 days, Andres forwards the balance on to a collection agency to continue pursuit of full payment. Any unpaid balances remaining after the collection agency processing are written off.

*Please provide billing and payment information for residents and non-residents. What percentage of the billed amount is collected for residents and non-residents? What percentage of the bills are sent to collection for residents and non-residents?*

**2011 Fee Collections**

	<b>Resident</b>	<b>Non-Resident</b>	<b>Total</b>
Ambulance Customers Billed	1,996	764	2,761
Amount Billed	\$1,142,374.40	\$522,869.20	\$1,666,036.80
Amount Collected	\$773,655.68	\$345,901.90	\$1,121,433.46
Percentage Collected	88.80%	81.36%	86.49%

Bills sent to collections: Residents 0% Non-residents 23.4%

*Who establishes the billing practices? Has Andres complied with the billing practices? What would happen if Andres does not comply with the billing practices?*

Billing practices are established pursuant to Federal law. The Village sets policies and parameters for Andres within this framework. These policies and parameters are comparable to the practices of other Du Page County communities.

Andres has been providing EMS billing services to the Village of Downers Grove since 2000 and has complied with our established practices. If the Village is dissatisfied with Andres' compliance with billing practices, the contract could be terminated.

**6. Consent Agenda H. Resolution: Abrogate Two Areas of a Stormwater Detention Easement – 5237 Benton Avenue**

*For the general reader, what is abrogation and the legal ramifications (which might include an explanation of why no compensation is needed or discussed)?*

Abrogation is the full release of the easement rights. Upon abrogation, the property owner will have full rights to the uses and enjoyment of the subject property. No compensation is requested because the Village was fully compensated for the property when the Village sold the property to the developer.

**6. Consent Agenda I. Resolution: Authorize Submittal of Application to the DuPage Community Development Commission Neighborhood Investment Program for the 2013 Community Development Block Grant for the Francisco, Drendel and Granville Watermain Loop**

*Was this grant considered when staff prepared the annexation report and analysis in 2010?*

The need for the watermain was considered in the annexation report; the specific use of a grant was not considered at that time.

*Will the grant cover all of the new watermain to be constructed in this neighborhood?*

No. The total project estimate is \$1,025,000. The Village is applying for the maximum allowable funding in the amount of \$400,000.

*If the Village receives the grant, will we pass the savings along to the residents that connect to the watermain?*

Yes, in the event that the Village receives grant funding for a portion of the construction costs, the Village will pass along these savings to any of the property owners that connect to the watermain. Obtaining the grant would reduce the costs passed onto the property owners.

*Our Fair Housing Policy was originally dated in 1974 and last updated Sept. 11, 1989. Ie: subsequent Affordable Housing studies indicate that there was no such need.*

*What steps have been or will be taken to implement the policy? What local interest groups were enlisted and advised regarding contacts with Federal Agencies? What were (are) the cost estimates for potential programs and construction?*

*How much in tax credits have we used? Other compliance issues?*

**The Policy Regarding Low and Medium and Elderly Housing referenced in the questions above is not required to be submitted as part of the CDBG application and has been removed. The Fair Housing Policy is required and will remain in the application.**