

## **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, Utilities Inspector, Administrative Secretary, and one full-time and one 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; inspects developer infrastructure and utility improvements in the public right-of-way; and oversees public improvements related to private development projects.

### **Administration Accomplishments for FY07/08**

1. Successfully implemented and managed the Clearwater Removal Grant Program that focused on identifying and removing illegal storm water connections to the sanitary sewer collection system. The Program included 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. A total of 35 residents participated in the cost share grant program while nearly 1,000 compliance inspections were scheduled.
2. Processed approximately 1,700 work orders and resident service requests. Coordinated over 142 tree preservation plans in support of the Tree Preservation Ordinance. Reviewed 144 work in the parkway applications.
3. Professionally handled phone calls and information requests associated with the August 23, 2007 wind/rain storm event. Successfully managed and handled the rapid cleanup of major damage throughout the northern portion of the Village.
4. Initiated a Public Works Monthly Report focusing on updating staff of Departmental activities as well as monitoring Key Performance Indicators (KPI) for each Division.
5. Updated the Village's Snow and Ice Management Plan. Also updated the snow brochure that was mailed to each business owner in the Central Business District (CBD).
6. Compiled resolutions for the past nine years of Motor Fuel Tax (MFT) maintenance expenditures to attain compliance with IDOT.

7. Analyzed all public works activities to determine appropriate staffing levels to complete core functions of the department. This job matrix identified areas worth pursuing for efficiency improvement.
8. As a department, participated in the Tri-Cities (Glen Ellyn, Wheaton, and Winfield) OEM full-scale emergency exercise. This exercise helped identify our level of preparedness for potential disaster response.
9. Updated Village Zoning Map and Master Address Map for Planning and Development Department in our GIS System

### **Administration Goals for FY08/09**

1. 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.
2. Take the next step in implementing a useful GIS System that will benefit multiple departments and help improve efficiency and customer service.
3. Finalize coordination with PACE for the installation of four (4) new bus shelters located at various locations along Roosevelt Road. These shelters will be paid for by PACE with Village participation in final installation logistics.
4. 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.
5. Continue to develop Key Performance Indicators (KPI) for the major functions performed by the division.
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 FY07/08**

#### **1. Technical Resource:**

- Provided technical reviews and input and/or provided inspection services for private development projects including:
  - Danby Crossing
  - Townhomes at Water's Edge

- Glen Ellyn Crossing
- Glen Oak Subdivision
- Hill Avenue Subdivision
- Courtyards of Glen Ellyn
- Goodrich Subdivision
- Georgetown-by-the-River
- Grandview Estates
- Cozzi Subdivision
- CDH Medical Office Building
- Brandon Court Apartments
- Duane Street Rowhouses
- Irongate Townhomes
- Crowne Plaza Restoration
- Stacy's Corner Resubdivision
- GE Clinic – DuPage Medical Group
- Kingsbrook Glen Townhomes
- Village Green Baptist Church
- College of DuPage – Various Projects
- Prairie Arbor
- GE Park District – Various Projects
- Village Green Baptist Church
- Grace Lutheran Church
- US Bank
- Glenbard West – Various Projects
- Spill Wotyła Building
- Park Town Center

- Developed a unified and comprehensive map atlas of Village infrastructure, including water, sanitary sewer, storm sewer and street lighting systems. All maps were organized and bound into 3-ring binders and distributed to staff.
- Coordinated the initial stages of the Public Works document scanning project.
- Coordinated consultant input and interfaced with School District 41 (including development of an IGA) for the installation of underground stormwater detention at Ben Franklin School.
- Assisted the Village's Plan Review Consultant (ERA) with various grading and drainage issues associated with single-family home redevelopment.
- Coordinated with DuPage Medical Group project team to underground overhead utility wires along Western Avenue north of Pennsylvania.
- Provided cost estimates and other technical input to the Planning Department for possible extensions of water and sanitary sewer systems to unincorporated areas.
- Attended monthly Planning Department Status Meetings
- Coordinated with DuPage County for the Montclair Parking Lot project and the proposed jurisdictional transfer of Crescent Boulevard, including development of inter-governmental agreements.
- 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.
- Participated in the DuPage County Water Quality Stakeholders Workgroup working on the Illicit Discharge Detection and Elimination Program User Manual
- Participated in the DuPage County / Tri-Cities Emergency Management Exercises
- Continued to provide the Public Works operating divisions with mapping and plan preparation assistance and technical input and advice as requested / needed.
- 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 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 2007.
- 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.
- Assisted the Planning and Development Department in the application for Community Development Block Grant funds for the Surrey Drive / Braeside Area Improvements project. The efforts yielded funding in the amount of \$710,000 for water main, sanitary sewer lining, sidewalk and miscellaneous drainage improvements for the Braeside area.

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

- Developed contract documents and provided construction oversight for various roadway maintenance contracts as well as the 2007 sidewalk (\$80,000) and sanitary sewer lining (\$500,000) projects.
- Continued efforts to obtain necessary permits for the Roosevelt Road undergrounding of overhead wire crossings (\$60,000).
- Developed contract documents and provided construction oversight for the Butterfield Road Water Main Extension Project (\$80,000).

### 4. **Construction Project Coordination:**

- The Village's program to rehabilitate storm sewers and roadways continued in 2007 with the completion of the Lambert Farms Utility Extension project and three major construction projects, and planning for 2008 work and beyond. 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 2007 included:
  - Duane Street Improvements Project: Reconstruction of Duane Street between Forest and Carleton, including miscellaneous water system improvements, lining of sanitary sewer mains and services and major storm sewer installation. Total cost of the project was \$2,900,000.
  - 2007 Street Improvements: Renovation of 2.5 miles of roadways including complete reconstruction of Exmoor and DuPage and resurfacing of Fairview and the cul-de-sacs north of Fairview near Newton Park; resurfacing of Main, Wilson and Harding; and resurfacing/reconstruction of Lakeview Terrace, Crest and Forest. Total value of the project was \$3,670,000.
  - East Panfish Basin: This major storm sewer project included underground and roadway improvements on Nicoll Way, Wilson and Pershing south of Roosevelt Road. Total value of the project, which incorporated the 2007 Large-Scale Patching Program and, was \$1,100,000. Engineering Division staff also coordinated the emergency repair of a section of sanitary sewer on Nicoll Way costing \$45,000.

- Lambert Farms Utility Improvements: New sanitary sewers and storm sewers were installed in the area north of Fawell Boulevard and west of Lambert Road. Lambert Road was also resurfaced as part of the project. Total value of the entire project was \$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.
- Closeout of various construction projects:
  - Five Corners Improvement Project (Total cost of Village-related improvements was \$1,300,000).

#### **5. Coordination with Design Consultants:**

- Floodplain Mapping Study to study base flood elevations in the Lakeview Terrace and Lincoln School / Turner / Regent areas.
- Capital Improvements Program and Bond Program for Proposed 2008 Projects including Parkside/Summerdale Reconstruction, Kenilworth Basin, 2008 Street Improvements, Park/GE Place/Prairie Reconstruction, Braeside Area Sanitary / Surrey Drive Improvements, Essex Court Drainage.
- Parking Lot Improvements: Montclair Parking Lot Reconstruction
- Utility Improvements: Saddlewood Lift Station Abandonment
- Miscellaneous Improvements: North Regional Detention Basin

#### **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 FY08/09**

1. Successfully manage the proposed construction year 2008 projects, with an anticipated value exceeding \$12 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. Develop a long-term plan for sanitary sewer lift station rehabilitation and begin plan implementation.
3. Develop and implement a strategy to rehabilitate / eliminate the water main on the south side of Roosevelt Road east of Nicoll that continues to experience numerous breaks.
4. Continue to work with the Village Forester and Forestry Consultant to implement and maintain effective tree protection measures during construction projects. Coordination efforts initiated in 2007 have provided a basis for the development of effective tree damage mitigation strategies.

5. Complete the undergrounding of overhead utility wire projects on Roosevelt Road, Pennsylvania Avenue and Lambert Road.
6. Complete document review and archiving for engineering and construction projects.