Lincolnwood Public Works Department
Annual Report
May 1, 2018—April 30, 2019
It is my pleasure to present to you our Annual Report for Fiscal Year 18/19 (May 1, 2018 to April 30, 2019). Inside this report, we look to highlight the accomplishments of the Public Works Department and the services we provide, which helped to improve our Village over the last fiscal year.

The Public Works Department is responsible for planning and coordinating capital improvement projects, supplying potable water, and maintaining Village assets including; streetlights, streets, alleys, trees, parks, buildings, equipment/vehicles, and underground utilities.

While the Department accomplished much in Fiscal Year 18/19, it was also a year of planning, engineering and preparing for the large capital projects that will be occurring over the next ten years as we look to upgrade our infrastructure, address stormwater issues, and switch water suppliers.

This report will demonstrate how Public Works plays a role in public safety, beautification, and building for the future through investments in infrastructure. Additionally, this report will demonstrate the ways in which we help support, setup, and plan community events.

The Public Works Department seeks to provide the highest level of customer service to our residents, businesses, and visitors, which could not be done without the hard work of our employees. I hope you enjoy reviewing our accomplishments over the last year and I look forward to providing our residents with another year of exemplary service.

Sincerely,

Andrew Letson
Director of Public Works

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Meet Your Department

The Public Works Department is comprised of four operating divisions and two support divisions that help the Department achieve its daily and long term goals. Each division generally consists of a Foreman, who oversees the daily operations of the division, Water System Operators, Equipment Operators, and Laborers that handle the day-to-day field work. The division assignments below are as of April 30, 2019. The Department also hires six seasonal laborers and two seasonal custodians over the summer and fall.

Administration - Responsible for the day-to-day, budgetary, and long term planning of the Department.
Andrew Letson - Director of Public Works
Guadalupe Martinez - Superintendent
Tanya Prannychuk - Clerk/Receptionist
Nadim Badran - Assistant to the Director
Francheska Russo - Coordinator

Vehicle Maintenance - In addition to servicing the Public Works Fleet, the Division also maintains the Police, Fire, and Community Development vehicles.
Ricky Burr - Chief Mechanic
Jon Neat - Mechanic’s Assistant
William Eastman - Laborer

Streets and Utilities - The Streets and Utilities Division is responsible for the maintenance of the Village’s roadways and underground infrastructure.
Ricardo Cano - Foreman
Christian Ortiz - Laborer
David Gomez - Laborer
Lester Kindt - Laborer
Jesus Martinez - Equipment Operator
Manuel Banuelos - Equipment Operator
Paul Wagner - Equipment Operator

Forestry and Alleys - The Forestry and Alleys Division is responsible for maintaining the Urban Forest, and ensuring Village alleyways remain leveled, clear of brush, and passable.
Federico Romero - Foreman
Jose Pina - Equipment Operator
Oleg Korol - Laborer
Aureliano Montalvo - Equipment Operator
John Karras - Equipment Operator

Parks and Buildings - The Parks and Buildings Division is responsible for the maintenance and upkeep of all Village parks and municipal buildings.
Hipolito Resendiz - Foreman
Abelardo Monarres - Laborer
Ivan Resendiz - Laborer
Kathy Fowler - Mailperson
Antonio Corona - Equipment Operator
Michael Cochrane - Laborer
Sergio Godinez - Laborer

Water Division - The Water Division is responsible for the provision of potable water distribution, including maintenance and monitoring of the Pump House and Standpipe.
Ramiro Silva - Water System Operator
Jesus Rivas - Water System Operator

FY 18/19 Personnel Updates

Retirements
Keith Zwik - Water System Operator - 37 years of service to the Village

Promotions
Paul Wagner - Promoted from Laborer to Equipment Operator - 13 years of service
Ramiro Silva - Promoted from Equipment Operator to Water System Operator - 13 years of service
Michael Cochrane - Promoted from mailman to laborer - 1.5 years of service

New Hires
Christian Ortiz - Laborer
Kathy Fowler - Mailperson
The services of a Public Works Department extend beyond maintenance of public infrastructure. Public Works operations play a major role in enhancing public safety by ensuring roads are passable for emergency vehicles, drinking water is safe, clean, and readily available, and public hazards are mitigated. Below are some of the services provided by your Public Works Department that help keep the community safe.

**Maintenance of the Potable Water Supply**

The Public Works Department is responsible for ensuring the public water supply is maintained for residents and businesses. This includes maintenance of the Village’s Pump House, Standpipe, and the distribution system of water mains.

### Pump Replacements

Five water pumps located in the Village’s Pump House supply the Village with potable water and pressurize the system in conjunction with the 1.5 million gallon Standpipe. In Fiscal Year 18/19, Pump #3, a 30 year old pump, was replaced with a larger pump controlled by a variable frequency drive, which allows for better control over the system pressure and reduces energy usage. Two of the five pumps now run on variable frequency drives.

### Water Main Repairs

Throughout the year, the Village’s aging water mains will experience breaks that require immediate repair. In Fiscal Year 18/19, there were 18 water main breaks. To repair a water main break, crews must shut off valves that may leave residents temporarily without water until the repair is completed. Crews will knock on doors and leave door hangers prior to the work commencing. If you have experienced a shutoff due to a main break, flush your water line by running water for several minutes as sediment will stir up in the main.

### Hydrant and Valve Maintenance

Hydrants and valves are exercised once per year to ensure their functionality in the event of an emergency. During the flushing and exercising process, the units are inspected for maintenance needs and are repaired. During hydrant flushing, residents may experience a loss of pressure, which will return when flushing has been completed.
Public Safety

Maintenance of the Roadway System

The Village maintains 41 miles of roadways throughout the community, with other agencies such as Cook County and IDOT maintaining other roads within the Village’s corporate boundary. Maintenance services to the roadway system include salting, snow plowing, pothole patching, resurfacing, and clearing back tree branches and other obstructions to ensure safe routes for commuters, pedestrians and access for emergency vehicles.

Snow Plowing

The Public Works Department aims to have roadways passable within four hours after a snow event with accumulation of two inches or greater. Additionally, the Village utilizes a calcium chloride solution to “pre wet” the streets before an anticipated light snowfall to help alleviate the needs for salting. During salting operations, the calcium chloride solution will be mixed with the salt to help increase its effectiveness, allowing for less to be utilized, which is better for the environment.

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plowing Events*</td>
<td>12</td>
</tr>
<tr>
<td>Salting Only Events</td>
<td>17</td>
</tr>
</tbody>
</table>
* Events with greater than 2 inches of snowfall

Touhy Avenue Overpass Construction

In Fiscal Year 18/19, the Village successfully completed the Touhy Avenue Overpass project. The Overpass provides a safe route for those using the Valley Line Trail to cross Touhy Avenue. The project was funded through a federal Congestion Mitigation and Air Quality grant that has covered 80% of the overall project cost. The Overpass includes decorative lighting, landscaping, and serves as a gateway feature for those entering the Village.

Roadway Patching and Sidewalk Repair

Annually, the Village budgets funds for roadway patching, which is performed internally by the Streets and Utilities Division. Pothole filling is performed year round with hot or cold asphalt. Over the last Fiscal Year, 633 tons of asphalt was used for patching. Public Works aims to respond to notices of potholes within 24 hours of being notified. The annual contractual sidewalk program takes place in the fall with the goal of replacing hazardous or damaged sidewalk panels throughout the community. 600 sidewalk panels and 550 linear feet of curb were replaced as part of the program.

Did you Know?

You can help aid in the removal of snow by following the Village’s parking restrictions during snow events. When the restriction is in place, you may park your vehicle on the even side of the street during even numbered days and the odd side of the street during odd numbered days. Parking on Pratt Avenue is always prohibited when snowfall is greater than two inches.
Tree Trimming and Removals
Trees enhance the aesthetic of the community while also providing a range of benefits. Unfortunately, when trees become sick or die, they can pose a hazard to homes, pedestrians, and vehicles. In order to mitigate the hazard of falling limbs, the Forestry and Alleys Division of the Public Works Department divides the Village into six sections and trims each section once per year. Additionally, the Division will remove dead or dying trees once they have been identified. The Division will also perform inspections and trimming operations at the request of residents.

Did you know?
You can submit a tree inspection or removal request by using the Village’s service request system by visiting the Village website at www.Lincolnwoodil.org, via the mobile app, or by contacting Public Works at 847-675-0888.

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dead Trees Removed</td>
<td>100</td>
</tr>
<tr>
<td>Trees Trimmed</td>
<td>1300</td>
</tr>
</tbody>
</table>

Alley Maintenance
The Village owns and maintains 10.5 miles of alleyways throughout the community. Residential alleyways are generally unpaved consisting of gravel and grass. The Forestry and Alleys Division performs several tasks to ensure the alleys are kept safe for commuters. Gravel alleys are graded annually to eliminate and ruts or mounds of stone. Overgrown brush is trimmed back from the drive aisle so that vehicles my pass safely and the grass is cut to keep the area drivable for vehicles and aesthetically pleasing.

Street Light Maintenance
The Village owns and operates street lights on major thoroughfares throughout the community to enhance the safety of these major routes during evening hours. All of the Village owned light fixture will be converted to energy saving LED bulbs upon completion of the Street Light Replacement Program in late 2019. Street lights found at intersections throughout residential neighborhoods are owned and operated by ComEd.
Beautification

Maintenance of the public infrastructure includes ensuring that public spaces are kept in good aesthetic condition for residents and visitors of the Village to enjoy. Here are the ways the Public Works help beautify the Village.

**Annual Tree Plantings**
Annually, the Village undertakes a fall and spring planting to enhance the urban forest and replace trees that were removed. In Fiscal Year 18/19, the Village planted 149 trees throughout the community. Due to the Village’s dedicated efforts to maintain the urban forest, the Village has been once again designated as a Tree City for the 21st year in a row by the Arbor Day Foundation. On April 26, 2019, the Village planted a Chaniticleer Pear Tree in celebration of Arbor Day with students and faculty of Todd Hall.

**Did you Know?**
To become a Tree City, the Village must annually meet a set of standards that are reviewed by the Arbor Day Foundation, demonstrating the Village’s commitment to preserving trees.

**Annual Flower Plantings**
The Lincoln Avenue medians have been filled with perennials since completion of the median rehabilitation project in the spring of 2018. The second year of life for the perennials has allowed them to flourish and fill in the medians. In addition to the medians, the Village Beautification Commission is tasked with annual plantings at the intersection of Morse/Kostner, Madeline’s Garden, The Proesel Park Sign on Lincoln Avenue, the entrances to Village Hall, and the Community Center.
Maintenance

Building Maintenance

The Village owns and maintains six buildings including the Police/Fire Station, Aquatic Center, Village Hall, Community Center, Public Works Facility, and Water Pumping Station. Maintenance of these facilities is important to protect the Village’s investment and prolong their useful life.

Facility Improvements Made in FY2018/19

- Village Hall and Public Works Boilers Replaced
- Police Department Secure Lot Door Openers Replaced
- Police Department Public Bathroom Renovated
- Community Center Roof Replaced

The Community Center Roof Replacement began in Fiscal Year 18/19 and was completed in June 2019. The existing roof was prone to leaks and was over 30 years old. (Left Picture - Old roof, Right Picture - New Roof)

Parks and Aquatic Center Maintenance

The Parks and Buildings Division is responsible for maintaining the all parks, paths, and the Aquatic Center. Over the course of the year, staff will cut the grass, trim trees, level playing surfaces, refill woodchips, repair playground equipment, and set up for special events. The Division will also respond to work orders on an as needed basis. The Division will also prepare the Aquatic Center for its annual opening and continue to maintain pumps and other equipment throughout the season.

<table>
<thead>
<tr>
<th>Building Maintenance</th>
<th>Maintenance Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal Buildings</td>
<td>Inspect 1x per month—perform repairs as needed</td>
</tr>
<tr>
<td>High Priority Work Orders</td>
<td>Complete within 24 hours</td>
</tr>
<tr>
<td>Medium Priority Work Orders</td>
<td>Complete within one week</td>
</tr>
<tr>
<td>Low Priority Work Orders</td>
<td>Complete within two weeks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Park Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
</tr>
<tr>
<td>Aquatic Center</td>
</tr>
<tr>
<td>Park Landscaping</td>
</tr>
<tr>
<td>High Priority Work Orders</td>
</tr>
<tr>
<td>Medium Priority Work Orders</td>
</tr>
<tr>
<td>Low Priority Work Orders</td>
</tr>
</tbody>
</table>
Sewer System Maintenance

The Village owns and maintains over 67 miles of sewers throughout the community. The combined sewer system conveys both stormwater and sewage to interceptor sewers owned by the Metropolitan Water Reclamation District of Greater Chicago (MWRD). Maintenance of the Village’s sewer system includes cleaning catch basins, curb drains, and the main line sewers, as well as repairing sewer structures if they collapse. Street Sweeping plays a role in maintaining sewers by removing debris before it enters the system.

<table>
<thead>
<tr>
<th>Sewer Infrastructure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item</strong></td>
</tr>
<tr>
<td>Catch Basins</td>
</tr>
<tr>
<td>Inlets/Curb Drains</td>
</tr>
<tr>
<td>Manholes</td>
</tr>
<tr>
<td>Sewer Mains</td>
</tr>
</tbody>
</table>

Vehicle Maintenance Division

The Vehicle Maintenance Division is responsible for ensuring the Village owned fleet is maintained and vehicles are kept in service for as long as possible before being replaced. The Division manages all vehicles including Police and Fire Vehicles in addition to the Public Works fleet. The Division also maintains smaller equipment used by other operating divisions to ensure the Department continues to operate efficiently.

<table>
<thead>
<tr>
<th>Department</th>
<th>No. of Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Development</td>
<td>1</td>
</tr>
<tr>
<td>Fire</td>
<td>11</td>
</tr>
<tr>
<td>Police</td>
<td>19</td>
</tr>
<tr>
<td>Public Works</td>
<td>42</td>
</tr>
<tr>
<td>Total</td>
<td>73</td>
</tr>
</tbody>
</table>

Vehicle Maintenance

<table>
<thead>
<tr>
<th>Item</th>
<th>Maintenance Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Inspections</td>
<td>Perform inspections 2x per year</td>
</tr>
<tr>
<td>Lifts, Cranes, Fuel System</td>
<td>Inspect Annually</td>
</tr>
<tr>
<td>Municipal Fleet</td>
<td>Perform Preventative Maintenance based on vehicle’s required interval</td>
</tr>
<tr>
<td>Work Orders</td>
<td>Complete emergency repairs within three days of receiving parts, medium repairs within two weeks of receiving parts, and low priorities within three months of receiving parts</td>
</tr>
</tbody>
</table>
Building for the Future

Public Works is responsible for long range infrastructure improvement planning of the Village. In Fiscal Year 18/19, the Village Board accepted a recommendation from the Ad-Hoc Infrastructure Committee and staff to pursue a 10 Year Infrastructure Improvement Plan, with the goal of resurfacing all roadways and replacing all poor and certain fair rated water mains. Below are some of the projects that will be constructed in the coming year, designed in Fiscal Year 18/19.

Roadway Resurfacing

The First year of the 10 Year Roadway Resurfacing plan includes resurfacing of Longmeadow from Pratt to Sauganash Avenues, as well as sections of Lawndale, Lunt, Morse, Central Park, and Ridgeway Avenues. This project will be paid for with Motor Fuel Tax and North East Industrial District TIF funds. The work will be completed by June of 2019, and is estimated to cost $839,700.

Water Transmission Main To Evanston

In 2019, the Village will begin construction of a 20 inch water transmission main to the City of Evanston to begin purchasing water as the Village switches suppliers from Chicago. The main will run primarily along Hamlin Avenue where it will connect with Evanston on Oakton Street, just east of the North Shore Channel. The savings realized from switching water suppliers will be used to fund the project and future water distribution main replacements. It is anticipated that residents will not see an increase to the residential rate until 2023. The project will be funded through a 20 year general obligation bond and is anticipated to cost approximately $14 million. The project is anticipated to begin in the fall of 2019.

North Shore Sewer Separation Project

The North Shore Sewer Separation project includes the installation of a 60 inch storm sewer on North Shore Avenue from Drake Avenue to the North Shore Channel. Smaller tributary sewers will be installed along Columbia, Kimball, and Spaulding Avenues. Roadway resurfacing along the project area will also be performed. The project will help alleviate residential basement backups by reducing the amount of stormwater from entering the combined system. The project is anticipated to begin in the fall of 2019. The Village received $1.4 million from the MWRD for the construction of this project, with an approximate cost of $4 million.

Standpipe Rehabilitation

The 1.5 million gallon Standpipe will be rehabilitated and painted in the summer of 2019 to extend the life of this crucial component of the water distribution system. In addition to providing potable water storage, the standpipe also regulates pressure within the distribution system via gravity. The rehab will include welding repairs and recoating of the interior and exterior. The project will cost approximately $860,000 and will be funded through the Water Fund and Northeast Industrial District TIF funds.
The Department helps coordinate and set up for Lincolnwood Fest

The Public Works Department supplied the Parks and Recreation Department with vehicles for their Touch-a-Truck Event

The Touhy Avenue Overpass Ribbon Cutting Ceremony was held on October 11, 2018 to commemorate the opening of the Overpass

The Department sets up the park and the route for the annual Turkey Trot

The Department decorates the trees around the Municipal Campus for the annual holiday lighting ceremony