

ADMINISTRATION / ENGINEERING DIVISION

The Administration and Engineering Division is responsible for the administration of the department and 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, Civil Engineer, Administrative Secretary and part-time Secretary.

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 department 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 FY06/07

1. Began implementation of the Village's Clearwater Removal Program that focuses on identifying and removing illegal storm water connections to the sanitary sewer collection system. The Program includes a one-year grant opportunity for residents to be reimbursed 50% of the cost to modify their systems to be in compliance with the Village ordinance.
2. Processed approximately 1,600 work orders and resident service requests. Coordinated over 148 tree preservation plans in support of the Tree Preservation Ordinance.
3. Began a process to sort through accumulated files of historic data and process them for digital archiving. This process will address an ongoing space concern in the Public Works Service Center.
4. Started an initiative to provide additional training for Operations staff in applications such as Confined Space Entry, Work Zone Safety, Flagger Responsibility, Trench Safety, and specialized training such as Tree Pruning techniques.
5. Successfully organized all Public Works employees to become NIMS (National Incident Management System) Certified prior to the September 30, 2006 Federal mandate.
6. Updated Village Zoning Map and Master Address Map for Planning and Development Department in our GIS System

Administration Goals for FY07/08

1. Research, develop and implement GIS Master Plan focusing on realistic goals and cost-

effective partnering to begin a new “culture” for the Public Works Department (and Village government as a whole) to operate.

2. Continue our document scanning system initiative 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 compile 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. The system will also help identify and document actual costs incurred which are eligible to be paid from our allocation of State motor fuel taxes.
5. Analyze all Public Works operations to determine if cost savings can be achieved without appreciable lowering of service to residents.
6. Continue to implement the Public Works Reorganization Plan with focus on cross training and updating existing job descriptions to accurately reflect new responsibilities.

Engineering Division Accomplishments for FY06/07

1. Technical Resource:

- Provided technical reviews and input and/or provided inspection services for private development projects including:
 - Deerglen Estates
 - The Mews of In-Town Glen Ellyn
 - Webb’s Glen Oak Subdivision
 - Hill Avenue Subdivision
 - Glen Ellyn Evangelical Covenant Church
 - 376 Roosevelt Road
 - 470 St. Charles Road
 - Enclave Subdivision
 - Grandview Estates
 - Whalen Subdivision
 - NAPA Auto Parts at Baker Hill
 - Georgetown-by-the-River
 - COD 2006 RPL Project
 - Health Track Sports Wellness
 - Cozzi Subdivision
 - Townhomes at Water's Edge
 - Stacy’s Corner Resubdivision
 - Glen Ellyn Clinic Redevelopment
 - Danby Crossing
 - Glen Ellyn Crossing
 - Kingsbrook Glen Townhomes
 - Village Green Baptist Church
 - College of DuPage Master Plan
 - COD Buildings: ECEC & HCNS
 - Paschal Property (760 Sheehan)
 - Courtyards of Glen Ellyn
 - St. Petronille Parking Lot
 - Glen Oak Country Club Water Service
 - Goodrich Subdivision

- Assisted the Village's Plan Review Consultant (ERA) with various grading and drainage issues associated with single-family home redevelopment.
- Provided cost estimates and other technical input to the Planning Department for possible extensions of water and sanitary sewer systems to unincorporated areas.
- Coordinated with DuPage County for the Montclair Parking Lot project, including development of an intergovernmental agreement.
- Participated in the Planning Department's stormwater topics overview and study.
- Continued to provide input for various projects that involve the Glen Ellyn Park District (including Maryknoll Park) 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:**

- Updated the 10-year capital improvement plan for roadway, water and sanitary sewer projects in June 2006 incorporating revised pricing, interest rates and scope of work.
- In conjunction with the Capital Improvements Commission (CIC), reviewed and updated the 10-year standalone street improvements plan in the fall of 2006.
- 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:**

- Provided oversight of the Pennsylvania Avenue Building Electric Service Conversions (\$130,000).
- Continued efforts to obtain necessary permits for the Roosevelt Road Undergrounding of Overhead Wire Crossings (\$60,000).
- Specification and design plan preparation (in conjunction with consultant) for the East Panfish Basin project.

4. **Construction Project Coordination:**

- Construction of the Village's program to rehabilitate storm sewers and roadways continued forward in 2006 with four major construction projects and planning for 2007 work. Engineering staff coordinated project designs with consultants, bid and awarded construction contracts, and oversaw (with the assistance of consultants) project construction. Major projects constructed (or started) in 2006 included:
 - Five Corners Project: Reconstruction of Main Street from Elm to Five Corners and installation of street lighting, landscaping and streetscaping throughout the project

area. Cost of construction was about \$1,900,000 with the Village portion equal to approximately \$1,100,000. The lead agency for the work was DuPage County.

- Prospect Avenue Reconstruction: Complete reconstruction of Prospect from Turner to Duane was accomplished in 2006. Improvements also included the block of Hillside east of Prospect and Turner from Regent to Sunset. Total value of the project was \$2,340,000.
- Sunset Avenue – Manor Woods: Over four miles of roadways were rehabilitated and significant underground improvements constructed in the area bounded by Roosevelt Road, City of Wheaton border, Greenfield and Fairview / Sunset. The project also included the reconstruction of Newton between Greenfield and Hill. Total value of the project was \$4,530,000.
- Lambert Farms Utility Improvements: New sanitary sewers and storm sewers are being installed in the area north of Fawell Boulevard and west of Lambert Road. Lambert Road is also being resurfaced as part of the project. Total value of the entire project is estimated to be \$3,800,000. A low-interest IEPA loan for sanitary sewer work was an integral element of the project; staff played a major role in the loan procurement process. Work is scheduled for completion in July 2007.
- Closeout of various construction projects:
 - Bond Projects: North Main Basin and Forest / Hillside
 - Other Capital Fund Projects: 2005 Street Improvements

5. Coordination with Design Consultants:

- Capital Improvements Program and Bond Program [East Panfish Park Basin Improvements; Kenilworth Basin; 2007 Street Improvements; Duane Street Reconstruction; Hawthorne-Park Reconstruction; Glenwood Ave. Rehabilitation; Braeside Sanitary / Surrey Drive Improvements; Essex Court Drainage]
- Montclair Parking Lot Improvements

6. Public Improvements Inspections

- 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.

Engineering Goals for FY07/08

1. Successfully manage the proposed construction year 2007 projects, with an anticipated value exceeding \$10 million, associated with the long-term street and storm sewer improvements program and accompanying water and sanitary sewer improvements, as well as stand-alone underground work.
2. Implement the project to retire the Saddlewood Lift Station.
3. Select consulting engineers for the design of proposed street rehabilitation projects (Parkside-Summerdale and 2008 Streets) by the start of summer of 2007.
4. Continue efforts to work with the Village Forester and Forestry Consultant to improve implementation of effective tree protection measures during construction projects. The Lambert Farms Utility Improvements project is serving as a prototype for this endeavor.