

TOWN OF NORMAL ENGINEERING ANNUAL REPORT 2015





ENGINEERING DEPARTMENT

Engineering was established in 1988 as Division of the Public Works Department. In April of 2010 Engineering was recognized as a separate department. The Department consists of ten individuals whose primary mission is to effectively organize, direct, implement and monitor the planning, designing, contracting and inspecting of all public works and private development projects, and storm water management responsibilities for and within the Town of Normal.

GENERAL BUSINESS OPERATIONS

The Engineering Department provides the following services as part of general business operations:

- Issues permits for work performed in the public right-of-way
- Administers the Town of Normal Flood Plain Ordinance
- Provides technical assistance and information to local residents and other Town Departments
- Performs bridge and culvert inspections on the 32 structures under the Town's jurisdiction

- Coordinates with outside agencies regarding transportation systems and other engineering issues
- Prepares various official and informational maps

Total engineering expense for the Town in 2015 was approximately \$1,290,500. This does not include engineering work for parks and recreation or water related projects. To supplement the work performed by the Engineering Department, the Town has engineering service contracts with the Farnsworth Group; Lewis, Yockey and Brown, Inc.; Clark-Dietz; and Crawford, Murphy and Tilley, Inc. The Town also has an agreement with Ramsey Geotechnical Engineering, Inc. for material testing and geotechnical engineering services.

Approximately 85% or \$1,100,000 of the \$1,290,500 was attributed to the Engineering Department staff, with the remaining 15% or \$194,000 going to the private engineering consultants.

STAFF

GENE BROWN, P.E. TOWN ENGINEER	30
RACHELLE LEUTY OFFICE ASSOCIATE	1
FRED ZBINDEN, P.E. PROJECT ENGINEER II	16
ERIC HERBST, P.E. PROJECT ENGINEER II	14
WAYNE HOPPER TRAFFIC TECHNICIAN	24
TERRY WHALEN ENGINEERING TECHNICIAN II	15
BRACH HUSCHEN ENGINEERING TECHNICIAN I	3
TIM GILLENWATER CONSTRUCTION TECHNICIAN	14
DARRYL BARRON UTILITY PERMIT TECH	8
JULIE WEGER STORM WATER ENGINEERING TECHNICIAN	7

ENGINEERING TIME ALLOCATION

	2010	2011	2012	2013	2014	2015
General Business Operations	10%	15%	10%	10%	10%	5%
Data Operations	5%	5%	5%	5%	5%	10%
Capital Projects	50%	55%	55%	65%	55%	50%
Private Development	15%	10%	5%	10%	10%	15%
Traffic Management	15%	10%	15%	5%	10%	10%
Special Projects	5%	5%	10%	5%	10%	10%



SOCIAL MEDIA

The Engineering Department's Facebook (Town of Normal Engineering Department) and Twitter (TON_Construct) accounts went live in February of 2015. Both bring the latest on construction projects around the Town of Normal, road closures, lane closures, no parking areas and the progress of projects. Posts and Tweets have included photos of on-going projects and citizens enjoying Town amenities, links to important information on the Town's website, and shares or retweets from the Town's other social media accounts. Social media has been a valuable tool for engaging and communicating with citizens.



/NORMALUNDERCONSTRUCTION



@TON_CONSTRUCT



CAPITAL IMPROVEMENT PROGRAM

The Engineering Department is involved in all phases of capital improvement projects including conceptual planning, budgeting, design, contract bidding/management, and construction supervision and inspection. Staff members and/or consultants completed design work on these projects depending on the size of the project and workload of the staff. All project management and construction inspection on capital projects was completed by in-house staff in 2015. The contract values for the above projects totaled approximately 2.5 million dollars.

Capital improvement projects completed or under construction in 2015 included:

ANNUAL STREET RESURFACING PROGRAM

ANNUAL SUMP PUMP PROJECT

ANNUAL SIDEWALK PROGRAM

UNIVERSITY STREET BRIDGE

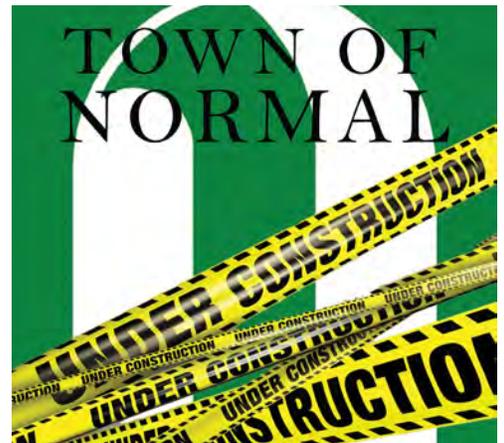
NORTH BRANCH SUGAR CREEK

CONCRETE PAVEMENT PATCHING

CHAMPION FIELDS PARKING LOT EXPANSION

CHURCH STREET SANITARY SEWER EXTENSION

photos from the North Branch Sugar Creek Stabilization Project



Facebook and Twitter profile photo



above: University Street Bridge

below: Annual Street Resurfacing Program



PRIVATE DEVELOPMENT

The Engineering Department is responsible for assuring that public improvements associated with private developments are designed and constructed in accordance with Town Code. Construction plans for subdivisions, and site plans for commercial and multi-family developments, are reviewed and approved by Engineering. All public sewer and street improvements are inspected and approved by engineering prior to acceptance by the Town Council.

In 2014 the Engineering Department was involved with review and inspection of public improvements in the subdivisions and development projects: Trails at Sunset Lakes, Vineyards, South Cottage Village, Heather Ridge.

TRAFFIC OPERATIONS

The Engineering Department manages all traffic operations in the Town including:

- Operation and maintenance of 43 traffic signal installations and 22 flasher installations
- Regulation of street signing, pavement marking and other traffic control devices
- Administration of the traffic maintenance program

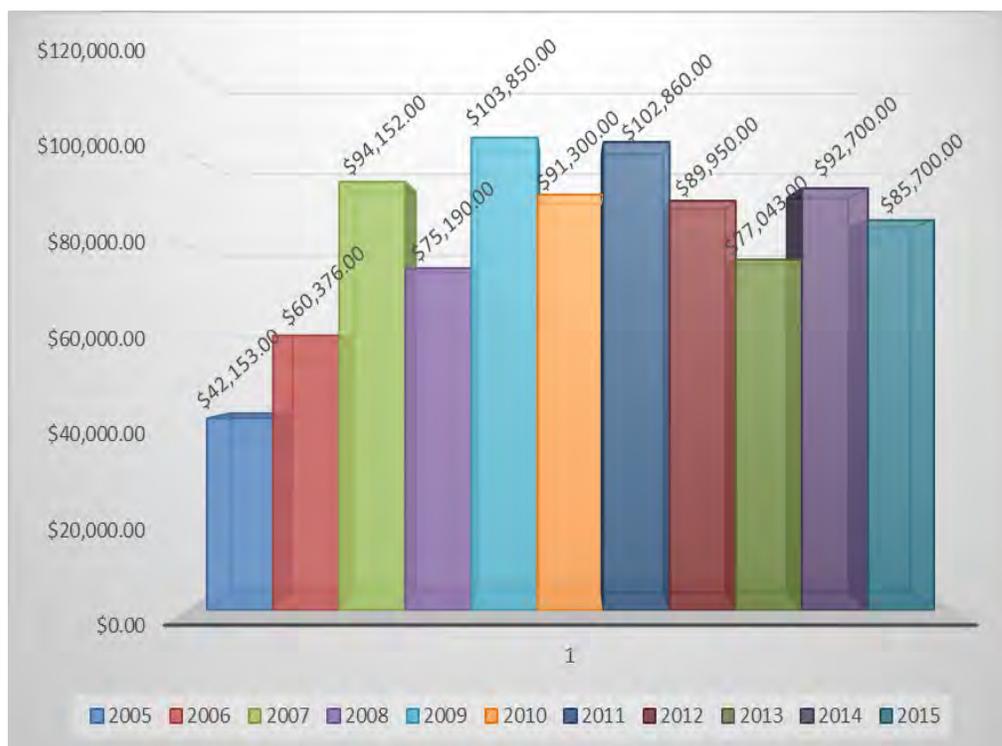
Engineering conducts various traffic studies concerning traffic counts, site distance studies, delay, speed studies,

parking analysis, intersection design and capacity analysis, roadway capacity analysis and other citizen requests and concerns.

The Traffic Engineering Technician reviewed and approved bills submitted by our traffic signal maintenance contractor which totaled approximately \$85,700 in 2015. Bills are reviewed per the approved annual maintenance agreement and approved or sent back to the contractor for further information or revisions as required. The table below illustrates those costs since 2005.

The Traffic Engineering Technician spent significant man hours in the field in 2015 on several projects including layout of traffic markings on the Street Resurfacing projects as well as assisting the Street Maintenance Division pavement marking personnel as required.

The Traffic Engineering Technician also has been working with IDOT and the City of Bloomington on Intelligent Transportation System upgrades on the Veteran's Parkway corridor.



above: Siemens M50 Traffic Controller

STORM WATER MANAGEMENT

The erosion control inspection and permitting program was implemented in 2009. The Storm Water Technician, Julie Weger, issued erosion control permits and performed required routine inspections for various development projects in 2015. She also completed routine inspections of installed erosion control measures after all significant rainfall events on all private and public construction projects.

The Storm Water Engineering Technician is also responsible for completing our annual report to the Illinois

Environmental Protection Agency as required as a condition of our MS-4 Storm Water Permit. Julie serves as our first contact with IEPA on storm water related issues.

The Storm Water Engineering Technician is also responsible for updating all new additions and changes in impervious area calculations required to determine storm water utility charges for properties in the town.

The Storm Water Engineering Technician has also assumed some duties performed in the past by the Engi-

neering Technical Specialist including data gathering and mapping of storm and sanitary sewers, archiving of design and as-built plans, and assists with computer drafting as time allows.

The Storm Water Engineering Technician also provided project management and field inspection services for the North Branch Sugar Creek Stabilization project.

JULIE

The Town of Normal is member of JULIE (Joint Utility Locating Information for Excavators). JULIE is a not-for-profit corporation that provides homeowners and professional excavators with a one call center for underground utility locating services. In 2015, the Utility Permit Technician, Darryl Barron, handled ap-

proximately 7,647 JULIEs. This is up from 2014 by 473, probably due to the Railroad projects.

The Utility Permit Technician also issued numerous permits for road closures, sidewalk closures, sidewalk cafés, and vehicle overweight and width permits.

The Utility Permit Technician has also begun completing some conduit and cable locating for traffic signal installations using equipment borrowed from the Water Department.



**Know what's below.
Call before you dig.**

SPECIAL PROJECTS

The Town Engineer spent significant man hours in 2015 representing the Town as a member of the project study groups on the East Side Highway Environmental Assessment Proj-

ect along with the Town Planner and Director of Public Works, and staff members from the City of Bloomington, McLean County, IDOT and the FHWA.

Proposed East Side Highway

