

## **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, 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 and other on-site inspections, monitoring the status of tree preservation and other development plans, completing required reports and handling of all department correspondence, requests for proposals and bid documents.

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 plans and budgets for water, sewer and street infrastructure; initiates and coordinates infrastructure project design and construction activities; implements various infrastructure maintenance programs; inspects developer roadway and utility improvements in the public right-of-way; and oversees public improvements related to private development projects.

### **Administration Accomplishments for FY09/10**

1. Received and responded to over 11,200 phone calls, processed approximately 2,000 work orders and resident service requests, coordinated 78 tree preservation plans in support of the Tree Preservation Ordinance, and reviewed 103 work in the parkway applications.
2. Successfully implemented a new Tree Inventory Software package due to the crash of our old system. This effort included the transfer of data from our old system as well as manual entry of the last two years of removals, plantings, pruning, and maintenance history data into the new system.
3. Continued the Public Works Monthly Report focusing on updating our team of departmental activities as well as monitoring Key Performance Indicators (KPI) for each Division.
4. Updated Village Zoning Map and Master Address Map for Planning and Development Department in our GIS System.
5. In conjunction with the Planning & Development Department, participated in the Builder's Forum to discuss procedures and protocols that should be followed to improve

interaction between Public Works and builders/developers/residents. This Forum allowed for input from those in attendance on how Public Works can improve on customer service.

### **Administration Goals for FY10/11**

1. Enhance customer service, improve work order tracking, and increase productivity on the many core functions Public Works performs. In order to accomplish this goal, we will be implementing a work management tool (Cartegraph) that will allow our Team to generate, track, and ultimately share status of work orders with the residents to provide the best in customer service. Tracking our progress will allow our Management Team within Public Works to identify strengths and weaknesses which can lead to better efficiency. Future vision of this software package will allow residents to report, submit, and track work orders online and gain access to work being performed through an online GIS System.
2. Continue to develop Key Performance Indicators (KPI) for the major functions performed by the division.
3. Produce and publish a monthly educational brochure to be distributed to the public through our website and/or e-blast system. This brochure will focus on seasonal activities and provide education to the public on why and how we perform our duties at Public Works.
4. Update our Public Works brochures that are distributed to the public. This would include an update to our two sanitary sewer 50/50 programs, our Clearwater Reduction Program, our two Snow and Ice Management brochures, and our Annual Water Quality Report.

### **Engineering Division Accomplishments for FY09/10**

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

- Provided technical reviews, inputs, special support and/or inspection services for private or institutional development projects including:
  - O'Carroll Medical Office Building
  - Vhalos Parking Lot Improvement
  - Forest Preserve District Raptor Cage
  - 668 Highview Storm Sewer Connection
  - School District 41 – Various Projects
  - Taco Bell / KFC Redevelopment
  - Diamante Montessori School
  - CDH Medical Office Building
  - Townhomes at Water's Edge
  - GE Park District – Various Projects
  - Kingsbrook Glen Townhomes
  - College of DuPage – Various Projects
  - Prairie Arbor
  - 650/656 Highview – Storm Sewer
  - 452 N. Park – Parking Lot Expansion
  - First Church of Glen Ellyn

- Grace Lutheran Church
- AT & T Project Lightspeed
- US Bank
- Continued to update and refine system maps and the atlas of Village infrastructure, including water, sanitary sewer, storm sewer and street lighting systems.
- Continued updating of water valve sheets and b-box and sanitary sewer service line cleanout location data bases.
- Continued with the effort to scan large format drawings on file in Public Works, including quality control checks and scanning of another large batch of drawings. Created a database link from the scanned images to project data.
- Worked with School District 41 during the installation of underground stormwater detention at Ben Franklin School, of which the Village has a 1/9<sup>th</sup> share of the storage volume.
- Assisted the Village's Plan Review Consultant (ERA) and Planning and Development Department personnel with various grading and drainage issues associated with single-family home sites and/or redevelopment.
- Provided cost estimates and other technical input to the Planning and other Village departments for improvements including extensions of water and sanitary sewer mains, parking lots and various other types of infrastructure.
- Attended scheduled Planning Department Status Meetings
- Coordinated with DuPage County Division of Transportation personnel during the process of finalizing the jurisdictional transfer of Crescent Boulevard.
- 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 development of the Illicit Discharge Detection and Elimination Program Ordinance and intergovernmental agreement. The Village's IDDE ordinance and IGA were approved in the fall of 2009.
- Continued to provide the Public Works operating divisions with mapping and plan preparation assistance and technical input and advice as requested / needed.
- Coordinated the JULIE locating program for the Public Works Department.
- Continued review of monthly Glenbard Wastewater Authority flow data for unusual activity or trends.
- Reviewed utility company permit applications and interfaced with the utilities regarding field issues and undergrounding projects.
- Continued to work with COD on development of easements associated with implementation of the College's master plan.
- Provided monthly reports on construction and engineering projects.
- As liaison to the Capital Improvements Commission, continued to provide pre-meeting information packets and other information as needed for the commissioners.

## 2. **Capital Improvements Planning/Future Projects/Funding/Grants:**

- Revised the long-term capital improvement plans for street, water and sewer projects

through the Year 2020 in response to changing revenues and updated priorities.

- 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 in the development of the intergovernmental agreement with DuPage County for their share of the costs for improvements to St. Charles Road as part of the Riford Road project.
- Prepared an application for American Recovery and Revitalization Act (Stimulus Program) funds for three projects. ARRA funding in the amount of \$775,000 was secured for the resurfacing of South Park Boulevard and South Lambert Road
- Coordinated with the Planning and Development Department in the application for Community Development Block Grant funds for drainage and street lighting projects in the Braeside neighborhood. It is anticipated that the street light project using up to \$300,000 in CDBG funds will be approved for implementation in 2010.
- Procured a 2009 Community Initiative grant in the amount of \$45,000 for the installation of storm sewer on Turner, east of Main Street.
- Coordinated field work and developed concept plans for Greenfield sidewalk (Kenilworth to Lambert)

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

- Retained the contractor and oversaw the 2009 Striping project in the CBD (\$37,000).
- Developed contract documents and provided construction oversight for the 2009 Sidewalk and Concrete Construction Project (\$65,000).
- Secured bids and oversaw the 2009 large scale roadway patching project (\$100,000) and the rehabilitation of asphalt parking lots (\$140,000).
- Designed, obtained proposals and coordinated contractor work for water main relocation near the Route 53 bridge reconstruction project (\$27,000); storm drain installation at 549 Taylor (\$8,500); and 17 Sunset Avenue repairs following a power line drop incident (\$5,000).
- Prepared specifications and contract documents, obtained proposals and recommended contractor approval for the Turner, East of Main Street Storm Sewer Improvements Project (\$46,000).
- Oversaw maintenance contracts for asphalt rejuvenators (\$20,000), asphalt roadway crack sealing (\$25,000) and sewer televising (\$60,000).

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

- In 2009, three comprehensive infrastructure improvement projects were bid and substantially constructed. 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 2009 included:

- Park/Glen Ellyn Place/Prairie: Reconstruction of Park between Pennsylvania and Hawthorne and Prairie from Cottage to Hawthorne and resurfacing of Park from the UPRR tracks to Pennsylvania and Glen Ellyn Place. Pending resolution of substantial liquidated damages and extra engineering costs, total project expenses were \$1,725,000 including \$1,350,000 for construction.
- 2009 Street Improvements: Renovation of 9,400 feet (1.8 miles) of roadways including reconstruction of sections of Taylor and Montclair and resurfacing of Turner, Merton, Lowden, Coolidge, Dawes and South Parkside. Total value of the project was \$3,200,000 including construction and engineering.
- Braeside Neighborhood Improvements: New water main on Surrey and a section of Grove, sanitary sewer main and manhole lining throughout the Braeside Subdivision, and reconstruction of 2,000 ft. of Surrey Drive. Total project expenses were \$2,325,000. Community Development Block Grant funds in the amount of \$710,000 were received for project construction.
- Closeout of various construction projects: Final change orders were processed and contractor payments made to close out the 2008 Street Improvements, Parkside / Summerdale, Kenilworth Basin and Saddlewood Lift Station Abandonment projects.

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

- The Taylor Basin drainage study was substantially completed by Engineering Resource Associates. The information gained in the study was utilized by ERA in the detailed design of improvements for the Bryant Avenue / Thain's Addition Improvements project, slated for construction in 2010.
- Work continued on the multi-year sanitary sewer evaluation study by the RJN Group. In 2009, the central portion of the Village was the focus of field work.
- Engineering continued on upcoming projects including Riford Road Reconstruction, Hill Avenue Water and Sanitary Sewer Extensions, and Right-turn Lane on Lambert Road at Roosevelt Road.
- Consultants were retained for the design of channel improvements east of Riford Road into Perry's Pond, sidewalk extensions on Crescent Boulevard and repairs to the Nicoll Way land bridge.

#### **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 responded to nearly 700 requests in 2009 for various plan reviews, inspections, work in parkway permits and refund of deposits.

## 7. Recognition

- The 2008 Parkside / Summerdale Roadway and Infrastructure Project was selected by the Suburban Branch of the Chicago Metro Chapter of the American Public Works Association (APWA) as their 2009 Project of the Year Award, Transportation – Less than \$5 Million category. This annual award recognizes excellence in implementing Public Works projects and alliances between the Municipality, Engineering Consultant and Contractor.

### **Engineering Goals for FY10/11**

1. Successfully manage the proposed 2010 construction and maintenance projects.
2. Continue to seek ways to improve Engineering Division activities and advance productivity.
3. Continue to develop maintenance strategies and formal programs for roadways, parking lots and alleys.
4. Implement a construction project to improve drainage in Essex Court.
5. Develop and implement a strategy to rehabilitate water mains on the south side of Roosevelt Road east of Nicoll and along Eastern Avenue between Chidester and Elm that continue to experience numerous breaks.
6. Continue to develop a strategy for GIS implementation in the Village.
7. Complete the integration of scanned images, videos and other reports into their respective databases.