

ADMINISTRATION / ENGINEERING DIVISION

The Administration and Engineering Division is responsible for the 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, Assistant Public Works Director, Professional Engineer, Engineering Technician, Utilities Inspector, Administrative Secretary and two Secretaries (one full-time 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 2005/06

1. Developed a policy for reduction in clear water (rain water) inflows into the public sanitary sewers from private property, working in conjunction with the Capital Improvements Commission and the Village Board.
2. Expanded the 50/50 sanitary sewer service line cost share program to residences where the sanitary sewer main is wholly or substantially on private property.
3. Processed approximately 1,600 work orders and resident service requests. Coordinated over 281 tree preservation plans in support of the Tree Preservation Ordinance.
4. Through the use of outside consultants, documented the current status of all files and applications within our GIS system.
5. Updated Village Zoning Map and Master Address Map for Planning and Development Department in our GIS System

Administration Goals for FY 2006/07

1. Continue progress on GIS implementation by:
 - a. Assessing the status of the current system and make all required modifications to assure the system is currently running as intended.
 - b. Developing an in-house master plan in order to garner the needs of each department and provide a schedule and cost evaluation for implementation.

2. Implement a document scanning system to digitally archive thousands of construction plans, specs, and project files that are currently housed at Public Works. This program would eliminate the need to store paper files on premises and will make for easier document retrieval via a computer application.
3. Continue to develop Key Performance Indicators (KPI) for the major functions performed by the division.
4. Implement work management system to get an accurate accounting (job cost analysis) of work tasks and activity costs for all divisions within Public Works. This task will be vital this year as we collect data on our newly reorganized department for future use in budget development.
5. Analyze all Public Works operations to determine if cost savings can be achieved without appreciable lowering of service to residents.
6. Successfully implement the Public Works Reorganization Plan.

Engineering Division Accomplishments for FY 2005/06

1. Technical Resource:

- Provided technical reviews and input and/or provided inspection services for private development projects including:
 - Deer Glen Estates
 - The Mews of In-Town Glen Ellyn
 - Avon Court
 - Western Oaks Subdivision
 - Glen Ellyn Evangelical Covenant Church
 - Webb-Hogan Subdivision
 - Hill Avenue Subdivision
 - 376 Roosevelt Road
 - Parkview Community Church
 - Enclave Subdivision
 - College of DuPage ECEC Building
 - Grandview Estates
 - Whalen Subdivision
 - Townhomes at Water's Edge
 - Stacy's Corner Resubdivision
 - Glen Ellyn Clinic Redevelopment
 - NW Corner of Roosevelt and Nicoll
 - Glen Ellyn Crossing
 - Kingsbrook Glen Townhomes
 - 357 Roosevelt Road
 - 470 St. Charles Road
 - Village Green Baptist Church
 - College of DuPage Master Plan
 - 881 Bloomingdale Road
 - Busch / Eastern Estates
 - Paschal Property Development
- Assisted the Village's Plan Review Consultant with various grading and drainage issues associated with single-family home redevelopment.
- Coordinated with DuPage County for the Montclair Parking Lot project, including development of an intergovernmental agreement.
- Continued to provide input for various projects that involve the Glen Ellyn Park District and interfaced with Park District staff on numerous occasions.

- Continued participation in the DuPage County Mayors and Managers Transportation Technical Committee and STP Methodologies Evaluation Task Force.
- 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 2005.
- Updated the 10-year capital improvement plan for water and sanitary sewer projects.
- Continued coordination with state and county transportation agencies for the Riford Road reconstruction and Lambert Road widening at Roosevelt Road projects, where federal aid dollars will be used to fund construction.

3. **In-house Design and Construction Oversight:**

- Local Road Improvements Program – Coordinated consultant designs, developed the bidding package and managed approximately \$1,500,000 in sanitary sewer, water main and street upgrades associated with the 2005 Street Improvements Project. The 2.4 mile roadway upgrade project included the reconstruction of Meredith Place and the west sections of Linden and the resurfacing of the streets in the Maryknoll Subdivision.
- Pennsylvania Avenue Building Electric Service Conversions (\$125,000)
- Sanitary and Storm Sewer Pipe Lining Project (\$800,000)
- Construction Oversight:
 - 2005 Street Improvements (\$1,500,000)
 - Five Corners Building Electrical Supply Relocations (\$115,000)
 - 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 apace in 2005. 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 2005 included:
 - North Main Basin / Ellyn Avenue Improvements: Ellyn Avenue adjacent to Glenbard West High School was reconstructed with a concrete pavement, and storm sewer and roadway upgrades were performed on Anthony, Cottage, Pleasant and Forest north of the Central Business District. Total project cost was \$2,040,000.

- Forest / Hillside Project: Water main, sanitary sewer, storm sewer and roadway improvements were installed on Forest between Duane and Hill and on Hillside between Park and Main, at a cost of \$1,200,000.
 - SACROW Improvements Project: A major roadway reconstruction and resurfacing project was substantially completed in 2005 providing new water mains, sanitary and storm sewer upgrades and rehabilitated 2.5 miles of roadways. Final project construction cost was \$4,125,000.
 - Lake Ellyn Bypass Pipe and Stormwater Treatment Project: In conjunction with the Park District, a project to bid and install a low-low bypass pipe and stormwater separators was achieved in 2005. Cost of construction was \$800,000.
 - Five Corners Project (construction to occur in 2006).
- Closeout of various construction projects:
 - Bond Projects: Wingate Basin
 - Other Capital Fund Projects: 2004 Street Improvements Project; Crescent Boulevard Lighting Project
 - Water / Sanitary Sewer Projects: Arboretum Estates East Utility Extensions

5. Coordination with Design Consultants:

- Capital Improvements Program and Bond Program [Lambert Farms Area; East Panfish Park Basin Improvements; Kenilworth Basin; 2005 Street Improvements; Sunset / Manor Woods; Prospect Ave. Reconstruction; Duane Street Reconstruction]
- 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 2006/07

1. Successfully manage the proposed construction year 2006 projects, with an anticipated value exceeding \$10 million, associated with the long-term street and storm sewer improvements program. This budget year should see the completion of the six-year major storm sewer improvement program consisting of 17 projects at a projected total cost of \$21 million.
2. Complete loan applications and repayment mechanisms for the Lambert Farms sanitary sewer and Hill Avenue water main projects.

3. Select consulting engineers for the design of street reconstruction projects on Exmoor/DuPage and Hawthorne by the start of summer of 2006.
4. Complete the assessment of sidewalk conditions throughout the Village with the assistance of a consultant using digital photography.
5. Assist in implementing the private sanitary sewer service clear water reduction program and continue with consultant smoke-testing efforts in the central and southern portions of the Village.