



240 S. Route 59, Bartlett, Illinois 60103

Meeting of Town Board
May 17th, 2011
7:00 PM

A G E N D A

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Presentations
 - A. Veterans Honor Roll
 - A. SP4 James M. Raue
 - B. SP4 Robert G. Smith
 - B. Committee on Youth Interviews
 - A. Matt Karinski
 - B. John Gallione
- V. Reports
 - A. Supervisor’s Report
 - B. Clerk’s Report
 - C. Highway Commissioner’s Report
 - D. Assessor’s Report
 - E. Treasurer’s Report
 - F. Department Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
 - A. Approval of Special Meeting Minutes of May 5, 2011 6:00 PM
 - B. Approval of Special Meeting Minutes of May 5, 2011 6:30 PM
 - C. Approval of Executive Session Minutes of May 5, 2011
 - D. Appointments to the Committee on Youth
 - E. Rejection of all Bids – Astor Avenue Food Pantry Project
- IX. Executive Session
- X. Other Business
 - A. Administrative Staff Reorganization
 - B. Office Space Reallocation
- XI. Adjournment

Mission Statement

Hanover Township is committed to providing an array of quality, cost effective, community-based services; and to acting as a dynamic and responsive organization that delivers services in a responsible and respectful manner.

DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for April, 2011

SERVICE PROVIDED	APRIL 2011	APRIL 2010	FYTD 2012	FYTD 2011
<i>Website Visits</i>	4,071		4,071	
<i>Facebook Likes</i>	512		512	
<i>Media Releases</i>	6		6	
<i>Technology work orders</i>	45		45	
<i>Resident Contacts</i>	2,111		2,111	
<i>Percent of Budget Expended</i> (8% of year)	4.7%	2.8%	4.7%	2.8%
<i>Grant application submissions</i>	1		1	

Department Highlights

- April 1st marked the beginning of Fiscal Year 2012.
- New appointed members to the Senior Committee were sworn in on April 11.
- New internal signs have been installed in the Town Hall building.
- Village of Bartlett Plan Commission met on April 17 to discuss the rezoning of the Town Hall and Senior Center property. The Commission passed a recommendation on to the Village Board for rezoning. On May 3 the Township property was officially rezoned to Public Lands.
- On April 28 and May 4 interested bidders for the Food Pantry renovation project participated in a pre-bid meeting at Astor Avenue. Bids are due on May 13.
- On April 30 the dedication ceremony was held for the Ahlstrand Park Heritage Marker. This is the first heritage marker dedication in the Township. We are pursuing markers at additional locations to be dedicated later in the summer.
- Environmental Sustainability Workgroup update: A mission statement has been created; mugs & water containers have been purchased to encourage employees to discontinue the use of paper or styrofoam cups; the Green Corner has been created in the Hanover Horizons e-news blast to inform employees on green initiatives; every employee will be provided a mixed recycling container for their use at the Township; and a bike rack has been relocated to the main Township campus to encourage bicycling to work and from the train.

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OFFICE OF THE ASSESSOR

Report for April, 2011

SERVICE PROVIDED	APRIL 2011	APRIL 2010	FYTD 2012	FYTD 2011
<i>Administration</i>				
Office visits	352	523	352	5477
Building permits processed	277	108	277	10678
Sales recording	66	150	66	860
Change of Name*	158	11	158	1744
Property tax appeals	108	0	108	883
Certificate of Errors	66	99	66	1054
Property location updates	28	3	28	12
New owner mailings	94	186	94	796
Long time occupants*	20	7	20	300
<i>Exemptions</i>				
Home owner exemptions	38	29	38	196
Senior home owner exemptions	29	39	29	297
Senior freeze exemptions*	39	136	39	903
Miscellaneous exemptions	16	20	16	208
<i>Foreclosures</i>	31		31	46

* Denotes notary requirement

Department Highlights

- Extended Tuesday hours, open until 6:00 p.m., April had 5 visitors after 4:30.
- April 28th Homeowner's Seminar, over 100 attended, taxpayers were very impressed with The new Board of Review Commissioner, Dan Patlak
- Cook County Board of Review opening for appeals from April 11th, thru May 10th.
- Cook County Assessor Joseph Berrios will be re-opened the Rolling Meadows Branch Office

Office of the Assessor Mission Statement:

The Hanover Township Assessor is your nearest liaison to the Cook County Assessor's Office. Our duty is to provide professional assistance with questions you may have regarding your real estate assessments and tax bills.

OFFICE OF THE CLERK



Report for April, 2011

SERVICE PROVIDED	APRIL 2011	APRIL 2010	FYTD 2012	FYTD 2011
<i>Passports</i>	205	140	205	140
Photo Fees	\$795	\$510	\$795	\$510
Total Passport Fees & Photo Fees	\$6,250	\$3,335	\$6,250	\$3335
<i>Cook County Vehicle Stickers</i>	0	0	0	0
<i>Fishing/Hunting Licenses</i>	47	27	47	27
Fishing/Hunting Agent Fees	\$46.75	\$28.75	\$46.75	\$28.75
<i>Handicap Placards</i>	20	20	20	20
<i>Voter Registration</i>	2	70	2	70
<i>FOIA Request</i>	1	2	1	2
<i>Telephone Inquiries</i>	294	-	294	-

Department Highlights

- The next Breakfast with the Board is scheduled for June 4.
- ***Passport Day in the USA – April 9, 2011:*** The U.S. Department of State Passport Office sent an e-mail at 2:00 p.m. on Friday, April 8 to alert Passport Acceptance Agents that due to the possible government shutdown, the Passport Day in the U.S.A. is to be canceled. The Clerk’s Office was then opened as a regular Passport Saturday and our office accommodated 41 people for passports, and most people understood the cancellation. A room full of food was collected as a donation to the Hanover Township Food Pantry, thanks to the generosity of the people.
- ***Annual Town Meeting Update:*** Many thanks to officials, staff, residents, and non-residents who came to the Annual Town Meeting that was held on April 13, 2011. There were 35 registered voters and 11 not registered in Hanover Township present at the meeting.
- ***Surplus Items of 2011:*** A letter went to over 30 non-profit organizations asking if they would be interested in any of the items listed on the Surplus list of 2011. After July 30, Surplus items that are still available will be disposed of.
- ***Bid Opening:*** Bid Opening for the MHB Resource Center was held on April 12 at 10 a.m.; there were 13 bidders who presented their bids and O’Hare Construction came in with the lowest bid of \$164,000.00. The Astor Avenue Project Bid Opening is scheduled on May 13 at 10:00 am.
- ***Professional Development:*** Clerk Dolan Baumer and Deputy Clerk Crespo completed the new 2011 FOIA Electronic Training Course and received a Certificate of Completion from the Office of the Attorney General.
- ***Event Participation:*** Clerk Dolan Baumer attended the 9th Semi Annual Veterans Honor Roll on April 14 and the Intergovernmental Meeting on April 21. Clerk Dolan Baumer presented the Township at the SCC Auction on April 27, and Parks Dedication on April 29 and April 30 as well as the Opening Day of Galto’s Hotdog on April 29.
- ***Clerk’s Events:*** Community Shred was held on April 9 and was a success; two tons of shredded documents were collected. Our office hosted a Passport Training on April 20 presented by Chicago Passport Agency; ten people in attendance from local Passport facilities and from Michigan and Wisconsin.
- ***Community Outreach:*** The Clerk’s office and the Highway Department will be hosting Spring 2011 Multi-Chamber Business After Hours on May 11 from 5:30-7:30 pm.

Office of the Clerk Mission Statement:

The Clerk's office is continuously striving to provide fast, courteous service to Township residents, Board members, other departments and citizens through the most modern and cost effective methods available; and to maintain the township records in a systematic, orderly, logically organized and accessible manner.

OFFICE OF COMMUNITY HEALTH

Report for April, 2011



SERVICE PROVIDED	APRIL 2011	APRIL 2010	FYTD 2012	FYTD 2011
<i>Appointments</i>				
ProTimes	22		22	263
TB skin test	12		12	248
Cholesterol	9		9	133
Pharmaceutical Assistance Programs	22		22	N/C
Miscellaneous labs	11		11	N/C
Other	59		59	734
Total (unduplicated)	106		106	1425
<i>Clinic Clients</i>				
Victory Centre of Bartlett	23		23	171
Glendale Terrace	10		10	125
Elgin Recreation Center	-		-	38
Clare Oaks	6		6	76
Astor Avenue	23		23	198
Total (unduplicated)	62		62	608
<i>Public Education & Health Promotion</i>				
Media coverage	4		4	N/C
Informational seminars	2		2	N/C
<i>Primary Care Provider Support</i>			19	N/C
<i>Phone Triage</i>	497		497	N/C
<i>Embracelet Program</i>	13		13	N/C

Department Highlights

- Met with Meals on Wheels drivers to discuss services and collaboration for home bound residents
- Screening clinic held at Bartlett Public Library
- Attended elementary school kindergarten round up and gave presentations on immunization and back to school clinics
- Attended Laurel Hill Resource Fair
- Working with Senior Services for Senior Center Accreditation

Office of Community Health Mission Statement:

The Office of Community Health is focused on the health and wellbeing of the residents of Hanover Township. Services are offered to assist individuals in making decisions to achieve optimal functioning within their environment and to provide choices for our residents to maintain and build a healthier community for all of Hanover Township



DEPARTMENT OF EMERGENCY SERVICES

Report for April, 2011

SERVICE PROVIDED	APRIL 2011	APRIL 2010	FYTD 2012	FYTD 2011
<i>Volunteers</i>				
Total volunteers	25		25	
New volunteers	3		3	
Volunteer hours	195.5		195.5	
<i>Training</i>				
Total hours	117		117	
<i>Details</i>				
Township events	4		4	
Municipal Event Assistance	1		1	
Emergency call outs	4		4	
Miscellaneous	5		5	

Department Highlights

- Township Events: Hanover Township Shredding Day, Security at Astor Avenue Event, Mobile Food Pantry, Ahlstrand Park Plaque dedication.
- Municipal Events: Streamwood PD Child Safety Seat Inspection/Demo.
- Emergency related assistance: Severe weather spotting (twice), Patrols (twice)
- Miscellaneous events: Laurel Hill Resource Fair (recruiting), Assisted Streamwood High School's Track and Field event with a light truck, grand opening and recruiting/assistance at Galto's Hotdogs Grand Opening, Assisted Hillside Office of Emergency Management with a parade.
- Training: There were 3 training dates (Wednesdays) in March and an additional weather spotting course to train new members.
- Officer's Meeting was held on April 11th.
- Met with Robert Cohen of Maine Township Emergency Management
- Met with Don Bryant of Kane County Emergency Management
- Met with Chief Michael Hish of the Hoffman Estates Police Department regarding using Hanover Township Emergency Services.
- Met with the Tri-Village Fire Chiefs to discuss mutual training opportunities.
- Met with Schaumburg Police Department to the availability of Hanover Township's Emergency Services Unit.
- Participated in School District U-46's Principal for a Day program.

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DEPARTMENT OF FACILITIES & MAINTENANCE

Report for April, 2011

SERVICE PROVIDED	APRIL 2011	APRIL- 2010	FYTD 2012	FYTD 2011
<i>Administration</i>				
Vehicle service calls	13			
Work orders	49			
Event set-ups/tear downs	144			
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	1,104			
Town Hall	7,800			
Senior Center	26,771			
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	371			
Town Hall	687			
Senior Center	1950.93			

Department Highlights,

- 1) The Senior center Generator concrete pad and all inside electrical work has been completed. Installation of the Generator will be complete in May.
- 2) We have meet with all possible bidders on the Astor project. Bids will be opened on May 13th
- 3) The Maintenance staff has been busy building storage rooms in the Senior bus garage in anticipation of the Senior basement build out project.

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HIGHWAY DEPARTMENT

Report for April, 2011



SERVICE PROVIDED	APRIL 2011	APRIL 2010	FYTD 2012	FYTD 2011
<i>Winter Season</i>				
Snow (inches)	N/A			
Salt (tons)	N/A			
Overtime hours	N/A			
<i>Spring & Summer Season</i>				
Branch pick-up (truckloads)				
Overtime hours				

Department Highlights

- Started cutting grass in subdivisions
- Started brush pick-up in all incorporated areas
- Repaired North Side Garage Roof
- Improved Drainage in Rolling Knolls Subdivision

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OFFICE OF THE MENTAL HEALTH BOARD

Report for April, 2011

SERVICE PROVIDED	APRIL 2011	APRIL 2010	FYTD 2012	FYTD 2011
<i>Grant Funding</i>				
Ongoing clients	n/a	n/a	n/a	n/a
New clients	340	871	340	871
Clients served (Unduplicated)	340	871	340	871
<i>TIDE</i>				
Participants	8	NC	12	NC
Rides	96	NC	NC	NC
<i>Resource Center</i>				
Organizations providing services	7	6	7	6
Clients served	23	101	23	101

Department Highlights

- At the April Mental Health Board Meeting, the MHB voted to award Hanover Township Youth and Family Services a \$25,000 Challenge Grant for a Prevention Specialist position and program as well as a \$15,000 Challenge Grant for Maryville Academy for the Casa Salama program.
- The MHB will meet in May and then be off for the months of June and July. The August meeting is set for August 29.
- Working with Senior Services to begin a analysis of the TIDE program and possible integration into Senior Services Transportation
- Bids were reviewed by the MHB but not voted upon at April meeting. The MHB directed the coordinator to work with the Facilities and Maintenance department to come up with 3 different proposals of doing the work in-house, contracting out what cannot be done in-house, while reducing the overall cost of the project. At the May meeting, the MHB will readdress the bids and proposed plans to determine a direction for the renovations. We are still hoping the renovations will be done prior to the end of summer.
- Working with several agencies to help see where the MHB can help fill gaps where budget cuts have occurred or are projected for the coming year.
- Updating all the MHB funded agency program information such as program contact, costs, requirements, general overview etc, so that Township social service departments have information readily available in order to refer residents and clients.
- Attended Cook County Fair Housing Forum for Community Development Block Grant requirements on behalf of the Township.

Mental Health Board Mission Statement:

The mission of the Hanover Township Mental Health Board is to advocate for increasing the availability and quality of mental health services through the development of a comprehensive and coordinated system of effective and efficient program delivery, accessible to all residents of Hanover Township

DEPARTMENT OF SENIOR SERVICES

Report for April, 2011

SERVICE PROVIDED	APRIL 2011	APRIL 2010	FYTD 2012	FYTD 2011
<i>Programming Division</i>				
Planned programs	98	84	98	84
Participants	1286	1327	1286	1327
Wait listed (unduplicated)	73	114	73	114
Art & Computer classes	48	49	48	49
Art & Computer class participants	447	470	447	470
New volunteers	4	4	4	4
Total volunteers	124	131	124	131
Volunteer hours reported	1500	1252	1500	1252
Meals delivered by volunteers	1053	1247	1053	1247
<i>Social Services Division</i>				
Clients served (unduplicated)	187	431	187	431
Energy Assistance	10	13	10	13
Prescription drugs & health insurance assistance	191	284	191	284
Public Aid	15	9	15	9
Social Service programs	11	10	11	10
Social Service program participants	153	95	153	95
Lending Closet transactions	67	44	67	44
<i>Transportation Division</i>				
One way rides given	1195	1475	1195	1475
Individuals served (unduplicated)	190	218	190	218
New riders	12	13	12	13
Unmet requests for rides	11	57	11	57

Department Highlights

- Social Services met with staff from Alexian Brothers Center for Mental Health for their quarterly C-HOPE meeting. Procedures were adopted for client accountability. Plans for the lower level build out were discussed. Anxiety and Depression support group began with 6 new participants. 5 additional clients were added as active clients receiving Psychiatric treatment for a total of 17.
- Leigh Ann Brenneke, MSW, from Social Work PRN has been trained and will be an acting caseworker until June 2nd while Amy Seul is on maternity leave. She replaces Moira Davis.
- Social Services recently received a SHIP (Senior Health Insurance Program) stipend Grant in the amount of \$1,275 for providing Medicare Counseling. Three portable printers, 6 ink cartridges and 1 Dell lap top computer were purchased for staff and volunteers use in Medicare Counseling.
- Financial Tour of Chicago, Four Winds Casino, Supper Club and 18 seniors attended the Asheville North Carolina 6 day tour.
- On April 14th Char Borden and Kathy Varsalona went to Rich Township to observe their dispatching system and the new Trapeze software.
- On April 27th Barbara Kurth Schuldt and Kathy Varsalona went to Wheaton to meet with Joe Voccia from R.T.A. to talk about the New Freedom and JARC grants. Senior Services plans on applying for the New Freedom grant which would cover reimbursement for costs related to the newly created Volunteer Express program.

Senior Services Mission Statement:

With respect, innovation and a dedication to excellence, Senior Services is committed to facilitating programs and services that promote independence, a sense of community, and well being for mature adults in Hanover Township.

DEPARTMENT OF WELFARE SERVICES

Report for April, 2011

SERVICE PROVIDED	APRIL 2011	APRIL 2010	FYTD 2012	FYTD 2011
<i>General Assistance</i>				
General Assistance clients	10			
General Assistance appointments	36			
Emergency Assistance appointments	13			
Emergency Assistance approved	5			
<i>LIHEAP Applications</i>				
Office	60			
Circuit Breaker	2			
<i>Social Services</i>				
ComEd hardships	8			
Weatherization – 1/18-2/18	7			
<i>Food Pantry</i>				
Served	726			
New applications	61			
Food Donations	68			
<i>Community Center Walk-Ins</i>	351			

Additional Applications Include: • 8 ComEd Hardship; • 3 Helping Hand program; • 1 Access to Care renewal; • 1 Emergency Furnace; • 4 Pending GA Applicants; • 4 Pending EA Applicants

Department Highlights:

- Staff completed ComEd Helping Hand training and have begun processing applications.
- IDES Veteran Advocate will begin keeping office hours in May. They will help veterans with employment counseling, job placement as well as connect veterans with available resources.
- Administrative Assistant Lissete Bonilla and Director Imperato approached DHS to discuss services. On June 6th we have been invited to present on Hanover Township to 50 DHS employees. Beginning in September DHS will schedule office hours at Astor Avenue to meet with clients and discuss services. This will begin as quarterly and depending on interest will grow to monthly.
- Case Manager Kristin Cumbo and Director Imperato toured the Shelter, Inc. site in Palatine and discussed services.
- The Community Resource Group continues in Welfare Services. April's topic was healthy lifestyles and was presented by Hanover Township's own Office of Community Health. Interest in these groups continues to grow in the community with 12 residents attending.
- Veterans Honor Roll Dinners were held on April 14th with an estimated 300 in attendance.
- GA/EA Audits continue to be done on a regular basis and I am pleased to announce with no unresolved violations.
- After School Snack Program will be ending and we are scheduled for the Summer Lunch Program beginning June.
- Reserve your calendars for Hanover Township Foundation fundraisers; cruise the Fox River on July 23rd to benefit the foundation and Oktoberfest on October 21 to benefit the food pantry. More information to follow regarding these events.

Welfare Services Mission Statement:

Hanover Township Welfare Services is committed to improving the welfare of Hanover Township residents experiencing hardships. Providing resources and support to empower residents in achieving self-sustainability; to serve promptly with dignity and respect.

DEPARTMENT OF YOUTH AND FAMILY SERVICES

Report for April, 2011

SERVICE PROVIDED	APRIL 2011	APRIL 2010	FYTD 2012	FYTD 2011
<i>Outreach & Prevention</i>				
Open Gym participants	670	649	670	649
Open Gym participants (unduplicated)	211	236	211	236
Alternative to Suspension referrals	3	0	0	0
Alternative to Courts referrals	0	0	0	0
<i>Clinical</i>				
Therapy clients (total)	284	312	284	312
Therapy clients (unduplicated)	104	130	104	130
Total families	53	91	53	91
New families	2	0	2	0
Clinical hours	221	251	221	251
Group session participants	140	23	140	23
<i>Tutoring Participants</i>				
Total	200	183	200	183
Unduplicated	68	55	68	55

Department Highlights:

- Department received notice that the Village of Streamwood is not interested in partnering with Youth and Family Services and the Village of Bartlett for a Peer Jury Program.
- Currently developing a summer Alternative to Suspension Program for those students who are identified by Middle and High Schools as needing structure and opportunities for pro social development.
- Deanna Aister, Outreach Services Coordinator, will be transferring over to a Family Therapy position once her current position is filled. Currently conducting first round interviews.
- Completed search for a Bilingual Family Therapist. Julie Feldman, MSW will be joining the Department in June.
- Held meetings with John Heiderscheidt, School District U-46 Safety Coordinator, to review data on suspensions, trancies, drop outs, and class failure rates at Township Middle and High Schools.
- John Parquette, LCSW, participated at School District U-46's Principal for the Day. He shadowed Jeff Smith, Principal at Canton Middle School.
- Galto's Hot Dogs, Streamwood, held a fundraiser for Youth and Family Services on April 30, 2011.
- The Hanover/Schaumburg Townships Youth Services Planning Board has decided to decline to engage in a FY 2012 contract with the State of Illinois for Comprehensive Community-Based Youth Services for YSA #46 due to State budget cuts and costs for administering the contract.
- Parenting classes will be offered at Parkwood Elementary School.

Youth & Family Services Mission Statement:

The mission of Hanover Township Youth and Family Services is the prevention of juvenile delinquency and the promotion of positive development in young people. This is accomplished by providing services which help to strengthen families, to provide outreach to children and teens at risk of school failure and delinquency, and to contribute to the building up of a healthier community for all Township youth.

Hanover Township
 Board Audit Report
 From 5/6/11 to 5/17/11

	General Invoices		Alexian Invoices	Total
Total Town Fund	95,659.56		Total Town Fund	95,659.56
Total Senior Center	11,350.47		Total Senior Center	11,350.47
Total Welfare Services	2,663.65		Total Welfare Services	2,663.65
Total Road and Bridge	40,551.90		Total Road and Bridge	40,551.90
Total Mental Health Board	14,028.73		Total Mental Health Board	16,098.73
Total Retirement	0.00		Total Retirement	0.00
Total Vehicle	0.00		Total Vehicle	0.00
Total Capital	1,126.57		Total Capital	1,126.57
All Funds - SUBTOTAL		165,380.88	TOTAL ALL FUNDS	
			2,070.00	167,450.88

The above "General Invoices" column has been approved for payment this 17th day of May 2011.

The above "Alexian Invoices" column has been approved for payment this 17th day of May 2011.

Supervisor

Town Clerk

Trustee

Trustee

Trustee

Trustee

Supervisor

Town Clerk

Trustee

Trustee

Trustee

Trustee



Where Great Service Happens!

250 South Route 59
Bartlett, Illinois 60103-1648

• email: hanover@hanover-township.org
• www.hanover-township.org

• Phone: 630-837-0301
• FAX: 630-837-9064

Supervisor
Brian P. McGuire

Clerk
Katy Dolan Baumer

Assessor
Thomas S. Smogolski

Highway Commissioner
P. Craig Ochoa

Collector
Frank Liquori

Trustees
Mary Alice Benoit
William T. Burke
Howard Krick
Sandra Westlund-Deenihan

Administrator
James C. Barr

Memorandum

Date: May 13, 2011

To: Hanover Township Board

From: Katie Starkey, Assistant to the Administrator *KMS*

Re: Rejection of Bids for Astor Avenue Community Center

Background

Through Community Development Block Grant (CDBG) funding with Cook County, the Township received \$275,000 to renovate the Astor Avenue Community Center. The projected cost of the renovation project is \$275,000-\$320,000.

Bid documents for the project were opened on Friday, May 13. A total of five companies bid on the project with the bids ranging from \$633,850-\$804,426.

Recommendation

After reviewing the bid documents and the projected cost of the project, staff has determined that a rejection of all bids is appropriate.

Staff will work with the architecture firm, Corporate Design & Development Group, to make adjustments to the renovation plans in order to better align the project to its projected cost without interfering with the general scope of the project. A bid opening for the revised renovation plans will be conducted this summer.