

ADMINISTRATION / ENGINEERING DIVISION

The Administration and Engineering Division is responsible for administration of the department and for the Village's public infrastructure capital improvements program. The division's staffing plan consists of the Public Works Director, Professional Engineer, Civil Engineer, Engineering Technician, Utilities Inspector, Administrative Secretary and two Secretaries (one full and one part time).

The Administration staff is the primary interface between Public Works and the public. The secretaries are on the front line fielding phone calls from residents and tracking service requests for the operating divisions. This is in addition to work such as coordination of field activities, processing of all personnel paperwork, issuing water meters, scheduling meter readings, monitoring the status of tree preservation and other development plans, completing required reports and handling of all departmental correspondence.

The engineering group is the primary technical resource for the Village in matters of public infrastructure. This group keeps records of public improvements, develops long term capital budgets for water, sewer and street infrastructure, coordinates infrastructure project design and construction, and oversees public improvements related to private development projects.

Administration Accomplishments for FY 2004/05

1. Processed approximately 1,600 work orders and resident service requests. Coordinated over 250 tree preservation plans in support of the Tree Preservation Ordinance.
2. Coordinated project that provided digital photographs of each parcel (based on Tax ID Number) and incorporated them into the GIS System.
3. Coordinated project that updated our PAVER (roadway assessment software) data and incorporated this data into our GIS database.
4. Updated Village Zoning Map for Planning and Development Department.
5. Transferred a visual representation of our storm sewer system from Autocad to our GIS System for viewing on the Village intranet website.
6. Updated our master address map in the GIS System.

Administration Goals for FY 2005/06

1. Continue progress on GIS implementation by:
 - a. Through the use of outside consultants, document the current status of all files and applications within our system.
 - b. Assess the status of the current system and make all required modifications to assure the system is currently running as intended.
 - c. Develop an in-house master plan in order to garner the needs of each department and provide a schedule and cost evaluation for implementation.

- d. Train all administration personnel to utilize the applications currently installed and running on our GIS System.
 - e. Expand the GIS System Maps to include not only the Village limits, but our planning boundaries.
2. Continue to develop Key Performance Indicators (KPI) for the major functions performed by the division.
 3. Implement work management system to get an accurate accounting (job cost analysis) of work tasks and activity costs for all divisions within Public Works.
 4. Analyze all Public Works operations to determine if cost savings can be achieved without appreciable lowering of service to residents.

Engineering Division Accomplishments for FY 2004/05

1. Technical Resource:

- Provided technical reviews and input and/or provided inspection services for private development projects including:
 - Walgreen's Projects in Glen Ellyn
 - Glen Arbor Subdivision
 - Buena Vista Estates
 - Prairie Arbor (Prairie & St. Charles)
 - Avon Court
 - Brookshire Subdivision
 - Deer Glen Estates
 - The Mews of In-Town Glen Ellyn
 - BP Gas Station
 - Townhomes at Water's Edge
 - Glen Ellyn Evan. Covenant Church
 - Arboretum Estates
 - 423 Forest Animal Clinic
 - National City Bank
 - Western Oaks Subdivision
 - Cumnor/Hill/Glen Oak area Subdivisions
 - Glen Oak Country Club
 - Stacy's Corner Subdivision
 - Developments on NW and SW Corner of Roosevelt Road and Nicoll Way
 - Kingsbrook Glen
 - 357 Roosevelt Road
 - 376 Roosevelt Road
 - Parkview Community Church
 - Village Green Baptist Church
 - St. James Church
 - Enclave Subdivision
 - College of DuPage Master Plan Implementation
 - 881 Bloomingdale Road
 - Subdivision Regulations Amendments

- Participated in meetings for review of preliminary engineering associated with IDOT's reconstruction of Route 53 north of Roosevelt Road and south of Butterfield Road. Attended the IDOT public meeting for the project. Developed comments on the Phase I plan for submittal to IDOT.
- Provided an overview of the background and issues for the intersection of Route 53 and Bryant Avenue.
- Provided observation services for the undergrounding of utility wires on Park and Crescent.
- Coordinated with DuPage County for the Five Corners Improvement project, including development of the intergovernmental agreement.
- Continued to provide input and bidding assistance for the project to improve the water quality in Lake Ellyn, in association with the Glen Ellyn Park District.
- Continued to provide the Public Works operating divisions with mapping and plan preparation assistance.
- Coordination of JULIE locating program for the Public Works Department.

2. Capital Improvements Planning/Future Projects:

- In conjunction with the Capital Improvements Commission (CIC), reviewed and updated the 10-year standalone street improvements plan in the fall of 2004.
- Updated the 10-year capital improvement plan for water and sanitary sewer projects.
- Provided a list of water main extension projects into adjacent unincorporated areas and estimated costs for potential funding through the proposed DuPage Water Commission low-interest loan program.
- With the assistance of consultants, sought federal funding for the Riford Road reconstruction and Lambert Road Widening at Roosevelt Road projects. Applications were successful in securing funding commitments of over \$1.5 million for the projects which will take several years to plan and construct, including some land acquisition along Lambert Road adjacent to the BP Amoco gas station.

3. In-house Design and Construction Oversight:

- Local Road Improvements Program - Designed and managed approximately \$900,000 in sanitary sewer, water main and street upgrades associated with the 2004 Street Improvements Project. The project included improvements at three Village parking lots and resurfacing/reconstruction of 1.2 miles of roadways.
- Consultant Design with staff providing Construction Oversight:
 - Crescent and Park Street Lighting Improvements (\$185,000 construction)
 - Roosevelt Road Power Supply Revisions (\$60,000)

4. Construction Project Coordination:

- Construction of the Village's ambitious program to rehabilitate storm sewers and roadways continued at a significant rate in the 2004 construction season. Engineering

staff coordinated project designs with consultants, bid and awarded construction contracts, and oversaw (with the assistance of consultants) project construction. Major projects constructed in 2004 included:

- Wingate Basin Improvements: Bid in 2003 for construction in 2004 (\$7,850,000). The Wingate Basin project is the largest dollar value contract awarded for public infrastructure improvements since the 1979 Glenbard Wastewater project, and involved the rehabilitation of over 4.5 miles of streets and the installation of 3.5 miles of new and upgraded storm sewers.
 - Turner / May Project: Storm sewer and roadway improvements on Bryant, Ben Franklin School, Turner and May, with a project cost of \$750,000.
 - Raintree Subdivision Water and Street Rehabilitation: Replacement of 8,500 ft. of water mains and resurfacing of 9,500 ft. of roadways at a cost of \$1.5 million.
 - Arboretum Estates Water Main Project: Extension of water mains to serve about 40 homes in the area north of Butterfield Road and east of Park Boulevard. Construction took place in late 2004 at an approximate project cost of \$440,000.
 - Five Corners Electrical Service Relocations
- Closeout of various construction projects:
 - Geneva and Kenilworth Improvements (2001 DuPage County Project)
 - Bond Projects: Fairview Basin
 - Other Capital Fund Projects: 2003 Street Improvements Project
 - Water / Sanitary Sewer Projects: Village Links Sanitary Sewer Lining Project

5. Coordination with Design Consultants:

- Capital Improvements Program and Bond Program [SACROW area (east of Spring Ave.) reconstruction; Lambert Farms Area; Forest/Hillside Improvements; North Main Basin Improvements; East Panfish Park Basin Improvements; 2005 Street Improvements]
- Montclair Parking Lot Improvements
- Lake Ellyn Water Quality Improvements

6. Public Improvements Inspections and Cost-Share Program Coordination:

- Provided services for the inspections of all water, sewer, driveway and sidewalk installations in the Village, ranging from single-family home renovations to complete sub-divisions. The Division typically responds to over 750 inspection requests annually.
- Coordinator for Village's sanitary sewer service repair (started in 2000) and overhead sewer installation (started in late 2001) cost share programs.

Engineering Goals for FY 2005/06

1. Successfully manage the proposed construction year 2005 projects, with an anticipated value exceeding \$10 million, associated with the long-term street and storm sewer improvements program. Particular challenges will be the SACROW Area Improvements Project, the Five Corners Project and the three planned bond projects.

2. Continue the implementation of the upgraded street-resurfacing program with construction contract award by early-summer 2005.
3. Complete the design work for the Lambert Farms area storm sewer and sanitary sewer improvements project, including loan applications and financing districts, as applicable.
4. Select consulting engineers for the design of the Kenilworth Basin major storm sewer project, the reconstruction of Prospect Avenue, the reconstruction of Sunset Avenue north of Roosevelt Road / resurfacing of Glen Ellyn Manor area streets, and the extension of water mains along Hill Avenue east of Cumnor, all by the start of summer of 2005.
5. Complete the assessment of sidewalk condition with the assistance of a consultant using digital photography.
6. Continue to work closely with the Utilities Division to implement programs and projects including sanitary sewer Infiltration/Inflow (“clear water”) reduction work.
7. Coordinate Village contractor operations needed to complement utility company work associated with undergrounding of overhead wire projects.
8. Sanitary Sewer Lining Project – Responsible for the design, letting and construction oversight of a planned \$800,000 program to line sanitary sewers at various locations throughout the Village.