

## **PUBLIC WORKS OPERATIONS – GENERAL FUND**

The Operations – General Fund budget consists of Operational Maintenance of Village owned Rights-of-Way (ROW) and include such items as maintenance of our streets and roadways, sidewalks, storm sewer system, signs, streetlights, landscaping, and Central Business District (CBD) appearance. This section of the budget also includes the maintenance of our urban forest. Some of the everyday activities performed under the Operations Division qualify for Illinois Department of Transportation reimbursement through the Motor Fuel Tax (MFT) Program. These tasks are monitored and documented for inclusion in yearly MFT Resolutions to qualify for the MFT funding.

Street and roadway activities include the maintenance of 86 lane miles of roadway. Responsibilities include: Maintenance of streets, curbs, signs and pavement markings, snow and ice management, the sidewalk improvement program, contracted line striping and pavement crack sealing programs, street sweeping, parking meter maintenance, parking lot and street light maintenance in the CBD and other areas, as well as support for special events such as the Taste of Glen Ellyn, Fourth of July Parade, Jazz Fest, and the Holiday Walk.

Forestry activities include the maintenance of more than 15,500 trees on parkways and on Village-owned green space. The Village Forester is responsible for the implementation and oversight of Comprehensive Forestry Management Program which includes: annual winter pruning, tree removal and stump grinding, landscape maintenance, service request inquiry, organization of the annual Arbor Day Celebration, Parkway Reforestation Programs and oversight of the Tree Preservation Ordinance. The Village Forester and select team members from Operations also participate in a number of community activities by providing informational talks to garden clubs and grade schools, participating with volunteers in neighborhood beautification projects. Daily operations consist of tree planting, tree pruning, tree removals, cabling and annual cable inspection, stump grinding, and performing a variety of tree related service requests.

Our certified arborists are very knowledgeable at inspecting Village trees for insect and disease concerns. These include inspecting for the most threatening disease and insects: Dutch Elm and Oak Wilt disease, gypsy moth and Emerald Ash Borer (EAB) insects. An Administration team member, along with the Village Forester updates and manages a computerized tree inventory program.

### **Operations – General Fund Accomplishments for FY09/10**

1. Central Business District improvements –
  - a. Eleven single bike racks were installed at the Train Station and six at Prairie Path Park in cooperation with a DuPage County bike rack project.

- b. New large flower pots were purchased to replace small vase and medium pots to add continuity to flower arrangements in the CBD. Another floral grouping was added, bringing the total to nine groupings in the CBD.
  - c. Staff contracted masonry work in the CBD to for damage repair of the Horse Trough bed at Main and Crescent and the planters at the Park Blvd. entrance to Montclair Parking lot.
  - d. Twelve new trash can lids were purchase and installed. All others lids were painted.
  - e. Installed one new trash can in the CBD and two recycling cans at the Metra Train Station (to accommodate unwanted newspapers from morning commuters).
  - f. 75 new flag poles were purchased and used while the American Flags flew during the summer holidays.
2. In house striping of Park Blvd at the Park and Sheehan intersection and between Roosevelt and Taft; all crosswalks and stop bars at Fairview and Main, Greenfield and Main, Hill and Main and Hillside and Main; all parking stalls on Crescent between Lake and Ellyn; and Crescent Blvd as needed east of Riford Rd.
  3. Upgraded 167 of the 550 concrete street marker posts in town using retro-reflective sign materials in place of paint. This is done in an effort to increase the visibility of the street names for emergency responders and reduce maintenance by eliminating the need for annual painting. Approximately **85%** complete.
  4. Operations assisted in 34 special events throughout the Village.
  5. Operations continued to focus on a program to bring all traffic signs into compliance with the current State of Illinois traffic sign code. Work included installing new signposts and sign faces on Village of Glen Ellyn streets that were paved during the during the 2008-2009 construction season.
  6. Operations completed an in-house pavement assessment with Engineering. This clearly defined and prioritized efforts in addressing and maintaining roadways. Roads were categorized one of the following: outside contractor for skip paving, in-house paving, or in-house patching. This assessment focused Operations on the areas within our capabilities needing the most attention. 2009 saw an 80% increase in the total tons of asphalt used in road repairs: 372 tons vs. 203 tons. Operations accomplished more in house asphalt work this year than any other year since selling the paver.

7. Operations continued managing the mailbox compliance project. This project was implemented in 2008. The project's purpose is to have all mailboxes in the Village compliant by July 2010 and remove Village culpability for damage to any non-compliant mailbox after that date.
8. Operations dealt with two major storms that came through Glen Ellyn. The first was a rain event on February 26<sup>th</sup>. The total of 2.2" of rain is not high, but there was a period when 1.75" of rain fell in a three hour period. This, coupled with 4" of snow melting with the rain, produced numerous sanitary sewer back ups in the Village. The second was a snow event that saw 4" of wet snow interspersed with rain. This event required 62 continuous hours of response by Operations. Although this is a minor snow accumulation for Chicago, Operations used more labor hours to address this winter storm than any other storm in 2007, 2008 and 2009.
9. All Roosevelt Rd street lights (upper and lower) were proactively changed out as the bulbs passed the point of useful life.
10. Installed garbage cans at all bus shelters and 1 other bus stop in the Roosevelt Rd. corridor.
11. Although there was a 4% increase in this year's number of Street/Forestry work orders, Operations closed out 98% of the 1258 work orders in 2009. This represents an additional 49 work orders and a 5% increase in the percentage of closed work orders compared to 2008.
12. Initiated a sump pump project addressing water discharged into public ROW. Public Works took the lead in listing the sites, taking pictures of the problem, and sending letters to residents explaining the problem, offering solution options, and setting a resolution date of October, 2010.
13. Innovatively used the Vactor truck to suck stump grindings out of stump holes in Village ROW and dirt out of flower pots in the CBD. This not only reduced labor hours and vehicle use, but also reduced the chance for employee injury while engaged in heavy duty tasks associated with shoveling and lifting.
14. The stump grinding procedure was altered. This was done to balance future tree planting opportunities with the extensiveness of the stump grinding. All stumps were ground within 6 weeks from May – October, with no outstanding stumps carrying over into winter.
15. In-house related work included removal of over 425 stumps, completion of over 435 tree related work orders, performed 138 tree removals, and pruned approximately parkway trees.

16. Our contractor removed 88 trees through our regular removal program, 45 through the Ash Reduction Program and removed 35 stumps.
17. Due to a decrease in funding only half (962) of the trees in Zone E were pruned during our annual winter pruning program in Zone E.
18. The Village Forester responded to over 900 Forestry Service requests.
19. The Village received the Tree City USA award for the 26th year in a row. For our Arbor Day celebration, we planted an Autumn Blaze Pear tree at Village Green Park to honor former trustee Sara Lee.
20. Planted 77 trees through the Reforestation Program, 23 were replacements for the Ash Reduction Program.
21. The Village Forester in conjunction with the Tree Education committee of the Environmental Commission held an Educational Seminar at the Glen Ellyn Civic Center. This seminar focused on sustainable landscaping.
22. Continued trapping for Gypsy Moths and through that effort decided to hire a contractor to apply an aerial spray of BtK from Hill Av. North, Main St. East to the Village limits.
23. Found and confirmed the infestation of EAB in Glen Ellyn and developed and proposed an EAB Management Plan for Village Board Review.
24. Participated in the Morton Arboretum EAB tour by hosting an on site tour.

#### **Operations – General Fund Goals for FY10/11**

1. Review and provide recommendations for updates in the Public Tree Ordinance and Arboriculture Specifications Manual for Village Board Review.
2. Identify and remove infested ash trees in addition to identifying and removing those ash trees in poor condition based on the guidelines identified in the EAB Management Program. We will continue to chemically treat 250 ash trees to help protect from EAB.
3. Provide one Tree Education Seminar to the Public.
4. Monitor for Gypsy Moth and provide a management plan for the upcoming year.
5. Finish upgrading the 550 concrete street marker posts in town (about 85% complete), using retro-reflective sign materials in place of paint. This will be done in an effort to increase the visibility of the street names for emergency responders and reduce the maintenance by eliminating the need for annual

painting.

6. Re-stripe and re-number the Duane/Lorraine commuter lot.
7. Continue a five-year program to convert the remaining 25 benches in the Central Business District from wood/recycled material to all metal for reduced long-term maintenance costs. **(deferred)**
8. Pressure wash all remaining wood benches in the Village.
9. Create a CBD sidewalk pressure washing program that will maintain CBD sidewalks on an established rotational basis. **(deferred)**
10. Install 46 single hoop bike racks throughout the CBD (purchased through a DuPage County bike rack program).
11. Grind all tree stumps created by in-house removals between November 1<sup>st</sup> and April 30<sup>th</sup> by June 15<sup>th</sup>. Grind every tree stump created by in-house and contractor removal between May 1 and October 30<sup>th</sup> within 6 weeks.
12. Continue cross training staff in all aspects of Operations.
13. Continue to monitor and address and resolve the sump pump discharge issues throughout the Village.
14. Complete the mailbox compliance project.