

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 FY10/11

1. Received and responded to over 11,400 phone calls, processed approximately 1,750 work orders and resident service requests, coordinated 109 tree preservation plans in support of the Tree Preservation Ordinance, and reviewed 97 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.

Administration Goals for FY11/12

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 FY10/11

1. Technical Resource:

- Provided technical reviews, inputs, special support and/or inspection services for private or institutional development projects including:
 - Nicor Finley Rd Property Redevelopment
 - College of DuPage – Various Projects
 - School District 41 – Various Projects
 - GE Park District – Various Projects
 - Redevelopment of Packey-Webb site
 - Memorial Park Field – District 87
 - Kingsbrook Glen Townhomes
 - Taco Bell / KFC Redevelopment
 - Prairie Arbor
 - O’Carroll Medical Office Building
 - Forest Preserve District Raptor Cage
- Continued to update and refine system maps and the atlas of Village infrastructure, including water, sanitary sewer, storm sewer and street lighting systems.
- Took courses at College of DuPage in GIS programs and program development.
- 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.

- 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
- 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 and technical input and advice as requested / needed.
- Coordinated the testing and certification of Department spoil materials as required by July 2010 state legislation on the disposal of clean construction and demolition debris.
- 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:

- Continued coordination with the Illinois Department of Transportation for the Lambert Road widening at Roosevelt Road project, where federal aid dollars will be used to fund construction and state involvement with land acquisition will likely be required.
- Coordinated the submittal of applications for two roadway projects (Crescent Boulevard between Park and Riford; Park between Roosevelt and Crescent) for federal funding through the Surface Transportation Program administered locally by the DuPage Mayors and Managers Conference. The Park Blvd. application was successful, with up to \$1.1 million in federal aid available for construction.
- Submitted an application in January 2011 to the Illinois Department of Commerce and Economic Opportunity for 75% project funding (\$570,000) via the IKE-PI Program for the installation of a rear-yard drainage system in the Braeside subdivision.
- Provided follow-up and reporting services for existing CDBG, DCEO and DuPage County grants and reimbursements.

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

- Retained the contractor and oversaw the project to install new sidewalks on portions of Greenfield and Ridgewood (\$23,000).
- Coordinated with Milton Township for paving of a small section of Village-maintained roadway as part of the Township's Glen Ellyn Heights resurfacing project (\$8,000).
- Secured bids and oversaw the 2010 large scale roadway patching project (\$74,000).
- Prepared plans, specifications, permits and contract documents, obtained bids and provided construction oversight for the extension of sanitary sewer at Roslyn and Scott to correct individual homeowner service line problems (\$25,000).
- Closed out the Turner, east of Main Street storm sewer extension project (\$48,000).
- Provided coordination with ComEd for the planned undergrounding of overhead utility wires on Lambert Road just south of Roosevelt Road.

4. Construction Project Coordination:

- In 2010, two comprehensive infrastructure improvement projects were bid and substantially constructed and a major resurfacing project completed. Engineering staff coordinated project designs with consultants, bid and awarded construction contracts (as required), and oversaw (with the assistance of consultants) project construction. Major projects constructed in 2010 included:
 - South Park / South Lambert LAPP: Resurfacing of Park between Roosevelt Road & Raintree Drive and South Lambert adjacent to the south half of College of DuPage. Project construction was 100% funded using federal ARRA (stimulus package) funds. Total project expenses were about \$570,000 for construction (about \$50,000 under the bid price) and \$95,000 for design and construction engineering.
 - Bryant / Thain's Addition Improvements: Renovation of 2.2 miles of roadways including reconstruction of sections of Bryant and Duane and resurfacing of Walnut, Duane, Hillside, Lowell, Longfellow and Whittier. The project featured new water mains, comprehensive sanitary sewer upgrades and significant storm sewer installations. Project construction costs amounted to \$5.2 million, about \$500,000 below the original bid price. Total value of the project was \$6.1 million including construction and engineering (drainage study, design, construction).
 - Riford Road Improvements: Construction in 2010 was the culmination of over eight years of engineering study, design, land purchase negotiations and agency interactions to bring about the project to reconstruct Riford between Crescent and St. Charles Road and improve the intersection of Riford and St. Charles. The project was funded through a combination of Village, County and Federal Surface Transportation sources. Work included new water main on the north section of Riford and rehabilitation of sanitary sewer mains and service lines over the entire Riford work corridor. Total project expenses were \$3.2 million with construction

costs of about \$2.4 million supported in part by \$1.2 million in federal STP dollars. DuPage County reimbursements to the Village for project improvements on St. Charles Road were about \$285,000.

- Closeout of various construction projects: Final change orders were processed and contractor payments made to close out the 2009 Street Improvements and 2007 Montclair Parking Lot projects. The 2009 Park / GE Place / Prairie project is still undergoing an arbitration process to settle liquidated damage claims by the Village.

5. Coordination with Consultants:

- Work continued on the multi-year Sanitary Sewer Evaluation Study (SSES) by the RJN Group. In 2010, the south-central portion of the Village was the focus of field work consisting of smoke testing and manhole inspections. The project report will be produced in early 2011.
- Engineering continued on upcoming projects including Essex Court / Grand / Lake Drainage and Roadway Improvements; Sunset / Turner Improvements; Hill Avenue Water and Sanitary Sewer Extensions; Right-turn Lane on Lambert Road at Roosevelt Road; Lake Ellyn Discharge Channel Improvements; sidewalk extensions on Crescent Boulevard; and repairs to the Nicoll Way land bridge.
- A consultant was retained for the design of street lighting improvements in the Braeside Subdivision.
- Based on a Request for Proposal process, a traffic consultant was retained to perform a traffic study in the Central Business District with a particular emphasis on determining the feasibility of modifying current one-way street patterns.

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 2010 for various plan reviews (70), inspections (450), work in parkway permits (100) and refund of deposits (75).

Engineering Goals for FY11/12

1. Assist Village Departments and the Glenbard Wastewater Authority in any capacity during the transition to a new Village Manager, Public Works Director and Finance Director.
2. Successfully manage 2011 construction projects on Sunset / Turner, Essex / Grand / Lake, Braeside street lighting and Lambert at Roosevelt Road.
3. Select engineering consultant and manage the design for the planned 2012 Hawthorne Corridor Improvements project. An essential component in achieving successful design

is the timely and complete input of corridor residents on design issues including street width and new sidewalk where none currently exists.

4. Manage projects to insure adequate reserve and cash-flow dollars in water, sanitary sewer and capital project funds.
5. Continue to seek ways to improve Engineering Division activities and advance productivity in both the engineering and water plant groups.
6. Continue the course of study in GIS available through the College of DuPage.
7. Continue to develop maintenance strategies and formal programs for roadways, parking lots and alleys.
8. Develop and implement a strategy to rehabilitate water mains in pipe segments with chronic break histories.