



Agenda
Village of Glen Ellyn
Village Board Workshop
Monday, June 17, 2024
7:00 PM
Glen Ellyn Civic Center, Room 301

Meeting Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda in the meeting room or online at www.glenellyn.org prior to the meeting. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact The Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Audience Participation**

- 1) Open:

Members of the public are welcome to speak to any item not specifically listed on tonight's agenda for up to (3) three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, their topic and the group, if any, they are representing prior to addressing the Village Board. Individuals wishing to address the Board shall exercise proper decorum and respect for the proceedings and the business of the Village Board, and shall refrain from abusive demeanor and language. The practice of ceding time to other speakers shall be prohibited, except in the discretion of the presiding officer of the meeting. Public officials are not obligated to respond to questions.

- E. Diversity, Equity, and Inclusion (DEI) Resource Guide Discussion**

- 1) Community Relations Commission DEI Guide Implementation (Communications Coordinator Paplauskas)

- F. CBD Streetscape and Crescent-Glenwood Parking Lot Improvements Revisited**

- 1) CBD Streetscape and Crescent-Glenwood Parking Lot Improvements Revisited (Professional Engineer Daubert and Asst Village Engineer Peebles)

- G. Reminders**

- 1) Village Board Meeting Monday, June 24, 2024 at 7 pm
- 2) Village Board Special Workshop Monday, July 15, 2024 at 7 pm

- H. Adjourn for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, Section 2.06, ILCS 120/2 (c)(1)**

without returning to open session



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting 6/17/2024 7:00 PM
Department: Administration
Department Head: Emily Rodman
Category: Other
Prepared By: Grant Paplauskas

AGENDA ITEM (ID
2024-358)

DOC ID: 2024-358

Community Relations Commission DEI Guide Implementation (Communications Coordinator Paplauskas)

Statement of the Issue:

Discuss the DEI Resource Guide as prepared by the Community Relations Commission

Analysis:

The Community Relations Commission spent the past year researching, compiling data, and developing a Resource Guide to be distributed as a tool for businesses and organizations within the Community to be used as a framework to enhance diversity, equity, and inclusion within Glen Ellyn.

Empowering the community with pertinent information and resources is a top priority for the Glen Ellyn Community Relations Commission (CRC). The Diversity, Equity, and Inclusion (DEI) Resource Guide, released by the Commission in February 2024, represents the earnest endeavor to offer a foundational framework to community members, businesses, and all stakeholders, who are keen on strengthening inclusiveness and bolstering equitable treatment of all diverse members of our community. The Commission encourages everyone to approach this resource with an open mind, knowing that it is a living document, and the understanding that creating and sustaining an inclusive environment is an evolving journey.

Budget Impact:

None

Contribution to Strategic Plan

Effective Governance - Robust Citizen Participation & Inclusivity - promotes diversity, inclusiveness, and public engagement.

Action Requested:

Review and discuss the DEI Resource Guide for distribution and community use.

Attachments:

1. Glen Ellyn Community Relations Commission - DEI Resource Guide - Approved, Released (2-1-2024)

DIVERSITY, EQUITY, AND INCLUSION (DEI) RESOURCE GUIDE



Community Relations
Commission
February 2024

DISCLAIMER

This Diversity, Equity, and Inclusion (DEI) Resource Guide serves as an informational tool regarding matters of Diversity, Equity, and Inclusion. While it offers valuable insights for appreciating diversity, driving equity, and fostering an inclusive environment, please be aware of the following:

- The guide is not intended for legal purposes. Always consult with appropriate legal professionals when in doubt.
- It is not possible to enumerate every aspect of diversity.
- The guide is a living document. The information contained herein may be outdated over time, and will need to be updated to remain current.
- The Village of Glen Ellyn and its Community Relations Commission cannot ensure the accuracy or validity of information associated with third-party external references and links found within this guide. Relying on such information is at one's own discretion and risk.

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1 INTRODUCTION

Empowering the community with pertinent information and resources is a top priority for the Glen Ellyn Community Relations Commission (CRC) and the Village of Glen Ellyn. This Diversity, Equity, and Inclusion (DEI) Resource Guide represents our earnest endeavor to offer a foundational framework to community members, businesses, and all stakeholders, who are keen on strengthening inclusivity, and bolstering equitable treatment of all diverse members of our community.

We encourage everyone to approach these resources with an open mind, and the understanding that creating and sustaining an inclusive environment is an evolving journey. We are all in this together.

2 DOCUMENT ORGANIZATION

This Diversity, Equity, and Inclusion (DEI) Resource Guide is organized to provide content and context relative to Diversity, Equity, and Inclusion, in the Glen Ellyn setting, and beyond. Topics are organized as outlined below.

- Framework, Policies, Guidance, Analysis, Resources, and more, in the Glen Ellyn context. This includes:
 - [Glen Ellyn Community Relations Commission](#).
 - [Glen Ellyn Diversity, Equity, and Inclusion Policy](#).
 - [Glen Ellyn Diversity, Equity, and Inclusion Lens](#).
 - [Glen Ellyn Diversity, Equity, and Inclusion Project](#).
- [Embracing All Through Diversity, Equity, and Inclusion](#).
- [Diversity, Equity, and Inclusion Impacts in the Workplace](#).
- [Practices for Implementing Diversity, Equity, and Inclusion in the Workplace](#).
 - [DEI Audit](#).
 - [DEI Team](#).
 - [DEI Goals and Objectives Setting](#).
- [References and Resources](#).

3 GLEN ELLYN COMMUNITY RELATIONS COMMISSION

The Glen Ellyn Community Relations Commission (CRC) is devoted to bolstering the aspirations of Glen Ellyn, envisioning it as a community that welcomes, respects, and engages everyone in every facet of Village life. The CRC works to realize these aspirations through active involvement with the community and Village institutions. The CRC sets benchmarks for efforts supporting Diversity, Equality, Equity, and Inclusion; educates those who live, work, play, study, interact with, or visit the Village, on these topics; reports on associated initiatives; and acts as a touchpoint for community members.

The key objectives of the Community Relations Commission include:

- Encouraging Inclusivity – Championing policies, programs, events, actions, and communications that help ensure Glen Ellyn remains a community where everyone feels welcomed, respected, and engaged. This applies to all aspects of Village life, encompassing employment, commerce, housing, recreation, faith practices, resource access, and civic involvement.
- Community Engagements – Actively engaging with the community and its institutions, plus communicating benchmarks for continuous efforts in achieving Diversity, Equality, Equity, and Inclusion. Additionally, educating the village populace on related topics and initiatives, and serving as a key point of contact.
- Issue Reviews – Assessing and addressing concerns related to Diversity, Equality, Equity, and Inclusion. These concerns may originate from CRC members; be presented by individuals, organizations, or groups; or be requested by the Board of Trustees. An important goal of the CRC is to tackle community relations issues, and ensure fair and equitable treatment of everyone in Glen Ellyn.
- Additional Responsibilities – The CRC is prepared to undertake any other functions or responsibilities as delegated by the Board of Trustees.

Since being re-established in October 2021, the Community Relations Commission has created a [DEI Policy](#) for the Village and developed a [DEI Lens](#); has applied those in providing inputs to the [Village's Comprehensive Plan](#); has articulated statements and postings to create awareness; and has made community outreach, hosted events, and formed partnerships towards building a more inclusive community. Please refer to the CRC Impact Reports posted on the [Community Relations Commission page](#), to learn more about the work of, and the progress made by the commission.

Values are reflected through policies and their implementation. As such, we feel it important to highlight below, the [DEI Policy](#) articulated by the Community Relations Commission, and adopted by the Village Board of Trustees; as well as the associated [DEI Lens](#) outlined by the commission to help the Village put the policy in practice.

4 GLEN ELLYN DIVERSITY, EQUITY, AND INCLUSION POLICY

The Village of Glen Ellyn is fully committed to Diversity, Equity, and Inclusion (DEI) in principle and in practice. The Village strives to be an inclusive and equitable community, that embraces and champions diversity, and welcomes, respects, and engages all people in all aspects of Village life, including employment, commerce, housing, recreation, faith practices, access to resources, and civic engagement. Diversity, Equity, and Inclusion are central to the Village's current and future success.

Definitions

- Diversity: Psychological, physical, and social differences that occur among any and all individuals.
- Equity: The guarantee of fair treatment, access, opportunity, and advancement while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups.
- Equality: The state of being equal, especially in status, rights, and opportunities.
- Inclusion: The act of creating environments in which any individual or group can be and feel fully welcomed, respected, supported, and valued in order to bring their full authentic selves to the community. An inclusive and welcoming climate embraces differences and offers respect in words, actions, and thoughts of all people.

There shall be no barriers to full participation in the Village.

5 GLEN ELLYN DIVERSITY, EQUITY, AND INCLUSION LENS

Questions to ask when examining work through a DEI Lens.

To ensure a commitment to DEI, the Village should understand how a decision will impact the Village's reputation and commitment to Diversity, Equity, and Inclusion by asking the following questions.

Who is involved in the process?

- Are key stakeholders meaningfully included?
- Is this work that impacts a group or community? If so, is their voice represented?
- Does diversity impact the decision? How diverse is the group of decision makers? Is it diverse enough?
- Does the initiative include an awareness campaign prior to mandatory or suggested implementation?

Who will be impacted?

- Who benefits from this?
- Who is burdened by this? What are the potential negative impacts?
- What data or evidence supports this?
- Have we considered various, specific marginalized groups, and how they might be impacted?
- Have we circled back to have the impacted groups present at the table for revisions, rewrites, and reimplementation?

What are the intended and unintended outcomes?

- What issue are we trying to solve?
- What do we hope will happen?

- Have we uncovered additional or interrelated issues as we approach this work?
- Have we properly addressed the concerns of those who may disagree with this initiative?
- Is there a voice or voices who can provide a consistent critical analysis of this work?
- How might this be perceived by others?

Does this align with our vision for an equitable and inclusive entity?

- How is equity addressed?
- What barriers might this place in the way of achieving equity?
- What changes could be made to make this more equitable?

6 GLEN ELLYN DIVERSITY, EQUITY, AND INCLUSION PROJECT

In January 2021, various organizations and residents of Glen Ellyn initiated a DEI Project, aiming to spark discussions on how the Village can become a more welcoming community. Participants from diverse groups delved into discussions about Diversity, Equality, Equity, and Inclusion. Representatives included the B.R. Ryall YMCA, College of DuPage, DuPage United, Glen Ellyn Allies for Racial Justice, Glen Ellyn Children's Resource Center, Glen Ellyn Public Library, Glen Ellyn Park District, Glen Ellyn Police Department, Glen Ellyn Youth and Family Counseling Service, Glenbard Early Childhood Collaborative, One Community, and School Districts 41, 87, and 89. Over the span of the project, RGW Consulting, LLC, led by Rasheeda Graham Washington, facilitated fifteen panels, discussions, and affinity group conversations, which involved more than 180 community members across 25 hours. Here, we present an executive summary of RGW's Discovery Report.

The DEI Project was grounded in the belief that the Village of Glen Ellyn thrives when the community collaboratively reflects on its values and functions, using this self-awareness as a lens for growth and discovery. The Village is dedicated to exemplifying its DEI commitment by actively listening to its residents and crafting a cohesive strategy across agencies rooted in the feedback of its diverse stakeholders.

The DEI Project objectives included:

- Participants reflecting on the equity journey the Village and its entities have undertaken so far, analyzing both aspirational goals and realized outcomes.
- Participants playing a vital role in shaping and influencing the perceptions that arise during intersectional listening sessions and subsequent recommendations reporting.
- Participants drawing insights from the experiences and information shared throughout the intersectional discovery process.
- Participants being equipped to act upon recommendations that emerge from their engagement in the DEI Project's findings.

During various sessions, several recurring themes became evident among participants:

- Concerns about ensuring equal access to Village boards and commissions, food security, healthcare, housing, schools, services like libraries and parks, volunteer opportunities, and more; allowing every resident, irrespective of their background, to participate in Village decision-making, events, and policymaking.
- Worries that the Village's residents, businesses, and leaders might not be adapting to contemporary shifts in politics and demographics.
- Observations that Village representation may appear homogeneous and not sufficiently inclusive, potentially sidelining people of color, those from diverse ethnicities, and other backgrounds.
- Concerns that a "Not In My Back Yard" mindset might hinder the Village from making progress on pivotal DEI matters, such as affordable housing and food security.

Based on these objectives and concerns, and incorporating feedback from participants, RGW Consulting produced the Discovery Report.

The report summarizes some strengths recognized across various Village entities:

- A genuine willingness among Village entities and individuals to recognize and address different inequities, whether they're cultural, individual, operational, or systemic, present in the Village.
- A heightened awareness of existing gaps in DEI practices and the necessity to integrate diverse populations into boards, commissions, administrative staff roles, school districts, community groups, and more. This is particularly crucial given that many of these groups predominantly comprise of middle- to upper-class White individuals.
- A strong resolve among leadership and governing bodies to evolve into better community allies by acknowledging areas of improvement and actively striving to establish partnerships deeply rooted in DEI values.

The Discovery Report also notes several challenges:

- Within the Village, there is a tendency for some individuals to marginalize others based on differences such as culture, education, gender, race, and socioeconomic status. This leads to hierarchical power dynamics, evident in the fact that most boards, commissions, and organizations are predominantly led by White men.
- Some community members view DEI as anti-White and anti-American. They argue that the predominant White, middle-class taxpayers should have more influence in decisions than residents from other backgrounds in the Village.
- The challenges of addressing entrenched perspectives on race and diversity in Glen Ellyn result in hesitancy around DEI initiatives. The fear of making mistakes related to

DEI, including creating the appearance of diversity without including people in a meaningful way, make it difficult to motivate diverse community representatives to assume leadership roles.

In light of these findings, the Discovery Report suggests several action items:

- Pursue ongoing DEI initiatives to foster a sense of belonging among all residents and boost community engagement.
- Establish an equity advisory team comprising diverse representatives from the Village's governing bodies and community organizations to provide insights on processes and protocols.
- Develop shared DEI language and terminologies among governing bodies, administrations, staff, and community organizations.
- Advocate for the representation of marginalized groups in decision-making processes about DEI definitions, policies, programs, and approaches, ensuring their needs and desires are genuinely understood and addressed.
- Guarantee that communications from the Village's governing bodies are accessible to everyone in the Village, regardless of ethnicity, race, religion, or socioeconomic status.
- Set procedures and timelines for regularly assessing the impact and effectiveness of DEI initiatives.
- Pinpoint the ideals, intentions, and impacts associated with DEI goals for individuals, organizations, all taxing bodies, and community entities.
- Integrate DEI objectives into the Village's Comprehensive Plan, as well as into the strategic plans, policies, and procedures of organizations.
- Periodically review and update processes, protocols, and procedures to ensure DEI principles are woven into the fabric of our community.

The Glen Ellyn Community Relations Commission has tackled, and continues to address many of the action items outlined in the Discovery Report. Further details, findings, and recommendations from the DEI Project are available at the [Glen Ellyn DEI Project Summary page](#), while information on the work and impact of the CRC on these topics are available at the [Community Relations Commission page](#).

7 EMBRACING ALL THROUGH DIVERSITY, EQUITY, AND INCLUSION

Diversity, Equity, and Inclusion (DEI) represent a framework that champions the just treatment and full participation of everyone, within communities and workplaces. It pays particular attention to groups historically marginalized or subjected to discrimination, and aims to ensure that everyone feels a sense of belonging.

Diversity extends well beyond race, encompassing a myriad of human differences. It includes race, ethnicity, color, gender, gender identity, sexual orientation, socio-economic status, educational background, language, culture, religion, age, ability, neurodiversity, military status, political perspective, attire, physical appearance, and more. These elements – ranging from socio-economic and educational experiences, to beliefs and practices, to body characteristics, to clothing choices, for example – collectively shape our unique identities and perspectives. Each individual's distinct background and self-expression contributes to the rich diversity of our communities.

Recognizing individual attributes is essential, however affirming differences alone isn't sufficient. Just as crucial is taking equitable steps towards equality. This entails understanding needs, directing resources judiciously, and fostering fair outcomes for all. In essence, equity means instituting just practices that enable everyone to flourish.

Inclusion further strengthens this commitment of striving for equitable treatment, and appreciation of diversity. At its heart, inclusion not only ensures equitable access and opportunities irrespective of one's background, but also creates a genuine sense of community – sidestepping implicit biases, discrimination, and intolerance.

8 DIVERSITY, EQUITY, AND INCLUSION IMPACTS IN THE WORKPLACE

According to a summary of [Why Diversity Matters](#), adapted from the underlying [Diversity Matters](#) study by McKinsey & Company (Hunt, et al., 2015), organizations that prioritize Diversity, Equity, and Inclusion (DEI) tend to be more successful.

Diversity can have the following impacts on an organization:

- Broadened Perspective – Embracing diversity brings a multitude of perspectives to an organization. This can not only resonate with the primary target audience, but also allows an entity to reach previously untapped markets. A diverse team can relate to a wider range of potential clients.
- Increased Profitability – The link between a diverse workforce and increased profits underscores the value of varied perspectives in a competitive global economy and market.
- Employee Satisfaction – DEI initiatives can promote a sense of belonging among employees. When staff feel valued, and believe that their unique insights are recognized, it often results in heightened productivity and engagement.

Embracing diversity means acknowledging the multitude of identities present in an organization. Here are some facets of diversity that may be considered:

- Ethnic Diversity – Do employees in the organization come from similar cultural backgrounds, or do they represent diverse traditions and experiences?

- Gender Diversity – What's the representation of men, women, and nonbinary individuals in the organization?
- Age Diversity – Does the workplace consist mainly of one generation, or is there a blend of age groups?
- Socio-Economic Diversity – Does the workforce primarily represent a particular economic class, or are there employees from various economic backgrounds?
- Religious Diversity – Beyond acknowledging widely recognized holidays like Christmas, does the organization respect and recognize diverse religious observances and traditions?
- Sexual Orientation Diversity – Does the organization use inclusive language when discussing relationships, or is there an over-reliance on terms like "husband" and "wife" instead of more inclusive terms such as "spouse" or "partner"?
- Physical Ability and Neuro-Diversity – Is the organization designed to be accessible to everyone, regardless of physical ability or neurodivergence? Is the organization compliant with standards like the Americans with Disabilities Act (ADA)?

When cultivating an inclusive environment, organizations should reflect on considerations such as those noted above. It helps build workplaces that actively combat explicit and implicit biases, ensuring every member feels valued and respected.

Encouraging a diverse and inclusive environment benefits all – enhancing profitability, employee satisfaction, and overall success.

9 PRACTICES FOR IMPLEMENTING DIVERSITY, EQUITY, AND INCLUSION IN THE WORKPLACE

Embracing Diversity, Equity, and Inclusion (DEI) in any organization can be a transformative journey. While the intent to cultivate an inclusive environment is often genuine, without the right foundation, such endeavors might not yield the desired outcomes. It's essential to recognize the subtle presence of implicit bias, which can be a barrier to creating an atmosphere of true equity and belonging.

Different strategies can be adopted for DEI integration, with a few pivotal elements outlined below:

- Institutional Commitment – It is paramount that an organization as a whole is committed to DEI goals. While some resistance to DEI is expected, the onus is on senior leadership to champion these values. Commitment from the top signals to the entire organization that DEI isn't just a formality, but a core value. A growing body of research underscores the profound benefits of such an approach. When leadership is accountable, it catalyzes a positive cascading effect throughout the organization.

- **Honest Self-Reflection** – A genuine DEI effort often starts with an introspective look at the current organizational culture and climate. It's about recognizing where the organization currently stands, which shapes the vision for the future, and the path to get there. Engaging senior administration in this process is crucial, as they set the organization's tone and direction.

With the above in mind, a journey to deepen DEI values in an organization, can leverage the following steps:

- **Conducting a DEI Audit** – To assess existing DEI related institutional culture in the organization.
- **Forming a DEI Team** – To assess findings from the DEI audit and offer insights.
- **Setting DEI Goals and Objectives** – To move the organization further along in championing Diversity, Equity, and Inclusion.

9.1 DEI Audit: Understanding the State of Your Organization

A cornerstone of incorporating DEI practices into an organization, can involve conducting an internal DEI audit. Self-reflection through an analysis of the organization's DEI Strengths, Weaknesses, Opportunities, and Threats (SWOT) often provides invaluable insights about the starting point. For assistance on this, consider the following resources:

- [Diversity, Equity & Inclusion: Conducting a Self-Audit](#) (Cara Crotty; Constangy, Brooks, Smith & Prophete; Columbia, South Carolina).
- [How to Conduct a Diversity, Equity, and Inclusion \(DEI\) Audit at the Enterprise Level](#) (Ten Thousand Coffees Team, September 12, 2023).
- [What is Diversity Audit? Importance, Scope, How to Start, Audit Tools](#) (Jose Mandi at [Diversity for Social Impact](#), May 12, 2022).

During the process of an internal DEI audit, consider addressing the following questions:

- Does the organization genuinely value Diversity, Equity, and Inclusion?
- What concrete measures are there to promote inclusion?
- Is there equitable representation of all races in the workplace?
- How do you perceive the level of inclusion in your workplace?
- Does the organization prioritize DEI at the strategic and operational levels?
- Do leaders recognize the significance of diversity for employee success?
- Is there a disparity in pay based on gender, gender identity, race, ethnicity, or sexual orientation?
- Are all cultural and racial backgrounds treated with respect in the workplace?
- Do you feel valued and heard within the organization?
- Do you experience a sense of belonging? If not, why?
- How committed is the organization to fostering diverse teams?

- Does the organization's hiring methodology ensure everyone feels welcome, accepted, and treated fairly, or does it unknowingly perpetuate biases?
- Is there a provision in the workplace for diverse needs, such as gender-neutral restrooms, accessible infrastructure for staff with physical challenges, lactation rooms, prayer spaces, etc.?

9.2 DEI Team: Assessing Audit Results

Post an internal DEI audit, it is time to interpret the results, engage in dialogs, and explore approaches to addressing the findings of the audit.

When assembling a DEI team to assess audit findings and offer insights, it's pivotal that the team mirror the entirety of the organization. This means including representatives from a broad spectrum, not just from minority groups.

9.3 DEI Goals and Objectives Setting

Constructing an inclusive organizational culture demands dedication over time, mirroring the saying "Rome wasn't built in a day." Pursue DEI objectives with enduring commitment, even if results aren't immediate. While the internal DEI audit may reveal numerous insights, avoid the temptation to address everything simultaneously. Strategically segment the objectives, progressing from short-term to long-term goals.

Craft goals that are "S.M.A.R.T" – Specific, Measurable, Achievable, Relevant, and Time-bound. Refrain from nebulous objectives, instead, anchor your goals in actionable, measurable tasks. In the DEI sphere, prioritize realistic and tangible objectives that will genuinely foster a more inclusive environment.

10 REFERENCES AND RESOURCES

Glen Ellyn Diversity, Equity, and Inclusion – Initiatives, Policies, and Practices

- [Glen Ellyn Community Relations Commission](#) - Intent and Purpose, Work Products, Impact Reports, etc.
- [Glen Ellyn Diversity, Equity, and Inclusion Policy](#).
- [Glen Ellyn Diversity, Equity, and Inclusion Lens](#).
- [Glen Ellyn DEI Project](#).
- [Glen Ellyn DEI Project – Overview of Findings](#).
- [Glen Ellyn Comprehensive Plan](#).

Diversity Impacts in the Workplace

- [Why Diversity Matters](#); Hunt, Layton, and Prince; McKinsey & Company, January 2015.
- [Diversity Matters](#); Hunt, Layton, and Prince; McKinsey & Company, February 2015.

Diversity, Equity, and Inclusion – Organizational Strategies and Approaches

- [How Businesses Can Create an Effective DEI Framework](#); U.S. Chamber of Commerce, November 18, 2021.
- [DEI \(Diversity, Equity, and Inclusion\) Checklist](#); University of California, Berkeley – Haas School of Business.
- [12 Ways Companies Are Boosting Their DEI](#); Dale Buss, Society of Human Resource Management (SHRM), March 9, 2022.

Diversity, Equity, and Inclusion – Implementation Guidance

- [Diversity, Equity & Inclusion: Conducting a Self-Audit](#); Cara Crotty; Constangy, Brooks, Smith & Prophete; Columbia, South Carolina.
- [How to Conduct a Diversity, Equity, and Inclusion \(DEI\) Audit at the Enterprise Level](#); Ten Thousand Coffees Team, September 12, 2023.
- [What is Diversity Audit? Importance, Scope, How to Start, Audit Tools](#); Jose Mandi at [Diversity for Social Impact](#), May 12, 2022.



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting 6/17/2024 7:00 PM
Department: Public Works
Department Head: Dave Buckley
Category: Discussion Item
Prepared By: Derek Peebles

**AGENDA ITEM (ID
2024-370)**

DOC ID: 2024-370

CBD Streetscape and Crescent-Glenwood Parking Lot Improvements Revisited (Professional Engineer Daubert and Asst Village Engineer Peebles)

Statement of the Issue:

The area of the Crescent-Glenwood parking lot was excluded from the Phase 2-3 Streetscaping design and bid package due to uncertainty about the future use of the parking lot at the time of the design. As a result, design was never completed for the median area between Crescent Boulevard and the parking lot.

A preliminary design concept and associated costs were presented to the Board at the March 4, 2024, Board Workshop. Since that time, Public Works has secured additional information requested by the Board and had additional dialogue with the streetscaping design consultant. Public Works is looking to present the updated information and to seek Village Board approval to proceed with a design engineering contract for the parking lot and median area, that will allow for development of a final concept and creation of bid plans and specifications for a 2025 construction.

Analysis:

At the March 4, 2024, Board Workshop, Public Works presented a preliminary concept plan for the parking lot and median area. This “full concept” was based upon the streetscaping template used throughout the downtown. The concept included the following improvements:

- Full reconstruction of the parking lot pavement and median area
- Standardization of the parking space dimensions and drive aisle width including converting the single row of diagonal spaces to perpendicular spaces
- Addition of landscaped medians within the parking lot consistent with Village Code and various Village plan recommendations for beautification of parking lots
- Reallocating excess parking lot drive aisle width to the median area to allow for additional pedestrian and planting space
- Full streetscaping furniture zone treatment on each side of the median sidewalk including brick pavers and granite curb planters for tree and perennial plantings
- Addition of parking lot lighting for improved nighttime safety

While consistent with the streetscaping template used in the commercial frontages of the downtown,

the full preliminary concept was estimated to cost on the order of \$2.6 million dollars to design and construct. The discussion related to how this full concept could be funded and whether this full treatment was warranted for the parking lot area. In addition, there was discussion about an unknown cost factor, specifically the expense of soil disposal associated with full reconstruction in this formerly industrial location.

As follow-up to the March Board Workshop, Public Works engaged in additional dialogue with the streetscape design consultant and commissioned soil borings in the lot for geotechnical and environmental analysis of the pavement cross-section and soils. In addition, more scaled-back, fiscally-constrained alternatives were contemplated. At this Board Workshop meeting, Public Works will review the soil boring results and potential alternatives recommended to be evaluated in the initial consultant design process.

Budget Impact:

A proposal for engineering design in the not-to-exceed amount of \$102,884 is attached. The scope of work includes the development of engineering cost estimates for up to four alternatives along with an additional two 2D color renderings if desired to achieve consensus on a final preferred alternative. Then upon agreement on a final preferred alternative, the contract provides for the preparation of final bid plans and specifications to allow the project to be bid for 2025 construction.

Current estimates are that there will be an approximately \$66,000 remainder upon completion of the Phase 1 streetscaping work later this year, and approximately \$228,000 remainder from the Phase 2-3 streetscaping work. This, combined with the \$500,000 directly budgeted for the parking lot/median improvements, would allow for approximately \$794,000 in currently identified funding.

Once the design consultant is under contract, more refined cost estimates can be generated for the scaled back alternatives, allowing for further discussion on construction funding sources, and selection of a preferred alternative to advance to full design.

Contribution to Strategic Plan

Action Requested:

Public Works is seeking feedback from the Village Board on the proposed scaled back alternatives toward the goal of approving a proposal to proceed with engineering design of Crescent-Glenwood Streetscape and Parking Lot Improvements. Subject to Village Board support, the engineering design proposal would be presented to the Village Board for consideration of approval at the June 24th Village Board Meeting.

Attachments:

1. A1 - 06.17.24 Board Workshop - Crescent-Glenwood Pkg Lot Presentation
2. A2 - Civiltech Proposal -Crescent-Glenwood Lot Design

**VILLAGE OF GLEN ELLYN
CENTRAL BUSINESS DISTRICT
STREETSCAPE AND UTILITY IMPROVEMENTS PROJECT**

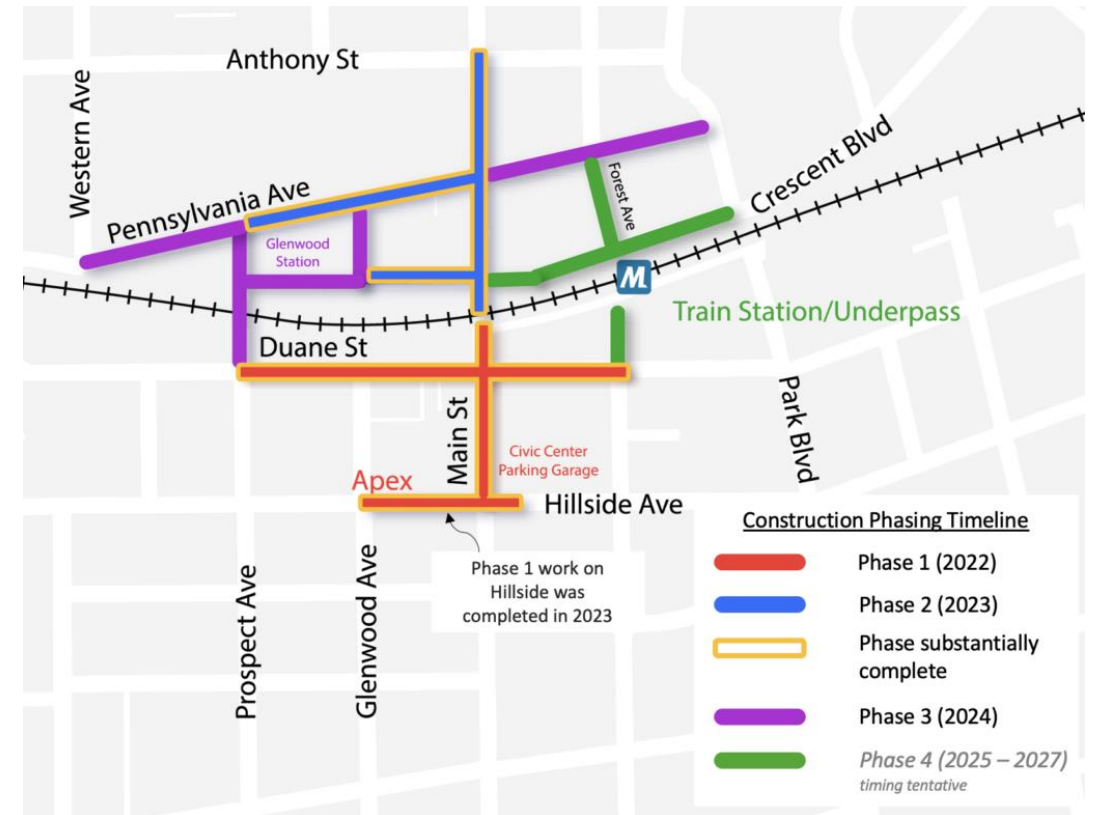


**CBD STREETSCAPE AND CRESCENT-GLENWOOD PARKING LOT
IMPROVEMENTS REVISITED**

**Village Board Workshop
June 17, 2024**

Presentation Overview

- Phase 1 and Phase 2-3 Streetscaping Budget Update
- Crescent-Glenwood Parking Lot
 - Context
 - Soil Results
 - Alternatives
 - Engineering Design Contract



Streetscaping Budget Update – Phase 1

- Remaining Budget: ~\$66,000
- Takes into account remaining 2023 elements
 - 501 Hillside curb adjustment and railing
 - Alley drainage improvements

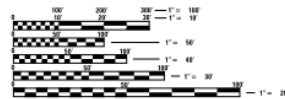


PLANS FOR PROPOSED CBD STREETScape AND UTILITY IMPROVEMENTS – PHASE 1 DUANE STREET, HILLSIDE AVENUE, AND MAIN STREET VILLAGE OF GLEN ELLYN

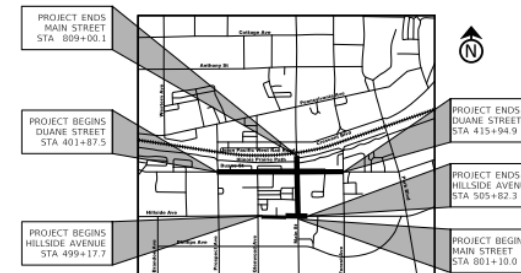
INDEX OF DRAWINGS

SHEET NO.	DESCRIPTION
1	COVER SHEET WITH INDEX
2 - 3	GENERAL NOTES, AND STANDARDS
4 - 7	SUMMARY OF QUANTITIES
8 - 11	TYPICAL SECTIONS
12	ALIGNMENT AND BENCHMARKS
13 - 15	OVERALL PLAN
16 - 18	REMOVAL PLANS
19 - 25	PLAN AND PROFILE
26 - 43	MAINTENANCE OF TRAFFIC PLANS
44 - 50	DETOUR PLANS
51 - 52	EROSION CONTROL PLANS
53 - 64	DRAINAGE AND UTILITIES
65 - 69	INTERSECTION GRADING PLANS
70 - 75	SIDEWALK GRADING PLANS
76	PAVEMENT MARKING PLANS
77	SIGGING PLANS
78 - 116	SITE LANDSCAPING PLANS
117 - 134	LIGHTING PLANS
135 - 138	CONSTRUCTION DETAILS
139 - 146	FOOT DISTRICT ONE DETAILS
147 - 164	CROSS SECTIONS

DESIGN AND POSTED SPEED LIMIT: 30 MPH
ROADWAY CLASSIFICATION: VILLAGE LOCAL ROADS



JULIE
JOINT UTILITY LOCATION INFORMATION FOR EXCAVATION
1-800-892-0123
OR 811



LOCATION MAP
NOT TO SCALE

PROJECT LENGTH:

DUANE AVENUE (STA 401+87.5 TO STA 415+94.9) – 1,407.4 FT (0.267 MI)
HILLSIDE AVENUE (STA 499+17.7 TO STA 505+82.3) – 664.6 FT (0.126 MI)
MAIN STREET (STA 801+10.0 TO STA 809+00.1) – 790.1 FT (0.150 MI)

PROJECT TOTAL – 2,862.1 FT (0.542 MI)

ISSUED FOR CONSTRUCTION
03/07/2022

PLAN	SECTION	COUNTY	TOTAL SHEETS
SHEET	SECTION	COUNTY	SHEET
1000	1000	1000	1000
TOTAL SHEETS	TOTAL SHEETS	TOTAL SHEETS	TOTAL SHEETS



APPLIES TO SHEETS 1 - 52, 65 - 116, 135 - 164



APPLIES TO SHEETS 117 - 134



APPLIES TO SHEETS 53 - 64



PLANS PREPARED BY:

CIVILTECH
Two Plaza Place, Suite 1401 - Naperville, Illinois 60563
Tel: 630.773.2800 Fax: 630.773.2805
www.civiltechinc.com

Streetscaping Budget Update – Phase 2-3

- Approximately 70% of budget expended through April of this year
- Overall Phase 2-3 best estimate projection is ~\$228K under contract



Streetscaping Budget Update – Phase 2-3

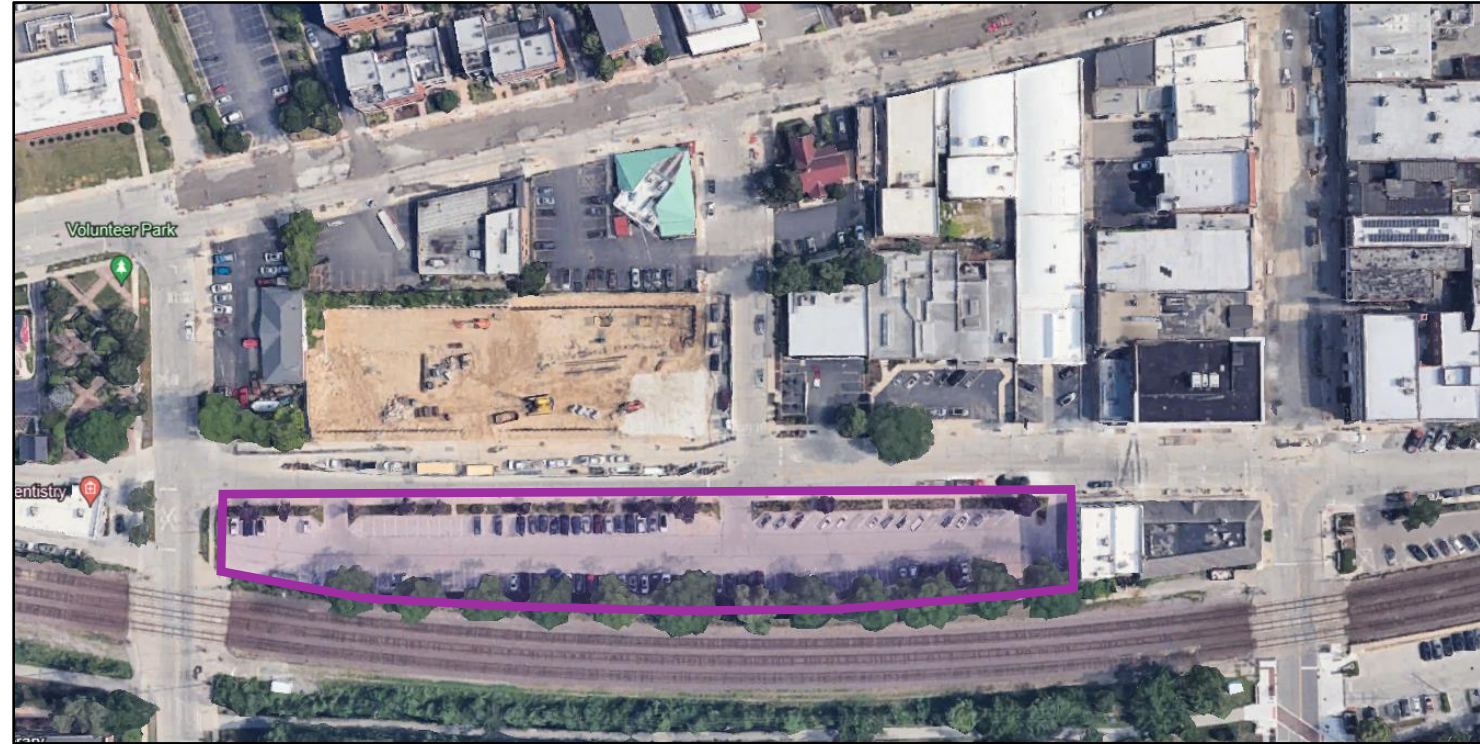
- Remainder is largely projected to be within the Capital Fund
- Water and Sewer will essentially balance out
 - Water is projected to be ~283k under
 - Sewer is projected to be ~275k over

Phase 2-3 Streetscaping Construction Contract Final Projections By Fund

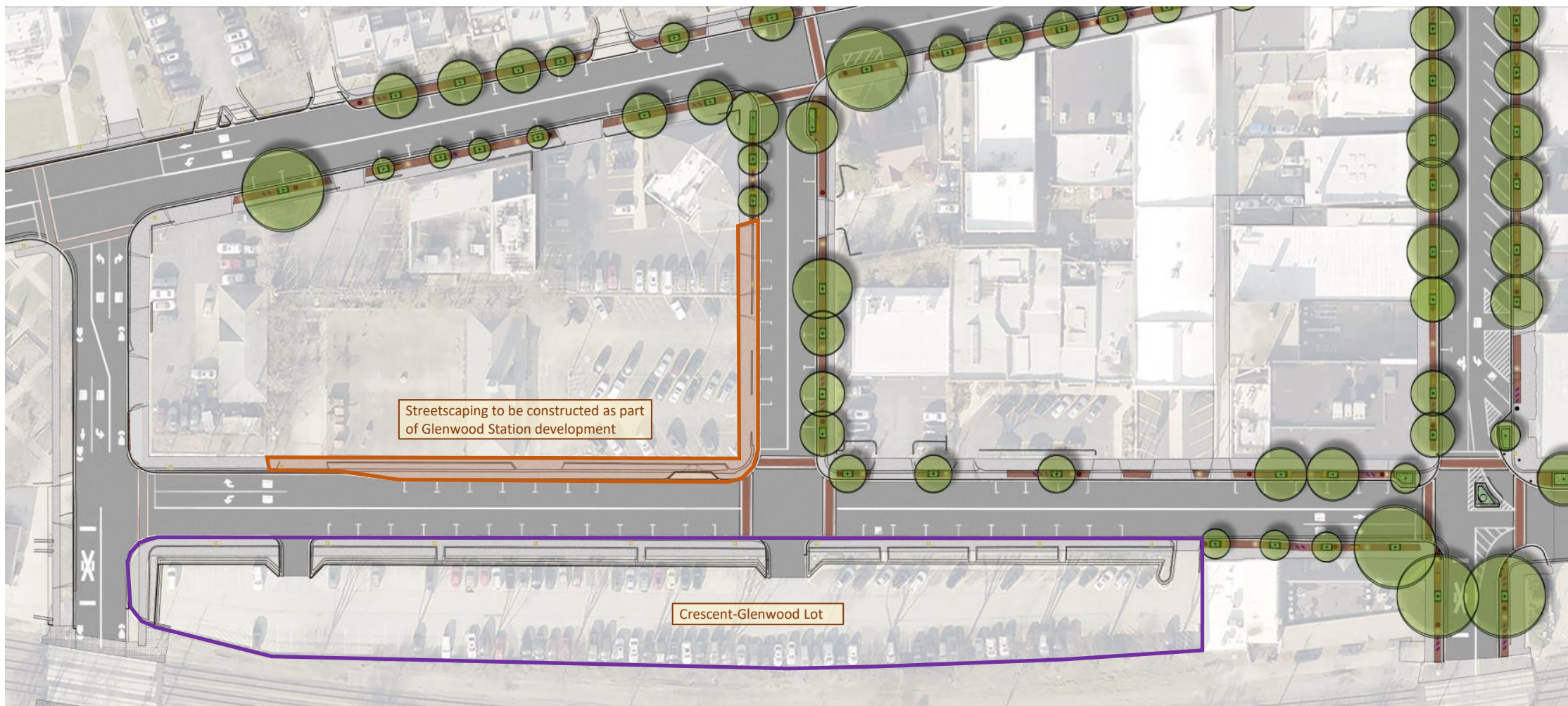
Fund	Approved PO Amount	Projected Final Total Billing	Projected PO Remainder or Deficit
CAPITAL	\$ 12,664,596.39	\$ 12,444,160.49	\$ 220,435.90
WATER	\$ 2,312,895.47	\$ 2,029,930.36	\$ 282,965.11
SEWER	\$ 1,321,007.01	\$ 1,595,773.13	\$ (274,766.12)
TOTAL:	\$ 16,298,498.88	\$ 16,069,863.98	\$ 228,634.90

Crescent-Glenwood Parking Lot Area

- Parking lot area removed from original Phase 2-3 design and bid package
- Streetscaping plans only provide for Crescent Blvd roadway reconstruction
- No design for sidewalk or planted median area
- Glenwood Station development also not included in Ph2-3 bid plans, but streetscaping provided under Redevelopment Agreement

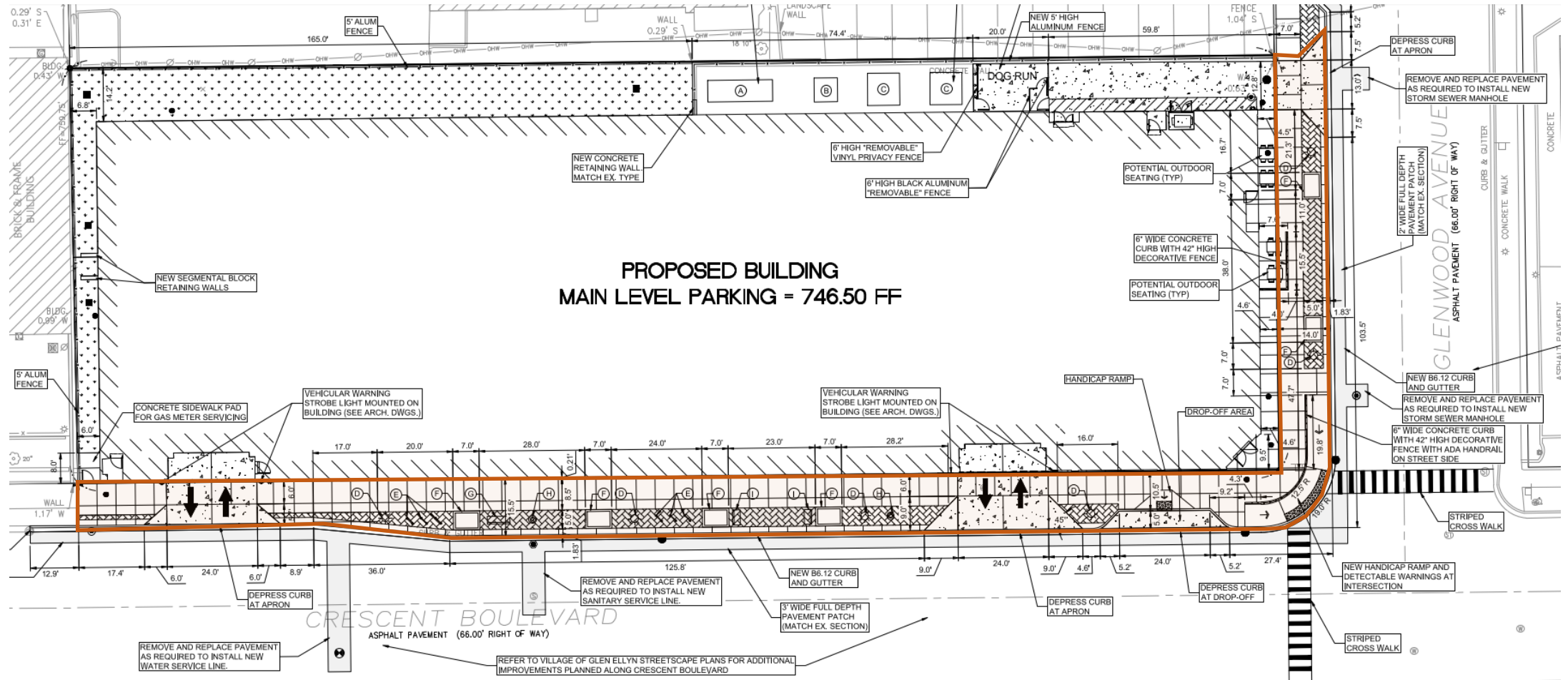


Crescent-Glenwood Parking Lot Area



Crescent-Glenwood Parking Lot

Glenwood Station Development Plan



Crescent-Glenwood Parking Lot Area



Crescent-Glenwood Parking Lot Area



Crescent-Glenwood Parking Lot Area

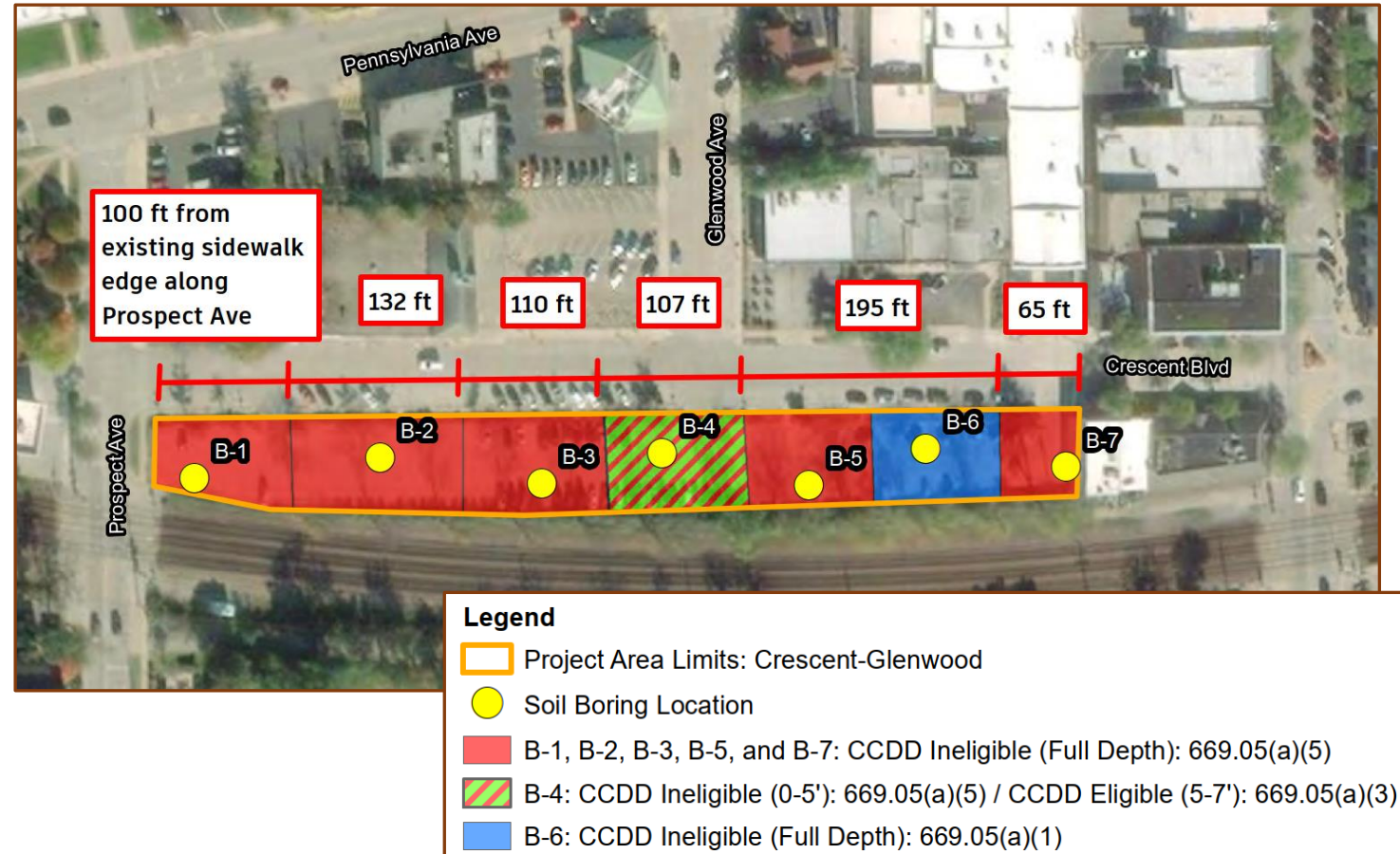


Crescent-Glenwood Parking Lot Area



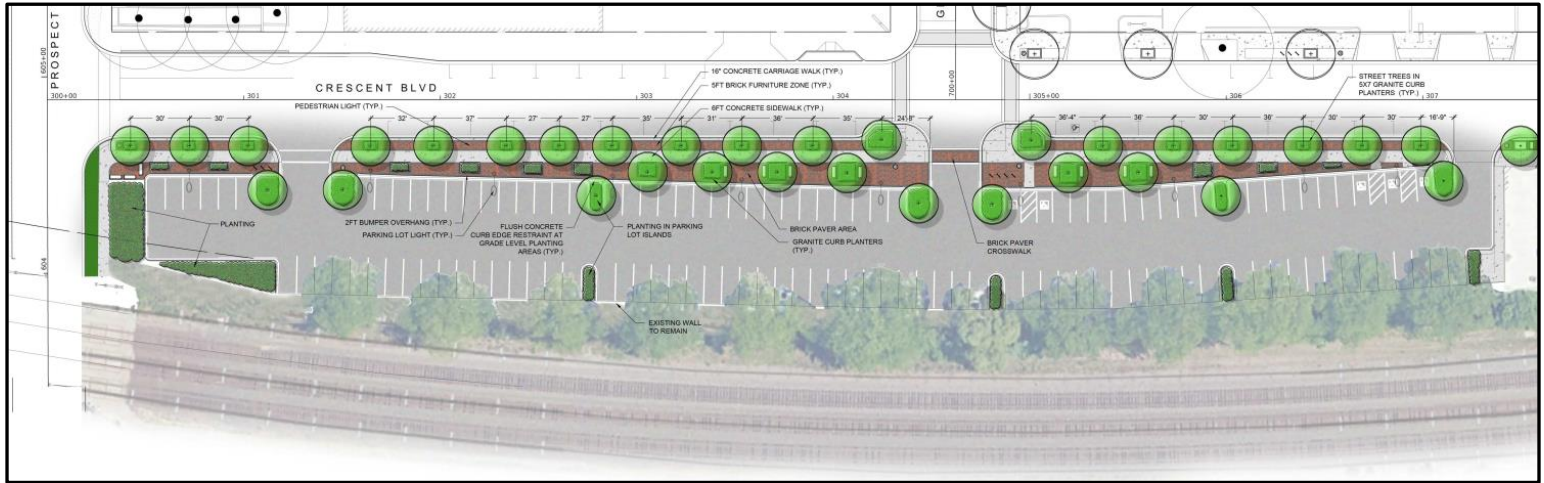
Soil Boring Results

- 7 locations sampled, each of which had contaminants that would require more expensive disposal as non-special waste.
- Contaminants were not atypical of a former railroad/industrial site with petroleum, coal pieces, benzo(a)pyrene, arsenic, and manganese among the findings
- Worst case scenario with full reconstruction of parking lot and median, estimated cost of soil disposal is \$172,000.
- For scenario with full reconstruction of the median but only resurfacing of the parking lot, estimated cost of soil disposal is \$41,550.



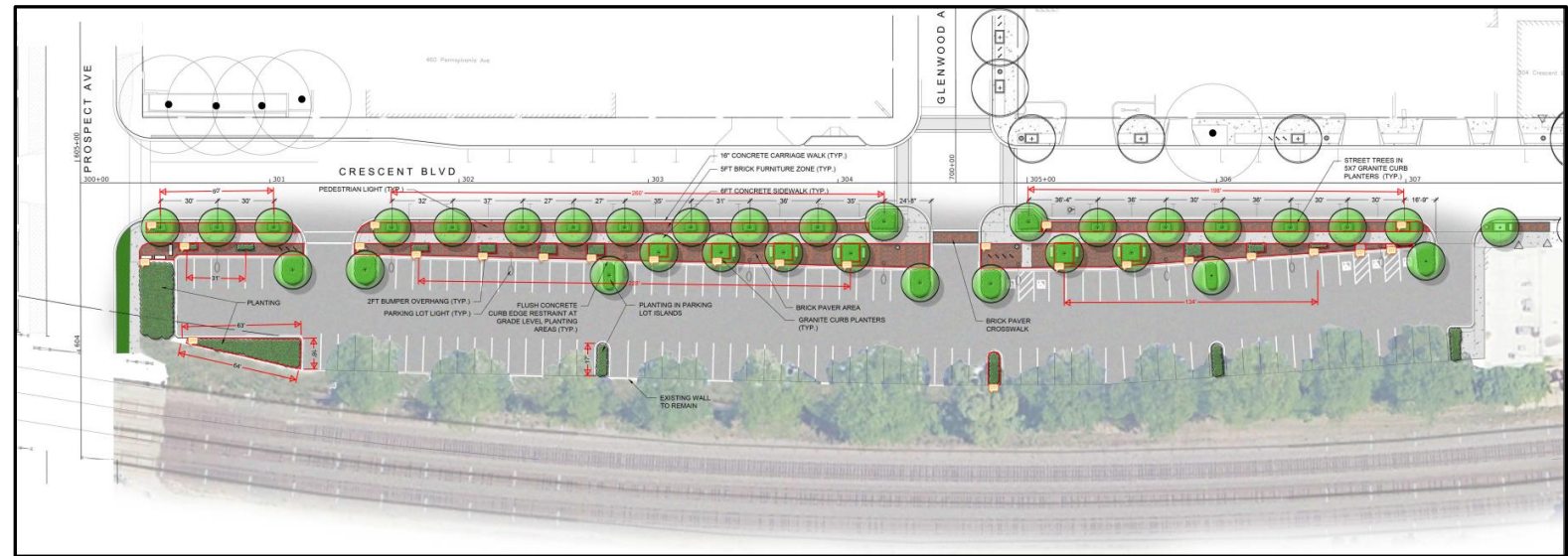
Full Preliminary Concept

- Presented at March 4, 2024 Board Workshop
- Based upon streetscaping template
- Included two main components
 - Parking Lot concept
 - Median concept
- Estimated \$2.7 Million Cost



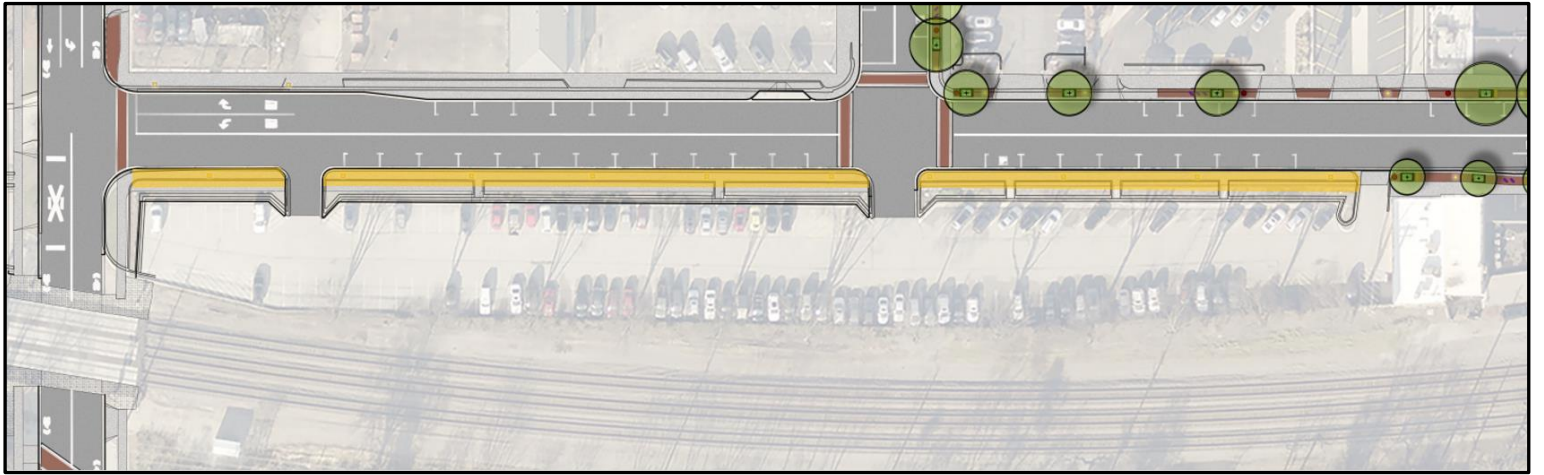
Scaled Back Alternatives

- Proposing exploration of 3 scaled back alternatives
 1. Minimal
 2. Median Reconstruct
 3. Median Reconstruct and Widening
- The following are recommended to be included with each of the alternatives:
 - Resurfacing of the parking lot (not full reconstruction) and conversion of diagonal spaces to perpendicular
 - Addition of parking lot lighting
- Engineering Design contract needed to reasonably estimate cost of these alternatives



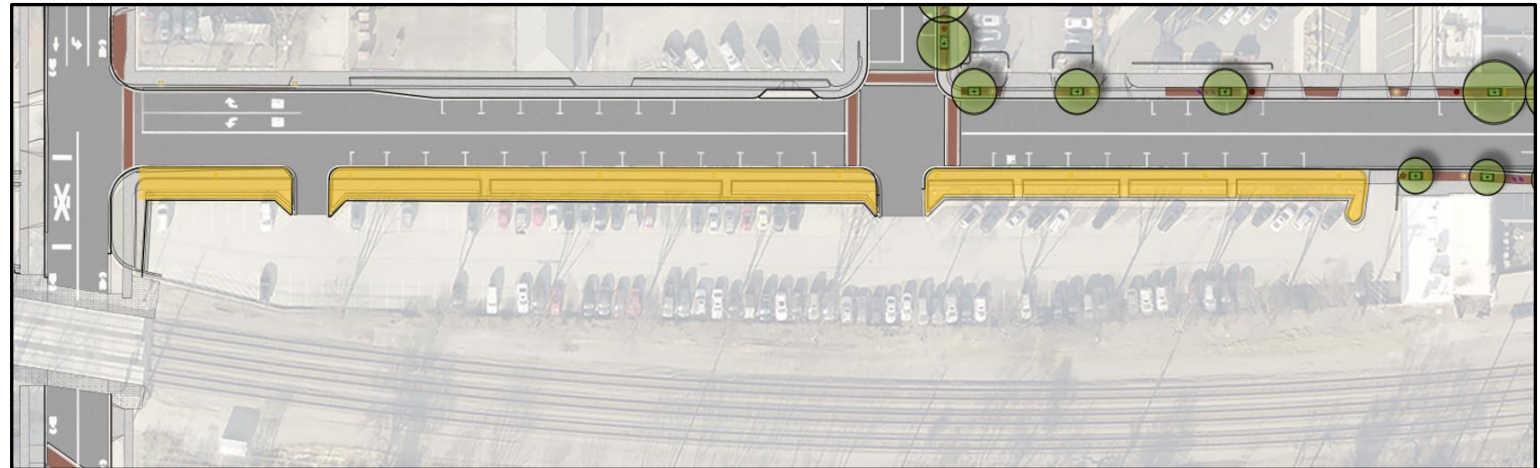
Alternative 1: Minimal

- The minimum required to restore the median area in the wake of the roadway reconstruction
- Addition of brick paver band and new concrete sidewalk between new Crescent Blvd curb and existing planter curb
- Existing planter curb remains
 - Replace existing plantings and trees since existing trees are dying and perennials are generally not salvageable
- Parking lot lighting added
- Resurface parking lot



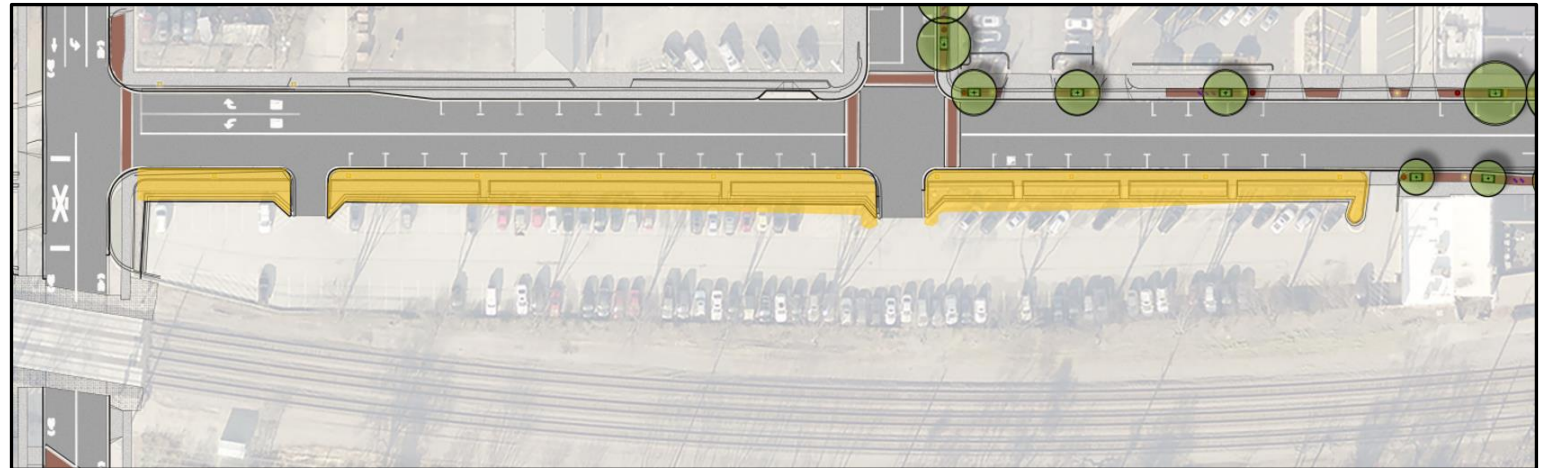
Alternative 2: Median Reconstruct

- Reconstruct the median area within existing footprint
- New planters/furniture zone on one side of sidewalk
- Irrigation added
- Parking Lot lighting added
- Resurface parking lot



Alternative 3: Median Reconstruct and Widening

- Reconstruct and widen the median area
 - Reallocating the unused drive aisle space to the median area
- New planters/furniture zone on one side of sidewalk
- Irrigation added
- Parking Lot lighting added
- Resurface parking lot



Engineering Design Contract

- Proposal from Phase 1-3 streetscape design consultant (Civiltech Engineering)
- Not-to-Exceed amount of \$102,884
- Proposal includes:
 - Cost estimation for up to 4 alternatives
 - 2D color rendering of 2 alternatives if desired for decision process
- Upon selection of preferred alternative:
 - Streetscape, parking lot, and parking lot lighting design
 - Preparation of bid plans and specifications
 - Permit coordination and bid assistance



Crescent-Glenwood Parking Lot

- Requesting feedback on concepts and direction on proceeding with design
- Design process will include further evaluation of alternative designs to weigh cost vs. improvement
- If approved, aim would be to complete full design this year and go to bid for construction in early 2025



Civiltech Engineering, Inc.
www.civiltechinc.com

Two Pierce Place, Suite 1400
Itasca, IL 60143
Phone: 630.773.3900
Fax: 630.773.3975

30 N LaSalle Street, Suite 2624
Chicago, IL 60602
Phone: 312.726.5910
Fax: 312.726.5911

Transportation

Civil

Construction

Environmental

Water Resources

Structural

Appraisal

May 6, 2024

Mr. Richard Daubert, P.E.
Professional Engineer

Village of Glen Ellyn
Public Works Department
30 South Lambert Road
Glen Ellyn, Illinois 60137

Re: CBD Streetscape and Utility Improvements
Crescent Lot Construction Plans Phase 2 Engineering Proposal

Dear Mr. Daubert:

In accordance with our discussions regarding future plans for the Village's parking lot on the south side of Crescent Boulevard, Civiltech has developed a proposed scope for the development of cost estimates for construction alternates, and, upon selection of a preferred alternate by the Village Board, the development of construction plans and specifications.

The scope has been developed using the preferred Alternate 3 as previously discussed with the Village. However, we have included hours for development or refinement of one additional concept to accommodate further coordination with other Village staff.

Below is an overview of the tasks:

1. Lighting

a. Initial Cost Estimates – Preliminary cost estimate for up to 4 alternatives.

b. Data Collection and Field Visit

- Review Village ordinance/requirements on parking lot lighting
- Set up CAD file and lighting program to run photometric calculations for selected alternate
- Research and obtain photometric files

c. Photometric Calculations and Report

- Temporary lighting design
- Proposed lighting design
- Lighting memo and report
- Lighting Layout of Proposed and Temporary lighting

d. Prefinal Plans

- Lighting Notes, Legend, Schedule of Quantities (1 sheet)
- Temporary Lighting (2 sheets)
- Temporary lighting wiring diagram (1 sheet)
- Temporary details (2 sheet)
- Proposed Lighting (2 sheets)
- Proposed lighting wiring diagram (1 sheet)
- Proposed lighting details (6 sheets)



- e. Prefinal Special Provisions – Prefinal submittal of the project specifications.
- f. Prefinal Quantities and Cost Estimate – Prefinal submittal of the project quantities and cost estimate.
- g. Utility Coordination (ComEd) – Set up new business account to locate power for proposed and temporary lighting controller.
- h. Final Submittal of Plans, Special Provisions, and Estimate of Cost

2. Streetscape

- a. Initial Cost Estimates – Preliminary cost estimates for up to 4 alternatives.
- b. Color rendered 2D plans – Two (2) plan view color renderings will be produced. Plans will be drawn on an aerial base utilizing CAD linework to show streetscape design elements and parking lot curblin geometry. Elements to including the placement of pavers, planter curbs, trees, street furniture and lighting. Color rendered plans will include text callouts and general dimensions.
 - The two plans will show different alternates based on the same layout. The differences between the plans will be material selections, which will be color rendered to provide a basis for comparisons.
- c. Prefinal Plans – we will develop a set of pre-final plans based on the preferred alternative to include:
 - Hardscape Materials Layout Plans
 - Planting layout plans
 - Irrigation schematic layout plans
 - Detail sheets for all streetscape elements
- d. Prefinal Special Provisions, Quantities, and Cost Estimate – Prefinal submittal of the project specifications, quantities, and estimate of cost – based on the preferred alternative.
- e. Final Submittal of Plans, Special Provisions, and Estimate of Cost

3. Parking Lot

- a. Initial Cost Estimates – Preliminary cost estimates for up to 4 alternatives.
- b. Data Collection and Field Visit – Verify survey and current field conditions.



c. Prefinal Plans

- Title Sheet
- General Notes
- Alignment and Ties
- Removal Plan
- Proposed Plan
- Site Grading Plan
- Drainage and Utility Plan
- ADA Grading Plans
- Construction Details

d. Prefinal Special Provisions, Quantities, and Estimate of Cost and Time – Prefinal submittal of the project specifications, quantities, estimate of cost, and estimate of time.

e. Final Submittal of Plans, Special Provisions, and Estimate of Cost and Time

f. UPRR Coordination – Coordination with the UPRR for work within their ROW.

g. Utility Coordination – Coordination with utilities onsite including Desing JULIE, design coordination, and permit reviews.

h. Bid Assistance – Prepare addendums and review bids.

i. Construction Assistance – Coordination during construction for unforeseen conditions.

j. Meetings – Two coordination meetings are included in this scope.

4. DuPage County Stormwater and Floodplain Ordinance - Stormwater Certification

a. Detention and Post Construction BMP Analysis – Stormwater detention is not anticipated to be required, however it is likely that a Post Construction Best Management Practice (PCBMP) will be required. We will develop an analysis of feasible alternatives and provide a recommendation for a PCBMP that will be incorporated into the project drainage design.

b. Stormwater Certification – We will complete a Stormwater Certification and permit application submittal to Village of Glen Ellyn that demonstrates project compliance with the DuPage County Stormwater and Floodplain Ordinance. There are no anticipated project impacts to wetlands or floodplain and stormwater detention is not anticipated to be required.



5. Retaining Wall Inspection

- a. Field Visit – Visual inspection of wall including photo documentation. The wall will be inspected for areas of deterioration including spalling, delamination, and cracking. Additionally, any settlement, rotation as well as drainage issues will be noted.
- b. Report – Prepare report of findings on structural condition of the wall. The report will document any areas of deterioration as well as any settlement, rotation, or drainage issues. The report will also include any recommended repairs with associated costs..

Thanks again for the opportunity to provide these services.

Very truly yours,

Kristin Kalitowski, P.E.
Project Manager

A handwritten signature in black ink that reads 'Kristin Kalitowski'.

CIVILTECH ENGINEERING, INC.

Village of Glen Ellyn
CBD Streetscape and Utility Improvements - Phase II Engineering Services - Crescent Parking Lot Construction Plans

COST ESTIMATE OF CONSULTANT SERVICES

Overhead Rate: 125.88%
Complexity Factor "R": 0
FF = 14.5%((DL+R(DL)+OH(DL))

ITEM	WORK HOURS (A)	PAYROLL (B)	OVERHEAD & FRINGE BENEFITS (C)	FIXED FEE (D)	IN-HOUSE DIRECT COSTS (E)	OUTSIDE DIRECT COSTS (F)	SERVICES BY OTHERS (G)	TOTAL (B-G)	% OF TOTAL (H)
1 Lighting	200	\$10,377	\$13,062	\$3,398.57	\$13	\$0	\$0	\$26,850	26.1%
2 Streetscape	185	\$9,555	\$12,027	\$3,129.35	\$13	\$0	\$0	\$24,724	24.0%
3 Parking Lot	320	\$14,704	\$18,509	\$4,815.94	\$26	\$0	\$0	\$38,056	37.0%
4 Stormwater Permit	73	\$3,520	\$4,430	\$1,152.73	\$0	\$0	\$0	\$9,103	8.8%
5 Retaining Wall Inspection	20	\$1,600	\$2,014	\$524.04	\$13	\$0	\$0	\$4,151	4.0%
PROJECT TOTALS	798	39,755	50,043	13,021	66	0	0	\$102,884	100.0%

DETAILED WORK HOUR ESTIMATE

Item #	Sub-Task	Description	Project Manager \$63.50	Engineer III \$44.00	Lighting Engineer \$53.00	Landscape Architect \$80.00	Landscape Designer \$45.00	Water Resources Department Head \$80.00	Water Resources Engineer III \$44.00	Chief Structural Engineer \$80.00	Total Work Hours
ITEM 1 Lighting											
	a.	Initial Cost Estimates	1		12						13
	b.	Data Collection and Field Visit	1		4						5
	c.	Photometric Calculations, Analysis Report, Lighting Layout of Proposed and Temporary Lighting	2		48						50
	d.	Prelinal Plans									
		Lighting Notes, Legend, Schedule of Quantities	1	1	2						4
		Temporary Lighting	2	1	16						23
		Temporary Lighting Wiring Diagram	1		4	3					7
		Temporary Lighting Details	2		3	4					7
		Proposed Lighting	2	1	8	18					27
		Proposed Lighting Wiring Diagram	1	1	4	4					9
		Proposed Lighting Details	6	1	6	6					13
	e.	Prelinal Special Provisions		2	6						8
	f.	Prelinal Quantities and Cost Estimate		1	4	4					9
	g.	Utility Coordination (ComEd)			4						4
	h.	Final Submittal Plans, Special Provisions, Estimate of Cost		1	4	16					21
											0
		Sub-Total Item 1 =	13	40	147	0	0	0	0	0	200
ITEM 2 Streetscape											
	a.	Initial Cost Estimates				8	16				24
	b.	Color Rendered 2D Plans				8	32				40
	c.	Prelinal Plans									
		Hardscape Materials Layout Plans	2	1		8	40				49
		Planting layout plans	2			4	16				20
		Irrigation schematic layout plans	2			2	8				10
		Detail sheets for all streetscape elements	6		16	6	18				40
	d.	Prelinal Special Provisions, Quantities, and Cost Estimate		1		2	10				13
	e.	Final Submittal Plans, Special Provisions, Estimate of Cost		1		4	8				13
		Sub-Total Item 2 =	3	16	0	34	132	0	0	0	185
ITEM 3 Parking Lot											
	a.	Initial Cost Estimates		4	16						20
	b.	Data Collection and Field Visit		3	3						6
	c.	Prelinal Plans									
		Title Sheet	1		3						3
		General Notes	1	1	3						4
		Alignment and Ties	2		4						4
		Removal Plan	2	1	24						25
		Proposed Plan	2	1	30						31
		Site Grading Plan	2	2	40						42
		Drainage and Utility Plan	2		40						40
		ADA Grading Plans	4	2	40						42
		Construction Details	4	1	24						25
	d.	Prelinal Special Provisions, Quantities, and Estimate of Cost and Time		2	16						18
	e.	Final Special Provisions, Quantities, and Estimate of Cost and Time									
	f.	UPRR Coordination		3	3						6
	g.	Utility Coordination		2	20						22
	h.	Bid Assistance		2	8						10
	i.	Construction Assistance		2	8						10
	j.	Meetings		6	6						12
		Sub-Total Item 3 =	32	288	0	0	0	0	0	0	320
ITEM 4 Stormwater Permit											
	a.	Detention and PCBMP Analysis		1				2	24		27
	b.	Stormwater Certification						6	40		46
		Sub-Total Item 4 =	1	0	0	0	0	8	64	0	73
ITEM 5 Retaining Wall Inspection											
	a.	Field Visit								4	4
	b.	Report								16	16
		Sub-Total Item 5 =	0	0	0	0	0	0	0	20	20
		Total Engineering Workhours	49	344	147	34	132	8	64	20	798

Village of Glen Ellyn

CBD Streetscape and Utility Improvements - Phase II Engineering Services - Crescent Parking Construction Plans

DETAILED DIRECT COSTS

Item #	Description	No.	Units	Cost/Unit	In-House Costs	Outside Costs	Services by Others
ITEM 1	Lighting						
	Mileage: 1 trip @ 20 miles roundtrip @ \$0.655 per mile						
				Item 1 Total	\$ 13.10	\$ -	\$ -
ITEM 2	Streetscape						
	Mileage: 1 trip @ 20 miles roundtrip @ \$0.655 per mile						
				Item 2 Total	\$ 13.10	\$ -	\$ -
ITEM 3	Parking Lot						
	Mileage: 2 trips @ 20 miles roundtrip @ \$0.655 per mile						
				Item 3 Total	\$ 26.20	\$ -	\$ -
ITEM 4	Stormwater Permit						
				Item 4 Total	\$ -	\$ -	\$ -
ITEM 5	Retaining Wall Inspection						
	Mileage: 1 trip @ 20 miles roundtrip @ \$0.655 per mile						
				Item 5 Total	\$ 13.10	\$ -	\$ -
				Direct Cost Totals	\$ 66	\$ -	\$ -
	<i>Agency Permit Costs are not included with this proposal.</i>						