

Agenda  
Village of Glen Ellyn  
Village Board Workshop  
Monday, September 13, 2010  
7:00 P.M.  
Galligan Board Room  
Glen Ellyn Civic Center

1. Call to Order
  
2. Central Business District Sidewalk Shoveling – Public Works Director Caracci **(Pages 2-8)**
  
3. Trustee Liaison Assignments Discussion – President Pfefferman **(Pages 9-10)**
  
4. Other items?
  
5. Adjournment

Bond Workshop  
9/13/10  
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**To:** Steve Jones, Village Manager  
**From:** Joe Caracci, Public Works Director  
**Date:** September 4, 2010  
**Re:** CBD Snow Shoveling Discussion

### **Background**

At the January 25, 2010 Village Board Workshop, I made a presentation to the Village Board seeking direction on whether or not a change to our current Snow / Ice Management Plan with respect to sidewalk clearing in the Central Business District (CBD) was desired.

Based on my notes and review of the workshop video, the Village Board had requested the following information as a follow-up to the workshop meeting:

- Develop a frequent violators list of those property/business owners in the CBD that do not / have not cleared sidewalks during events
- Research costs for a contractor to perform snow clearing in the CBD

### **Issues**

In response to the request for additional information, I have performed some research into costs associated with contracted services as well as developed a list of frequent violators since our workshop discussion.

From a frequent violators standpoint, there were three snow events with accumulation of two inches (2") or more since our workshop discussion (Feb. 8 – 9", Feb. 21 – 3", and Feb. 24 – 5.5"). There were nine addresses that did not perform any snow shoveling during any of these events. Nineteen other addresses did not perform snow shoveling during one or two of the events. A list of these violators is included as an attachment. I would also mention that some other known violators coincidentally started shoveling their sidewalks after the Village Board requested a list of violators.

With respect to costs associated with snow shoveling, I felt it would be appropriate to evaluate a number of options with varying levels of participation from the Village and contractor. Attached you will find a Supplemental Memorandum that summarizes four options researched. These options are:

- Option 1: No change from our existing Snow / Ice Management Program

- Option 2: Village maintains Village owned properties / Contractor maintains non-Village owned properties
- Option 3: Contractor maintains all CBD sidewalks
- Option 4: Village maintains all CBD sidewalks

Cost estimates were developed utilizing a combination of research from other communities and a local contractor. Our current FY11 budget (Special Program Funds) identifies \$52,800 collected through Special Services Area (SSA) 13.

### **Action Requested**

- Direction as to whether or not to proceed with formal RFP for contracted snow removal services in the CBD? If so, on what level (which option)?

### **Recommendation**

- This is a policy decision that the Village Board needs to weigh the needs of the community versus the funds available to perform. Depending on the option, there would be an increase in funding needed of \$67,000 to \$76,000 that is currently unbudgeted in the current fiscal year. There is currently no money available to change to Options 2, 3, or 4. This may be a decision that will need to be addressed for future seasons and considered during upcoming budget or levy discussions.
- If the Village Board wanted to implement change, my recommendation would be to move forward with Option 3. This option, based on cost estimates, would result in a \$70-\$76 added cost. This would be only \$3-\$9K more than performing the services in-house and would free up at least two full-time and 2-4 seasonal employees to focus on roadways, cul-de-sacs, and parking lots throughout the town. This option would also eliminate the budgeted purchase of a \$40,000 sidewalk plow/broom machine in the current budget.

### **Attachments**

- Supplemental Attachment (Pros and Cons)

**Supplemental Agenda Information  
Village of Glen Ellyn**

X	Pros & Cons
	Strategic Action Goal
	Downtown Strategic Plan Goal
X	Budget Impact/Return on Investment
X	Process Improvement
	Green Initiative
	Communication Initiative
X	Safety/Liability/Risk Assessment
X	Comparable Community Info
	Other

**Option 1: No change to current program**

Our current Snow and Ice Management Plan for the Central Business District (CBD) can be best explained by breaking storms down in two categories:

1. less than three inches (3") of accumulation and
2. three inches (3") of accumulation or more

In an event less than three inches, Public Works clears sidewalks in front of all Village owned properties. These properties include the Civic Center, Fire Station, parking lots, Prairie Path, and the train station. Public Works also clears sidewalks at our major intersections. We rely on private property owners and/or business owners to clear their sidewalks adjacent to their properties during these events.

In an event with three inches of accumulation or more, Public Works similarly clears all the Village owned properties but also clears a four foot (4') wide path on all sidewalks in the CBD. We still rely on private property owners and/or business owners to clear the remaining snow adjacent to their properties.

Pros and cons for Option 1 are:

Pros	Cons
No impact on current budget	Does not address current inconsistency issues
Provides equity among tax payers	

**Option 2: Village maintains Village owned properties / Contractor maintains non-Village owned properties**

Option 2 would incorporate a contractor into the current mix. Our intent would be that the Village would continue to maintain all Village owned properties (Civic Center, Fire Station, parking lots, Prairie Path, and train station) while a contractor would be responsible for all sidewalks adjacent to private property or businesses. This concept would be in place regardless of the level of accumulation. The linear footage of sidewalk not maintained by the Village is 14,000 feet.

In order to get a ballpark cost associated with this option, we consulted with Kramer Tree Services on how other entities typically price out snow removal of this magnitude. Kramer provided us with cost estimates on varying storm events. We in return tabulated these estimates based on our last three winter seasons to get a "budget number" for these services.

The estimates for this option were based on the following "real" storm events:

	2007	2007 Total	2008	2008 Total	2009	2009 Total
Salting only (\$1,770)	9	\$15,930	4	\$7,080	6	\$10,620
1" – 3" event (\$2,360+\$1,770)	11	\$45,430	11	\$45,430	11	\$45,430
3" – 6" event (\$2,900+\$1,770)	6	\$28,020	4	\$18,680	3	\$14,010
6" – 8" event (\$3,575+\$1,770)	2	\$10,690	1	\$5,345	3	\$16,035
<b>TOTALS</b>	<b>28</b>	<b>\$100,070</b>	<b>20</b>	<b>\$76,535</b>	<b>23</b>	<b>\$86,095</b>

I also researched other communities and found that Lombard contracts out their sidewalk clearing services in their downtown (and other business areas). Lombard enters into contracts based on a time and material basis. Calculating the linear footage rate based on the last three winter seasons, their costs came to:

2007 Rate	2007 Total	2008 Rate	2008 Total	2009 Rate	2009 Total
\$4.82 / lf	\$69,900	\$4.99 / lf	\$69,900	\$4.99 / lf	\$67,500

I would feel comfortable estimating (based on \$5.00 - \$5.25 / linear foot) costs to perform this work in the future would be on the order of **\$70,000 - \$73,500**. The Village's costs would be less than typical as we would not be responsible for clearing a four foot path in events over three inches.

Pros and cons for Option 2 are:

Pros	Cons
Provides removal service on all sidewalks in CBD	Added cost to either SSA or Village budget
Easy to monitor costs associated between Village owned and private properties	Coordination efforts between Village and contractor may be difficult
Reduces Village's costs as we would not be responsible for clearing path in larger events	

**Option 3: Contractor maintains all CBD sidewalks**

Option 3 would shift towards a contractor maintaining the entire CBD. Public Works would oversee the contractor. They would be responsible for the complete clearing of sidewalks for all snow and ice events. This program would be very similar to how a shopping mall or strip mall may operate. The total linear footage of sidewalk in the CBD is 25,500 feet.

We again asked Kramer Tree Services for a cost estimate using this concept. The estimates for this option were based on the following storm events:

	2007	2007 Total	2008	2008 Total	2009	2009 Total
Salting only (\$3,300)	9	\$29,700	4	\$13,200	6	\$19,800
1" – 3" event (\$4,500+\$3,300)	11	\$85,800	11	\$85,800	11	\$85,800
3" – 6" event (\$5,550+\$3,300)	6	\$53,100	4	\$35,400	3	\$26,550
6" – 8" event (\$6,862+\$3,300)	2	\$20,324	1	\$10,162	3	\$30,486
TOTALS	28	\$188,924	20	\$144,562	23	\$162,636

Calculating the linear footage rate based on the last three winter seasons for the Lombard contract yields:

2007 Rate	2007 Total	2008 Rate	2008 Total	2009 Rate	2009 Total
\$4.82 / lf	\$122,910	\$4.99 / lf	\$127,245	\$4.99 / lf	\$127,245

I would feel comfortable estimating (based on \$5.00 - \$5.25 / linear foot) costs to perform this work in the future would be on the order of **\$127,500 - \$134,000**. The Village would have no responsibility other than to monitor the contract and oversee the contractor. This would free up manpower to focus on other areas of town. We would still clear sidewalks at other Village

owned locations like Stacy’s Corners, Fire Station 2 and along the Reno Center frontage, unless we choose to incorporate this as an addition to a contract.

Pros and cons for Option 3 are:

Pros	Cons
Provides removal service on all sidewalks in CBD	Added cost to SSA and/or Village budget
One entity required to perform all sidewalk removal services in the CBD	
Internal operations staff can focus on streets / reduces the need of seasonal personnel	

**Option 4: Village maintains all CBD sidewalks**

Option 4 would put all sidewalk clearing responsibilities on the Village’s Public Works Department. Public Works would clear all sidewalks in the CBD regardless of accumulation.

In order to provide a cost for comparison purposes, we evaluated our internal costs for last year’s winter season. There were 23 events that required Public Works attention. Since the quantity of sidewalks cleared varied based on the magnitude of the event, we calculated a total linear footage of sidewalks cleared for the year (272,600 lf) and divided that by 23 events to get an average of 11,852 linear feet of sidewalk per event. We then calculated the total cost associated with the sidewalk clearing and came up with approximately \$58,000 (\$30K labor, \$23K equipment, ad \$5K material). Dividing the \$58,000 into the 11,852 linear feet yields a cost of \$4.89 per linear foot of sidewalk. This compares pretty close to the \$4.99 per linear foot Lombard paid their contractor last year.

In order for Public Works to ramp up our efforts to take control of the entire CBD during every event, we would need to add the necessary staff, equipment, and material to perform 25,500 linear feet of sidewalk. **This cost would result in approximately \$125,000, or and additional \$67,000 over last year.** If the Village Board so desired for Public Works to take on this added core function, we would look into combinations of full and part time staffing, additional equipment and need for additional materials.

Pros and cons for Option 4 are:

Pros	Cons
Provides removal service on all sidewalks in CBD	Additional manpower necessary (not budgeted)
One entity required to perform all removal services	Additional equipment likely necessary (not budgeted)

## CBD Snow Removal Offenders

Street	Name	Status	2/10	2/22	2/24	Comment
426	Main Santa Fe (closed Mondays)			x		not done
430	Main Cab's		x	x		not good
433	Main Old FIGO	Vacant	x		x	only done sometimes
440	Main GE Vision				x	not on Duane
450	Main Two Toots		x			only does Main St and usually at night/don't do Crescent
493	Main Bike Shop			x	x	not done
494	Main	For rent	x			not at all
496	Main		x	x	x	corner Main good/Penn never done
453	Forest			x		not done on Duane
482	Forest Florist on Forest		x			
484	Forest permit parking (Gearhead?)		x	x	x	never done
507	Duane including hair salon		x	x	x	from optical to alley never done
578	Duane Edward Jones	For Sale		x	x	not done
462	Park Strip mall with McCowan's		x	x	x	don't do any of sidewalk on Park, but do internal sidewalk
488-498	Crescent Curly's Pizza to Yoga		x	x	x	never do it on Penn or Glenwood/do everything internal
505	Crescent				x	not done
515	Crescent west of Two Toots	Lease		x		never done
548	Crescent			x		
550	Crescent			x		
552	Crescent Patio		x	x	x	never do it/only door to gate
408	Penn Kipper Dentist		x		x	never do Penn (sometimes Western)
420	Penn doctor next to clinic		x			seldom cleans
439	Penn red house next to volunteer park		x	x	x	never
507-509	Penn Al Lewik/Gabriel and Sons		x			seldom
530	Penn Old Carpet store	Vacant	x	x	x	never done
535	Penn Old Antique store	Vacant	x	x	x	never done
569	Penn apartments			x		never done
585	Penn				x	

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## **BOARD AND COMMISSION ROLES**

Boards and commissions serve in an advisory role, making recommendations to the elected Village Board, which has the responsibility for decision-making and policy-setting. Effective boards and commissions follow an established procedure, making use of an agenda and practicing Robert's Rules of Order in the conduct of business. It is important to maintain a relationship of respect between various participants and understand roles.

### **ROLE OF COMMISSIONER**

The commissioner's main responsibilities are to come prepared for meetings and make contributions towards board/commission efforts. Commissioner suggestions on new initiatives are encouraged, and commissioners should be willing to perform associated legwork where appropriate. An effective commissioner should endeavor to attend all board or commission meetings on time, and phone the Chairperson or staff liaison in advance if he/she is expecting to be late or absent. Commissioner attendance is critical because it ensures that good discussions, decisions and recommendations occur at the commission level. The commissioner should read all agenda packet materials prior to the meeting and be prepared to participate in board/commission discussions. Commissioners may on occasion be approached by residents or other parties, including the media, to speak on behalf of the Village. Commissioners should exercise care in these situations to avoid statements contrary to the general position of the Village, and are advised to direct inquiries to the board or commission chairperson or staff liaison as appropriate. Similarly, with requests for assistance, commissioners should direct inquiries to Village staff, who are trained to handle resident issues, or bring the issue to the commission for discussion. Allowing staff to work directly with citizens reinforces that all are treated equally by the Village.

### **ROLE OF CHAIRPERSON**

The chairperson, who serves a one-year term, has several main responsibilities including presiding over the board or commission and conducting its business in an orderly fashion. In addition to these central duties, a chairperson often acts informally as the board or commission representative to the outside world. The role of the chairperson also includes compiling the agenda with the staff liaison prior to each board/commission meeting, ensuring that business is properly conducted, periodically reviewing the board's/commission's charter with members to verify that the outlined goals are being met, assigning subcommittees of the commission, and calling special commission meetings with the assistance of Village staff as necessary.

### **ROLE OF TRUSTEE LIAISON**

The Trustee liaison's main role is to be an observer and a link to the Village Board when requested by the board or commission. Trustee liaisons are non-voting members and are not expected to steer the conversation at the board or commission level. As the Village Board's representative, the Trustee liaison provides factual information with regards to the Village Board and clarifies the Village Board's position on particular issues when necessary. Trustee liaisons should also update the board or commission with information on programs/activities/legislation or interest garnered through various Village Board resources.

### **ROLE OF STAFF LIAISON**

The staff liaison's main role is to serve as facilitator. Staff liaisons are non-voting members and should not be involved directly in the deliberations of items before the board or commission. As the Village staff representative, the staff liaison provides factual information as needed and clarifies Village policy if there is uncertainty on a particular issue. As the facilitator, the staff liaison is responsible for ensuring that commission members have all necessary information to allow them to

make informed recommendations to the Village Board. Staff liaisons also work with the chairperson to develop the agenda and packet information.

**ROLE OF RECORDING SECRETARY**

The recording secretary is charged with providing the Village with draft minutes of board and commission meetings.