

Village of Schaumburg

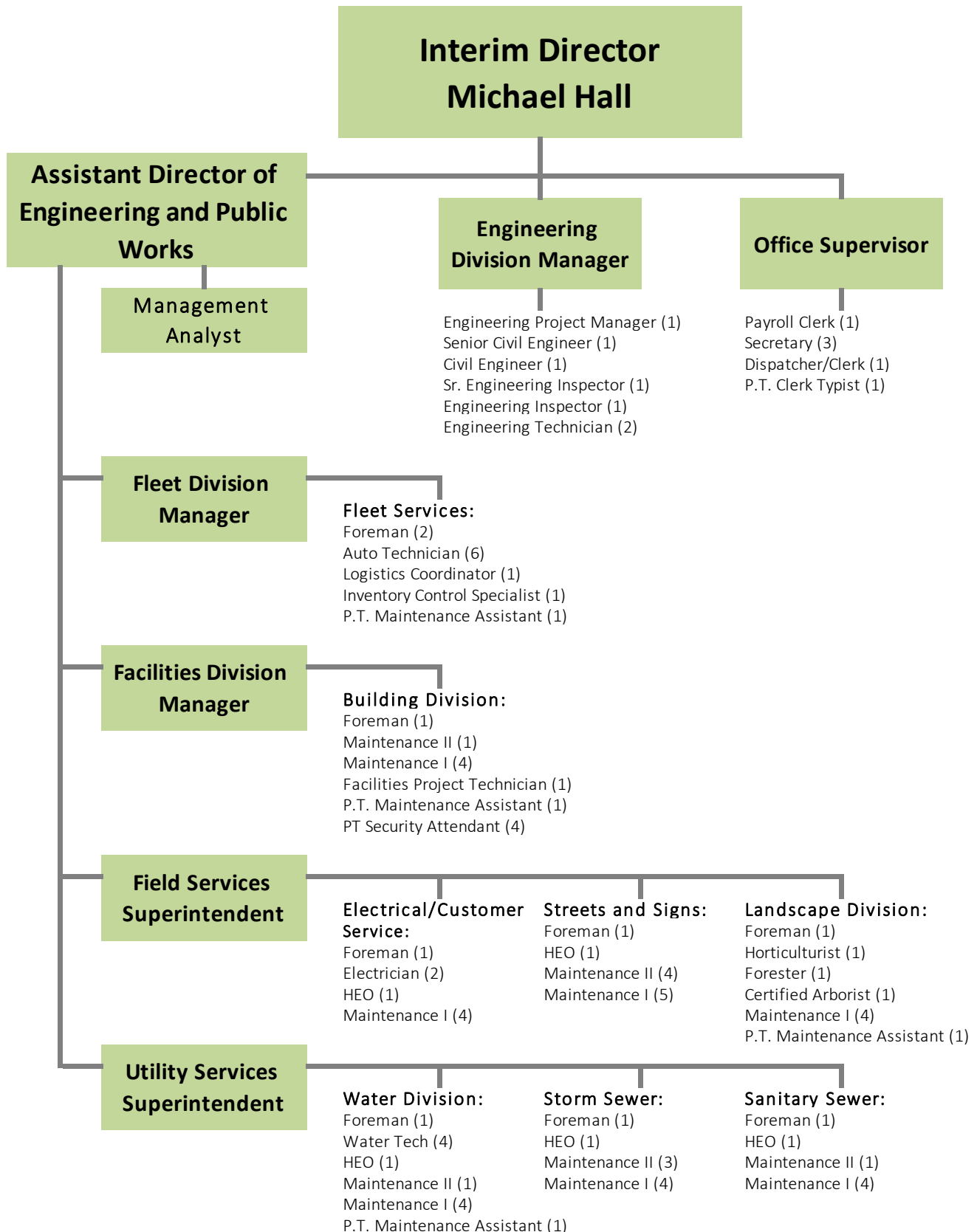
Engineering &
Public Works
Department
Monthly Report

January 2019

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ORGANIZATION CHART



DEPARTMENT OVERVIEW

The Department of Engineering & Public Works was created by the Village of Schaumburg in 1974 and is administered by the Director of Engineering & Public Works who is appointed by the Village Manager. It is the responsibility of the department to successfully manage the village-owned infrastructure systems, village-owned facilities, and equipment.

The department's mission and primary function is to provide high quality, cost-effective service to both our internal and external customers. In order to meet this goal, operating function responsibilities of the department are assigned to three groups. Each group is under the direction of a superintendent whose responsibilities include quality inspection, workload scheduling, contract management, and PR/customer service. Each group superintendent is responsible for coordinating the personnel and equipment resources of their respective divisions, with each division under the direction of a supervisor who is responsible for the day-to-day operations of the division. Additionally, public improvements are addressed by the Engineering Division.

Facilities Division: Under the direction of the Facilities Division Manager, this division manages the implementation of a variety of capital and operational projects related to village facilities. Building Maintenance Division (provides repair and maintenance services to all village owned buildings);

Fleet Division: Under the direction of the Fleet Division Manager, this division ensures that operating departments receive vehicular, equipment and material support essential for the performance of responsibilities. Fleet Maintenance Division (provides repair and maintenance services to all village owned vehicles);

Field Services: *Landscape Division* (provides services to maintain the village's urban forest, shrubbery, and beautification); *Streets & Signs Division* (provides street and sign maintenance for village roadways); *Electrical/Customer Service Division* (provides street light and traffic signal maintenance, plus extended hours of customer service from 7:00 a.m.-11:00 p.m.).

Utility Services: *Storm Sewer Division* (provides services to ensure proper storm water drainage throughout the village); *Sanitary Sewer Division* (provides service to sanitary sewers and lift stations); *Water Division* (provides services to ensure continuous distribution of safe drinking water throughout the village).

Engineering Division: Under the direction of the Engineering Division Manager, this division is responsible for planning and directing the implementation of public improvement projects.

KEY ACTIVITIES

Emerald Ash Borer (EAB) Program

Removals:

Ash tree removal inspections will begin in May.

Reforestation:

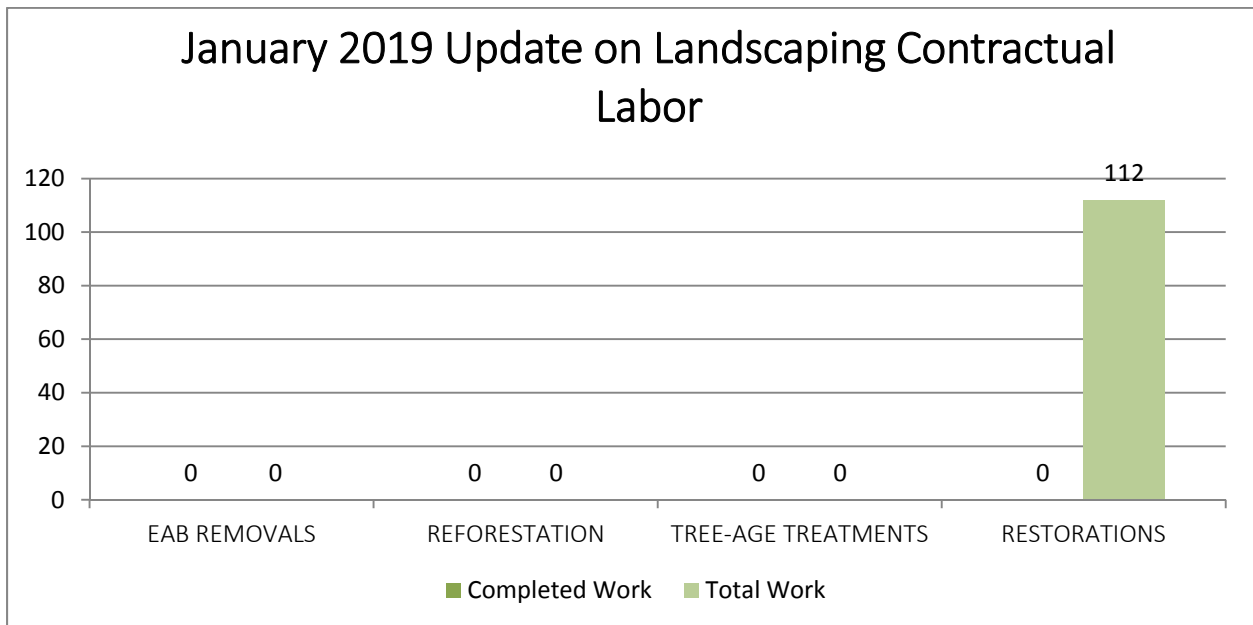
Preparations for the spring 2019 planting season have begun.

Treatments:

The EAB treatment services contract is under review.

Restorations:

There are 112 EAB restorations scheduled for this spring 2019.



Landscape Division

- Completed the removal of holiday decorations from multiple locations in the village.
- Began area tree trimming and will continue to monitor the progress of the contractor.
- Staff was involved in numerous snow and ice operations.

Streets & Signs Division

- Completed 21 square yards of street restoration.
- Repaired 957 potholes.
- Maintained 349 signs.
- Manufactured 191 signs.
- Installed seven new signs and two new posts.
- Added 225 signs to the GPS inventory list.
- Created 19 specialty signs.
- Replaced 90 signs and 15 posts in Lexington Green II.
- Manufactured 17 and installed 48 vehicle markings.
- Completed 60 inspections and replaced 51 stop signs as part of the stop sign and yield sign inspection and replacement program.
- Made 5,500 gallons of salt brine and blended over 21,500 gallons of Supermix.
- Repaired 36 mailboxes damaged during snow and ice operations.
- Completed the annual pavement management survey and compiling the final patching list of street work for 2019. The results of this work will be compared with planned work in the Engineering Division's program.
- Provided 944 hours to snow and ice activities, 10.5 hours for service line repairs and 25.5 hours to water main repairs.

Electrical/Customer Service Division

- Completed 52 water turn-ons due to delinquent billing.
- Picked up and disposed of five deceased animals.
- Completed Group 1 Opticom – folding stop sign inspections.
- Completed 350 area checks for light outages.
- Banners: changed 17, repaired eight, and installed 20.
- Inspected poles that Meade Electric and Electrical Conduit installed for the Verizon Cell Site project.
- Completed five E-locates.
- Made repairs to two fixtures at the Fire Memorial.
- Inspected banners after three heavy windstorms.
- Repaired 26 streetlight outages.
- Cold patched three trip hazards on sidewalks.
- Visited five pole locations with concerns relating to JCI LED conversion.
- Assisted with five sanitary sewer backups.
- Performed four after-hours sanitary sewer inspections.
- Performed security check at 121 Long Avenue.
- Performed area checks at airport, ballpark and commuter lot.
- Grinded two sidewalk locations.
- Repaired two approach lights on east and west ends of airport, repaired two runway lights,
- Installed two flood lights at the Helistop.
- Repaired one taxiway light.
- Performed street light cabinet maintenance, completed five locations.
- Picked up holiday light recycling materials at Atcher Municipal Center and Public Works facility.
- Converted 15 fixtures from HPS to LED as a continuation of the JCI Phase 2.

- Installed light unit at Athena well.
- Picked up construction barricades.
- Assisted with JULIE locates near Loreli Lane and at State/Plum Grove Road, and Bode/Downey.
- Assisted with shutdown of service at 1933 West Schaumburg Road.
- Reviewed with Engineering staff the procedure for final repairs after utility hit.
- Reinstalled banner arms on poles along Woodfield and Meacham Roads after removal of holiday decorations.
- Cleaned up water main dig-up area at Gloucester and Hartford.
- Lowered flags to half-mast at several locations.
- Performed emergency shut off of hydrant on Westover Lane.
- Re-wired salt brine pump.
- Handled twelve snow and ice complaints as well as multiple snow call-outs.
- Visited 14 residents with frozen pipes and water meters.
- Removed street light pole on Cornell after vehicle struck pole.
- Installed additional outlets at the Public Safety building.

Storm Sewer Division

- Completed one inlet repair.
- Cleaned 116 inlet cleanings.
- Cleaned 12 catch basins.
- Completed ten Customer Service Requests.
- Completed 650 feet of creek cleaning.
- Performed 262 inspections for illegal discharge.
- Performed 51 hot spot inspections.
- January 2019: Completed 411 requests for J.U.L.I.E. locates.
- January 2018: Completed 418 requests for J.U.L.I.E. locates.
- Continued to update GIS system.
- Assisted with daily operations of Water Division.
- Performed snow and ice activities.

Water Division

- Repaired five water mains.
- Repaired 31 Buffalo boxes.
- Replaced a hydrant sign.
- Repaired 47 fire hydrants.
- Repaired two valves.
- Took 97 water distribution samples as part of our required monthly samples. All samples passed and met IEPA requirements.
- Took two well samples and delivered to the lab.
- Routine water quality parameter samples were taken at the designated sites.
- Repaired 28 residential water meters.
- Replaced two commercial meters.
- Well 15 is out until next year.
- Pump and motor from Station 21 are being repaired.

- Received pricing for reservoir and tank repairs for Well 21 on Thoreau Drive, expect repairs to be completed before April 30.
- Processed 158 water billing shut-off requests.
- Processed 235 service calls.

Reduced Pressure Zone (RPZ) inspections continue. As of the end of September 2012, there have been a total of 2,086 commercial records in the database and 79 total records for residential properties. Physical inspections on properties continue. Each month the database continues to grow, adding devices that were either not tracked or that the village was unaware of. Below is how they continue to grow every month.

Commercial Devices:

January 2019: 3,510
 January 2018: 3,339

Residential Devices:

January 2019: 511
 January 2018: 484

Sanitary Sewer Division

- Installed point patch repair at 615 Crandall Road.
- Repaired 45 manholes.
- Performed snow and ice operations, 562 hours.
- Performed heavy cleaning of sanitary mains, 55.5 hours.

Status of Current Construction Projects

List of explanation of the Village's current construction projects.

Sanitary Sewer Cleaning and Inspection Statistics

January 2019:

- 19,330 linear feet of sanitary sewer main lines were televised.
- 6,654 linear feet of sanitary sewer main lines were jetted.
- 427 linear feet of sanitary service lines were televised.
- 506 linear feet of sanitary service lines were cleaned.

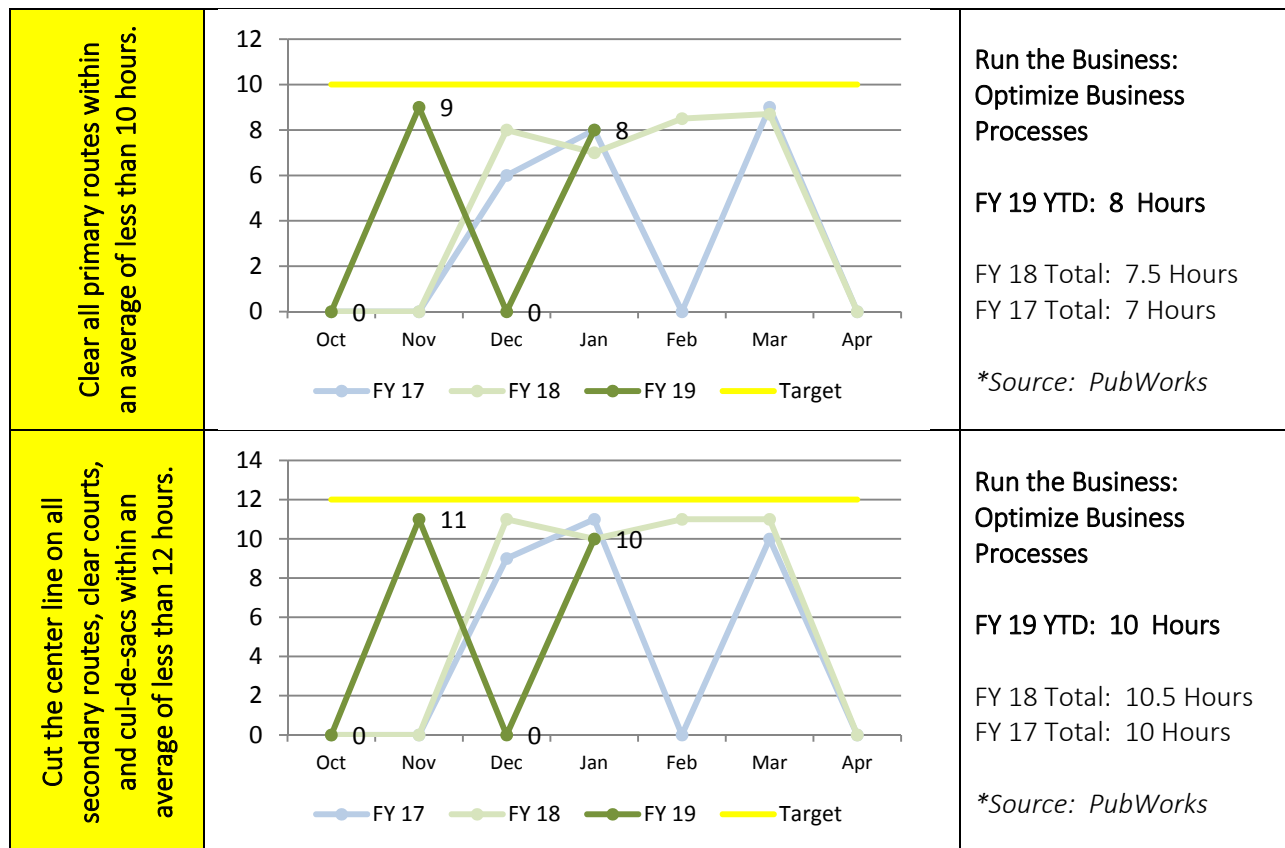
January 2018:

- 7,528 linear feet of sanitary sewer main lines were televised.
- 11,600 linear feet of sanitary main lines were jetted.
- 1,193 linear feet of sanitary service lines were televised.
- 1,625 linear feet of sanitary service lines were cleaned.

ENGINEERING & PUBIC WORKS KEY PERFORMANCE INDICATORS:

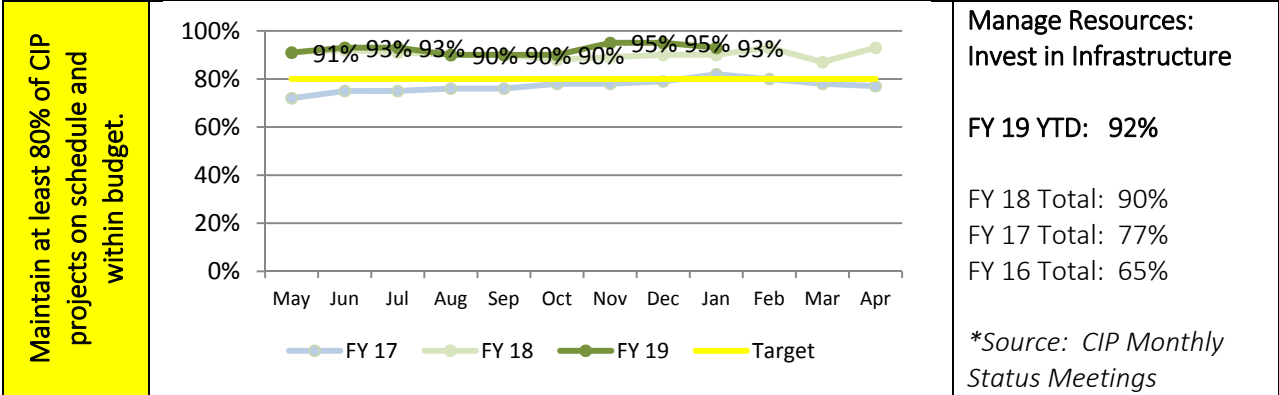
KPI 1: Provide an effective and efficient response to snow events.

The Engineering and Public Works Department has a policy which outlines its Snow and Ice procedures (Policy Statement 7.16- Snow and Ice Control Policy). In this policy, the department allocates 12 hours to clear all primary routes such as Knollwood, Walnut, and Bode; and 18 hours to cut the center line on all secondary routes, clear courts, and cul-de-sacs. With this KPI, the department aims to identify process improvements regarding these events and reduce the average number of hours it takes to clear all Village roadways. The department is setting its new benchmark at 10 hours to clear all primary routes and 12 hours to cut the center line on all secondary routes, clear courts, and cul-de-sacs.

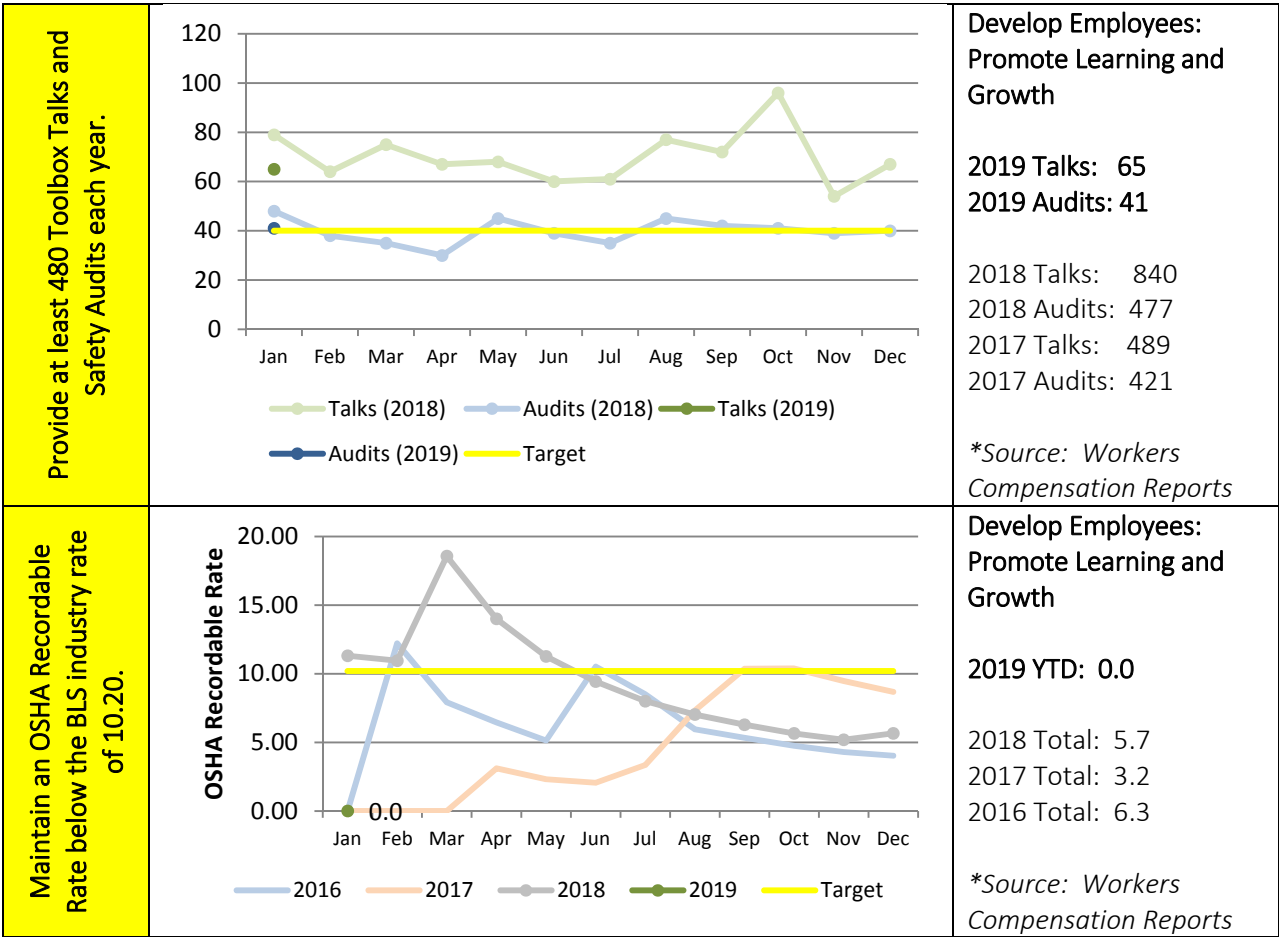


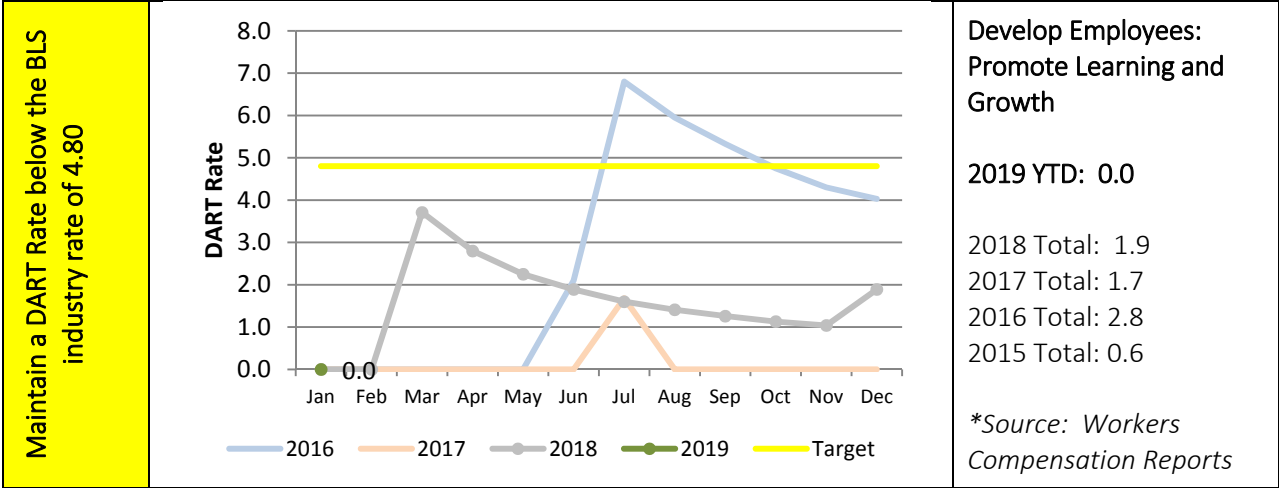
KPI 2: Ensure that CIP projects continue to come in on schedule and within budget.

The department currently holds monthly CIP Meetings where projections, timelines, milestones, and schedules are discussed and updated. With this KPI, the department aims to establish a better tracking system for CIP projects to ensure they meet both time and budget commitments. Due to a number of factors that affect these projects including but not limited to weather, grant funding, agency coordination, and construction costs, the Engineering and Public Works Department is establishing a benchmark of 70% of projects completed both on time and within budget.



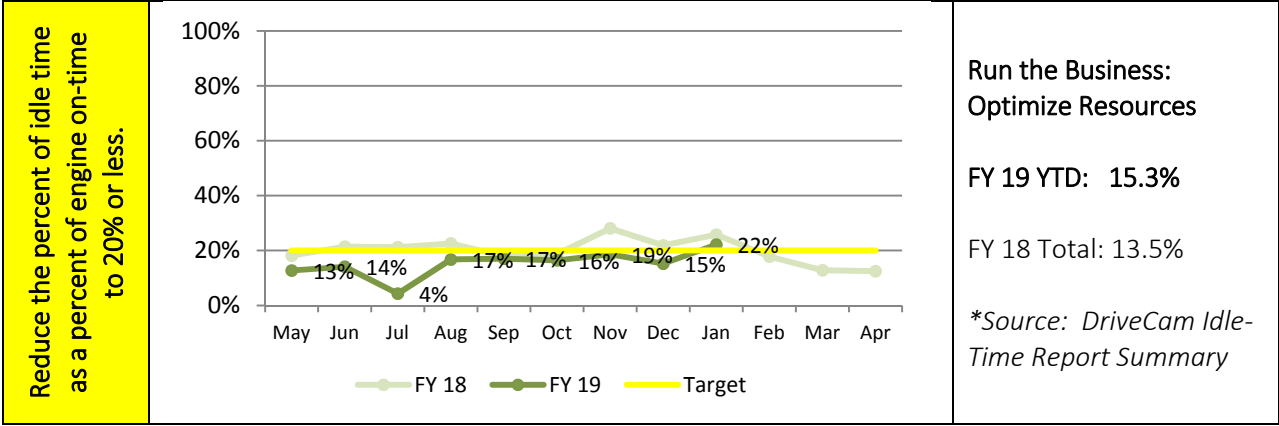
KPI 3: Provide an effective risk management program that ensures the safety of employees.
 In an effort to drive compliance and increase safe work environments, the Engineering and Public Works Department contracts with an on-site safety consultant who administers the safety program for EPW labor staff. This consultant oversees and monitors all safety procedures, accidents, and required safety training. With this KPI, the department will be analyzing the success of its consultant and safety program by measuring leading indicators – (number of toolbox talks and safety audits completed) and lagging indicators – (the OSHA Recordable Rate and DART Rate). This KPI will be measured on a calendar year basis to allow for comparison with the BLS Industry data.





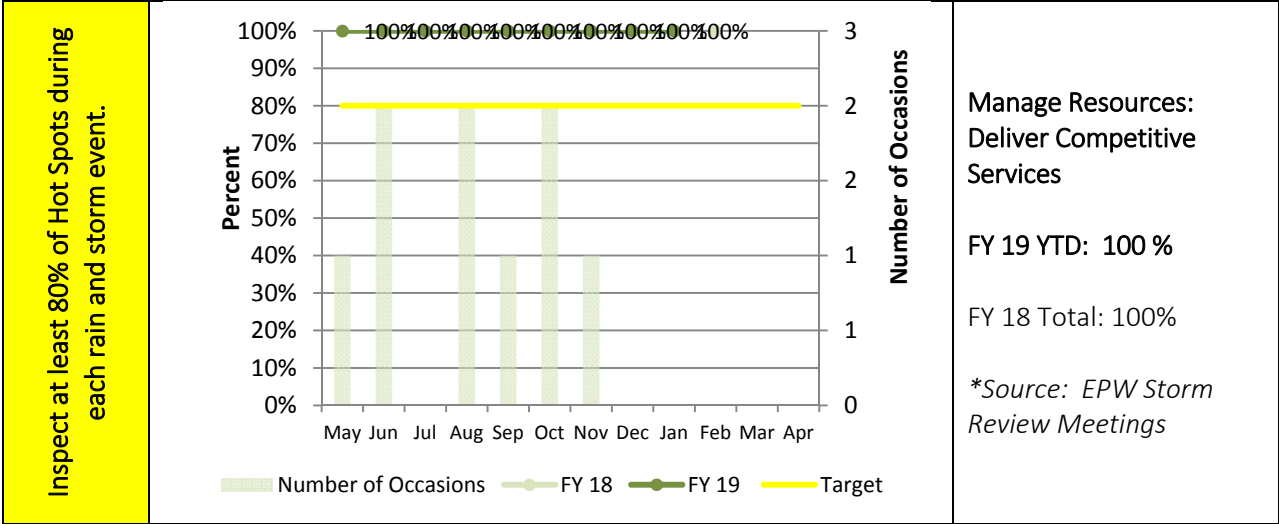
KPI 4: Reduce the average idle time for EPW vehicles.

The proper management of vehicle idle time as a key performance indicator is recommended. Properly managing idle time is essential for optimal use and longevity of maintenance vehicles. Many vehicles and/or situations require proper warm-up, adequate power of attached machinery, or protection from weather elements. However, the department is managing toward the optimal amount of vehicle idle time to provide these benefits while reducing fuel consumption and unnecessary vehicle wear. The measurement of this KPI is the amount of violation idle time (> 5 min) as a percentage of engine on-time. The benchmark is the rolling average of the last two years and is represented by a goal of 21%.



KPI 5: Provide an efficient response to storm events.

The safety and well-being of our storm sewer system and village is of utmost importance. Thus, a KPI to measure the department’s effectiveness in identifying, categorizing, planning and executing proper patrol and risk elimination of storm and flooding hotspots is recommended. Effective categorization will lead to improved use of resources during a flood patrol by focusing on the most important, critical, and risky spots. The measurement of this KPI is the successful completion of inspection and the execution of identified actions related to critical hotspots. A list of critical hotspots will be determined prior to the start the measurement of this KPI. This list of hotspots will be specifically inspected and recorded each time a rain forecast of 1 inch+ is present.



KPI 6: Provide an effective and efficient response to customer service requests.

Engineering & Public Works receives roughly 60% of all village CSRs on an annual basis. These requests cover all divisions within EPW and range from daily or immediate tasks to long-term requests. Timely and effective responses to these CSRs are necessary to maintain and improve productivity for village employees and provide acceptable responses to our customers.

