Agenda
Village of Glen Ellyn
Village Board Workshop
Monday, February 15, 2010
7:00 P.M. – Galligan Board Room
Glen Ellyn Civic Center

1. Call to Order

2. Public Comments?

3. Review agenda for Monday, February 22 Regular Village Board Meeting

4. Commonwealth Edison Presentation – John O'Halloran

5. Riford Road Sidewalk Discussion – Bob Minix **(Pages 2 – 73)**

6. Quarterly Report Presentation – Jon Batek **(Pages 74 – 109)**

7. Core Services Project – Steve Jones **(Pages 110 – 131)**

8. Other items?

9. Motion to adjourn to Executive Session for purposes of discussing the purchase or lease of real property, adjourning thereafter without returning to open session. – *(Trustee Comerford)*

Board Workshop
February 15, 2010
(5)

To: Steve Jones, Village Manager

From: Joe Caracci, Public Works Director

Date: February 8, 2010

Re: Riford Road – Sidewalk Discussion

Background

As we prepare to complete final design related issues associated with the much anticipated Riford Road Reconstruction Project, one last decision must be made – sidewalks. This project has been in some level of design for over seven years and multiple Village Boards have provided the much needed decisions and direction that all culminated into the current state of the project. When we last discussed specific design criteria with the Village Board (in late 2006) final direction was given on roadway width, pavement materials, curb installation and parking configuration. The Village Board also directed us to move forward with the design of new sidewalk on the west side of Riford Road. The Board asked the design team to use creative strategies to provide a plan that would have the least impacts on parkway and private trees in the corridor. This exercise has been completed and we are now ready to convene discussion with the Board and residents along the corridor.

Issues

Bob Minix will be presenting this topic to the Village Board. Bob has provided an extensive package of material that will bring current Board members up to speed with the many decisions made by their predecessors. It should be noted that discussions between the residents and Village Board did become heated (but civilized) at times and many of these residents are very passionate about their neighborhood. I feel the Village Board did a very respectable job with the deliberations and made some significant compromises for the residents.

Not everyone received the decisions they sought, so it would not surprise me if old topics resurfaced during our discussion. I do encourage the Village Board to discuss the sidewalk issue only at this time. Changes to other design criteria could result in the need for re-submittals and time delays that could sacrifice our $1.6 million in federal funding.

The design team has done an excellent job meandering the proposed sidewalk to reduce the number of tree impacts – yet some trees will need to be sacrificed on the project. In total, 51 trees (greater than 6") will need to be removed due to the project. Most of these tree removals are due to the change in profile of the roadway. 35 of the 51 are located adjacent to 715 St.

Charles Road and are the result of the intersection improvements at St. Charles Road. The remaining sixteen tree removals can be attributed to sidewalk installation and additional grading issues. Our design engineer has stated that likely six but as many as eight trees could be saved if the sidewalk is not installed as planned. Therefore, I feel comfortable saying that the proposed sidewalk installation will result in as many as eight tree removals.

In order to accommodate sidewalk in some locations, the sidewalk is proposed to be placed immediately adjacent to the curb. IDOT specifications require sidewalk to be six feet in width in this situation.

One other item to consider is the fact that the new Ackerman Sports Complex was merely a vision at the time of the last Board discussion on this matter. With the facility now built and open to the public, I would expect an increase in pedestrian traffic on Riford leading to the Park District building.

Action Requested

Direction as to whether or not to install sidewalk on the west side of Riford Road.

Recommendation

Public Works recommends the installation of the sidewalk on the west side of Riford Road as designed.

Attachments

- Supplemental Attachment (Pros and Cons)
- Memorandum authored by Bob Minix dated February 6, 2010 (with attachments)

Supplemental Agenda Information
Village of Glen Ellyn

Agenda Item Supplemented by Commentary

X Pros & Cons
Strategic Action Goal
Downtown Strategic Plan Goal
Budget Impact/Return on Investment
Process Improvement
Green Initiative
Communication Initiative
X Safety/Liability/Risk Assessment
Comparable Community Info
Other

Comments:

Pros / Cons

Pros

- Installation of sidewalk is consistent with our Village guidelines to install sidewalk on both sides of roadways during reconstruction (Resolution 01-12).
- Installation of sidewalk will provide a safe means for pedestrian traffic between Riford Road and St. Charles Road. Pedestrian and vehicular traffic will undoubtedly be increased along Riford due to the new Ackerman Sports Complex.
- Installation of sidewalk will fill in the gaps of areas where sidewalk does not exist along Riford Road. These gaps are created when new homes install sidewalks per our Village Ordinance.
- Installation of sidewalk will provide a safer means for children to access other Village sidewalk on their way to school (Forest Glen). The installation will complete the access from Meredith Place to Oak Street.

Cons

- As many as eight trees will need to be removed directly due to the installation of sidewalk.
- Some of the Village residents in the area have expressed their strong desire not to install sidewalks along this corridor.
- Sidewalk installation will add $61,000 to the cost of the project, of which only $18,300 (30%) would be the responsibility of Glen Ellyn per the STP Program.
- Installation of sidewalk takes away from the "rural" look of the corridor.

Safety / Liability / Risk Assessment

The main reason for installing sidewalks is to provide a safe avenue for pedestrians to navigate through the Village. Without sidewalks, pedestrians are forced to either walk on uneven terrain in the parkways or walk in the street. Past Village Boards have supported the installation of sidewalks as a means to protect our pedestrians from the motoring public.

Glen Ellyn Public Works Department

Interoffice Memorandum

to: Joe Caracci, Public Works Director

from: Bob Minix, Professional Engineer

subject: Riford Road Improvements Project
Review of Final Sidewalk Design

date: February 6, 2010

The reconstruction of Riford Road between Crescent Boulevard and St. Charles Road has been under some level of engineering activity for over seven years, beginning in September 2002 with the hiring of Burns and McDonnell Engineers to develop an initial concept design. Various milestones along the way have included the award of Surface Transportation Program (federal) monies to support up to $1.6 million in eligible construction costs in 2005; Phase I Plan Development Report approval by the Illinois Department of Transportation in 2007; substantial agreement with the DuPage County Division of Transportation on an intergovernmental agreement governing County participation for St. Charles Road improvements in 2009 (Board approval is pending); and completion of land acquisition matters in February 2010. At long last the project is ready for bidding, slated for the April 23, 2010 IDOT letting.

One final piece relating to the scope of the project needs to be determined, namely the installation of new sidewalk on the west side of Riford Road. The purpose of this memorandum is to provide background on previous Board-level discussions on the matter conducted in late 2006, present the proposed design for the sidewalk, and request an opportunity at a Village Board tactical workshop to discuss the issue with project stakeholders and obtain final Board direction.

BACKGROUND

The Riford Road project has had many development phases. Project design began in earnest in 2006 with Phase I studies, culminating in a public forum in June 2006 and subsequent discussions on various design issues throughout the remainder of that year. In November and December 2006 the Village Board concluded the debate on the project design with a series of decisions, including roadway width, pavement materials, curb installation, parking configurations and new sidewalks. A relatively complete package of information assembled at that time is included herewith that presents all the various issues – including new sidewalks – looked at by the Board. These assemblages are headed by two memoranda authored by me dated November 16 and December 7, 2006 (labeled as Attachments No. 1 and No. 2, respectively). The reader is requested to review this information for comprehensive details on the design issues.

An excerpt from the December 11, 2006 Village Board Workshop minutes is enclosed as Attachment No. 3. Regarding sidewalks, the Board directed that new walks should be provided on the west side of Riford Road where none currently exists (except for the area adjacent to the Perry Preserve). The designer should employ strategies to achieve a sidewalk installation that has limited adverse impacts on parkway and private trees in the corridor. The ultimate construction of the sidewalk was made subject to final Board approval with appropriate public input. We are now ready to resume that discussion, aiming for the February 15, 2010 Board workshop.

SIDEWALK DESIGN AND IMPACTS

Attachment No. 4 is a series of plan and profile drawings for the proposed reconstruction of Riford Road, including the proposed new sidewalk as highlighted. Also included on the drawings are tree and bush removals that take place near new sidewalk construction.

There are two principal areas where new sidewalk is proposed on the west side of Riford Road, between 646 and 678 Riford south of Oak Street and between Chidester and St. Charles Road. Fill-in sidewalk is also proposed at 694 Riford to replace the existing asphalt walk. The proposed new sidewalk will be placed almost exclusively immediately behind the new curb and will be typically six feet in width. About 1,700 ft. of new sidewalk is proposed for installation.

There will be tree impacts associated with the installation of the new sidewalk as shown in the following summary table. The most significant situation of tree loss caused solely by sidewalk construction occurs in the block between Meredith Place and St. Charles Road, specifically between the driveways to 734 Meredith and 715 St. Charles. The table also includes comments from the project design engineer regarding those tree situations if the sidewalk was **not** installed; some tree loss is necessary and related more to roadway alignment and grading changes.

RIFORD ROAD CORRIDOR SIDEWALK INSTALLATION IMPACTS		
Location	**Removals Required**	**Impacts if Sidewalk Not Constructed**
656 Riford	15" Tree	Tree Likely Saved
660 Riford	2-4" Trees and Bushes	Trees and Bushes Likely Saved
694 Riford	Bushes	Bushes Saved
NW Corner Riford and Elm	8" Tree	Tree would be removed due to required roadway work
Between Driveways at 734 Meredith and 715 St. Charles	3-6", 4-10", 12", 15", 21" Trees	Everything within 12-15 ft. of the existing street would be removed because of roadway grading – perhaps one of the four largest trees designated for removal would be saved

It should be noted that north of the 715 St. Charles driveway most of the existing trees will be removed, regardless if sidewalk is constructed or not, due to roadway grading and geometry considerations. The loss of these trees has been part of the negotiations between the Village and homeowner as property has been purchased in that section for right-of-way purposes.

One final item should be noted. The primary change in the corridor and surrounding area since 2006 is the construction of the new Park District recreation facility in Ackerman Park, now open for use. The Ackerman Sports and Fitness Center will unquestionably draw more patrons to the park, some of them likely to be pedestrians.

RESIDENT PARTICIPATION

A letter was distributed this week to the Riford Road neighborhood, inviting any interested residents to appear at the upcoming Village Board workshop scheduled for February 15, 2010. A copy of this letter is enclosed as Attachment No. 5.

I look forward to participating in the upcoming workshop and the Board's direction regarding the installation of new sidewalk along Riford Road.

enc. as noted

cc: Steve Jones, Village Manager
Kristen Schrader, Administrative Analyst
Peggy Drescher, Village Forester
Jeff Perrigo, Civil Engineer

Attachment #1 1-1

Glen Ellyn Public Works Department

Interoffice Memorandum

to: Joe Caracci, Acting Public Works Director

from: Robert J. Minix, Professional Engineer

subject: Riford Road Improvements Project
Resolution of Design Issues Regarding Sidewalks and Vehicle Parking:
Capital Improvements Commission Recommendation
Request for Village Board Review and Consideration

date: November 16, 2006

The Riford Road Improvements Project involves the reconstruction of approximately 3,000 ft. of roadway between Crescent Boulevard and St. Charles Road, and includes upgrades to the intersection of St. Charles and Riford. Project construction is being partially funded (70%) by federal Surface Transportation Program (STP) funds. The DuPage County Division of Transportation will also be participating in the improvement effort, with an intergovernmental agreement to be drafted by early 2007. Project construction is expected to take place in 2008.

On June 21, 2006 a public forum was held at the Glen Ellyn Civic Center to provide information and receive public comment on the project. This open house was a culminating event in the Phase I (preliminary) design of the project, and a necessary step in the process when using federal monies for constructing the improvement. The meeting was hosted by Public Works staff and representatives of the project consultant, Burns and McDonnell Engineering.

There were two major items of concern expressed at the meeting, namely the construction of new sidewalk along the west side of Riford, particularly between Chidester and St. Charles Road, and the perceived need for parking areas adjacent to the proposed roadway so that the current parking pattern could be maintained following reconstruction. Other, more minor, issues raised included configuration of the proposed curb (barrier vs. gutter-section only) and the type of pavement material (asphalt vs. concrete). Roadway width did not appear to be an issue of concern.

In response to these concerns, the corridor residents were invited to the August 2006 Capital Improvements Meeting to continue the dialogue on design considerations, with a primary focus being the sidewalk and parking area issues. The CIC received input from the residents and discussed the issues over the course of two meetings, developing a recommendation for Village Board consideration. The CIC recommends that sidewalk be provided throughout most of the Riford corridor, and that no provisions be made for pull-off parallel parking adjacent to the roadway.

This recommendation is being forwarded to the Village Board for final consideration, with corridor residents again invited to provide public input.

CAPITAL IMPROVEMENTS COMMISSION RECOMMENDATION

The Capital Improvements Commission formulated a recommendation on the two major design points, as follows:

- Regarding the sidewalk issue, the commissioners concluded after considering all the public input – including residents both in favor of and opposed to new sidewalks – that there was no compelling or overriding reason to deviate from the policy to provide sidewalks on both sides of a reconstructed roadway, and recommended the installation of sidewalk on the west side of Riford Road to fill in gaps between Crescent and Oak and to provide new walk between Chidester and St. Charles Road. However, new sidewalk would not be built on the Riford Road side of the Perry Nature Preserve. This position is essentially consistent with Resolution 01-12 governing the construction of new sidewalk. It should be noted that it is staff's position that the final sidewalk design would carefully consider the presence and impacts of trees.

- Regarding the provision of parking areas adjacent to the roadway, commissioners considered a variety of options, ranging from changes to the planned width of the road in order to accommodate parking on the roadway; providing paved, pull-off parallel spaces adjacent to the roadway to replace existing gravel parking areas; eliminating parking in some manner or altogether on Riford Road; or providing it in an adjacent area away from Riford Road.

  After a lengthy discussion and consideration of an original and amended motion, the commissioners approved a motion that recommended that the Riford Road roadway cross-section consist of 11-foot wide lanes with a B-6.18 (two foot wide barrier curb) on each side. Parking should be allowed on one side of the street only, and no pull-off parking spaces should be provided. The side of the roadway where parking would be permitted would be selected based on input from the Police Department, Public Works and other interested parties.

ACTION REQUESTED

The Village Board is requested to consider the Capital Improvements Commission recommendations for the new sidewalk and roadway parking items, for the purpose of directing staff and the consultant on these design issues. Area residents have been invited to appear at the November 20, 2006 workshop to provide direct input to the Board.

BACKGROUND INFORMATION

A series of documents are enclosed that provide most of the essential background associated with the Riford Road project and various design issues. This information includes:

- A Riford Road vicinity map.

- Memorandum to Public Works Director Don Foster dated June 7, 2006 providing background on the June public meeting / open forum.

- Information brochure and FAQ sheet prepared by Burns and McDonnell for the Riford Road Project Open House.

- Memo dated July 14, 2006 from Acting Public Works Director Joe Caracci to Village Manager Robin Weaver, summarizing the results of the Open House. Included in the memo are a draft Project Report prepared by the engineers and verbatim resident comments.

- Letter dated July 28, 2006 to area residents inviting them to the August 2006 CIC meeting.

- Memorandum to the Members of the Capital Improvements Commission dated August 4, 2006 providing background information and data, and requesting the CIC to develop a recommendation for project design issues relating to new sidewalk and parking areas. The information transmitted to the commissioners is substantially included herewith.

- An exhibit prepared by the project engineers displaying existing sidewalk and parking areas in the Riford Road corridor.

- A sketch of a possible parking area configuration, including typical section, prepared by the project engineers.

* - A copy of Resolution 01-12, a Resolution To Establish Various Design Criteria and Policies Associated with the Reconstruction of Roadways in the Village of Glen Ellyn.

- Minutes from the August and September 2006 Capital Improvements Commission regular meetings.

- Letter dated November 9,2006 to area residents inviting them to the November 20, 2006 Village Board workshop meeting.

cc: Robin Weaver, Village Manager
Curt Barrett, Assistant Village Manager
Phil Norton, Police Chief
Jeff Perrigo, Civil Engineer

* Feb 2010 - Relating to sidewalk only RJW

Riford Road
Reconstruction Projects

Legend

Complete Reconstruction

Glen Ellyn Public Works - 3/10/2006

Glen Ellyn Public Works Department

Interoffice Memorandum

to: Don Foster, Public Works Director

from: Robert J. Minix, Professional Engineer

subject: Riford Road Improvements Project
Notice of Public Meeting

date: June 7, 2006

The Riford Road Improvements Project involves the reconstruction of approximately 3,000 ft. of roadway between Crescent Boulevard and St. Charles Road, and includes improvements to the intersection of St. Charles and Riford. Project construction is being partially funded (70%) by federal Surface Transportation Program (STP) funds. DuPage County will also be participating in the improvement effort, with a draft intergovernmental agreement likely to be available soon. Project construction is expected in 2008.

As federal funds are involved, the process of design and review is fairly complex, involving a prescribed sequence of events dictated by the Illinois Department of Transportation (IDOT). Leading the design effort is our consultant, Burns and McDonnell Engineering of Downers Grove. We are currently nearing the end of the Phase I portion of the project and the completion of the draft project report. As part of that process, a public meeting / hearing is required.

Today Public Works staff is preparing a letter of invitation (dated today but with an anticipated mailing date of Friday - copy enclosed) to approximately 150 residents and interested parties in the Riford Road corridor between Crescent and St. Charles Road and surrounding neighborhoods to attend a public meeting / hearing. In addition, and in accordance with IDOT requirements, a legal notice was published this week in the Daily Herald concerning the meeting. The meeting will take place at the Civic Center on Wednesday June 21, 2006. The project personnel from Burns and McDonnell and I will be hosting the meeting, which will be conducted in an informal, open house style. Interested residents are requested to attend anytime within a two-hour timeframe. Attendees can view a short, pre-recorded presentation on the project and then review project materials, with the design team available to answer questions. A court reporter will be present to take verbatim oral comments (again an IDOT requirement), and a form will be provided for written comments.

While this gathering will serve as the prescribed public meeting for the Phase I study, it is anticipated that it will be only the beginning of the resident input process for the project. Likely design issues for the project include street width, sidewalk construction and loss of off-street parking. Resolution of these issues will be pursued through the process of a follow-up hearing by the Capital Improvements Commission (CIC) this summer and ultimate consideration of the CIC recommendation by the

Village Board in the fall. The project design report will reflect the final Board decisions on design parameters and configurations.

The upcoming Riford Road meeting and public input / design exception resolution process – featuring significant early involvement of the Capital Improvements Commission – will be our initial attempt to enact an improved methodology of addressing public concerns and desires during the implementation of public improvement projects.

cc: Gary Webster, Village Manager
Curt Barrett, Assistant Village Manager
Joe Caracci, Assistant Public Works Director
Members of the Capital Improvements Commission

1-7

June 9, 2006

To the Residents and Institutions Near Riford Road (Crescent to St. Charles):

The Village of Glen Ellyn has hired Burns & McDonnell Engineering and initiated a study of the Riford Road corridor between Crescent Boulevard and St. Charles Road. The study will investigate current conditions and develop design criteria for the reconstruction of the street and its intersection with St. Charles Road in order to improve traffic efficiency, safety and drainage in the area. Grand Avenue and the north portion of Lake Road are also planned to be included in the project. Anticipated improvements include the installation of curb and gutter, new roadway pavement and sidewalks, as well as extensive underground pipe replacements and upgrades. The likely date for construction of the improvements is 2008. As a resident living along one of the work corridor streets or in the adjacent neighborhood areas, you likely will be impacted by the proposed reconstruction and I am sure you are very interested in the project.

An Open House / Public Hearing will be held at the Glen Ellyn Civic Center, 535 Duane Street, on Wednesday evening June 21, 2006. This meeting will provide an opportunity to review the project status, inspect the preliminary plans and other displays, and offer your comments and suggestions. The meeting is a very important step in the design process as it offers the best and most appropriate occasion for public input on the project, and I strongly urge your attendance.

All persons interested in this project are invited to attend the meeting at any time between 6:30 PM and 8:30 PM. The meeting will be conducted on an informal basis. An audio-visual presentation will be shown continuously during the meeting in the Galligan Board Room, giving a quick overview of the project. Project information will be on display, and design team members will be present to answer questions and discuss the project on a personal basis in Room 301 of the Civic Center. An opportunity for providing oral or written comments will be provided.

Please note that this project is currently in the preliminary engineering (Phase I) stage. As we continue to work, further communication through letters or other means will be provided to help keep you informed on project status.

I hope to see you at the Open House / Public Hearing on June 21. If you have any questions requiring immediate attention, please contact me at (630) 469-6756.

Very truly yours,

Bob Minix

Robert J. Minix
Professional Engineer
Glen Ellyn Public Works Department

Village President
Vicky Hase

Trustees
Timothy A. Armstrong
Mary Jane Chapman
Daniel T. Gardner
Sara Lee
Peter Norton
Mark Pfefferman

Village Manager
Gary Webster

Civic Center
535 Duane Street
Glen Ellyn, Illinois 60137
(630) 469-5000
Fax (630) 469-8849
E-mail: info@glenellyn.org
Website: www.glenellyn.org

Police Department
535 Duane Street
(630) 469-1187
Fax (630) 469-1861

Public Works Department
30 South Lambert Road
(630) 469-6756
Fax (630) 469-3128

We Value Y

The Open House f
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Representatives
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Contacts

Village of Glen Ellyn
Department of Public Works

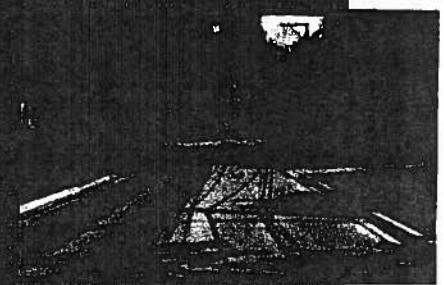
30 S. Lambert Road
Glen Ellyn, IL 60137
630.469.6756

Bob Minix, P.E.
Project Manager

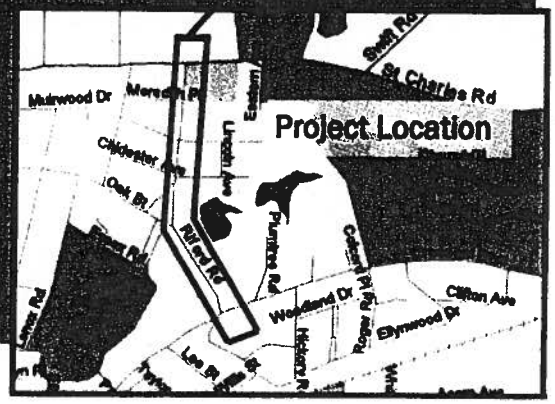
Burns & McDonnell
SINCE 1898

Riford Road Improvement Project

Open House Public Hearing



Riford Road



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Riford Road Improvement Project

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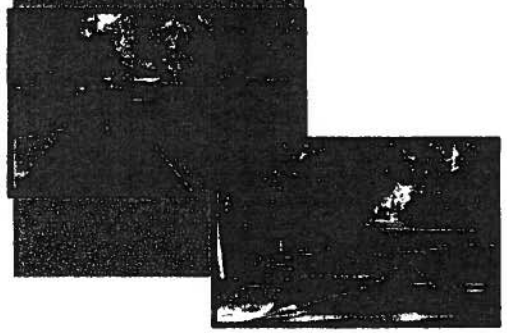


Proposed Improvement

Riford Road will be reconstructed throughout the corridor to a two-lane cross section with curb and gutter on both sides of the roadway. Disturbed parkways will be restored, and the continuous sidewalk along the east side of Riford will be maintained. A five foot wide sidewalk will be added to the west side, including ADA accessible crosswalk ramps. Although the alignment remains unchanged for much of the project length, a shift is introduced at St. Charles Road in order to minimize impacts to the Forest Hill Cemetery. The alignment at Oak Street, as well as at Grand Avenue, will be modified in an effort to provide safer turning movements. The Riford Road profile will be lowered, in particular between St. Charles and Elm, in order to improve existing sight distance deficiencies. The intersection with St. Charles Road will be widened to accommodate left turn lanes to Riford and the entrance to Ackerman Park. The project will incorporate a continuous closed drainage system directing stormwater runoff to the existing outfalls.

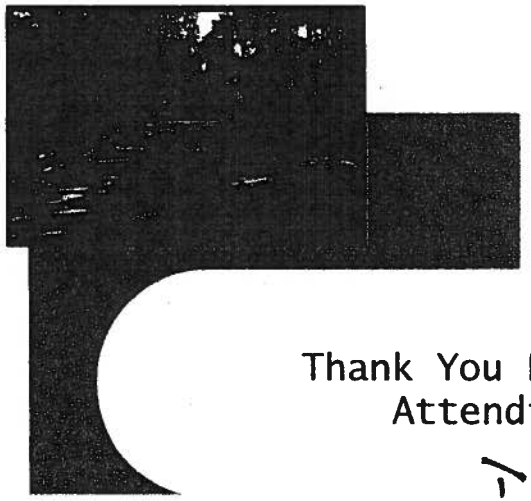
Goals of the Improvement Project

- Enhance traffic mobility and safety within the corridor, in particular at the intersection with St. Charles Road
- Improve pavement quality and stormwater flow
- Provide a more efficient and aesthetically pleasing roadway

Project Coordination and Schedule

The Preliminary Engineering (Phase I) Study of the Riford Road Corridor is nearing completion. Following completion of the study, the Village will begin the right-of-way acquisition process for sections of two parcels impacted by the proposed improvement. The Final Engineering (Phase II) Design process is estimated to have a 12–18 month duration from the notice to proceed, which is subject to right-of-way acquisition and funding availability. The Construction (Phase III) would follow completion of the design phase, with an estimated time-frame of 3–6 months.

It is anticipated that the Village will fund the final engineering design of the project, while the State and Federal government will assist in funding the construction.



Thank You For Attending

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1-10

Riford Road Improvement Project—FAQs

Open House Public Hearing

Why does this project need to be completed?

The current intersection of Riford Road and St. Charles Road is deficient and proposed improvements would significantly improve traffic flow and may reduce accidents by 50% or more. Riford Road itself is in fair to poor condition, with several locations suffering from poor visibility. This project is intended to enhance traffic mobility and safety, as well as provide a more efficient and eye-pleasing roadway.

What work is planned as part of this project?

All of Riford Road between Crescent Boulevard and St. Charles Road will be completely removed and replaced with new pavement. New curb and gutter will be constructed along the entire length. Existing ditches or swales will be replaced with storm sewers. Existing utilities will be repaired and upgraded. All of the intersections along Riford Road will be reconstructed. St. Charles Road will be widened to provide for a left-turn lane onto Riford, thereby easing turning movements. Riford Road will be lowered between St. Charles Road and Elm in order to improve line of sight. The reconstruction of Grand Avenue between Riford and Oak, and the northern end of Lake Road may also be included as part of this project.

If not all of the area residents favor this project, would you still plan on doing it?

As a local collector street, much of Riford Road's traffic travels the length of the corridor, making the proposed improvement of Village-wide benefit. Most residents along the street will not be impacted beyond the duration of construction.

If we object to some parts of the project, will they still be built?

Most of this project will be built using Federal transportation dollars, and the State requires that some elements of the design meet certain standards. For example, lanes must be of a certain width, and the roadway profile must allow for acceptable sight distance. Other aspects, like the addition of sidewalks or parking areas, are optional and community input is encouraged. We will work with you to incorporate your desires as much as possible, as long as the issue does not jeopardize the goals of the improvement or incur excessive costs.

If my street is rebuilt with curb and gutter, will I still be able to park on the street?

A decision regarding on-street parking is pending, and we encourage your input concerning the addition of parking areas. It may be possible to replace some of the existing shoulders with a paved bituminous parking lane.

Who will benefit from this road reconstruction and how?

Everyone who uses Riford Road will benefit from improved traffic efficiency through the intersections and through the corridor. Roadway drainage will be improved. Sidewalks may be extended to provide for a more pedestrian-friendly corridor between Lake Ellyn and Ackerman Park.

How long will the project take?

Phase I Design is currently underway and is expected to be completed in early Fall of this year. Final design would begin immediately afterwards, with the goal of beginning construction in 2008. Construction would last approximately one season (3—6 months).

Riford Road Improvement Project—FAQs

Will this project cause an increase in traffic, pollution or noise? What impact will this project have on the speed of Riford?

This project is not designed to encourage an increase in traffic, nor is any increase expected. Accordingly, an increase in pollution and/or noise is not anticipated. The roadway is designed to be safer and more efficient. Certain elements of the design are in place specifically to discourage excessive speed. For example, geometric modifications at Oak Street will require vehicles to slow down in order to turn westbound from Riford. Similar modifications will be made at the intersection with Grand Avenue.

What if residential property is damaged during this project?

All construction operations will take place within the Village right-of-way or a dedicated easement. However, should any operations accidentally encroach onto private property, all damages or alterations during construction will be repaired by the Contractor in coordination with the lead agency.

What impact will this project have on residential driveways?

All driveway approach aprons will be reconstructed on this project. Based on changes in the roadway profile or to meet design criteria, it may be necessary to extend the reconstruction limit through use of a temporary easement. The potential for this will be analyzed further during the final design phase.

Will you be re-sodding/seeding our lawns, or replacing trees removed by the project?

All damages or alterations to property adjacent to the project during construction will be repaired by the Contractor in coordination with the Village. Most of the yards along Riford Road will be unaffected by the construction, unless their landscaping is in contact with the street itself.

Will you be closing the entire street for the entire project duration? Will we have access to our homes during construction?

Road closures will be necessary in order to reconstruct Riford Road in a safe and efficient manner. Specific staging of the construction will be determined in the final design phase. Local access to side streets and properties will be maintained at all times during construction, with the exception of a limited duration during paving operations. Emergency access will be maintained at all times.

What pavement type do you plan to use?

The Village has a long-standing policy of using Portland Cement Concrete (PCC) pavements on its street reconstruction projects. That will be the case with Riford Road as well.

Are you going to take away property (land area) of residents in order to widen the road?

Only one residential parcel on the north end of Riford Road is expected to be affected by the need for right-of-way. The rest of Riford Road will be built on the existing centerline and will be only 2-3' wider, including curb and gutter, than it is today.

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Glen Ellyn Public Works Department

Interoffice Memorandum

to: Robin A. Weaver, Village Manager

from: Joseph M. Caracci, Acting Public Works Director Joseph M Caracci

subject: Riford Road Open House / Public Hearing - Summary

date: July 14, 2006

On June 21, 2006 the Public Works Department along with the engineering firm of Burns and McDonnell hosted an Open House / Public Hearing for the purpose of discussing the proposed improvement of Riford Road from Crescent Boulevard to St. Charles Road and to solicit public comments. Phase I concept exhibits were displayed at the meeting along with a continuous audio-video presentation addressing a number of topics including need for the project, funding mechanisms, and design criteria. In February 2005 the Village was notified that its application for federal funding assistance for the reconstruction of Riford Road was approved by the DuPage Mayors and Managers Conference, the governmental body designated to select and program local Surface Transportation Program (STP) projects in the DuPage County region.

The proposed project between Crescent and St. Charles (see the attached location map) would include the reconstruction of the roadway to realize safety, structural and drainage improvements in the Riford corridor. Included in the project would be upgrading the intersection of Riford and St. Charles Road to provide left turn lanes on St. Charles Road, new traffic signals and a much-improved transition from Riford to St. Charles on the south side of the intersection. The estimated construction cost for the roadway and drainage portion of the project is $1,835,000 with federal funds of $1,284,000 (70% of eligible construction costs) now set aside for the work. Additional expenses will be incurred for water main and sanitary sewer system improvements that will be identified during the next phase of engineering. The work is currently programmed for construction in either the 2008 or 2009 construction season.

We anticipate another partnership with DuPage County on this project, with the Village as the lead agency in this case. Our plan is for the County to provide the 30% local match for the project as part of a jurisdictional transfer agreement linked to the acquisition of Crescent Boulevard. A letter was sent in the fall of 2004 to the County asking for a financial commitment to the project; we are currently negotiating with the County on this effort. Some land acquisition will be required for this project as well along both Riford and St. Charles to accommodate the improved intersection configuration. The cost of all engineering and land acquisition is the responsibility of the Village. Construction work for Riford is anticipated in 2008 or 2009.

The Public Hearing went very smoothly and was well attended. Approximately 25 individuals signed in and brought up a number of concerns and issues to both Public Works staff and representatives

from Burns and McDonnell. I have attached to this memorandum two documents. The first document is a summary of comments received categorized by topic. Mostly, comments focused on three issues: on street parking, installation of sidewalks, and traffic / speed control within the corridor. The second document is a tabulation of specific comments recorded either through written submittals or those voiced through the use of a court reporter.

Burns and McDonnell is in the process of preparing a final draft of comments on the Public Hearing and will submit this with their final Phase I Study to IDOT in the near future. The comments regarding sidewalk and on street parking do not impact the completion of the Phase I study or federal funding criteria. The next step for staff will be the presentation and discussion of these same concerns at the next Capital Improvements Commission meeting scheduled for August 8th. A majority of this meeting will focus on the Riford Road Project.

Enc. Summary of Comments prepared by Burns and McDonnell (Draft)
Tabulation of Comments prepared by Burns and McDonnell

Cc: Curt Barrett, Assistant Village Manager
Bob Minix, Professional Engineer

Response to Comments

All comments received from the Open House Public Hearing were tabulated and categorized according to major concerns and/or topics. The following is offered as a response to the comments received by the Village of Glen Ellyn Department of Public Works.

Parking

Several residents expressed concern over potentially losing the existing gravel parking areas along Riford Road where curb and gutter is proposed. The Village of Glen Ellyn will take this into consideration during the detailed design phase (Phase II) when deciding whether or not to include parking areas. The possibility of providing bituminous-surface parking areas at some or all of the informal parking areas will be evaluated by the Village's Capital Improvements Board and other agencies.

Additional Stop Signs / Speed Concerns

Requests for the installation of stop signs were logged at the public hearing, on the grounds that they would be able to reduce the speed of traffic on Riford. IDOT design warrants are not met for stop signs at any of the intersections within the corridor. The addition of stop signs is not expected to have the desired effect. Regardless of the addition of stop signs, vehicles will be able to reach maximum speeds because of the large distance between the intersections. The Village of Glen Ellyn understands this concern made by the residents and asserts that speeding is primarily a law enforcement issue.

This project is not designed to encourage an increase in traffic, nor is any increase expected. The roadway is designed to be safer and more efficient. Certain elements of the design are in place specifically to discourage excessive speed. For example, geometric modifications at Oak Street will require vehicles to slow down in order to turn westbound from Riford. Similar modifications will be made at the intersection with Grand Avenue. Other geometric improvements, such as the proposed curb and gutter, will have a traffic calming effect as a side benefit.

Drainage

A detailed drainage analysis for Riford Road was performed during the preliminary engineering study (Phase I). The existing roadway drainage system predominantly consists of roadside ditches and swales, in addition to three storm sewer collection systems along Riford. The roadway is located within watersheds tributary to the East Branch of the DuPage River, with a general flow direction from west to east. The proposed drainage plan for Riford Road was developed with the intention of not significantly altering the existing drainage patterns. Ditches will be replaced along the project corridor length with curb and gutter and storm sewer designed for the 10-year storm. Runoff from the land tributary to the roadway will drain into the inlets placed along Riford Road. The proposed drainage plan was designed to improve the overall drainage of the site and should reduce the frequency of flooding on adjacent properties.

Sidewalks

Sidewalks currently exist along the east side of Riford from Crescent Boulevard to St. Charles Road. Sidewalk is proposed along the north side of St. Charles Road, to the east and west of the Ackerman Park entrance.

There is also a possibility of constructing sidewalk along the west side of Riford between Chidester Street and St. Charles Road. The Village of Glen Ellyn understands residents' concerns about potential impacts to right-of-way adjacent to their property. Alternatives for this area, including different alignments for a potential sidewalk, will be evaluated by the Capital Improvements Board and other Village agencies during the design phase.

Traffic Study

A traffic analysis for the Riford Road corridor as well as the intersection of Riford and St. Charles was completed during the preliminary engineering study (Phase I). The proposed intersection signal timing is based on existing intersection traffic volumes as well as traffic projections for the year 2030. The signal timing will be reevaluated during the design phase if it is deemed necessary to do so.

Pavement Type / Noise Concerns

The Village has a long-standing policy of using Portland Cement Concrete (PCC) pavements on its street reconstruction projects. Studies have shown that concrete pavement lasts longer and performs better under vehicular loads. This project is not designed to encourage an increase in traffic, nor is any increase expected; therefore, a significant increase in noise is not anticipated.

Tree / Parkway Impacts

All construction operations will take place within the Village right-of-way or a dedicated easement. However, should any operations accidentally encroach onto private property, all damages or alterations during construction will be repaired by the Contractor in coordination with the lead agency. Most of the private yards along Riford Road will be unaffected by the construction, unless their landscaping is in contact with the street itself. During the Phase II Design, a detailed tree study will be performed to identify location, size, condition, and species of tress within the Village right-of-way. Removal of mature trees will be avoided where possible. Where trees are near the construction zone, tree protection will be provided. Tree removals on projects of this type are usually replaced at a 1:1 ratio, depending on the size of the trees removed.

ROW Impacts

Only one residential parcel on the north end of Riford Road is expected to be affected by the need for right-of-way. The rest of Riford Road will be built on the existing centerline and will be only a few feet wider than it is today. During the Phase II design process, property owners impacted by right-of-way acquisition will be contacted and negotiations will commence. Landowners will be compensated for the acquisition of their property.

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Name and Address	Comment
John Rindler 690 Riford Road	(Written) Overall Support Project ▪ Like change in configuration at Oak to slow down drivers running stop sign. ▪ Support sidewalks on both sides of street. ▪ Support off street parking as long as it does not encroach more on existing properties. ▪ Concerned about impact on large Oak trees on and adjacent to my property. What will be done to protect trees and root systems during construction? ▪ What materials will be used for driveway approaches?
Barb & Dan Iverson 677 Riford Road	(Written) We would like to maintain the no curbs and cut outs for parking in between 650 Riford and 690 Riford. We need these areas for parking since we do not have any cross roads to park. The safety of the residences is needed to be maintained. If cars, trucks and vans park on the street it would be very dangerous. We would like you to consider including parking lanes in this area with gutter type curbs. Thank You. (Verbal) I would just like to maintain the cutout and the parking areas between 650 Riford and 690 Riford for the safety of the residents and the people that live in that area. That's it.
Ken Ralston 666 Riford Road	(Written) We believe the cut-out parking area in front of our house and our neighbors on either sides of our house has become the parking spaces for trade people (landscaping, contractors as well as guests). There is not other place for them to park. We believe it is necessary to have these parking areas or "cut outs". The number of cars that pass on Riford daily make it

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	necessary to have parking. (Verbal) We have maintained the parking areas in front of our house for the neighborhoods, and it's become a place where all the trade trucks, the landscaping, the plumbers, people who come to service people during the day, park their cars. If they can't park there, there are no other places for them to park, other than to go down by the lake and then have to walk all the way around. That's obviously not compatible. If those spaces were not there, people who would be coming to drop off things, like landscaping crews, you drop off bushes or trees, moving people, service people with trucks, they would be parking on the street, and the congestion that creates -- it creates on that street is just horrendous. We've had it on an occasion where a construction truck had to stay there for half a day, and the road was virtually bumper to bumper in no time. The area where we have these cutout parking areas is in full vision from the top of the hill to the north and the top of the hill to the south, so it's got clear vision where these people are parked. It's not a blind spot. Our feeling is we just absolutely have to have this. I fear for our values of our home if we don't have a place for either the trade people or our guests to park. All right. That's enough.
Marlene Ralston 666 Riford	(Written) Safety is very important! The area between 650-690 Riford needs to continue to have the existing cut-outs remain as they are. You listened to us 4 yrs ago and let these cut-outs remain and we urge you to do so again. Parking for guests as well as maintenance people is a daily problem. The area (or cut out) in front of our home (666) is used by all the neighbors from 650-690. We maintain this area and put gravel down when needed. (Verbal) We've lived at this address for 31 years, and when we bought the home, it was 25 years old, and the people before us, as well as us, have maintained that gravel parking area at the bottom of the street there. We buy the gravel, we resurface it ourselves, the village has never done anything to help us do that, yet it's a major safety factor that we have that area. Plus the neighbors to the north of us also have a matching area. And all the maintenance trucks, the delivery trucks, whatever

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	happens to be parked there, as well as guests and company that you might have at your homes, because our driveways are too steep for these landscape trucks to get up and down and park. And I just informed him that the village has nothing to do with maintaining that. He was absolutely amazed to hear that we personally do take care of all that. And it would be nice to just let that side, which is the west side of Riford, remain with its parking, or you call them cutout areas, as they are. I don't know how this will interfere with these soft curbs or gutters they're talking about, but our side of the street does not have a drainage problem, because we have such a steep pitch, everything wants to run to the east side, so that's really not a factor on our side, for what it's worth.
Esther Shaw 672 Riford Road	(Written) Weekdays there are landscaping trucks up to at least 50 feet – they fill the cut out in front of our houses. Weekends esp. evenings, someone is having guests, those cut outs are filled providing open space on the busy road. We have privately maintained the gravel which makes the parking feasible. (Verbal) The traffic is so heavy on Riford during the day that I no longer can back out of my driveway. I bought a smaller car so I have a turning radius so that I can come forward out on Riford. I'm afraid to come -- back out anymore, traffic is so heavy. And we're on a hill. My view to the south is obstructed by a slight hill, and so, you know, not only is traffic bad, but I can't see the cars on the other side of the hill. So it's really important that those parking places be maintained, because otherwise the landscaping trucks and the handymen, who's ever having some remodeling, are parked on the street. This way they're off the street, maintaining safety on the open road. And I really have visions that they'll make that all no parking some day, that the village will come along and put no parking at all. And that's -- we're -- we can't park on Crescent, so it would be a really difficult, difficult time for the homeowners. Thank you.
Steve DiMarco 659 Riford	(Written) In the parkway easement along my front property boundary there is a railroad tie structure that retains dirt in the

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	easement. Can this be removed and the easement graded to be sloped? If not, the structure is old, can it be replaced? If so, with what material?
Jerry Dentinger 729 Riford	(Written) 1) 2006 Resurfacing – Speed, already too fast, will accelerate significant. Stop or yield signs at Oak are required. 2) 2008-9 Project i) Roundabout at Oak and Riford – Slows traffic and maintains flows ii) if no roundabout – stop signs required iii) Forest Preserve drainage (on west side of triangle on Riford) needs to be widen to collect runoff for street & Forest Preserve. (Verbal) I have several comments. 1, the resurfacing that's going to happen this year is going to increase the speed on Riford significantly, and it's already bad. They need to put a stop sign or yield signs at the corner of Oak and Riford, both north and southbound traffic on Riford Road. Secondly, for the reconstruction project, at that same corner of Oak and Riford, I suggest they build a roundabout instead of having straight through traffic. That will slow the traffic as well as maintain the flow. I think that will be very successful in the neighborhood. Secondly, if they choose not to do a roundabout, again they have to do something to slow the traffic, stop signs or yield signs. The next point is I live across from the forest preserve triangle on the map. The drainage from that body of land has been bad for the five years that I've lived here, and actually, I was flooded in the 2001 heavy rain in October because there was nowhere for the water to drain. It came across Riford and flooded all the houses. They need to do something to make sure that drainage is above average in strength or larger in size, I'm not sure how you describe that, but it's got to be able to be widened to take not only the street runoff, but the water runoff from the forest preserve. And that's really important to the whole flow of water, because the water collects in the forest preserve, and it's all part of the drainage system that goes from

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	Lake Ellyn back into Perry's Pond. So it's now -- so the water flow that's exiting this whole area here is not only just for the runoff from the street, it's also from excess runoff from Lake Ellyn. It's all the same feeder back to the Perry's Pond behind my house. So the flow of the runoff of the water of that forest preserve is going to be really important when they change the whole topography of the streets. 2,800 vehicles per day on Riford Road is an awfully large number for having nothing on that street to slow the speed. It's very dangerous and there's an awful lot of children who are in that neighborhood. My last point, at the corner of Elm and Riford is where all the children east of Riford Road cross to go to school every day, because there's a shortcut to the elementary school, Forest Glen, and they go through that intersection every morning and afternoon. It's very dangerous. And the only reason they cross there is because it's the high point of Riford Road. They can see. Other than that, I'm just hoping nothing bad happens. Thank you.
Janiece Waters 740 Grand	(Written) In speaking to Matt and Bob I walked away with the following understanding: 1) The hill just N of Crescent will only be subjected to an 8" grade reduction. 2) The road will not be widened. This is important. 3) The drainage, especially in the middle of Riford at Chidester will be redone. It currently backs up and floods the corner of our lot. 4) A stop sign at Chidester is not a viable option to reduce speed on the road. It falls under police jurisdiction and enforcement. 5) Concrete will be the material used. 6) Curbs will be added. The lowest grade is preferable. A major concern is the addition of sidewalks on the west side. The actual need for parallel sidewalks on each side of the street is a definite concern and issue for the residents. The amount of vegetation and number of trees that will be affected is a major problem for us. My husband and I have lived in our current home 17 years. Prior to that we lived on Elm St for 5. It has been a conscious

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	choice. We are vested in our neighborhood. Riford is an unusual corridor both in and out of the Village. The natural characteristics must be maintained at all costs. We do not choose to live in a new subdivision and appreciate all consideration not to try to make this older and very special part of the Village look like one. Respectfully Submitted Janiece Waters
Mary Demling 764 Riford Rd	(Written) Pictures enclosed with comments on back. Difficult area for sidewalk (referring to a former driveway with large trees) Wouldn't the sidewalk need to continue through the Perry's Park to be safe for kids to get to Glenbard West. Let's not do a sidewalk at all on the West side. It goes all the way on the East side. *(photo of the triangular wooded area)* Please don't destroy these trees at Riford and St. Charles. This is the entryway to the Village. *(photo of trees along Riford at the NW corner where the road will be shifted)* If sidewalk is placed on the west side of Riford here trees will be lost (The sidewalk coming out of Ackerman Park is only on the east side) Will children cross twice? *(photo of the east sidewalk along the cemetery)* Please put sidewalk by the street so this won't be ruined. *(Photo of a large tree and retaining wall in front of property)* Tree (probably 200 years old) Oak will be lost if roots are disturbed. This is the tree shown in the stone wall. *(Photo of a large tree and retaining wall in front of property)* Owners (Mary and John Demling) rebuilt this wall when existing wall of railroad ties was crumbling. 200 year old tree has roots 4 ft above ground. *(Photo of a large tree and*

	retaining wall in front of property) Please leave cut-out area on the east side of Riford between Chidester and Elm. It is sorely needed. *(Photo of cut out at location indicated)* Cut out area is used by police to catch speeders and used by residents because of busy street. *(Photo of cut out area)* 200 year old tree with roots above ground *(Photo of large tree in front of property)* (Verbal) The engineer said that the traffic study on Riford Road was a certain amount of cars, but right now they're working on the Five Corners intersection, which I believe if they do another traffic study after Five Corners is completed in November, there will be a definite decrease of cars, because I believe that people use Riford Road, to Oak, to Western to avoid Five Corners right now. And after that work is done, it will be a 50 percent decrease in wait time at that light. And I don't know how many cars are doing the reverse, going Western, down Oak, to Riford. But if part of the reason for putting the sidewalks is number of cars, I think they should do another study after Five Corners is completed. Okay. And also, I'd like to state that I would really hope that they don't do sidewalks on the west side of Riford Road, because there's quite a few trees that will be damaged. One is on our property. It's a 200-year-old oak tree, and it's contained now in a wall that's 3 feet above ground. So if they cut through the roots to get at ground level, an oak tree can't survive that. I also believe if the sidewalk is put from Elm to Chidester Road, that they need to continue it through Perry's Park, because kids walking to Glenbard West would have to use the sidewalk down to Chidester, and then cross to pick up the sidewalk to continue to Crescent. To not have any sidewalks would be safer in my view, because it's not continuous to Crescent. And then this just shows an area where it's difficult -- difficult area for sidewalk. That's somebody else's property. It's a big ravine. I have a picture of the tree, that if the roots are disturbed. And the trees make such a nice canopy over Riford, which I think is one reason people like it. The other thing, I would like to have the street not be concrete, just because I've

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	heard it's noisier, and would rather have it asphalt. We would appreciate if the cutout area on the east side of Riford across from our address is curved inside. It's about a four car length area, and it's used quite often by police looking for speeders or just by the residents who don't want to park anywhere in the street. And I have two pictures of that. And I have four pictures of the way the tree is encased in a wall right now, and pictures of how big the tree is. And then another thing, someone had just told me that the area right at St. Charles Road and Riford Road has been purchased by the village and they're -- going to be purchased, and there's a row of trees where a sidewalk would be, and that's the entryway to the village, which I'd really like those trees to remain there. Because they're trying to improve the entryways, and that's definitely an entryway. And then one other thing about the sidewalk, the sidewalk coming out of Ackerman is only on one side. It's on the side that now has the sidewalk continuous on the other side of the street, and if they're going to put sidewalk on both sides, I think that they have to have a sidewalk coming out of Ackerman on both sides also. And I have a picture of that, because I'd hate to see the kids have to cross twice across Ackerman driveway and then across St. Charles rather than just once to pick up the sidewalk. And I have another picture of those trees that will be removed, and then just a picture of Perry's Park, where if the sidewalk ends, it doesn't make any sense that that area won't have sidewalk. And that's it. Oh, I'd like rolled curbs. Maybe I will add one other thing. We have lived there 20 years.
Justin Jacobi 726 Grand Avenue	(Verbal) Just the study for stop signs at Oak and Riford for controlling some speed, and they had said they had considered that, and yet just in terms of additional studies to make sure that they explore the avenues around -- just rigorous consideration of a three-way stop sign at Riford and Oak versus just a one-way stop sign currently in the plan.
Sharyl Faganel 669 Riford Road	(Verbal) My main concerns have to do with the amount of traffic on the street and the speed at which this traffic travels. I don't want to see an increase in traffic due to this. Even if the street is made just much nicer and more of a -- kind of

	promoted as a thoroughfare, you already get a lot of people who don't even live in Glen Ellyn who use this as a shortcut to like communities like Carol Stream and Glendale Heights. There's a whole -- Crescent, to Riford, to Oak, to Western, to St. Charles, out to North Avenue. And I have young children, and people really speed down the street. The speed limit is 30, and people easily go 45 and up down this street, and I guess my main thing is I don't want to see an increase in the traffic, and I'd like something done to perhaps better monitor the speed on the road. I know it's a collector street, but it still is a residential street. My other concern has to do with the parking. There needs to be -- there's some bituminous parking on the street right now, and a lot of the neighbors, myself included, would like to see that remain and maintained privately instead of paved. Right now we put gravel on it. I don't have any other comments.
Thomas Waters 740 Grand Avenue	(Verbal) Well, I'm very pleased that the village has had this learning experience for the residents. Often in the past, I felt that things came up and citizens weren't informed of what the village was thinking about, but this is an exception to that, and I think it's a very good step forward for this project. I think that the plan has been well thought out, except for the sidewalk issue on the west side of Riford. First of all, I don't believe a sidewalk is warranted there, because there's not that much foot traffic. Secondly, I think that having people cross Riford to get to that sidewalk would be hazardous. Third, there's no sidewalk on the west side of Ackerman Park which would correlate to that proposed sidewalk. Fourth, that sidewalk would cut through a number of oak trees that are more than 300 years old, and it's so close to the base of those trees, even if they moved the sidewalk, it would still devastate the trees, because oak trees need a -- because the root system is so close to the surface at that point, it would irreparably harm the trees. I also think that there should be a stop sign at the corner of Chidister and Riford with warning signs well in advance of those to slow traffic down and give drivers a heads up that a stop is coming. People do speed down Riford Street, I've seen it a number of times, and I think that the stop sign at Chidister would curtail that excessive speed. That's all I have to say.

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	Second thought for me, after all I've had to say, I think that concrete is probably the wrong material to use on the road surface, because it is much louder than asphalt, and I think asphalt would be preferable to most of the residents and keep the sound down. Okay. Thanks very much.
Karolina Malysa 715 St. Charles Road	(Verbal) We don't think that the sidewalk on the west side is necessary, because there is already going to be one on the east side, so our comment is maybe not to put the sidewalk on the west side if possible. That's all.
Baltazar Malysa	(Verbal) I would be, I guess, against putting in a sidewalk on the west side of Riford Road where it meets with St. Charles. I think that just a curb would be enough. That's it.

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July 28, 2006

To the Residents and Institutions Near Riford Road (Crescent to St. Charles):

An open house / public forum was conducted on June 21, 2006 at the Glen Ellyn Civic Center for the purpose of discussing the proposed improvement of Riford Road from Crescent Boulevard to St. Charles Road and to solicit public comments. I thank all the residents that attended the meeting and for providing input and comments to the design team on the project to reconstruct Riford Road. Attached to this letter is a two-page summary of and preliminary response to the comments received at the meeting, prepared by our project engineers, Burns and McDonnell.

Among the issues raised at the June meeting, two items stand out that require further deliberation: the installation of sidewalk on the west side of the project corridor and the provision of parking areas adjacent to the roadway at certain locations. These are issues where the local agency (Glen Ellyn) has some discretionary authority, as the resolution of these items does not impact proposed funding, as long as appropriate engineering practice is followed if the sidewalk and/or parking areas are included in the project. We would like to continue the dialogue on these two issues without delay.

The next formal step in the process will be a discussion before the Capital Improvements Commission regarding the sidewalk and parking area issues. This review will occur at the August meeting of the CIC, scheduled for **Tuesday evening, August 8, 2006.** The meeting will take place in the Clayton Center, located on the second floor of the Civic Center adjacent to the gymnasium, 535 Duane Street, starting at 7:30 PM.

In reviewing these matters, the CIC will receive a staff report, request audience comments and input, develop a recommendation and vote on the matter. A written report of the CIC proceedings, together with their recommendation, will be forwarded to the Village Board for final consideration of the design issues at a future Board meeting. All interested parties are requested to attend the August 8, 2006 Capital Improvements Commission Meeting.

Following staff presentation(s), those present at the meeting will be invited to express their views on the sidewalk and parking area issues. While each viewpoint is important, it is requested that each speaker make a good faith effort to raise new or different issues / considerations / opinions and avoid repeating previously stated items as much as possible. In this manner the discussions and overall meeting can be effectively conducted.

If you have any questions regarding the upcoming CIC meeting, please contact me at 469-6756. I look forward to the discussion and the continuation of the design issue resolution process.

Very truly yours,

Bob Minix

Robert J. Minix, P.E.
Professional Engineer

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Glen Ellyn Public Works Department

Interoffice Memorandum

to: Members of the Capital Improvements Commission

from: Bob Minix, Professional Engineer Bob Minix

subject: **Riford Road Improvements Project**
Consideration of Various Design Criteria

date: August 4, 2006

BACKGROUND AND ISSUES

On June 21, 2006 a public forum was held at the Glen Ellyn Civic Center to provide information and receive public comment on the project to reconstruct Riford Road between Crescent and St. Charles Roads. This open house was a culminating event in the Phase I (preliminary) design of the project, and a necessary step in the process when using federal monies for constructing the improvement.

Approximately 25 residents attended the meeting. After viewing a short video of the project prepared by the consultant, the residents could review exhibits and ask questions of the design team. Other written information was available at the meeting. The attendees were encouraged to submit oral (to a court reporter) and written comments on any facet of the proposed reconstruction project.

Following the meeting, the various comments were reviewed and assembled by the engineer. There were two major items of concern expressed at the meeting, namely the construction of new sidewalk along the west side of Riford, particularly between Chidester and St. Charles Road and the perceived need for parking areas adjacent to the proposed roadway so that the current parking pattern could be maintained following reconstruction. Other, more minor, issues raised included configuration of the proposed curb (barrier vs. gutter-section only) and the type of pavement material (asphalt vs. concrete). Roadway width does not appear to be an issue of concern.

ACTION REQUESTED

It is my understanding that the resolution of the sidewalk and parking area issues are mostly local agency items and will not impact federal funding for the project. However it is in the best interests of the project to resolve all issues as early in the design process as possible. To this end, I am requesting that the Capital Improvements Commission consider the resident requests at the August 2006 meeting and develop a recommendation for final action by the Village Board, with special emphasis on the new sidewalk and street parking items. Area residents have been invited to appear at the August 8, 2006 CIC meeting to provide direct input to the commission.

INFORMATION

The following information is enclosed:

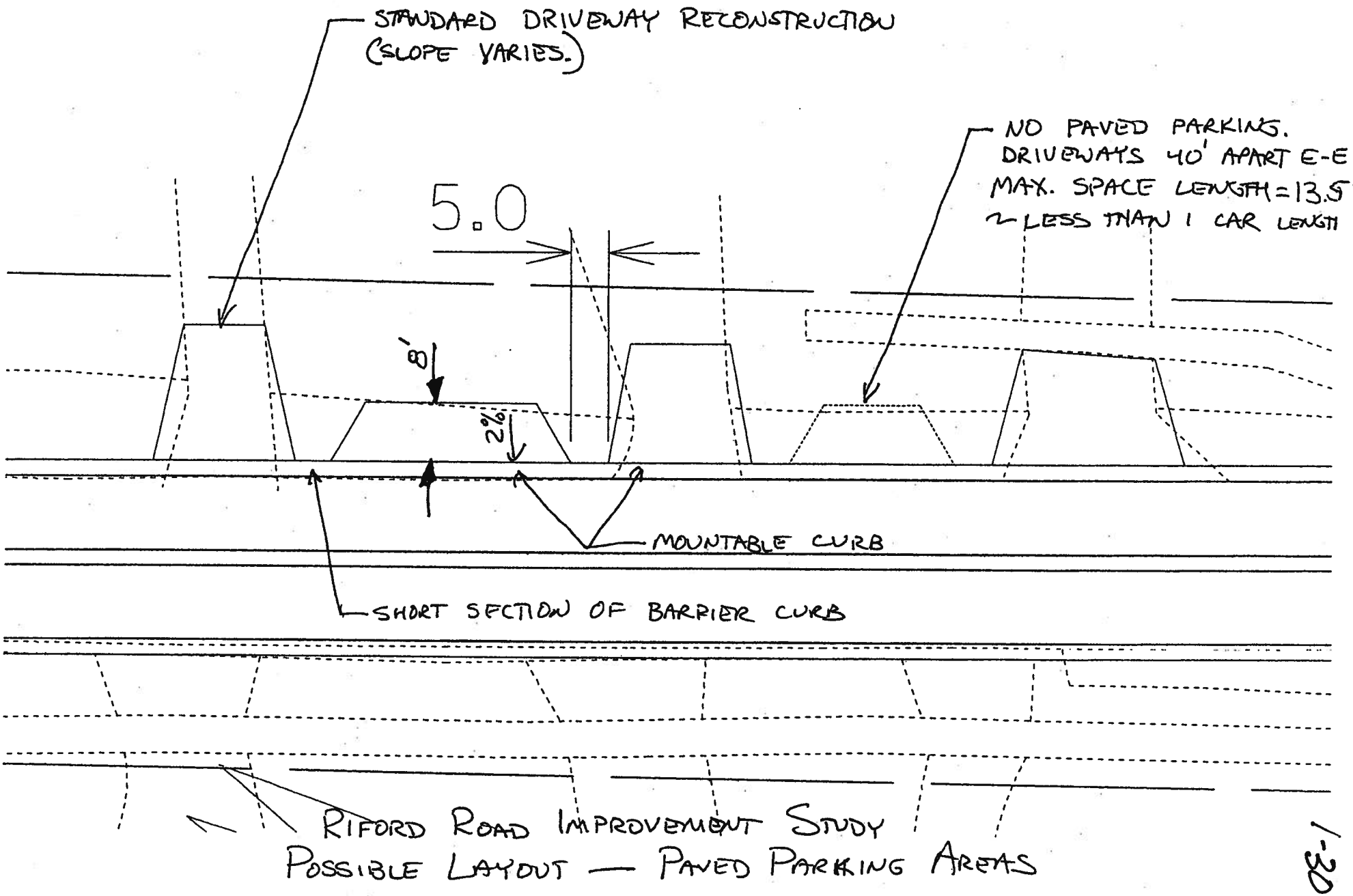
- Information brochure and FAQ sheet prepared by Burns and McDonnell for the Riford Road Project Open House
- Memo dated July 14, 2006 from Acting Public Works Director Joe Caracci to Village Manager Robin Weaver, summarizing the results of the Open House. Included in the memo area a draft Project Report prepared by the engineers, and verbatim resident comments.
- A Riford Road vicinity map.
- Letter dated July 28, 2006 to area residents inviting them to the August 2006 CIC meeting.
- An exhibit prepared by the project engineers displaying existing sidewalk and parking areas in the Riford Road corridor.
- A copy of Resolution 01-12, a Resolution To Establish Various Design Criteria and Policies Associated with the Reconstruction of Roadways in the Village of Glen Ellyn.
- Excerpts from the original application for federal funding for the Riford Road project, providing additional background information, including traffic counts and accident data.
- No detailed layout of the new sidewalk has been performed as of yet. The engineer has provided a sketch of a possible parking area configuration.

NOTES

Please note the following points:

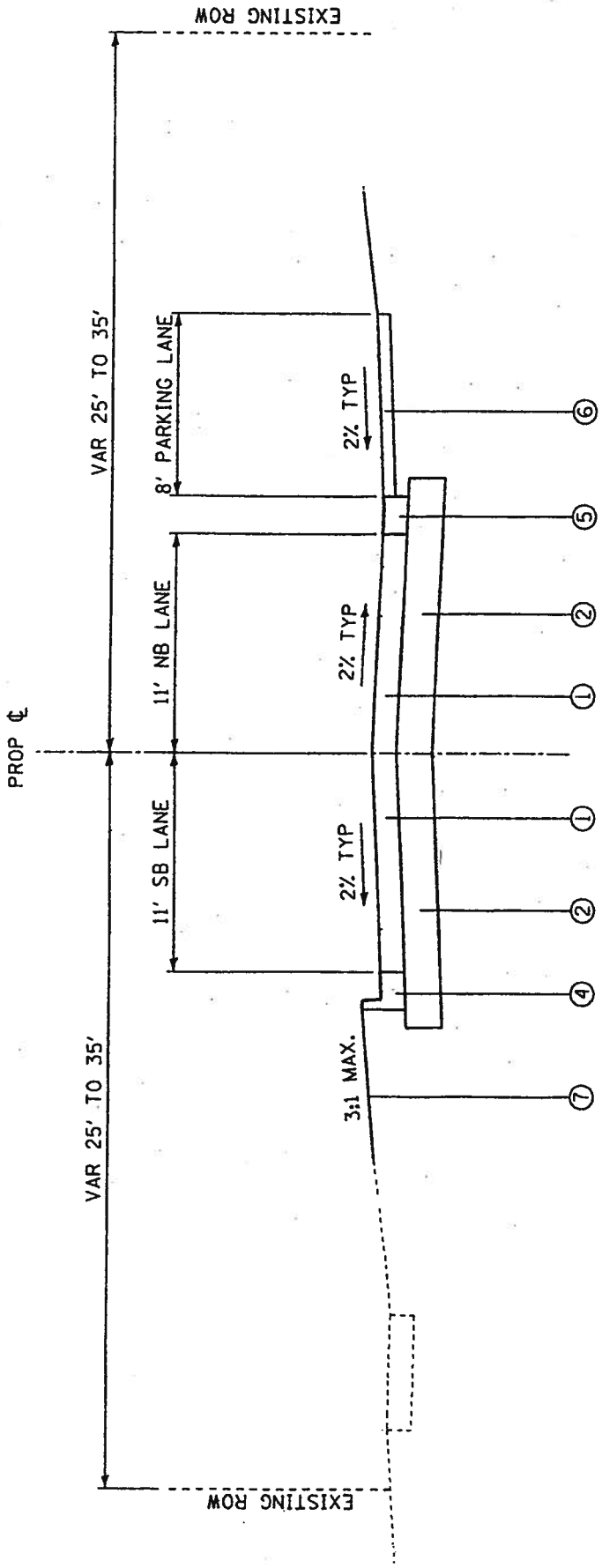
- Sidewalk is proposed, in conformance with Resolution 01-12, for all areas currently without sidewalk, with the exception of no sidewalk at all in the nature preserve triangle formed by Riford, Oak and Grand. The existing sidewalk on the west side of Grand would provide the required connection for pedestrians using the west side of Riford.
- The issue of special parking areas has arisen in the past on some curbless roadways when curbs are proposed. In each case in the past, no special provision for parking areas has been made; however, this is not necessarily precedent setting, as Riford Road has some unique characteristics.
- Barrier curb is called for in Section 3 of Resolution 01-12.
- Concrete is the material of choice for all major roadways (Sec. 7 of Res. 01-12). A possible strategy to lessen noise would be the use of variable tining for the surface finish.

ST. CHARLES ROAD
FROM ST. CHARLES TO MEREDITH PLACE
11' LANES
B-6.12 C&G EAST SIDE
NO GUTTER OR SHOULDER WEST SIDE
5' SIDEWALK BEHIND CURB ON EAST SIDE
MEREDITH PLACE
RIFORD ROAD
FROM MEREDITH PLACE TO GRAND AVE
12' LANES
OCCASIONAL GRAVEL SHOULDERS OF VARYING WIDTH
ELM STREET
EXISTING ROW
CHIDESTER AVENUE
FROM GRAND AVE TO OAK STREET
12' LANES / NO SHOULDERS
SIDEWALK ON EAST SIDE ONLY
GRAND AVENUE
OAK STREET
AREAS OF EXISTING SIDEWALK
TEMPORARY ASPHALT SIDEWALK
LAKE ROAD
AREAS OF EXISTING ON-STREET PARKING
FROM OAK STREET TO 400' NORTH OF CRESCENT BLVD
12' LANES
OCCASIONAL GRAVEL SHOULDERS OF VARYING WIDTH
FROM 400' NORTH OF CRESCENT TO CRESCENT BLVD
12' LANES
B-6.12 CURB AND GUTTER
CRESCENT BOULEVARD
RIFORD ROAD RECONSTRUCTION PROJECT
EXISTING PARKING AND SIDEWALK EXHIBIT



RIFORD ROAD IMPROVEMENT STUDY
POSSIBLE LAYOUT — PAVED PARKING AREAS

1"=30'



RIFORD ROAD

~~STA. 100+00 TO STA. 124+63~~ TYPICAL SECTION WITH PARKING LANE

LEGEND:

① PCC CONCRETE, 8"
② AGGREGATE SUBBASE, 12"
③ PCC SIDEWALK, 5"
④ CONC CURB & GUTTER, TYPE B-6.18
⑤ CONC CURB & GUTTER, TYPE M-6.18
⑥ 6" BITUMINOUS PAVEMENT
⑦ TOPSOIL AND SOD

1-32

RESOLUTION NO. 01-12

RESOLUTION TO ESTABLISH VARIOUS DESIGN CRITERIA AND POLICIES ASSOCIATED WITH THE RECONSTRUCTION OF ROADWAYS IN THE VILLAGE OF GLEN ELLYN

WHEREAS, the Village of Glen Ellyn ("the Village") is now embarking on a Long Term Street and Storm Sewer Improvements Program ("the Program") funded by a combination of General Obligation Bonds (approved by a referendum passed in the November 2000 general election), Utility Tax funds and Real Estate Transfer Tax proceeds; and

WHEREAS, the Program includes 17 major storm sewer improvement projects, and associated street rehabilitation, at locations throughout the Village; and

WHEREAS, the Program provides for the reconstruction of over 10 miles of roadways, of which over 7 miles are currently without curbs and over 3 miles are curbed; and

WHEREAS, numerous design choices and alternative approaches are available for consideration when a roadway is entirely rebuilt; and

WHEREAS, design criteria and policy issues should be developed, discussed and established early in the program for use in future street reconstructions; and

WHEREAS, it is beneficial to establish uniform roadway design parameters and policies so that staff, consulting engineers and Village residents have a documented basis from which to proceed with the implementation of street reconstruction projects and to address inquiries; and

WHEREAS, Village staff developed a list of 12 pertinent issues and policies, provided background information and current practices on those issues, proposed options for future implementation, and provided input and comment on alternatives; and

WHEREAS, the Capital Improvements Commission, at its March 13, 2001, meeting, reviewed the staff information on the issues and policies and provided recommendations; and

WHEREAS, the Village Board discussed roadway project issues and alternatives at its March 19, 2001, workshop meeting and finalized the design parameters and policies presented hereinafter; and

WHEREAS, a detailed compilation and narrative of the issues, alternatives, discussions, recommendations and decisions concerning the roadway construction design criteria and policies is included herewith as Attachment A;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GLEN ELLYN, DUPAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, as follows:

SECTION ONE: The issues identified and discussed regarding street rehabilitation designs and policies included (in the general order of importance):

Street Width

Curb and Gutter Construction

New Sidewalk Installation

Driveway Approach Removal and Replacement

Private Property Drainage Considerations

Pavement Material

Contractor Bonus / Penalty Provisions

Street Lighting

Parkway Tree Planting Program

Multi-use Paths

Traffic Calming Devices

Service Walks / Carriage Walks

SECTION TWO: Street Width (see Attachment A-1)

The following design criteria will apply:

- For existing local streets with curbs, the reconstructed street width (from back-of-curb to back-of-curb) should not be changed.
- For existing collector and arterial streets when reconstructed, the street width should be 25 feet from back-of-curb to back-of-curb.
- For existing local streets currently without curbs, the reconstructed street width should be 21 feet from back-of-curb to back-of-curb.

SECTION THREE: Curb and Gutter Construction (See Attachment A-2)

A barrier-type curb and gutter should be installed on all streets in order to better define the pavement edge, especially during snow plowing operations; provide better parkway protection when vehicles park on the street; provide lateral support to the pavement; and more effectively control and collect street drainage.

SECTION FOUR: New Sidewalk Installation (See Attachment A-3)

Sidewalks should be constructed on both sides of the street for the general use of all pedestrians.

SECTION FIVE: Driveway Approach Replacement (See Attachment A-4)

The replacement of aprons (that portion of a driveway in the public right-of-way generally located between the sidewalk and the curb) should be provided for all driveways along a street undergoing complete reconstruction or enhanced resurfacing when all existing curb and gutter is being replaced.

I-35

Approved as part of Resolution No. _____ dated _____

Attachment A-3

NEW SIDEWALK INSTALLATION

Issue: Should sidewalks be installed when a street without sidewalks on one or both sides is reconstructed?

Background / Current Practice:

Resolution 92-5, a Resolution to Establish a Sidewalk Replacement and Construction Policy for the Village of Glen Ellyn, was approved in February 1992. This document describes the background and tenets of the Village's sidewalk repair and installation program.

This policy is not strongly pro new sidewalk, citing demonstrable safety concerns as the sole criterion to install new walk. While the topic of pedestrian safety can be very broadly based and far-ranging, the installation of new sidewalks where none currently exists has been fairly limited in the past years and done primarily as part of our annual sidewalk program. Some new sidewalk, essentially of the fill-in variety, has been done as part of street reconstruction and resurfacing projects.

Many residents who live immediately adjacent to streets without sidewalks do not want a public sidewalk, citing privacy concerns and lack of pressing safety needs. On the other hand, there are both site specific and general interests that desire sidewalk installations: In addition to demonstrated safety needs (such as the presence of a foot path), a request for sidewalk for use by children living on a street is a very common occurrence, while walking is a major recreational and health activity enjoyed by a large percentage of the general Glen Ellyn populace. Most of the Village proper has sidewalks on both sides. New home construction requires the installation of the public sidewalk.

Options:

Provide sidewalk on both sides of the roadways; provide sidewalk on at least one side; do not change the sidewalk status unless compelling safety reasons warrant or a majority of the residents in the area are in favor of sidewalk installation.

Public Works Staff Opinion:

During street reconstruction is the ideal time to install a new sidewalk. For most areas, sidewalk on both sides would appear appropriate.

Capital Improvements Commission Discussion and Recommendation:

Sidewalks should be constructed on both sides of the street.

1-36

Approved as part of Resolution No. _____ dated _____

Village Board Discussion and Final Determination:

New sidewalk installation will be a part of many of the imminent reconstruction projects, including Maple-Linden Phase II, Lenox Road and Turner Avenue. Some residents on those corridors have already expressed concerns about the intrusiveness of a public sidewalk. Nevertheless, the Village Board determined that sidewalks should be installed on **both sides** of a street during a project, primarily for the increased safety of pedestrians.

(end)

MINUTES

BOARD or COMMISSION: Capital Improvements **DATE:** 08/08/06

MEETING: Regular X **Special** **CALLED TO ORDER:** 7:38 PM

QUORUM: YES X **NO** **ADJOURNED:** 10:30 PM

MEMBER ATTENDANCE:

PRESENT: Chairman Piszczek, Commissioners Bromann, Brugh, Lindquist, Popp, Pryde, Ryne and Thelan.

OTHERS: Professional Engineer Bob Minix, Trustee Liaison Sara Lee

ABSENT: Commissioner O'Carroll

AUDIENCE: See Attached

Call to Order:
The August meeting of the Capital Improvements Commission began with a quorum at 7:38 p.m.

Audience Participation:
Commissioner Pryde welcomed the audience which consisted of seven residents affected by the Riford Road reconstruction project.

P. E. Minix outlined the project, discussing the existing conditions and the work to be done. The project involves the reconstruction of Riford Road between Crescent Blvd. and St. Charles Road, including some improvements on St. Charles Road one of which will be a left turn lane for vehicles turning onto Riford. The work also involves some sidewalk improvements and improvements to some adjoining streets. Preliminary engineering work (Phase One) has been underway for close to a year. P. E. Minix explained the process that must be followed due to the fact that federal funds are involved. He said the cost of the project will run between $2.5 and $2.7 million. Some land acquisition is required to complete the project. The project will take place in 2008.

P. E. Minix mentioned some of the known concerns of the residents in the area; parking areas, material of construction, curbs and gutters, sidewalk installation and traffic issues.

Mary Demling of 764 Riford spoke in favor of parking areas, mentioning that the existing spaces are used by the police and utility companies. She expressed concerns about a sidewalk on the west side of Riford north of Oak Street, with a particular worry about the tree on her property that has a retaining wall around it. If sidewalk were to be installed north of Oak Street, she would like to see it routed on the Riford Road side of the preserve area triangle formed by Grand, Oak and Riford rather than using the existing sidewalk on the west side of Grand and south side of Oak.

Barb Iverson of 677 Riford, spoke in favor of establishing parking areas on the west side of Riford near her home, saying she represented her west side Riford Road neighbors. Space is needed for maintenance vehicles and to provide parking for visitors. She said that there are few

cross streets in the block of Riford between Crescent and Oak and that many of the driveways in the area are very steep. Residents have maintained these parking areas on their own for many years. She also expressed concerns about large quantities of construction debris and material washing through her yard, as one of the storm sewers serving Riford outlets into her rear yard and the rip-rap at the outlet is covered with debris.

David Hartzell of 714 Meredith Place spoke of the need for sidewalk on the west side of Riford between Oak and St. Charles to provide pedestrian connections from their dead-end street. Currently, they have to cross Riford Road to reach a through sidewalk. He pointed out that sidewalk installation was an issue last year when his street was reconstructed, with the final Board decision being that sidewalks should be built along most of Meredith. He stated that this was a safety issue for residents. He also noted that the sidewalk on Grand was adequate to provide connectivity for Riford and that sidewalk in the Grand/Oak/Riford preserve area triangle was not really required. Mr. Hartzell spoke on behalf of two other Meredith Place residents that attended the meeting.

In response to the concern about removal of trees or trees being damaged, P. E. Minix said that trees will not be removed as a result of sidewalk installation; however, some tree loss will be experienced due to elevation changes on the west side of Riford near St. Charles Road. P. E. Minix responded to all questions presented by Commissioners and audience members.

The audience left at 9:05 p.m.

Commissioners continued to discuss the project and the concerns of the residents.

Regarding the sidewalk issue, the commissioners concluded that there was no compelling evidence or reason provided that would persuade them to deviate from the policy to provide sidewalks on both sides of a reconstructed roadway.

Regarding parking areas, Chairman Piszczek mentioned several alternatives regarding the parking situation; no parking areas provided, trying to accommodate the residents with selected parking areas adjacent to the roadway, investigating providing parking on Grand and Lake (in conjunction with the Park District), and investigating changing the width of Riford from Oak to Crescent. Staff will also check into the drainage situation at 677 Riford to determine why the pipe ends where it does. P. E. Minix stated that this is a separate issue and not related to the Riford Road project.

After hearing audience comments from this evening and review of written and verbal comments from the Open House Public Hearing in June (which were included in the packet), the Capital Improvements Commission will consider inviting residents from Grand Ave to the next meeting to get their input on the parking situation. After all discussions are completed, the CIC will forward a recommendation to the Village Board. Discussion on this issue ended at 10:20 p.m.

APPROVAL OF MINUTES:
Commissioner Brugh moved to approve the June CIC meeting minutes. The motion was seconded by Commissioner Pryde. Motion carried.

TRUSTEE REPORT:
Trustee Lee advised that the new Village Manager – Robin Weaver – has begun work. Village Forester Peggy Dresher has been working with the Morton Arboretum on a plan to combat the Emerald Ash Borer. Planning and Development is back in their remodeled offices. A new residential zoning district (R2B) has been established. The Board is reviewing changes to the Design Guidelines. The Board has denied a variation for a property on Lenox and Oak.

One of the Commissioners asked about several businesses in the CBD closing. Trustee Lee said the closings were due to a variety of reasons, including retirement. She stated that the Economic Development Commission, the Chamber of Commerce and the Village will be hiring an event planner.

PUBLIC WORKS DIRECTOR'S REPORT:
None. P. E. Minix reported that Joe Caracci, the Acting Public Works Director, was out of town.

PROJECT STATUS:
P. E. Minix briefly discussed the Project Status Report. He said that good progress was being made on Prospect, and the street should be opened up for the start of school. Newton, however, will not be open for school start because of problems with the water mains. A stringent disinfecting regimen is taking place. Work is moving ahead on Sunset. Bids on the Lambert Farms project are due in two weeks. A late October start is planned for that project. Five Corners is moving along and should be done in 3 to 4 weeks. Western Avenue concrete roadway maintenance project is almost completed.

NEW BUSINESS:
None.

ADJOURNMENT:
Commissioner Pryde moved to adjourn the meeting; motion seconded by Commissioner Lindquist. Motion carried. The meeting adjourned at 10:30 p.m.

Notes taken by Lori Lach and reviewed by Bob Minix.

MINUTES

BOARD or COMMISSION: Capital Improvements **DATE:** 09/12/06

MEETING: Regular X **Special** **CALLED TO ORDER:** 7:37 PM

QUORUM: YES X **NO** **ADJOURNED:** 9:56 PM

MEMBER ATTENDANCE:

PRESENT: Commissioners Bromann, Brugh, Lindquist, Popp, Pryde, Ryne and Thelan.

OTHERS: Professional Engineer Bob Minix, Trustee Liaison Sara Lee, Acting Public Works Director Joe Caracci

ABSENT: Chairman Piszczek, Commissioner O'Carroll

AUDIENCE: None

CALL TO ORDER:
Chairman pro-tem Thelan called the September meeting of the Capital Improvements Commission to order at 7:37 p.m. A quorum was present.

AUDIENCE PARTICIPATION:
None

APPROVAL OF MINUTES:
Commissioner Pryde moved to approve the August Meeting Minutes. The motion was seconded by Commissioner Lindquist. Motion carried.

TRUSTEE REPORT:
Trustee Lee advised that as a result of the large number of variance requests, the Board has checked with a professional to define hardship cases and has shared the information with the Zoning Board of Appeals. The Board wants to adhere to the code. Trustee Lee said that the Lambert Farms project is moving forward. She also reported that there are budgeting issues as a result of excessive health insurance claims. The new Village Manager, Robin Weaver has been here two months and Trustee Lee said the Board is looking forward to working with her.

CONTINUING BUSINESS:
Professional Engineer Bob Minix opened discussion on the Riford Road project, concentrating on the issue of on-street parking in the corridor. P. E. Minix shared the results of his discussions of the parking issue with Matt Papirnik, the Project Engineer, and with Dave Scarmardo, the Superintendent of Parks. He reported that the Park District is interested in developing parking, but said they were unable to make a commitment at this time. Commissioner Pryde reported on his additional discussion of the parking situation with residents of the neighborhood as well as members of the Park District.

In conjunction with the roadway construction, Commissioners also discussed the possibility of bike paths being constructed as part of the Riford project. The project engineer provided a detailed written analysis on this issue, pointing out that including a bike path would require widening of the road to provide a "shared roadway." They also pointed out that increased cost of the project as a result of the increase in scope might outweigh the benefit of a path.

During discussion, it was stated that DuPage County does have some plans as well as funding for bike paths; however, the Village does not have any defined and approved bicycle route plans at this time. P. E. Minix said that in the past, Village residents have been reluctant to have sidewalks converted to bike paths as part of the roadway construction. The Commissioners felt a bicycle facility master plan should be developed to help guide decisions for future roadway construction projects.

Commissioners considered all options presented, and during the course of the discussion had several questions about various aspects of the project. These ranged from changes to the planned width of the road in order to accommodate parking, eliminating parking altogether on Riford Road or providing it in an adjacent area. It was mentioned that rules on parking are not consistent. Commissioners asked whether the street needed to have a centerline stripe and discussed how this marking impacted the width of the street as well as the parking possibilities. P. E. Minix stated that the engineer believes that these pavement markings are necessary on Riford Road.

After a lengthy discussion, Commissioner Pryde moved to recommend that the width of Riford Road be set at 10 ½' lanes with 2' curbs on each side with no parking allowed. The motion was seconded by Commissioner Brugh.

After discussing the motion, Commissioners agreed to amend it as follows:

Commissioner Pryde amended his motion to recommend that the width of Riford Road should be an 11' pavement with a 2' curb on each side. Parking should be allowed on one side of the street only, and no pull-off parking will be allowed. Commissioner Thelan seconded the motion. Motion carried.

Commissioner Pryde moved to proceed with the engineering design of 90° parking on the west side of Lake Street. Motion seconded by Commissioner Thelan. Motion carried.

NEW BUSINESS:

P. E. Minix reminded Commissioners that the November meeting is usually the Open House for review of the 10-Year Plan. He brought up some schedule changes currently being considered and said that residents from Essex Road might attend the meeting to present their case for moving up their road construction because of flooding issues in the area.

He said that Commissioners will need to discuss how to proceed with the Capital Projects as a result of the revenue shortfall. He suggested that additional funding may need to be requested from the Board.

PUBLIC WORKS DIRECTOR'S REPORT:

Acting Public Works Director Joe Caracci reported on the reorganization of the Public Works Department. He said they were receiving good support from the new Village Manager. Staffing is getting back on track with some additional hiring expected, including a Civil Engineer to provide assistance for Bob Minix. Caracci mentioned that the hours for the Public Works Department will be changing to 7 a.m. to 3:30 p.m.

Clearwater inspections are starting in October. Most are voluntary inspections. Staff will be sending letters out to the bar association and realtors about clearwater requirements. They are discussing how to handle real estate transactions and inspections. While PW will try to accommodate people, Caracci said that homeowners will not be issued a transfer stamp unless they pass inspection and the new buyer will not get a deed.

The Village has received an IDNR Grant to revamp the Village Green area. As a result of an intergovernmental agreement snow will be stockpiled at Ackerman Park. The Public Works Department is conducting a survey to evaluate the condition of the sidewalks in the Village. A camera mounted on a van (similar to what was done for the PCI evaluations) will be used to take photos of the sidewalks.

Caracci said that resurfacing of Glenwood Avenue between Hillside and Duane will be done in conjunction with the reconstruction of the St. Petronille parking area which is a joint effort involving the Village, St. Petronille and Metra.

Some remodeling has been done at the Reno Center and it was suggested that the October CIC meeting be held there.

PROJECT STATUS:

P. E. Minix briefly discussed the Project Status Report. He said that Com Ed has been doing underground work on the Pennsylvania Ave electric service relocations. The cutover date is in early November. On the Sunset Project, Newton Avenue will be in good shape by the end of the month. On Five Corners, paving on St. Charles Road will probably go into early October. Street light installations are continuing. Bids were received on the Lambert Farms Project and are under the estimate. Construction is expected to start in mid-October.

Commissioners discussed the reconstruction work associated with the Glen Ellyn Clinic. There will be full access from Western Avenue to the new parking lot to the facility. P. E. Minix said this will be a two year effort.

NEW BUSINESS:

None.

ADJOURNMENT:

Commissioner Pryde moved to adjourn the meeting; motion seconded by Commissioner Lindquist. Motion carried. The meeting adjourned at 9:56 p.m.

Notes taken by Lori Lach and reviewed by Bob Minix

November 9, 2006

To the Residents and Institutions Near Riford Road (Crescent to St. Charles):

At the August 8, 2006 Capital Improvements Commission meeting, seven residents in the Riford Road reconstruction project area appeared before the commission to provide comments and input on various design issues. The CIC and staff appreciate the efforts made by these residents to attend the meeting and to offer their comments. In particular, the issues of new sidewalk placement on the west side of Riford Road and the possible provision of parking areas/lanes were discussed. Following the close of the public participation portion of the August meeting and continuing into the September CIC meeting, the commissioners debated the matters at hand with due regard for the concerns expressed by the residents who attended the meeting.

The Capital Improvements Commission has formulated a recommendation on the two major design points, as follows:

- Regarding the sidewalk issue, the commissioners concluded that the was no compelling or overriding reason to deviate from the policy to provide sidewalks on both sides of a reconstructed roadway, and recommends the installation of sidewalk on the west side of Riford Road to fill in gaps between Crescent and Oak and to provide new walk between Chidester and St. Charles Road. Sidewalk would not be built on the Riford Road side of the Perry Nature Preserve.

- Regarding the provision of parking areas adjacent to the roadway, the CIC recommends that the Riford Road roadway cross-section consist of 11-foot wide lanes with a B-6.18 (two foot wide barrier curb) on each side. Parking should be allowed on one side of the street only, and no pull-off parking should be provided.

The next formal step in the process will be the final consideration of these issues by the Village Board. This review will occur at the November informal Board workshop, scheduled for **Monday evening, November 20, 2006**. The meeting will take place in Room 301, located on the third floor of the Civic Center, 535 Duane Street. Although consideration of the CIC recommendations will likely not begin before 7:30, interested parties are requested to be present at the start of the meeting at 7:00 PM.

Following staff presentation(s), those present at the meeting will be invited to express their views on the sidewalk and parking area issues. While each viewpoint is important, it is requested that each speaker make a good faith effort to raise new or different issues / considerations / opinions and avoid repeating previously stated items as much as possible. In this manner the discussions and overall meeting can be effectively conducted.

If you have any questions regarding the upcoming Board workshop meeting, please contact me at 469-6756. I look forward to the discussion and the resolution of the Riford Road project design issues.

Very truly yours,

Bob Minix

Robert J. Minix, P.E.
Professional Engineer

Attachment #2 24

Glen Ellyn Public Works Department

Interoffice Memorandum

to: Joe Caracci, Acting Public Works Director

from: Robert J. Minix, Professional Engineer

subject: Riford Road Improvements Project
Resolution of Design Issues Associated with Roadway Reconstruction – Continuation of Village Board Discussion

date: December 7, 2006

At the November 20, 2006 workshop meeting, Village Board members, staff and a group of residents in the Riford Road neighborhood began a discussion of various design elements associated with the proposed reconstruction of Riford between Crescent and St. Charles Road. Specifically before the Board was consideration of a recommendation from the Capital Improvements Commission for Riford Road construction to:

- Install sidewalk on the west side of the corridor where none currently exists (except adjacent to the Perry Nature area).

- Construct a cross section consisting of two 11-foot wide lanes with a B-6.18 (two foot wide barrier curb) on each side. Parking would be allowed on one side of the street only, and no pull-off parking spaces should be provided. The side of the roadway where parking would be permitted would be selected based on input from the Police Department, Public Works and other interested parties.

A third issue was raised at the November Board workshop regarding the appropriate material of construction for the project, asphalt or concrete.

No final decisions were reached that evening and the dialogue on project issues is scheduled for resumption at the December 11 Board workshop. In preparation for this upcoming discussion, I am enclosing herewith two staff memos, one prepared by Village Forester Peggy Drescher detailing her review of the proposed corridors where new sidewalk would be installed, and the other an overview of pavement alternatives.

CORRIDOR INSPECTION BY VILLAGE FORESTER

Village Forester Peggy Drescher reviewed the west side of Riford Road where currently no sidewalk exists. Her memo details potential tree impacts and contains recommendations for possibly less-disruptive alignments for new sidewalk. Of note and relating to the issue of off-road parking spaces for the west side of Riford between Crescent and Oak (600 block of Riford), some of her

recommendations for possible walk routings would not be possible if parking spaces were constructed.

PAVEMENT ALTERNATIVES

There is no inherently superior pavement type for all criteria associated with roadway reconstruction. In Glen Ellyn, we have featured concrete roadway construction on major streets, believing that concrete provides a more durable product that is easier to maintain on a day-to-day basis by Public Works operations staff. Issues such as smoothness and noise generation generally favor asphalt to a degree. As price pressures mount, particularly for petroleum-based products, the gap between initial construction costs for concrete and asphalt will likely close, thus favoring concrete. Ultimately the quality of the pavement product is highly dependent on the care and skill of the contractor, irregardless of the pavement type.

RESIDENT PARTICIPATION

A letter was distributed this week to the Riford Road neighborhood, inviting any interested residents to appear at the upcoming Village Board workshop next week.

Subsequent to the November workshop, I discovered that a group of 11 residents – living primarily on the west side of Riford Road between Crescent and Oak – had been left off the project mailing list developed last summer. While some basic knowledge of the project has diffused to this group, they have not been notified on an ongoing basis of all project activities, including the June open house forum, the Capital Improvements Commission hearing, and the November Board workshop. This week I prepared a packet of material for each of these 11 residents consisting of memos, letters and minutes that describe the work and current status of the discussion on the design issues before the Board. I encouraged these residents to contact me if they had any questions, and urged them to attend the upcoming workshop. As many of this group have existing parking spaces on the corridor, it is requested that the Board provide ample opportunity for input from these residents on December 11.

Copies of the two resident letters transmitted this week to the Riford Road community are enclosed.

cc: Robin Weaver, Village Manager
Curt Barrett, Assistant Village Manager
Phil Norton, Police Chief
Peggy Drescher, Village Forester
Jeff Perrigo, Civil Engineer

INTEROFFICE MEMO

To: Bob Minix, Professional Engineer
From: Peggy Drescher, Village Forester
RE: Riford Road Proposed Sidewalk
Date: 12/6/06

I have completed a brief inspection of the proposed sidewalk corridor for the West side of Riford Rd. and have listed my comments below. I have also attached an inventory of parkway trees.

- 715 St. Charles - You mentioned that the large junipers will need to be removed due to grading issues. These are well maintained and provide a nice screen, if anything can be done to save them, we should try.
- 734 Merideth – Install along the curb or 5 trees will need to be removed.
- 724 Elm – Install along the curb and narrowed to 4 feet. A major effort should be made to install the sidewalk in a different manor near the large oak, such as bridging.
- 770 Riford – Install along curb or remove tree.
- 764 Riford – Keep on east side of wall or large oak will need to be removed.
- 760 Riford – Install along curb or remove tree.
- 750 Riford – Installing along curb will help all trees except the large oak to the north. Special measures will need to be taken on this tree as it seems the sidewalk would be within 2' of trunk.. Two small trees may need to be moved further west.
- 694 Riford – Keep the current asphalt, we would need to remove several trees if concrete is installed.
- 672 Riford – Install along curb or remove tree.
- 666 Riford – Install along curb or remove tree.
- 660 Riford – Install towards curb or many removals will be necessary.
- 656 Riford – Keep as far away from the oak as possible, special measures will need to be taken.
- 650 Riford – Move towards street and narrow sidewalk and use special measures by large oak tree.

I want to note that I am assuming the curb will be at the edge of the current asphalt. If the sidewalk can be installed along the curb and special efforts are made to install the sidewalk near large trees in manner not to disturb the root system, there should be no reason for any tree to be removed (except the junipers and possibly the oak at 750 Riford). If the curb is moved further to the west, this would have to be reviewed again.

Inventory List

2-4

Zone	Addr	Street Abbr	Quad	Diam	Species Abbr
D	562	RIFORD RD	F	27.0	COTTONWOOD,EAST
D	562	RIFORD RD	F	8.0	MAPLE,SUGAR
D	562	RIFORD RD	F	12.0	MAPLE,SUGAR
D	562	RIFORD RD	F	13.0	OAK,RED
D	562	RIFORD RD	F	25.0	ELM,AMERICAN
D	562	RIFORD RD	F	20.0	OAK,RED
D	562	RIFORD RD	F	7.0	ASH,GREEN
D	562	RIFORD RD	F	10.0	ASH,GREEN
D	562	RIFORD RD	F	24.0	OAK,WHITE
D	580	RIFORD RD	F	5.0	HICKORY,SHAGBARK
D	584	RIFORD RD	F	14.0	PEAR,FLOWERING
D	590	RIFORD RD	F	11.0	MAPLE,SUGAR
D	590	RIFORD RD	F	11.0	MAPLE,SUGAR
D	590	RIFORD RD	F	11.0	MAPLE,SUGAR
D	590	RIFORD RD	F	11.0	MAPLE, NORWAY
D	600	RIFORD RD	F	2.0	MAPLE,BLK GRNCOLM
D	606	RIFORD RD	F	24.0	ASH,WHITE
D	612	RIFORD RD	F	9.0	PEAR,FLOWERING
D	612	RIFORD RD	F	13.0	PEAR,FLOWERING
D	616	RIFORD RD	F	21.0	HICKORY,BITTERNUT
D	640	RIFORD RD	F	18.0	ASH,WHITE
D	640	RIFORD RD	F	13.0	ASH,WHITE
D	640	RIFORD RD	F	13.0	MAPLE, NORWAY
D	640	RIFORD RD	F	25.0	OAK,BUR
D	640	RIFORD RD	L	18.0	ELM,AMERICAN
D	650	RIFORD RD	F	31.0	OAK,RED
D	656	RIFORD RD	F	30.0	OAK,RED
D	656	RIFORD RD	F	12.0	MULBERRY
D	656	RIFORD RD	F	9.0	ELM,RED
D	656	RIFORD RD	F	6.0	BUCKTHORN
D	656	RIFORD RD	F	22.0	OAK,RED
D	656	RIFORD RD	F	12.0	BUCKTHORN
D	656	RIFORD RD	F	6.0	ELM,AMERICAN
D	656	RIFORD RD	F	3.0	ASH,GREEN
D	660	RIFORD RD	F	18.0	HICKORY,SHAGBARK
D	660	RIFORD RD	F	6.0	MAPLE,SUGAR
D	660	RIFORD RD	F	18.0	ASH,WHITE
D	666	RIFORD RD	F	12.0	REDBUD,EASTERN
D	666	RIFORD RD	F	9.0	OAK,RED
D	672	RIFORD RD	F	17.0	ASH,WHITE
D	672	RIFORD RD	F	15.0	HICKORY,PIGNUT
D	678	RIFORD RD	F	26.0	LINDEN,AMERICAN
D	694	RIFORD RD	F	22.0	OAK,WHITE
D	694	RIFORD RD	F	12.0	HICKORY,SHAGBARK
D	694	RIFORD RD	F	1.0	OAK,RED
D	694	RIFORD RD	F	31.0	OAK,WHITE
D	694	RIFORD RD	F	4.0	HONEYLOCUST
D	750	RIFORD RD	F	3.0	REDBUD,EASTERN
D	750	RIFORD RD	F	3.0	OAK,WHITE
D	750	RIFORD RD	F	32.0	OAK,WHITE
D	750	RIFORD RD	F	16.0	HICKORY,SHAGBARK
D	750	RIFORD RD	F	7.0	ASH,WHITE

Inventory List

2-5

Zone	Addr	Street Abbr	Quad	Diam	Species Abbr
D	750	RIFORD RD	L	35.0	OAK,BUR
D	750	RIFORD RD	L	14.0	ASH,GREEN
D	760	RIFORD RD	F	6.0	CRBAPPL RED JEWL
D	764	RIFORD RD	F	4.0	HICKORY,SHAGBARK
D	764	RIFORD RD	F	31.0	OAK,WHITE
D	770	RIFORD RD	F	13.0	HOPHORNBEAM
D	770	RIFORD RD	R	26.0	ELM,AMERICAN
D	770	RIFORD RD	R	17.0	ELM,AMERICAN
D	770	RIFORD RD	R	3.0	CHERRY
D	770	RIFORD RD	R	10.0	CHERRY
D	770	RIFORD RD	R	34.0	OAK,WHITE
D	790	RIFORD RD	F	6.0	ASH,GREEN
D	790	RIFORD RD	F	4.0	JUNIPER
D	798	RIFORD RD	F	12.0	MULBERRY
D	798	RIFORD RD	F	8.0	MULBERRY
D	798	RIFORD RD	F	15.0	MULBERRY
D	804	RIFORD RD	F	10.0	WALNUT,BLACK
D	804	RIFORD RD	F	17.0	MULBERRY
D	804	RIFORD RD	F	8.0	ELM,AMERICAN
D	804	RIFORD RD	F	8.0	ELM,AMERICAN
D	804	RIFORD RD	F	8.0	ELM,AMERICAN

tems in Report 73

Inventory List

Z-6

Zone	Addr	Street Abbr	Quad	Diam	Species Abbr
D	734	MEREDTH PL	R	9.0	ASH,WHITE
D	734	MEREDTH PL	R	6.0	HORSECHESTNUT
D	734	MEREDTH PL	R	10.0	ASH,GREEN
D	734	MEREDTH PL	R	9.0	ELM,AMERICAN
D	734	MEREDTH PL	R	4.0	LINDEN,AMERICAN
D	734	MEREDTH PL	R	4.0	LINDEN,AMERICAN
D	734	MEREDTH PL	R	10.0	ELM,AMERICAN
D	734	MEREDTH PL	R	21.0	HORSECHESTNUT
D	734	MEREDTH PL	R	10.0	ELM,RED

tems in Report 9

Inventory List

2-7

Zone	Addr	Street Abbr	Quad	Diam	Species Abbr
D	724	ELM ST	F	21.0	ASH,WHITE
D	724	ELM ST	F	5.0	OAK,RED
D	724	ELM ST	R	32.0	OAK,WHITE
D	724	ELM ST	R	27.0	OAK,WHITE
D	724	ELM ST	R	26.0	OAK,WHITE
D	724	ELM ST	R	6.0	OAK,BUR
D	724	ELM ST	R	11.0	ELM,AMERICAN

tems in Report 7

Glen Ellyn Public Works Department

Interoffice Memorandum

to: Joe Caracci, Acting Public Works Director

from: Robert J. Minix, Professional Engineer

subject: Riford Road Improvements Project
Pavement Alternatives

date: December 7, 2006

An issue has arisen regarding the appropriate material of construction to be utilized when Riford Road between Crescent and St. Charles is reconstructed. Staff has been planning on a concrete roadway, consistent with general Village use of this material on non-local streets. At the November 2006 Village Board workshop, some corridor residents expressed dissatisfaction with concrete, citing noise and appearance concerns.

The intent of this memorandum is to provide an overview of the two major roadway pavement types without necessarily delving into detailed life cycle cost analyses or treatises on pavement comparisons and characteristics. A number of factors will be covered, but, in summary, one type of pavement is not clearly superior to the other in all respects. Both asphalt and concrete are viable alternatives, staff and the engineering and construction community are familiar with both, and oversight agencies do not have a particular prejudice toward either one. It should be noted that the type of pavement need not be selected prior to the submittal of the Phase I design report, but a decision on this matter is recommended at this time in order to avoid bringing two different cross section designs through the detailed engineering phase.

COSTS

A valid cost analysis between asphalt and concrete involves not only initial construction costs but also the timing and extent of maintenance expenses throughout the useful life of the roadway. Maintenance operations for asphalt include rejuvenator treatments, crack filling, patching and overlays. Concrete pavements typically undergo patching, joint & crack filling, and grinding operations. There are a number of uncertainties associated with estimating the extent and frequency of maintenance, not to mention the volatility of prices, especially for oil-based products, when developing a life cycle analysis. It is anticipated that the overall pavement life cycle costs of asphalt and concrete will be reasonably close, with our design engineer speculating that, all things being equal, the asphalt pavement alternative slightly less than concrete.

A cursory look at first costs reveals the following: If an 8-inch thick concrete pavement is constructed, the likely installation cost for the work would be about $55 per square yard based on current estimates. An equivalent cross-section for asphalt would be 13-inches thick. Accounting for

the additional extra excavation required, if asphalt costs $70 a ton, the cost for both pavement installations would be the same. Note that we are paying between $70 and $73 dollars per ton for binder and surface courses associated with the resurfacing of Lambert Road as part of the Lambert Farms Utility Improvements project bid in August 2006. Asphalt pavements have traditionally been installed for unit costs 25% to 33% under concrete costs for equivalent strength cross sections. In my opinion, if first costs are nearly equal, total life cycle costs would favor concrete pavements.

DURABILITY AND LONGEVITY

Both concrete and asphalt pavements can be designed for a 40-year useful life span. To achieve that level of performance, an asphalt roadway will be need to be resurfaced at least once within its design timeframe. If properly maintained, concrete pavements will typically deteriorate more slowly and show fewer distresses (cracking and potholes) than an asphalt pavement. Asphalt pavements are subject to some distresses – rutting, shoving and washboarding – that typically develop at heavily used intersections or bus pull-offs, but are not likely to occur in the Riford Road corridor.

SMOOTHNESS AND NOISE

These two roadway characteristics are related in that, generally speaking, the smoother the roadway, the less noise is generated. A review of the literature appears to indicate that asphalt pavements are the "gold standard" of smoothness, with the concrete paving industry playing a catch-up role. Items of note:

- The use of dowels in concrete pavement leads to significantly smoother roadways over time due to reductions in joint faulting. Our normal practice now is to install doweled concrete pavements. Most concrete roadways installed prior to 2000 were undoweled pavements, and some of these streets have exhibited increased faulting between adjacent slabs.

- Grinding of pavements is effective in achieving smoother riding surfaces if faulting does occur. We have performed two grinding projects in recent years on portions of Kenilworth, Oak Street and Western Avenue with a noticeable improvement in ride quality.

- Concrete roadways installed using slip-form pavers are generally smoother, but a minimum length of street, say 1,000 feet, is required to justify the use of this type construction technique. The Riford Road project, at 3,000 feet in length, would be performed with a paving machine if constructed of concrete.

- The width of joints in concrete pavements impacts noise, with noise increasing with wider joints. Recent practice in the resealing of concrete streets is to re-saw joints at the minimum possible width.

- The smoothness of any type of pavement is very much dependent on the performance and care of the contractor. Our smoothness specifications generally follow the Illinois

Department of Transportation requirements for concrete pavements, and are slightly more stringent than IDOT's for asphalt pavement performance.

- The number of manholes in the pavement impacts the smoothness of the roadway, irregardless of the material of construction.

- Tining is not the only surface finishing technique available for concrete pavements where speed limits are less than 45 miles per hour.

- European roadway design is ahead of the United States in terms of constructing less noisy pavements, with strategies, techniques and ongoing research for both asphalt and concrete pavements.

EASE AND EFFECTIVENESS OF REHABILITATION

Generally, patches in concrete pavement are easier to install correctly and usually perform better over time than asphalt patches.

SAFETY

There is no clearly superior product when it comes to skid resistance and other safety parameters. It would be perhaps less expensive to groove a concrete surface than to replace an asphalt surface to increase skid resistance.

AESTHETICS

This issue is one primarily of individual taste or preference. Any roadway in generally poor condition will detract from the general aesthetic of a neighborhood. I concur that a more uniform appearance of a concrete roadway following a grinding procedure is desirable; however, the extent of grinding is limited by both the presence of curbs and pavement manhole structures.

cc: Robin Weaver, Village Manager
Curt Barrett, Assistant Village Manager
Jeff Perrigo, Civil Engineer

2-11

December 5, 2006

To the Residents and Institutions Near Riford Road (Crescent to St. Charles):

On December 11, 2006 the Village Board will continue its discussion on various design issues associated with the reconstruction of Riford Road. On November 20 the Board began its review of the project, hearing a staff report, receiving citizen comments and input, and undertaking an overview of the issues. The design issues under discussion include whether or not to install new sidewalk on the west side of Riford Road where it currently does not exist; the width and configuration of the roadway cross section, particularly as it relates to the possible provision of parking areas/lanes; and whether to construct the new roadway with asphalt or concrete.

In summary, the resident attendees at the November meeting expressed general opposition to the installation of sidewalks on the west side of Riford, but supported maintaining the existing off-road parking areas. Some residents expressed concerns about the use of concrete for the reconstructed roadway and the use of barrier curb and gutters. The Board deliberated at some length, particularly on the issue of roadway width / parking areas, grappling with factors such current Village-wide practice regarding parking areas, the basis for local resident needs, configuration and construction, and uniform/fair application throughout the entire corridor. On the sidewalk issue, some Board members expressed opinions opposing walk installation on the west side of Riford between Chidester and St. Charles, while others desired more information regarding tree impacts. More information was also desired on the roadway material question. No decisions were made at the November 20 meeting and the Board decided to take up the issues again at a later date.

In anticipation of the upcoming discussion, the Village Forester is reviewing the new sidewalk corridors for tree impacts, and a short report on roadway construction materials will be developed.

As mentioned, the Board will again consider the Riford Road design issues at their December informal Board workshop, scheduled for **Monday evening, December 11, 2006**. The meeting will again take place in Room 301, located on the third floor of the Civic Center, 535 Duane Street. Although the Riford Road discussion will likely not commence before 7:30, interested parties are requested to be present at the start of the meeting at 7:00 PM.

Please plan on attending this meeting as we attempt to conclude the Riford Road discussions and finalize these various design factors and criteria.

If you have any questions regarding the upcoming Board workshop meeting, please contact me at 469-6756.

Very truly yours,

Bob Minix

Robert J. Minix, P.E.
Professional Engineer

2-12

December 5, 2006

To the Residents Between 646 and 694 Riford and 735 Riford:

It has come to my attention that a group of residents in the Riford Road corridor were inadvertently left off our mailing list and have not been receiving correspondence relating to the project to reconstruct Riford Road between Crescent and St. Charles. I apologize for this mistake and would like to take this opportunity to get you up to speed on the project – hence the rather large package that is included with this letter.

First of all, please note an upcoming Village Board workshop meeting scheduled for next Monday December 11, 2006. During this meeting, the Board will be continuing its discussion on various design issues associated with the project. I urge you to attend this meeting and express your opinion on any of the design issues; of particular importance to many of you will be the issues of parking areas and sidewalks. Please note the December 5, 2006 letter to the Riford Road corridor-at-large.

Attached herewith is a series of letters, memoranda and minutes that should provide you with basic project background and chronology. In summary, a public forum was conducted in June 2006. In August 2006 the Capital Improvements Commission conducted a public meeting and subsequently made a recommendation to the Board on design issues relating to sidewalks and parking areas. In November 2006 the Village Board took public input and began a discussion of the project issues. The continuation of the Board discussion will take place on December 11.

A series of documents are enclosed that provide most of the essential background associated with the Riford Road project and various design issues. This information includes:

- Memorandum to Public Works Director Don Foster dated June 7, 2006 providing background on the June public meeting / open forum, including the resident letter of invitation.
- Information brochure and FAQ sheet prepared by Burns and McDonnell for the Riford Road Project Open House.
- Memo dated July 14, 2006 from Acting Public Works Director Joe Caracci to Village Manager Robin Weaver, summarizing the results of the Open House.
- Letter dated July 28, 2006 to area residents inviting them to the August 2006 CIC meeting.
- Memorandum to the Members of the Capital Improvements Commission dated August 4, 2006 providing background information and data, and requesting the CIC to develop a recommendation for project design issues relating to new sidewalk and parking areas.
- Minutes from the August and September 2006 Capital Improvements Commission regular meetings.

- Letter dated November 9,2006 to area residents inviting them to the November 20, 2006 Village Board workshop meeting.

- November 16, 2006 memorandum to Acting Public Works Director Joe Caracci requesting Village Board consideration of the Capital Improvements Commission Recommendations regarding the reconstruction of Riford Road.

- Letter dated December 5, 2006 to Riford Road residents inviting them to the December 11, 2006 Board workshop meeting for the continuance of the design issue discussion.

Again I apologize for the mailing list mistake on my part and request you contact me directly at 469-6756 if I can help in any way to answer questions or clarify matters associated with the project.

Very truly yours,

Bob Minix

Robert J. Minix, P.E.
Professional Engineer

Attachment #3

4. Acting Public Works Director Joe Caracci and Professional Engineer Bob Minix presented information on the continued consideration of Capital Improvements Commission design recommendation for the reconstruction of Riford Road between Crescent and St. Charles Road. Topics discussed:
    - Installation of sidewalk on the west side of the corridor where none currently exists (except adjacent to the Perry's Pond area) and the potential impact of the sidewalk on existing trees.
    - Construction of roadway widths, curbs and where parking would be allowed.
    - The appropriate material of construction for the project, asphalt or concrete.

    Discussion ensued between the Village Board, staff, including Village Forester Peggy Drescher, and the following residents:

    David Hartsell 714 Meredith Place
    Thomas Waters 740 Grand Avenue
    Steve Dimarco 659 Riford Road
    John & Mary Demling 764 Riford Road
    Sharon Parker 646 Riford Road
    Ed Burtis 760 Riford Road
    Kenneth Ralston 666 Riford Road
    Don & Ingrid Wonderluck 694 Riford Rd.
    Joseph Salamunovich 721 Meredith Place
    Thomas Waters 740 Grand Avenue
    George Shaw 672 Riford Road
    Eleanore Saliamonas 626 Newton Avenue

    President Hase said the Village Board could not possibly meet all the demands of the residents in this corridor due to their differences of opinion relating to aesthetics, safety, noise level and impact on property values. It was the consensus of all that Riford Road is a unique street in the Village. The following determinations were the consensus of the Village Board:
    - The roadway cross section consist of two 11-foot wide lanes, with review by the design engineer for possibly more sidewalk.
    - A barrier curb on both sides of the roadway.
    - Asphalt construction material.
    - New sidewalks on the west side of Riford Road where none currently exist (except for the area adjacent to the Perry's Pond area) with staff input, public input and final Village Board approval.
    - Parking along Riford Road permitted on one side of the road only and where the Police Department deems safe and appropriate.

    Recess from 8:30 p.m. – 8:40 p.m.

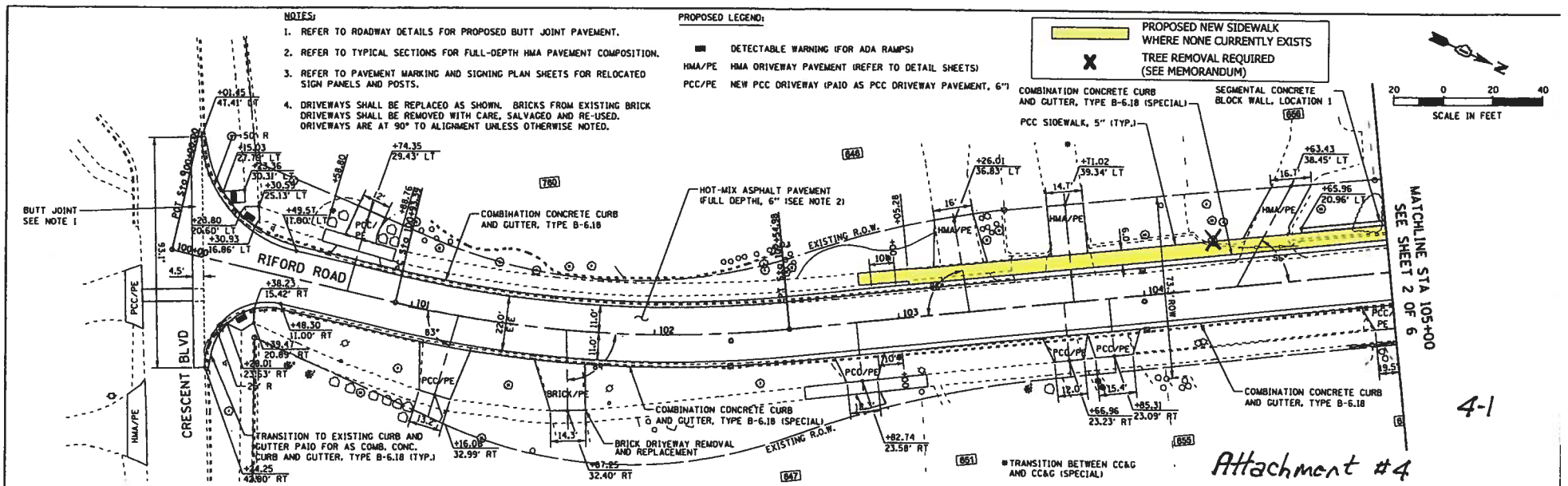
7. Finance Director Jon Batek presented information regarding review of the Early Retirement Incentive Program. There were 27 eligible employees between the Village (22), the Library (3) and GWA (2) to elect early retirement prior to December 31, 2006 deadline. The initial projection last December suggested 12 employees would choose ERI for a projected employer cost of approximately $1.8 million. In actuality, seven

NOTES:

1. REFER TO ROADWAY DETAILS FOR PROPOSED BUTT JOINT PAVEMENT.
2. REFER TO TYPICAL SECTIONS FOR FULL-DEPTH HMA PAVEMENT COMPOSITION.
3. REFER TO PAVEMENT MARKING AND SIGNING PLAN SHEETS FOR RELOCATED SIGN PANELS AND POSTS.
4. DRIVEWAYS SHALL BE REPLACED AS SHOWN. BRICKS FROM EXISTING BRICK DRIVEWAYS SHALL BE REMOVED WITH CARE, SALVAGED AND RE-USED. DRIVEWAYS ARE AT 90° TO ALIGNMENT UNLESS OTHERWISE NOTED.

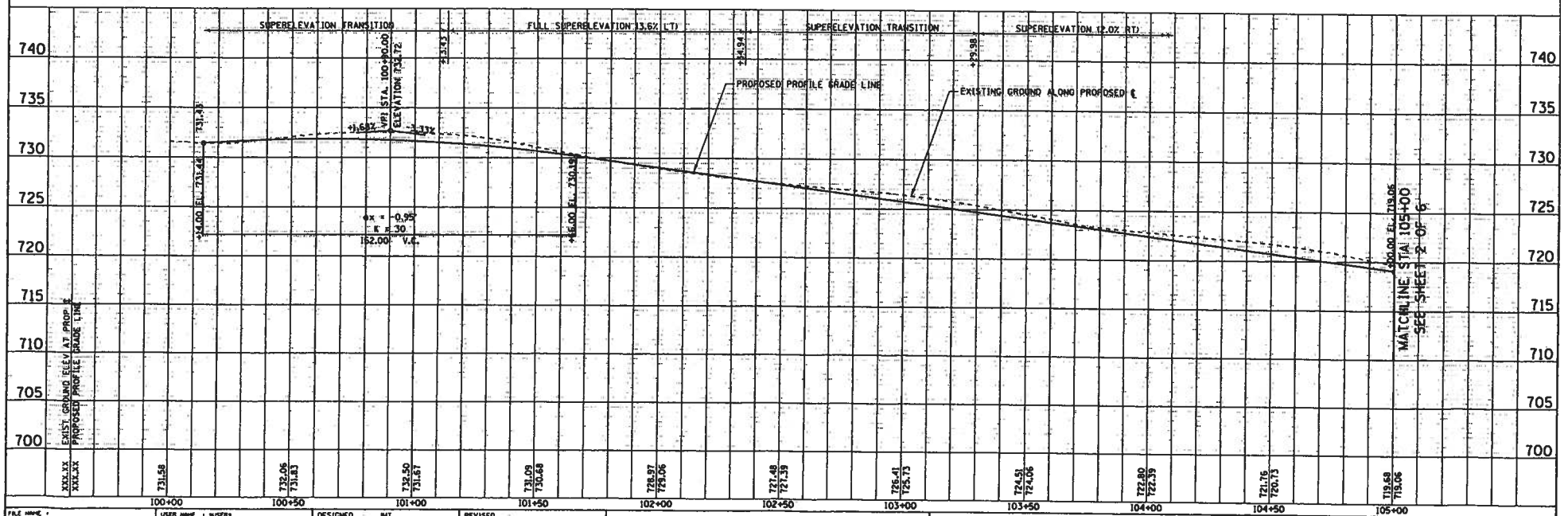
PROPOSED LEGEND:

- DETECTABLE WARNING (FOR ADA RAMPS)
- HMA/PE — HMA DRIVEWAY PAVEMENT (REFER TO DETAIL SHEETS)
- PCC/PE — NEW PCC DRIVEWAY (PAID AS PCC DRIVEWAY PAVEMENT, 6")
- PROPOSED NEW SIDEWALK WHERE NONE CURRENTLY EXISTS
- X — TREE REMOVAL REQUIRED (SEE MEMORANDUM)



4-1

Attachment #4



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STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION

RIFORD ROAD PLAN AND PROFILE

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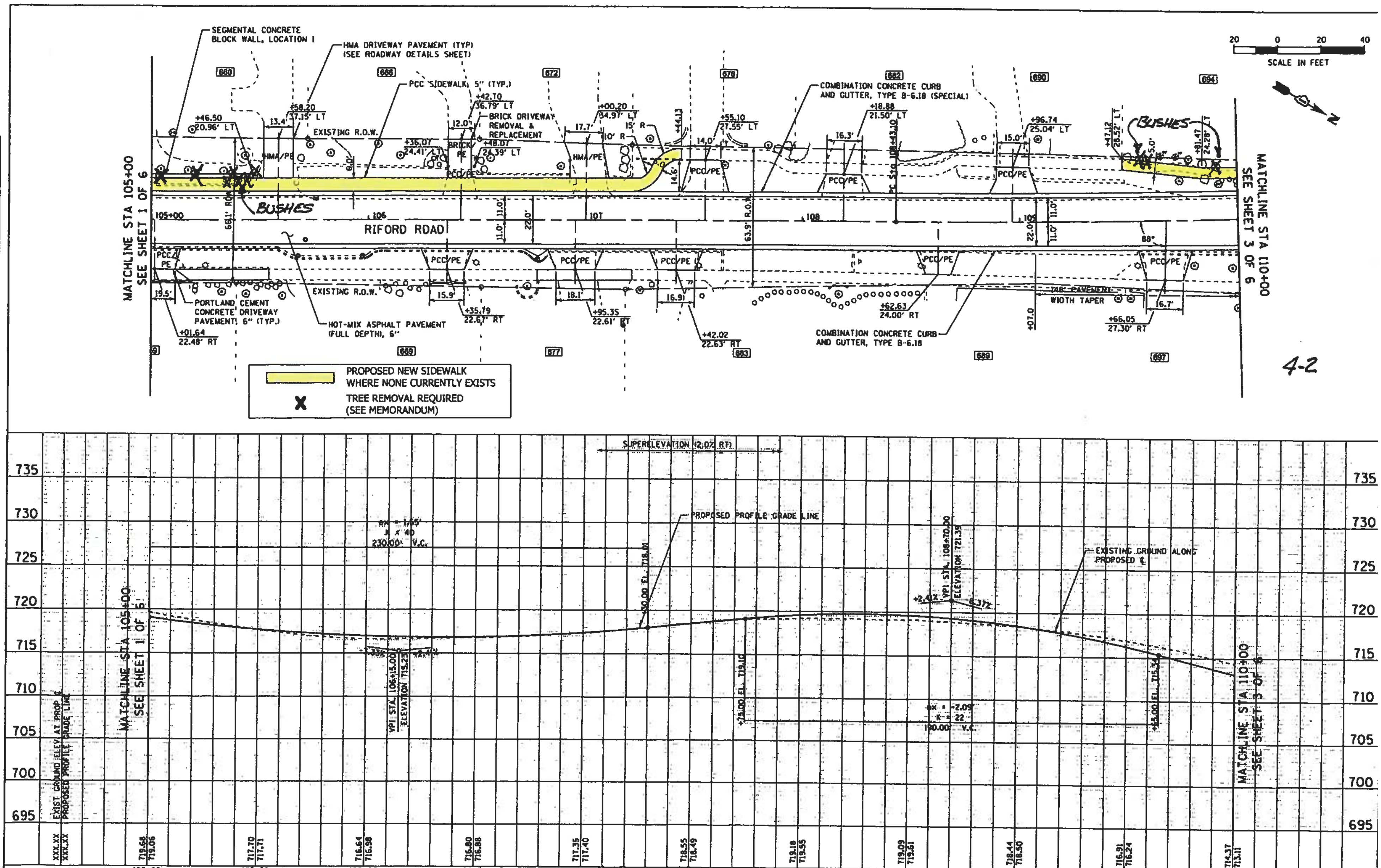

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STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION

RIFORD ROAD PLAN AND PROFILE

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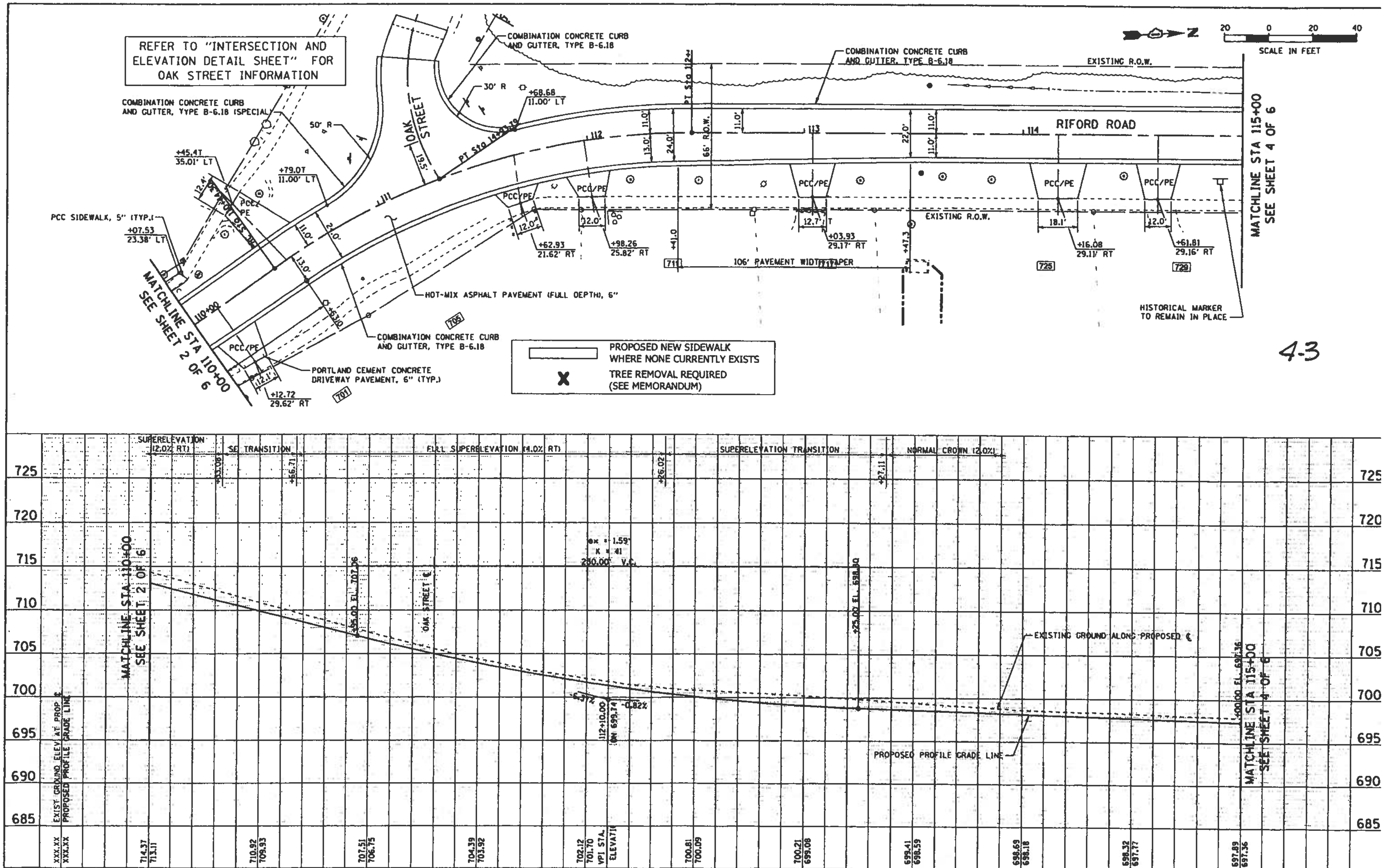

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STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION

RIFORD ROAD PLAN AND PROFILE

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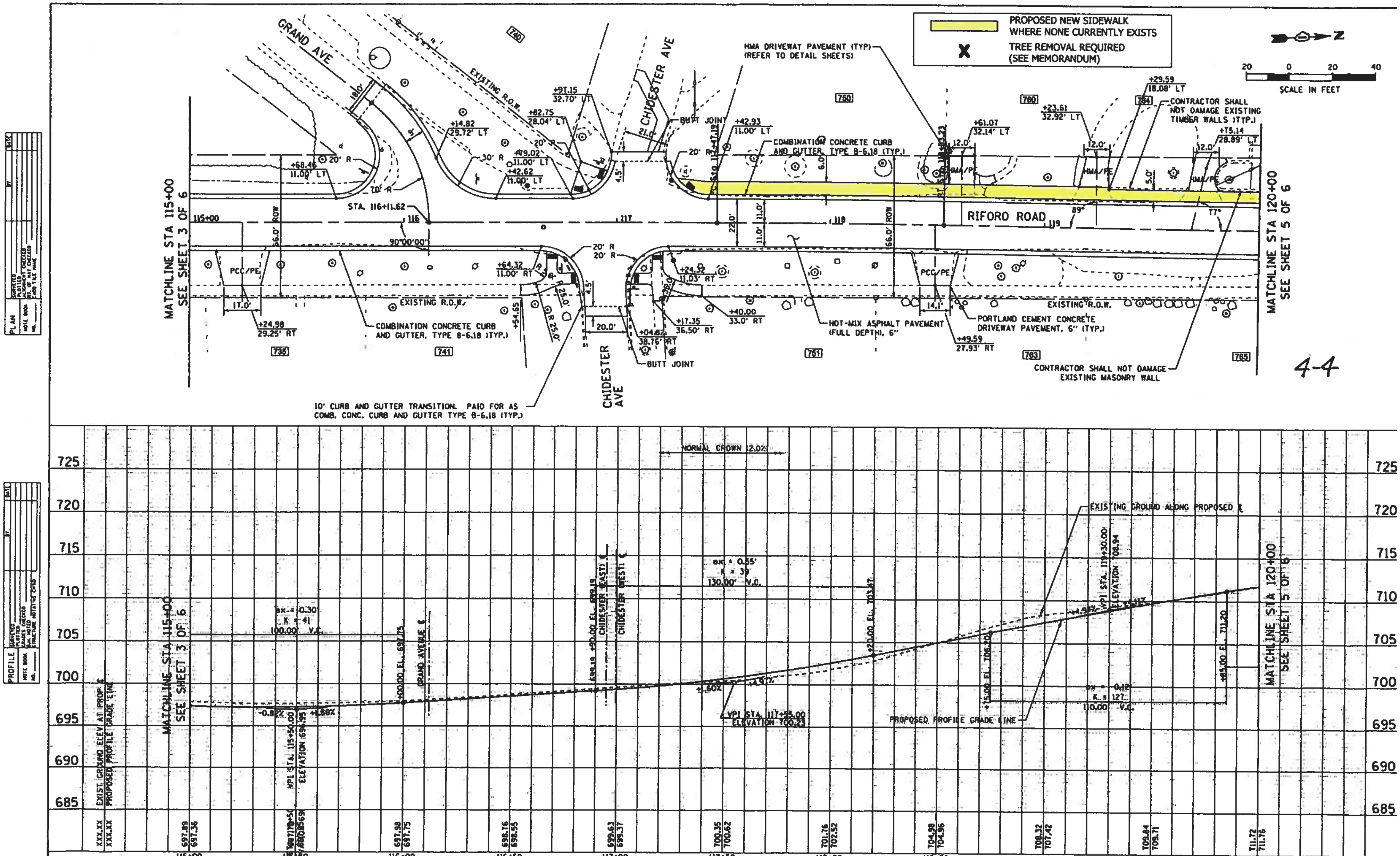

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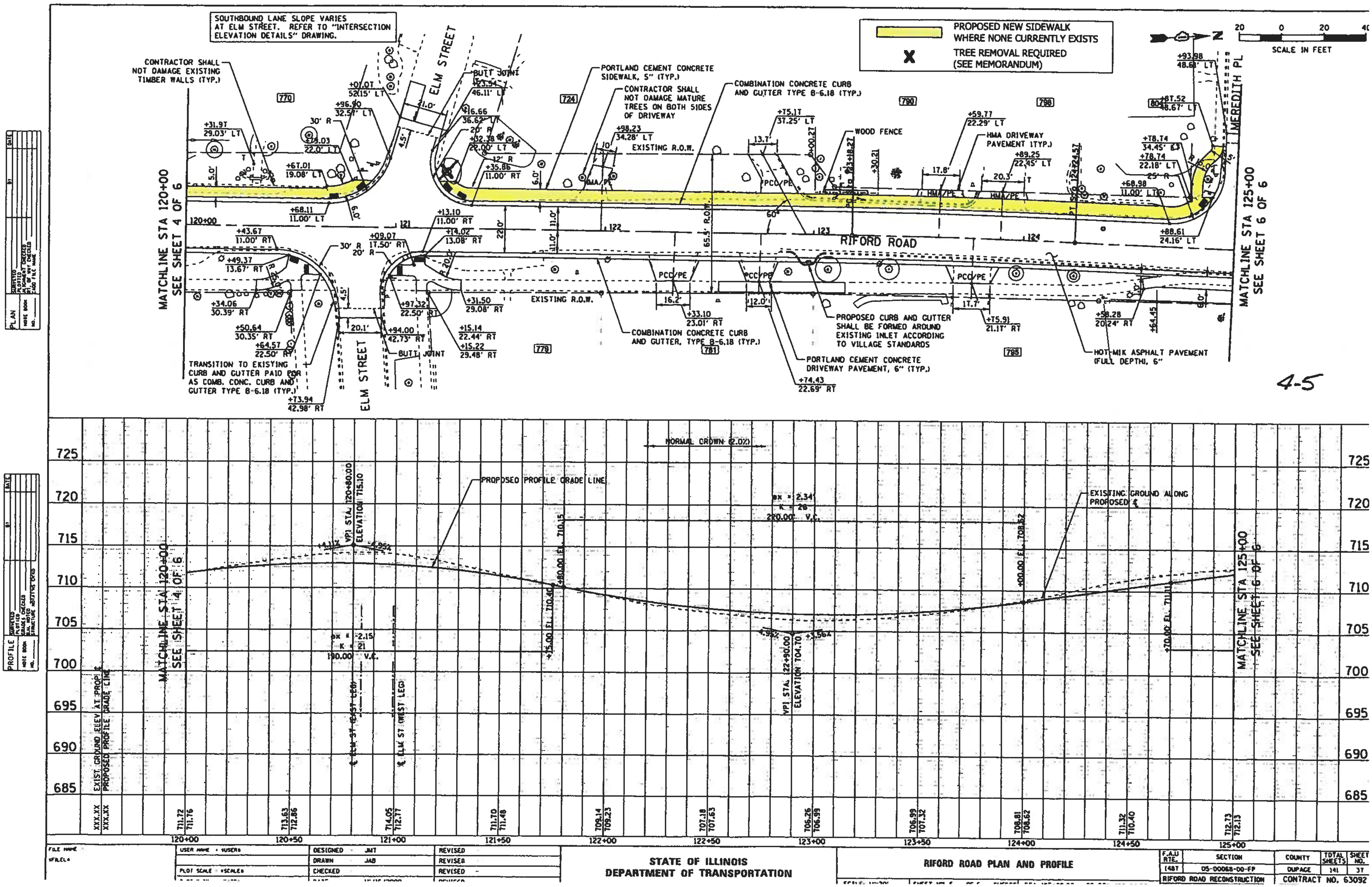
CONTRACT NO. 63092


SOUTHBOUND LANE SLOPE VARIES AT ELM STREET. REFER TO "INTERSECTION ELEVATION DETAILS" DRAWING.
PROPOSED NEW SIDEWALK WHERE NONE CURRENTLY EXISTS
TREE REMOVAL REQUIRED (SEE MEMORANDUM)
SCALE IN FEET
CONTRACTOR SHALL NOT DAMAGE EXISTING TIMBER WALLS (TYP.)
PORTLAND CEMENT CONCRETE SIDEWALK, 5" (TYP.)
CONTRACTOR SHALL NOT DAMAGE MATURE TREES ON BOTH SIDES OF DRIVEWAY
COMBINATION CONCRETE CURB AND GUTTER TYPE B-6.18 (TYP.)
WOOD FENCE
HMA DRIVEWAY PAVEMENT (TYP.)
ELM STREET
MERIDITH PL
RIFORD ROAD
EXISTING R.O.W.
MATCHLINE STA 120+00 SEE SHEET 4 OF 6
MATCHLINE STA 125+00 SEE SHEET 6 OF 6
TRANSITION TO EXISTING CURB AND GUTTER PAID FOR AS COMB. CONC. CURB AND GUTTER TYPE B-6.18 (TYP.)
COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.18 (TYP.)
PROPOSED CURB AND GUTTER SHALL BE FORMED AROUND EXISTING INLET ACCORDING TO VILLAGE STANDARDS
PORTLAND CEMENT CONCRETE DRIVEWAY PAVEMENT, 6" (TYP.)
HOT-MIX ASPHALT PAVEMENT (FULL DEPTH), 6"
4-5
NORMAL CROWN (2.0%)
PROPOSED PROFILE GRADE LINE
EXISTING GROUND ALONG PROPOSED ℄
VPI STA. 120+80.00 ELEVATION 715.10
VPI STA. 122+90.00 ELEVATION 704.70
EXIST. GROUND ELEV AT PROP. ℄
PROPOSED PROFILE GRADE LINE
STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION
RIFORD ROAD PLAN AND PROFILE
F.A.U. RTE. 1487
SECTION 05-00068-00-FP
COUNTY DUPAGE
TOTAL SHEETS 141
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DESIGNED JMT
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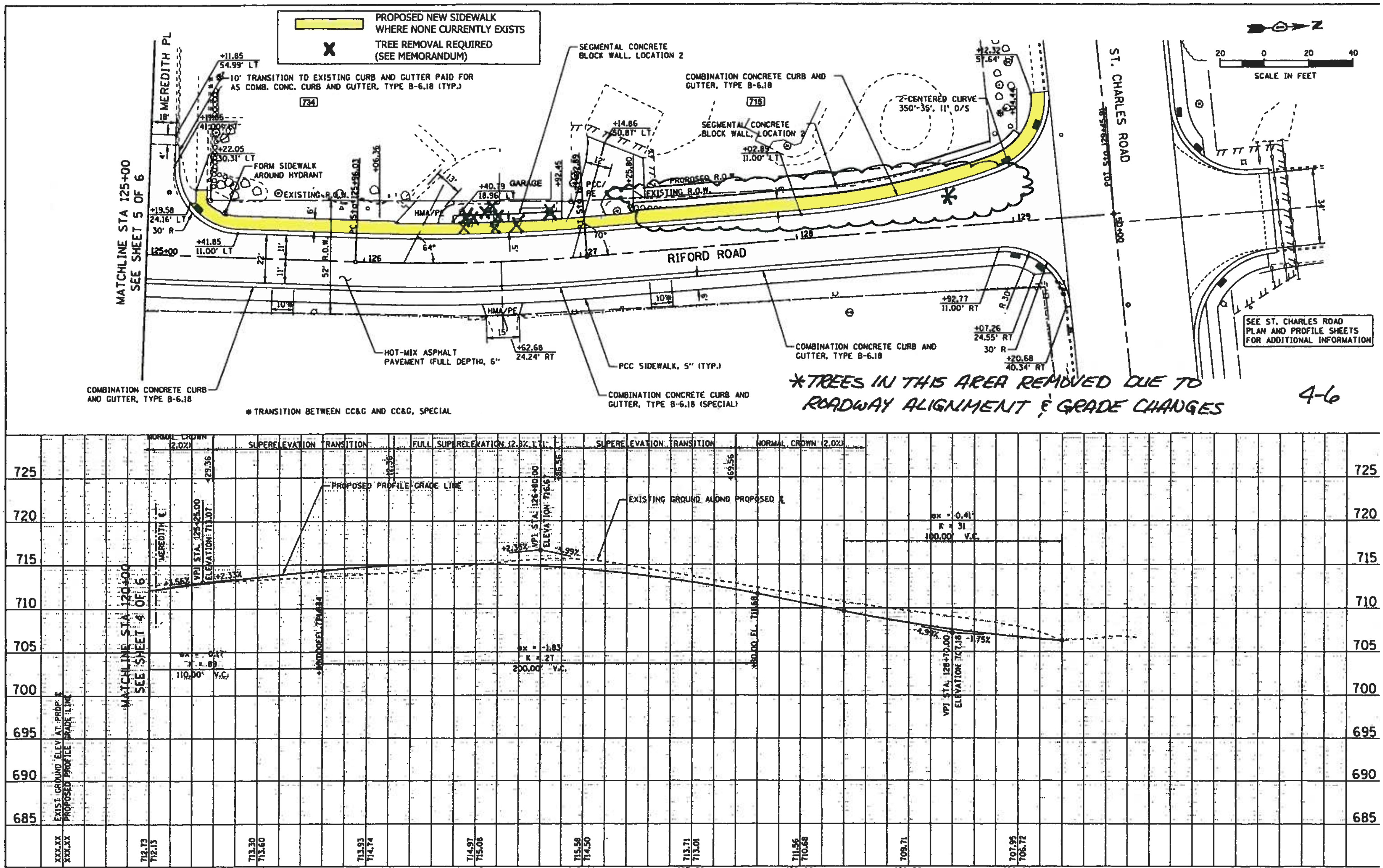

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F.A.U RTE.	SECTION	COUNTY	TOTAL SHEETS	SHEET NO.
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RIFORD ROAD RECONSTRUCTION		CONTRACT NO. 63092		

Attachment #5

February 4, 2010

To the Residents and Institutions Near Riford Road (Crescent to St. Charles):

Greetings. The purpose of this letter is to update you of the current status of the Riford Road Reconstruction Project and to invite all interested parties to attend an upcoming Village Board workshop to participate in the final decision-making process regarding the construction of new sidewalk at various locations on the west side of the roadway corridor.

PROJECT UPDATE

I am pleased to report that we are finally on the threshold of bidding the project to reconstruct Riford Road between Crescent and St. Charles. The planned work is very comprehensive in nature and includes water and sewer utility upgrades; roadway construction including full depth asphalt pavement, new concrete curbs and driveway approaches; and sidewalks. A major upgrade will occur at the intersection of St. Charles and Riford with the installation of left turn lanes on St. Charles and improved roadway profiles. The estimated construction cost is $3.1 million, with federal Surface Transportation Program funds of $1.6 million and DuPage County reimbursements of $350,000 helping to defray project expenses.

Land acquisition and project scope issues delayed project construction from the original 2009 timeframe. Theses items have been resolved and we are on track now to bid the project in April 2010. The bid letting will be through the Illinois Department of Transportation, with the state agency handling all contractual matters with the project contractor. Project work is anticipated to begin the first week of June and is scheduled for completion by the middle of November 2010.

PROJECT DESIGN ISSUES

The Riford Road project has had many development phases. Project design began in earnest in 2006, culminating in a public forum in June 2006 and subsequent discussions on various design issues throughout the remainder of that year. In November and December 2006 the Village Board concluded the debate on the project design with a series of decisions, including roadway width, pavement materials, curb installation, parking configurations and new sidewalks.

Regarding sidewalks, the Board directed that new walks should be provided on the west side of Riford Road where none currently exists (except for the area adjacent to the Perry Preserve). The designer should employ strategies to achieve a sidewalk installation that has limited adverse impacts on parkway and private trees in the corridor. The ultimate construction of the sidewalk was made subject to final Board approval with appropriate public input. We are now ready to resume that discussion.

VILLAGE BOARD WORKSHOP TO DISCUSS SIDEWALKS

On Monday evening February 15, 2010, the Village Board will again consider the issue of installation of new sidewalks in the Riford Road corridor. The meeting will take place in the Galligan Board Room, located on the third floor of the Civic Center, 535 Duane Street. Although the Riford Road discussion will likely not commence before 7:30, interested parties are requested to be present at the start of the meeting at 7:00 PM.

SIDEWALK DESIGN AND IMPACTS

There are two principal areas where new sidewalk is proposed on the west side of Riford Road, between 646 and 678 Riford south of Oak Street and between Chidester and St. Charles Road. Fill-in sidewalk is also proposed at 694 Riford to replace the existing asphalt walk. The proposed new sidewalk will be placed almost exclusively immediately behind the new curb and will be typically six feet in width. About 1,700 ft. of new sidewalk is proposed for installation.

There will be tree impacts associated with the installation of the new sidewalk as shown in the following summary table. The most significant situation of tree loss caused by sidewalk construction occurs in the block between Meredith Place and St. Charles Road, specifically between the driveways to 734 Meredith and 715 St. Charles.

RIFORD ROAD CORRIDOR SIDEWALK INSTALLATION IMPACTS	
Location	**Removals Required**
656 Riford	15" Tree
660 Riford	2-4" Trees and Bushes
694 Riford	Bushes
NW Corner Riford and Elm	8" Tree
Between Driveways at 734 Meredith and 715 St. Charles	3-6", 4-10", 12", 15", 21" Trees

It should be noted that north of the 715 St. Charles driveway most of the existing trees will be removed, regardless if sidewalk is constructed or not, due to roadway grading and geometry considerations. The loss of these trees has been part of the negotiations between the Village and homeowner as property has been purchased in that section for right-of-way purposes.

The format for the discussion on February 15 when this item comes up on the agenda will be a staff presentation to be followed by input on the sidewalk issue from those present at the meeting and finally Village Board deliberations and decision. While every viewpoint is important, it is requested that each speaker make a good faith effort to raise new or different issues / considerations / opinions and avoid repeating previously stated items as much as possible. In this manner the discussions and overall meeting can be effectively conducted.

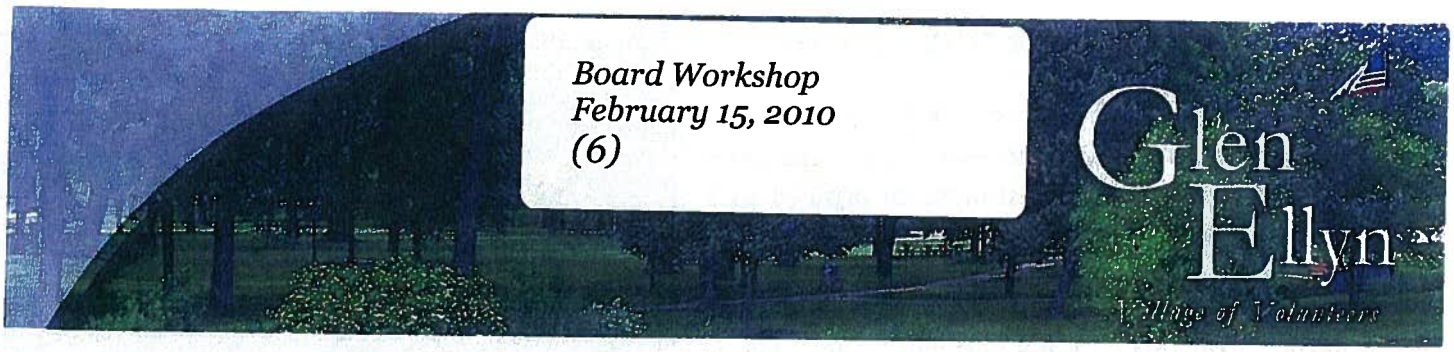
Please plan on attending this meeting as we attempt to conclude the Riford Road sidewalk discussions.

If you have any questions regarding the upcoming Board workshop meeting, please contact me at 630-547-5514.

Very truly yours,

Bob Minix

Robert J. Minix, P.E.
Professional Engineer

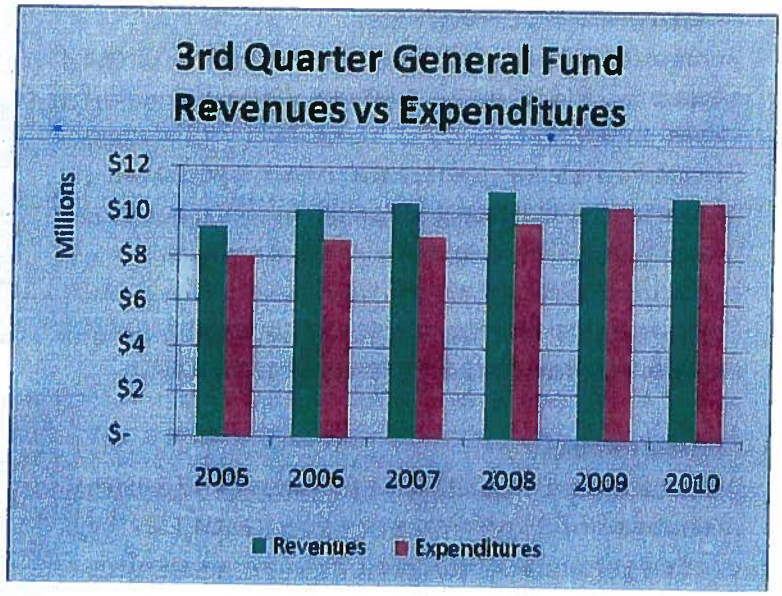


Fiscal Year 2009/10
Third Quarter Budget Report

This report highlights the financial performance and position of the Village for the period starting May 1, 2009 and ending January 31, 2010 with a focus on actual revenues and expenditures compared to our 2009/10 approved budget as well as actual revenues and expenditures compared to the previous 2008/09 fiscal year. More detailed information on the fiscal year to date performance of each of the Village's 14 funds may be found immediately following this overview.

GENERAL FUND

The Village concluded the third quarter of our 2009/10 fiscal year with General Fund revenues in excess of expenditures by $161,600. This is an improvement over last year when the General Fund was already in a deficit position at this point, however, the surplus is still far below historical norms. Without the additional revenue from the newly implemented Home Rule sale tax, the General Fund would have a current deficit of nearly $400,000 due to significant reductions in nearly all other primary revenue sources.



General Fund Revenues

Third quarter General Fund revenues were up by $395,000, or about 3.8% compared to the same period last year. The increase is entirely due to new revenue from the Home Rule sales tax and ambulance service fees. Without these new revenues, income would be down over $400,000 compared to last year.

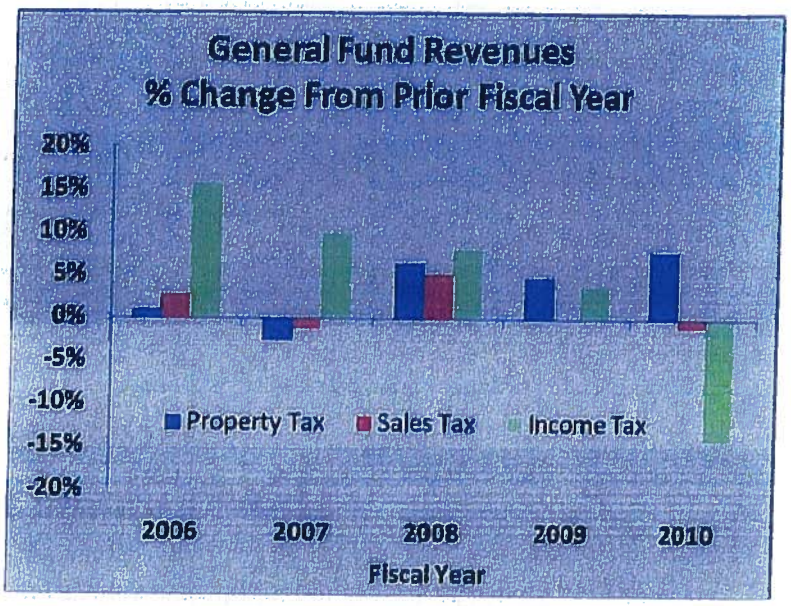
Sales tax, the General Fund's single largest revenue source, was down approximately 1% through the third quarter. State-wide sales tax receipts are down over 10%, so Glen Ellyn appears to be holding up well comparatively in this revenue source. This is likely due to a large grocery component within our sales tax base. (See page 6 for 10-year history).

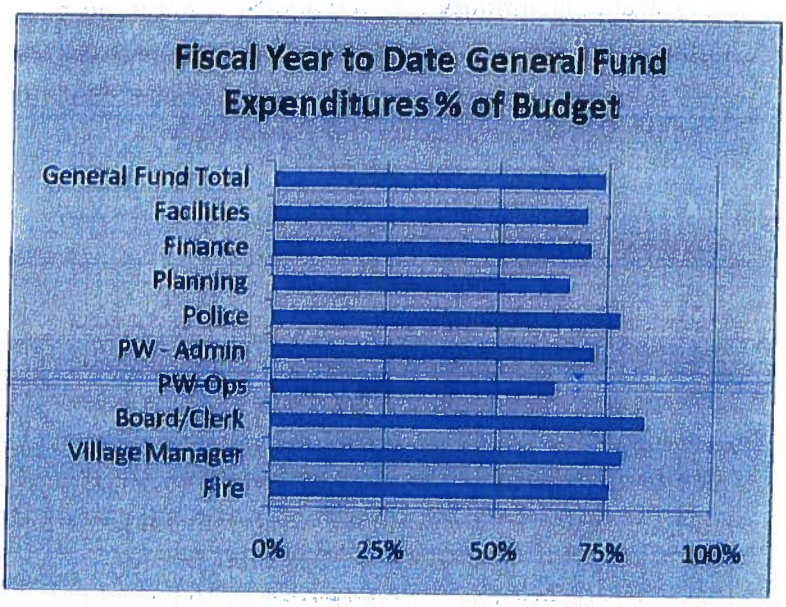
Our new **1% home rule sales tax** went in to effect July 1 and the FY10 total to date of $560,550 covers the first four months of collections. Actual receipts are currently exceeding our original estimate of around $1.5 million annually by about 12%.

State income tax has experienced a precipitous decline of over $265,500 or 14% lower compared to the prior year. (See page 8 for 10-year history).

Building permit revenue continues to decline with receipts down about 20% compared to last year and down over 50% compared to FY08.

Interest earnings fell by over 85% compared to the third quarter of FY09 as the Federal Funds rates continues to hover near zero. Rates on Village deposit accounts are currently around 0.5% versus 1% in the third quarter of FY09.



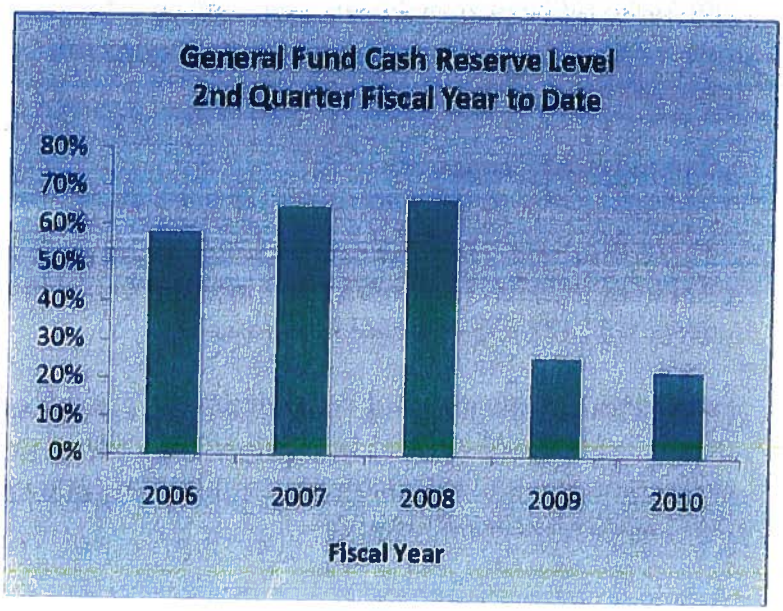


General Fund Expenditures

General Fund expenditures ended the third quarter $198,000 or 1.9% above last year, and within budget at 74%. In FY10, the Village changed to paying the total cost of ambulance service and collecting the billings. Because of this change, Fire Company related expenses are about $365,000 greater than last fiscal year. Removing this change results in General Fund expenses down over 1.6% compared to FY09.

Cash Reserves

As of January 31, 2010, our General Fund cash reserves of $3.13 million are equivalent to 22% of current annual budgeted operating expenses of $14.05 million, slightly below our minimum 25% cash reserve requirement. The Village transferred $3,000,000 of General Fund reserves to the Capital Projects Fund in FY09 to support the Village's 20 year street improvement program. Our current cash reserves are appropriate and sufficient for cash flow purposes to support general operations through out the year and for potential emergencies, but requires that we maintain our focus on



balancing current expenses with current revenues and work to restore reserves in the near future.

CAPITAL PROJECTS FUND

The Capital Projects fund has received property tax revenue of approximately $933,000. This new revenue source for the Capital Projects Fund is reallocated property tax that was previously dedicated to debt service on bonds issued to support the Village's infrastructure replacement programs. As our existing debt is paid off, additional property tax revenue will be reallocated to create an ongoing funding source for our 20 year street program. Transitioning to a "pay as we go" basis will allow the Village to be debt free by 2014.

Electricity tax revenue is down about 6.2% year to date, likely due to the cool summer. Real Estate Transfer Tax receipts are down about 9% compared to last year.

WATER AND SEWER FUND

The DuPage Water Commission began passing the City of Chicago's three year, 50% increase for Lake Michigan water to member municipalities. To cover the rise in cost, the Village increased water rates by 7.6% beginning July 1. Metered water revenue is up only about 3.2% year to date due to decreased usage, however operating costs are up 10.5% due primarily to the cost of purchasing water.

FY10/11 marks the third consecutive year of City of Chicago rate increases. This adjustment, combined with recent cash flow problems experienced at the DuPage Water Commission, will result in significant increases in Glen Ellyn's cost of purchasing water in the coming year.

RESIDENTIAL SOLID WASTE FUND

Revenue is down about 10.7% due to the loss of recycling rebates. The recyclables market collapsed in late 2008 and we were informed by Allied Waste that we would no longer receive recycling rebates. A 5% increase in monthly refuse service charges to residents was implemented in August to "catch up" with contract increases that were previously covered using recycling revenue. This was the first rate increase since the current contract began in August 2005.

RECREATION FUND

The Village Links experienced a 6% decrease in the number of green fee rounds played from May through the end of January compared to the same period last year with revenue from play down about 8%.

PENSION FUND

As of January 31, 2010, the Police Pension Fund cash and investment balances were $19.3 million, up approximately $1.4 million since this time last year. The increase includes $813,000 from the Village General Fund for the FY10 required annual pension contribution.

Village of Glen Ellyn
Budget to Actual Summary Report
For the Quarter Ended January 31, 2010

100 - General Fund

	Prior FY 08/09 YTD	FY 09/10 Revised Budget	Current FY 09/10 Actual	% of Budget	Greater (Less) Than FY 08/09	
Revenues						
Sales Tax	2,201,273	3,000,000	2,178,196	73%	$ (23,077)	1
Property Tax	2,458,581	2,650,000	2,647,245	100%	188,664	2
State Income Tax	1,863,965	2,440,000	1,598,449	66%	(265,516)	3
Home Rule Sales Tax	-	875,000	560,554	64%	560,554	4
Other Sales Taxes	310,236	405,000	254,393	63%	(55,843)	
Other Taxes	484,755	513,000	498,460	97%	13,705	
Interest Income	113,886	12,000	16,634	139%	(97,252)	5
Building Permits	369,181	500,000	298,557	60%	(70,624)	
Ambulance Service Fees	-	562,500	258,845	46%	258,845	6
Other Fees	257,218	500,000	271,862	54%	14,644	
Police/Court Fines	345,310	510,000	336,786	66%	(8,524)	
Reimbursements	1,614,349	1,885,500	1,525,784	81%	(88,565)	
Federal and State Grants	19,937	10,000	7,090	71%	(12,847)	
Miscellaneous Income	244,561	262,000	225,691	86%	(18,870)	
Total Revenues	10,283,252	$ 14,125,000	10,678,546	76%	$ 395,294	
Expenditures						
Village Board/Clerk	$ 55,785	$ 80,000	$ 66,832	84%	$ 11,047	
Village Manager	557,976	872,399	688,378	79%	130,402	7
Facilities Maintenance	379,505	409,400	286,929	70%	(92,576)	
Finance	727,516	1,029,000	731,526	71%	4,010	
Public Works - Admin	590,486	758,065	544,943	72%	(45,543)	
Public Works - Operations	1,377,454	2,088,210	1,323,452	63%	(54,002)	
Police	5,028,694	6,497,000	5,083,223	78%	54,529	
Volunteer Fire Company	522,038	1,363,700	1,030,040	76%	508,002	8
Planning & Development	776,791	1,157,000	761,559	66%	(15,232)	
General Services	302,788	-	-	0%	(302,788)	9
Total Expenditures	$ 10,319,033	$ 14,254,774	$ 10,516,882	74%	$ 197,849	
Budgeted Gain/(Loss)		$ (129,774)				
Reserve Transfer to CPF	3,000,000		-			
Net Income (Loss)	$ (3,035,781)		$ 161,664		(3,197,445)	
Outstanding Encumbrances	(264,252)		(184,816)			
Net Income (Loss) after Encumbrances	$ (3,300,033)		$ (23,152)			10

	1/31/2009	1/31/2010	
Cash Reserves (in $1,000's)	$ 3,410	$ 3,126	11
25% Minimum Reserve Policy	(3,324)	(3,512)	
Unobligated Cash Reserves	$ 86	$ (386)	

Village of Glen Ellyn
Budget to Actual Summary Report
For the Quarter Ended January 31, 2010

100 - General Fund

FOOTNOTES

1. **Sales Tax:** Sales tax receipts for FY10 decreased by 1% over the same quarter last fiscal year. See page 6 for a 10 year history.

2. **Property Tax:** The Village receives about 50% of its budgeted property taxes in June of each year and the remaining 50% in October.

3. **State Income Tax:** Income tax revenue is down over 14% compared to FY09. Our budget was based on IML projections of a 2.5% decrease in FY10. IML has since revised their income tax estimate to a 15.5% decline from FY09.

4. **Home Rule Sales Tax:** After the initial four months, receipts for our new 1% sales tax are trending at about 56% of the state imposed sales tax. The Home Rule sales tax does not apply to items such as food, drugs and auto sales. If the trend continues, revenues will be about 12% higher than our original estimate of $1.5 million annually.

5. **Interest Income:** Interest income is down over 85% compared to last year. Interest rates are currently between 0% and 0.6% compared to over 1% during the same quarter last year.

6. **Ambulance Fees:** The Village's new ambulance service began in June. Initial collections began in late October.

7. **Village Manager:** Legal expenses which were previously budgeted in the General Services division are now expensed to the Village Manager's Office. Legal costs are running above normal this year due to ongoing ligitigation against the Village.

8. **Volunteer Fire Company:** Expenses are up significantly due to the change in ambulance service which is paid out of this budget. The Village is now paying for all ambulance costs which are then offset by ambulance fees.

9. **General Services:** The General Services division was eliminated in the FY10 budget and the expenses allocated to the departments with primary responsibility.

10. **Reserve Transfer:** In FY09, $3,000,000 of General Fund cash reserves were transferred to the Capital Projects Fund to support the Village's 20 year street replacement program.

11. **Cash Reserves:** General Fund cash reserves are just under the 25% minimum reserve.

Village of Glen Ellyn
General Fund
Sales Tax - 10 Year History

Month Received by Village	FY00/01	FY01/02	FY02/03	FY03/04	FY04/05	FY05/06	FY06/07	FY07/08	FY08/09	FY09/10	% Change From FY08/09
May	214,798	209,339	245,669	210,214	210,135	237,117	223,492	219,626	227,039	199,934	-11.9%
Jun	225,822	208,850	207,070	220,704	226,302	254,043	222,303	243,546	225,651	238,645	5.8%
Jul	239,061	239,005	252,075	246,270	229,772	237,826	247,526	223,624	240,130	242,671	1.1%
Aug	224,780	225,773	247,313	218,852	231,022	219,122	245,798	259,975	246,141	251,180	2.0%
Sep	234,931	244,622	253,987	237,037	236,483	255,413	234,778	251,937	255,210	250,496	-1.8%
Oct	209,281	235,104	238,244	223,721	228,010	225,688	228,002	240,209	249,699	234,060	-6.3%
Nov	215,586	209,953	222,642	187,987	237,293	238,140	250,565	270,617	277,470	268,810	-3.1%
Dec	230,499	238,242	244,317	254,070	248,645	249,229	221,387	249,109	242,329	243,397	0.4%
Jan	216,317	252,588	199,369	199,880	218,535	205,120	222,929	246,659	237,604	249,003	4.8%
3rd Q. Total	**2,011,075**	**2,063,476**	**2,110,686**	**1,998,735**	**2,066,197**	**2,121,698**	**2,096,780**	**2,205,302**	**2,201,273**	**2,178,196**	
% of Budget	75%	76%	77%	72%	76%	73%	72%	74%	70%	73%	
% of Actual	74%	74%	75%	73%	73%	73%	73%	74%	73%		
Change from Previous Year	3.3%	2.6%	2.3%	-5.3%	3.4%	2.7%	-1.2%	5.2%	-0.2%	-1.0%	
Feb	236,760	257,542	222,486	224,960	242,384	223,168	252,740	238,984	270,094		
Mar	261,789	257,994	251,252	282,412	263,665	298,263	280,122	283,239	281,229		
Apr	220,341	211,149	228,888	229,510	260,778	272,110	250,552	267,846	257,380		
Total	2,729,965	2,790,161	2,813,312	2,735,617	2,833,024	2,915,239	2,880,194	2,995,371	3,009,976		
Budget	2,680,000	2,730,000	2,730,000	2,790,000	2,735,000	2,925,000	2,900,000	3,000,000	3,136,000	3,000,000	-4.3%
% of Budget	102%	102%	103%	98%	104%	100%	99%	100%	96%		
% Change from Prior Year	3.3%	2.2%	0.8%	-2.8%	3.6%	2.9%	-1.2%	4.0%	0.5%		

Note: There is a three month lag between the month retailers collect sales taxes and when the Village receives payment from the Illinois Department of Revenue. For example, the Village receives taxes which were collected in January in April.

Village of Glen Ellyn
General Fund
Home Rule Sales Tax

Month Received by Village	FY09/10
	-
May	-
Jun	-
Jul	-
Aug	-
Sep	42
Oct	122,144
Nov	156,497
Dec	141,476
Jan	140,395
3rd Q. Total	**560,554**
% of Budget	64%
Budget	875,000

Note: There is a three month lag between the month retailers collect sales taxes and when the Village receives payment from the Illinois Department of Revenue. For example, the Village receives taxes which were collected in January in April.

Village of Glen Ellyn
General Fund
State Income Tax - 10 Year History

Month Received by Village	FY00/01	FY01/02	FY02/03	FY03/04	FY04/05	FY05/06	FY06/07	FY07/08	FY08/09	FY09/010	% Change From FY08/09
May	219,122	281,633	232,259	224,357	221,346	274,837	300,200	353,307	411,166	328,839	-20.0%
Jun	243,903	188,800	138,656	142,797	121,480	170,637	214,514	225,351	219,791	175,582	-20.1%
Jul	186,705	178,314	165,280	147,431	161,156	190,719	203,511	223,133	243,312	191,171	-21.4%
Aug	113,076	110,578	112,875	96,853	107,316	118,897	126,311	133,935	141,873	130,133	-8.3%
Sep	122,098	118,756	114,110	97,273	123,321	125,576	133,651	137,387	136,400	124,255	-8.9%
Oct	198,558	170,212	165,341	139,309	173,756	201,133	228,600	234,067	242,598	191,473	-21.1%
Nov	118,829	124,071	115,412	93,208	120,763	131,787	138,242	150,446	151,515	144,264	-4.8%
Dec	125,079	121,032	109,021	120,723	116,957	119,468	135,568	137,102	118,018	113,400	-3.9%
Jan	158,145	153,581	165,526	151,341	163,585	180,245	181,769	202,289	199,292	199,333	0.0%
3rd Q. Total	**1,485,515**	**1,446,977**	**1,318,480**	**1,213,292**	**1,309,680**	**1,513,299**	**1,662,366**	**1,797,017**	**1,863,965**	**1,598,449**	
% of Budget	72%	69%	66%	70%	75%	82%	78%	77%	74%	66%	
% of Actual	74%	76%	75%	74%	72%	73%	73%	72%	76%		
Change from Previous Year	6.4%	-2.6%	-8.9%	-8.0%	7.9%	15.5%	9.9%	8.1%	3.7%	-14.2%	
Feb	217,842	189,821	124,069	166,092	199,174	222,181	252,099	298,927	250,579		
Mar	121,005	119,419	176,366	109,384	129,901	125,763	133,586	159,593	135,806		
Apr	178,433	155,275	145,201	142,942	189,068	201,808	227,518	230,351	209,659		
Total	2,002,795	1,911,492	1,764,116	1,631,710	1,827,823	2,063,051	2,275,569	2,485,888	2,460,009		
Budget	2,050,000	2,110,000	2,000,000	1,725,000	1,740,000	1,850,000	2,140,000	2,349,000	2,503,000	2,440,000	-2.5%
% of Budget	98%	91%	88%	95%	105%	112%	106%	106%	98%		
% Change Prior Year	3.2%	-4.6%	-7.7%	-7.5%	12.0%	12.9%	10.3%	9.2%	-1.0%		

Village of Glen Ellyn
Budget to Actual Summary Report
For the Quarter Ended January 31, 2010

200 - Corporate Reserve Fund

	Prior FY 08/09 YTD	FY 09/10 Revised Budget	Current FY 09/10 Actual	% of Budget	Greater (Less) Than FY 08/09	
Revenues						
DMMC Loan Repayment	$ 4,686	$ 5,000	$ 3,576	72%	$ (1,110)	1
GE Park Dist Loan Repayment	100,000	100,000	100,000	100%	-	2
GEHS Loan - 820 N Main	-	30,000	-	0%	-	3
Rent - GEHS Properties	54,043	67,000	30,626	46%	(23,417)	4
Miscellaneous	2,001	-	-	0%	(2,001)	
Total Revenues	$ 160,730	$ 202,000	$ 134,202	66%	$ (26,528)	
Expenditures						
IMRF ERI Program	392,520	-	-			
Other Expenses	11,046	-	-			
Total Expenditures	403,566	$ -	$ -	0%	$ (403,566)	
Budgeted Gain/(Loss)		$ 202,000				
Net Income (Loss)	$ (242,836)		$ 134,202			
Outstanding Encumbrances	-		-			
Net Income (Loss) after Encumbrances	$ (242,836)		$ 134,202			

	1/31/2009	1/31/2010	
Cash Reserves (in $1,000's)	$ 1,008	$ 892	5
100% Reserve Policy	(1,008)	(892)	
Unobligated Cash Reserves	$ -	$ -	

Reminder - All interest income generated on Corporate Reserve Fund cash balances flows to the General Fund interest income revenue account.

FOOTNOTES

1. **DMMC Loan Repayment:** A total of $3,576 has been received from the DuPage Mayors and Managers Conference for payment on a $125,000, 20-year loan the Village made in FY01 to assist in the acquisition and renovation of their facility in Oak Brook.

2. **GE Park District Loan Repayment:** The Village made a $1,000,000 interest free loan to the Park District to assist with the demolition of the Maryknoll Seminary in 2000. The Park District pays $100,000 by December of each year.

3. **GEHS Loan - 820 N Main:** The Village purchased the property at 820 N Main in 2008 at a final cost of $463,100 for use by the Historical Society. The Historical Society is scheduled to begin reimbursing the Village in FY10.

4. **Rent GEHS Properties:** The Village collects rent from tenants at the History Society properties. All rental revenue goes toward offsetting the amount due from the Historical Society for the purchase of the History Park properties.

5. **Cash Reserves:** In FY09 The Village made a one time transfer of cash reserves to the Equipment Reserve Fund to purchase two new ambulances ($304,000) and paid off the 2006 IMRF early retirement program costs ($393,000).

Village of Glen Ellyn
Budget to Actual Summary Report
For the Quarter Ended January 31, 2010

210 - Motor Fuel Tax Fund

	Prior FY 08/09 YTD	FY 09/10 Revised Budget	Current FY 09/10 Actual	% of Budget	Greater (Less) Than FY 08/09	
Revenues						
State Allotments	$ 525,581	$ 710,000	$ 505,961	71%	$ (19,620)	
Interest Income	9,894	-	594	0%	(9,300)	
Miscellaneous Income	13,714	5,000	13,187	0%	(527)	
Total Revenues	$ 549,189	$ 715,000	$ 519,742	73%	$ (29,447)	
Expenditures						
General Fund Reimbursement	$ 400,000	$ 400,000	$ 400,000	100%	$ -	1
Street Lighting	108,832	156,000	115,106	74%	6,274	
Road Salt	215,738	200,000	138,970	69%	(76,768)	
Capital Projects	58,557	500,000	500,000	100%	441,443	
Total Expenditures	$ 783,127	$ 1,256,000	$ 1,154,076	92%	$ 370,949	
Budgeted Gain/(Loss)		$ (541,000)				
Net Income (Loss)	$ (233,938)		$ (634,334)			
Outstanding Encumbrances	(131,257)		(105,000)			
Net Income (Loss) after Encumbrances	$ (365,195)		$ (739,334)			

	1/31/2009	1/31/2010	
Cash Reserves (in $1,000's)	$ 511	$ (60)	2
100% Reserve Policy	(511)	60	
Unobligated Cash Reserves	$ -	$ -	

FOOTNOTES

1. **General Fund Reimbursement:** This amount represents transfers to the General Fund ($400,000) to reimburse labor and equipment costs associated with street maintenance activities. For accounting purposes, all transfers are made prior to the end of the calendar year.

2. **Cash Reserves:** MFT cash reserves are down due to the budgeted spend down for capital projects.

Village of Glen Ellyn
Budget to Actual Summary Report
For the Quarter Ended January 31, 2010

220 - Special Programs Fund

	Prior FY 08/09 YTD	FY 09/10 Revised Budget	Current FY 09/10 Actual	% of Budget	Greater (Less) Than FY 08/09	
Revenues						
Property Taxes (SSAs)	156,785	$ 177,100	176,521	100%	$ 19,736	1
Cable Franchise Fees	304,755	430,000	315,386	73%	10,631	
Hotel / Motel Tax	30,178	68,000	68,874	101%	38,696	2
Interest Income	2,165	1,400	507	36%	(1,658)	
Demolition Tax	14,300	16,500	4,090	25%	(10,210)	
State Grants	-	14,000	14,000	0%	14,000	
Miscellaneous Income	851	4,000	1,906	48%	1,055	
Total Revenues	$ 509,034	$ 711,000	$ 581,284	82%	$ 72,250	
Expenditures						
Public Information	106,641	126,100	101,369	80%	(5,272)	
Historic Preservation	77,353	91,850	58,491	64%	(18,862)	
Senior Services	66,605	97,900	65,623	67%	(982)	
Economic Development	244,772	340,300	277,932	82%	33,160	3
Other Activities	36,000	31,000	23,500	76%	(12,500)	
Total Expenditures	$ 531,371	$ 687,150	$ 526,915	77%	$ (4,456)	
Budgeted Gain/(Loss)		$ **23,850**				
Net Income (Loss)	$ **(22,337)**		$ **54,369**			
Outstanding Encumbrances	(25,259)		(54,559)			
Net Income (Loss) after Encumbrances	$ **(47,596)**		$ **(190)**			

	1/31/2009	***1/31/2010***
Cash Reserves (in $1,000's)	$ **83**	$ **115**
25% Minimum Reserve Policy	**(165)**	**(172)**
Unobligated Cash Reserves	$ **(82)**	$ **(57)**

FOOTNOTES

1. **Property Taxes (SSAs):** The Village transfers all the Special Service Area property taxes from properties located in our commercial areas to the Glen Ellyn Economic Development Corporation as they are received.

2. **Hotel / Motel Tax:** Receipts from this revenue source have increased due to the reopening of the newly renovated Crowne Plaza.

3. **Economic Development:** Increase over FY09 is due to budgeted support funding to the EDC and Glen Ellyn Alliance as well as greater usage of the façade grant program.

Village of Glen Ellyn
Budget to Actual Summary Report
For the Quarter Ended January 31, 2010

300 - Debt Service Fund

	Prior FY 08/09 YTD	FY 09/10 Revised Budget	Current FY 09/10 Actual	% of Budget	Greater (Less) Than FY 08/09	
Revenues						
Property Taxes	3,138,673	$ 2,210,000	2,208,925	100%	$ (929,748)	1
District 87 Repayment	272,089	-	-	0%	(272,089)	2
Interest Income	21,497	2,000	2,921	146%	(18,576)	
Total Revenues	$ 3,432,259	$ 2,212,000	$ 2,211,846	100%	$ (1,220,413)	
Expenditures						
Bond Principal Payments	3,420,000	2,185,000	2,185,000	100%	(1,235,000)	
Bond Interest Payments	389,581	277,100	277,101	100%	(112,480)	
Other Debt Costs	2,421	4,800	1,723	36%	(698)	
Total Expenditures	$ 3,812,002	$ 2,466,900	$ 2,463,824	100%	$ (1,348,178)	
Budgeted Gain/(Loss)		**$ (254,900)**				
Net Income (Loss)	**$ (379,743)**		**$ (251,978)**			
Outstanding Encumbrances	-		-			
Net Income (Loss) after Encumbrances	**$ (379,743)**		**$ (251,978)**			

	1/31/2009	*1/31/2010*
Cash Reserves (in $1,000's)	**$ 268**	**$ 2**
100% Reserve Policy	**(268)**	**(2)**
Unobligated Cash Reserves	**$ -**	**$ -**

FOOTNOTES

1. **Property Taxes:** Beginning in FY10, a portion of the property tax levy previously dedicated to now retired debt has been reallocated to supporting the Capital Projects Fund.

2. **District 87 Repayment:** The Village issued $1,840,000 in bonds in 2000 to assist with District 87's purchase of Memorial Park. Each year, the district deposited the funds needed to make upcoming principal and interest payments on the bonds. Last year was the final deposit.

Village of Glen Ellyn
Budget to Actual Summary Report
For the Quarter Ended January 31, 2010

400 - Capital Projects Fund

	Prior FY 08/09 YTD	FY 09/10 Revised Budget	Current FY 09/10 Actual	% of Budget	Greater (Less) Than FY 08/09	
Revenues						
Property Tax	$ -	$ 935,000	$ 932,839	100%	$ 932,839	1
Telecommunications Tax	$1,017,243	1,400,000	1,000,243	71%	(17,000)	
Electricity Use Tax	738,539	975,000	692,774	71%	(45,765)	2
Natural Gas Use Tax	169,433	325,000	174,996	54%	5,563	
Real Estate Transfer Tax	311,285	425,000	282,545	66%	(28,740)	3
Community Develop Grant	-	70,000	60,829	87%	60,829	
Transfers from Other Funds	3,000,000	-	-	0%	(3,000,000)	4
Interest Income	24,975	10,000	7,626	76%	(17,349)	
Miscellaneous Income	9,762	695,000	173,229	25%	163,467	
Total Revenues	$ 5,271,237	$ 4,835,000	$ 3,325,081	69%	(1,946,156)	
Expenditures						
Infrastructure Improvements	$ 5,650,452	$ 7,079,369	$ 3,662,207	52%	$ (1,988,245)	5
Transfer to General Fund	79,800	110,000	82,500	75%	2,700	
Miscellaneous	21,091	15,000	2,599	17%	(18,492)	
Total Expenditures	$ 5,751,343	$ 7,204,369	$ 3,747,306	52%	$ (2,004,037)	
Budgeted Gain/(Loss)		$ (2,369,369)				
Net Income (Loss)	$ (480,106)		$ (422,225)			
Outstanding Encumbrances	(916,286)		(733,854)			
Net Income (Loss) after Encumbrances	$ (1,396,392)		$ (1,156,079)			

	1/31/2009	1/31/2010
Cash Reserves (in $1,000's)	$ 1,468	$ 1,855
100% Reserve Policy	(1,468)	(1,855)
Unobligated Cash Reserves	$ -	$ -

FOOTNOTES

1. **Property Tax:** Beginning in FY10, a portion of the Village's property tax levy previously dedicated to debt service was reallocated towards maintaining the 20 year street program.

2. **Electricity Use Tax:** This utility tax is down about 6%, most likely due to the cool summer conditions.

3. **Real Estate Transfer Tax:** Real Estate Transfer Tax revenue is down about 9%, still indicative of a sluggish housing market nationwide.

Village of Glen Ellyn
Budget to Actual Summary Report
For the Quarter Ended January 31, 2010

400 - Capital Projects Fund

4. **Transfers From Other Funds:** The Village transferred $3,000,000 in General Fund cash reserves into the Capital Projects Fund in FY09 to support the 20 year street replacement program.

5. **Infrastructure Improvements:** Expenditures in this category to date for FY10 include payments on the following projects and include construction and/or engineering expenses:

2009 Street Improvements	1,702,839
Braeside Area/Surrey Drive Project	1,011,647
Street improvements & maintenance	198,624
Riford Road Reconstruction	143,379
Bryant/Thain Subdivision	117,089
2008 Street Improvements	94,712
Parkside/Summerdale Reconstruction	89,779
Park/Glen Ellyn Place/Prairie Project	85,543
Miscellaneous	61,098
Sidewalk Improvements	46,038
Kenilworth Basin	41,238
Lambert Road/Roosevelt Road	32,738
South Park LAPP ARRA Stimulus Project	27,004
East Panfish Park Basin	10,479
	$ 3,662,207

Village of Glen Ellyn
Capital Projects Fund
Telecommunications Tax - 7 Year History

Month Received by Village	FY03/04	FY04/05	FY05/06	FY06/07	FY07/08	FY08/09[1]	FY09/10	% Change From FY08/09
May	121,837	103,397	109,086	106,840	82,214	114,903	112,227	-2.3%
Jun	145,590	100,457	103,126	93,371	93,883	113,652	106,970	-5.9%
Jul	75,404	107,253	116,298	83,815	93,220	105,376	125,756	19.3%
Aug	125,595	106,319	105,167	100,996	92,720	118,295	107,197	-9.4%
Sep	95,227	113,943	108,082	92,423	87,284	118,607	107,325	-9.5%
Oct	89,424	81,526	116,314	96,408	93,352	114,456	113,589	-0.8%
Nov	133,028	119,161	104,766	81,858	69,865	116,171	115,457	-0.6%
Dec	72,499	94,022	99,534	91,732	84,530	108,712	105,148	-3.3%
Jan	114,002	109,202	116,253	74,883	74,380	107,071	106,574	-0.5%
3rd Q. Total	**972,606**	**935,280**	**978,626**	**822,326**	**771,448**	**1,017,243**	**1,000,243**	
% of Budget	93%	69%	78%	61%	80%	85%	71%	
% of Actual	75%	71%	76%	75%	70%	74%		
Change from Previous Year		-3.8%	4.6%	-16.0%	-6.2%	31.9%	-1.7%	
Feb	114,540	89,702	103,535	83,206	94,339	117,264		
Mar	99,952	113,001	106,272	83,411	153,506	107,116		
Apr	102,344	178,962	101,079	109,242	86,966	127,793		
Total	1,289,442	1,316,945	1,289,512	1,098,185	1,106,259	1,369,416		
Budget	1,050,000	1,350,000	1,250,000	1,340,000	960,000	1,200,000	1,400,000	
% of Budget	123%	98%	103%	82%	115%	114%		
% Change from Prior Year		2.1%	0.0%	-14.8%	-14.2%	23.8%		

1. Beginning with FY09, the entire 6% telecommunication tax has been allocated to the Capital Projects Fund. Prior to FY2009, 1% was allocated to the General Fund and 5% to the Capital Project Fund.

Village of Glen Ellyn
Budget to Actual Summary Report
For the Quarter Ended January 31, 2010

450 - Facilities Maintenance Reserve Fund

	Prior FY 08/09 YTD	FY 09/10 Revised Budget	Current FY 09/10 Actual	% of Budget	Greater (Less) Than FY 08/09	
Revenues						
Transfers from Departments	$ 206,250	$ -	$ -	0%	$ (206,250)	1
Interest Income	46,855	2,000	3,944	197%	(42,911)	
Miscellaneous Income		-	-			
Total Revenues	$ 253,105	$ 2,000	$ 3,944	197%	$ (249,161)	
Expenditures						
Facility Repairs / Renovations	$ 263,497	$ 606,416	$ 340,835	56%	$ 77,338	2
	$ 263,497	$ 606,416	$ 340,835	56%	$ 77,338	
Budgeted Gain/(Loss)		$ (604,416)				
Net Income (Loss)	$ (10,392)		$ (336,891)			
Outstanding Encumbrances	3,530		(19,000)			
Net Income (Loss) after Encumbrances	$ (6,862)		$ (355,891)			

	1/31/2009	1/31/2010
Cash Reserves (in $1,000's)	$ 1,382	$ 1,044
100% Reserve Policy	(1,382)	(1,044)
Unobligated Cash Reserves	$ -	$ -

FOOTNOTES

1. **Transfers From Departments:** Due to budget constraints, no transfers from other funds were budgeted in FY10.

2. **Facility Repairs / Renovations:**

Civic Center Gym Roof	308,762
Reno Center Renovation	18,134
History Society Properties	5,535
Fire Stations	6,530
Miscellaneous	1,874
	$ 340,835

Village of Glen Ellyn
Budget to Actual Summary Report
For the Quarter Ended January 31, 2010

500 - Water & Sanitary Sewer Fund

	Prior FY 08/09 YTD	FY 09/10 Revised Budget	Current FY 09/10 Actual	% of Budget	Greater (Less) Than FY 08/09	
Water Division						
Revenues						
Metered Revenue	$ 3,463,176	$ 5,015,000	$ 3,573,732	71%	$ 110,556	
Com Develop Block Grant	-	250,000	212,902	85%	212,902	
Interest Income	15,260	15,000	3,297	22%	(11,963)	
Other Revenue	115,096	230,000	54,985	24%	(60,111)	
Total Revenues	$ 3,593,532	$ 5,510,000	$ 3,844,916	70%	$ 251,384	
Expenditures						
Personnel Services	$ 448,965	$ 524,600	$ 392,032	75%	$ (56,933)	1
Contractual Services	599,027	899,200	601,006	67%	1,979	
Commodities	964,088	1,717,200	1,170,334	68%	206,246	2
Capital Outlay	1,066,189	2,290,419	1,513,579	66%	447,390	3
Total Expenditures	$ 3,078,269	$ 5,431,419	$ 3,676,951	68%	$ 598,682	
Budgeted Gain/(Loss)		**$ 78,581**				
Net Income (Loss)	**$ 515,263**		**$ 167,965**			
Outstanding Encumbrances	(298,078)		(313,388)			
Net Income (Loss) after Encumbrances	**$ 217,185**		**$ (145,423)**			
Sanitary Sewer Division						
Revenues						
Metered Revenue	$ 2,773,356	$ 3,725,000	$ 2,700,856	73%	$ (72,500)	
Property Tax - Lambert Farm	96,969	97,000	96,929	100%	(40)	
Comm Develop Block Grant	-	390,000	334,561	86%	334,561	
Interest Income	15,260	15,000	3,297	22%	(11,963)	
Federal Grant Income			-	0%	-	
Transfers from Other Funds	-	-	-	0%	-	
Other Revenue	933,712	1,270,000	870,948	69%	(62,764)	
Total Revenues	$ 3,819,297	$ 5,497,000	$ 4,006,591	73%	$ 187,294	
Expenditures						
Personnel Services	$ 429,024	$ 494,600	$ 372,069	75%	$ (56,955)	1
Contractual Services	2,600,491	3,378,658	2,572,050	76%	(28,441)	
Commodities	10,478	15,100	7,859	52%	(2,619)	
Debt Service	53,973	108,000	53,972	50%	(1)	
Capital Outlay	1,343,468	3,594,497	1,710,518	48%	367,050	3
Total Expenditures	$ 4,437,434	$ 7,590,855	$ 4,716,468	62%	$ 279,034	
Budgeted Gain/(Loss)		**$ (2,093,855)**				
Net Income (Loss)	**$ (618,137)**		**$ (709,877)**			
Outstanding Encumbrances	(1,236,789)		(635,813)			
Net Income (Loss) after Encumbrances	**$ (1,854,926)**		**$ (1,345,690)**			

	1/31/2009	*1/31/2010*
Cash Reserves (in $1,000's)	$ 1,251	$ 1,587
25% Minimum Reserve Policy	(1,722)	(1,772)
Unobligated Cash Reserves	$ (471)	$ (185)

Village of Glen Ellyn
Budget to Actual Summary Report
For the Quarter Ended January 31, 2010

500 - Water & Sanitary Sewer Fund

FOOTNOTES

1. **Personnel Services:** FY09 included payment of the IMRF early retirement program.

2. **Commodities:** This item consists primarily of the cost of water purchased from the DuPage Water Commission.

3. **Capital Outlay Water and Sanitary Sewer Divisions:** Capital outlays to date were for system improvements related to the following projects:

	Water	Sanitary Sewer	Total
2009 Street Improvements	555,064	407,897	962,961
Clearwater Reduction Program	-	150,840	150,840
Bryant/Thain Subdivision	22,000	36,812	58,812
Braeside Area/Surrey Drive	490,221	637,276	1,127,497
Lambert Farms	-	5,586	5,586
Route 53 Water Main	24,786	-	24,786
Cottage Avenue Tank Maintenance	51,317	-	51,317
Riford Road Reconstruction	6,158	6,158	12,316
East Panfish Park Basin	11,780	11,000	22,780
Sunset/Turner	1,500	1,500	3,000
Park/Glen Ellyn Place/Prairie	240,401	275,795	516,196
Miscellaneous	39,951	17,499	57,450
Parkside/Summerdale Reconstruction	8,006	81,545	89,551
Hill Avenue Water Main	61,895	53,491	115,386
Saddlewood Lift Station Retirement	-	15,121	15,121
2008 Street Improvements	500	9,998	10,498
	$ 1,513,579	$ 1,710,518	$ 3,224,097

Village of Glen Ellyn
Water/Sanitary Sewer Fund
Water/Sanitary Sewer Metered Revenue - 10 Year History

Month Collected by Village	FY00/01	FY01/02	FY02/03	FY03/04	FY04/05	FY05/06	FY06/07	FY07/08	FY08/09	FY09/10	% Change From FY08/09
May	522,855	506,517	482,489	512,738	651,286	617,293	580,979	522,440	588,152	632,740	7.6%
Jun	552,099	588,899	564,656	594,414	654,287	680,998	658,088	732,857	697,835	637,766	-8.6%
Jul	585,129	629,127	577,425	712,693	639,330	885,620	803,451	828,735	644,209	756,612	17.4%
Aug	594,996	785,220	799,154	810,485	790,522	1,016,107	812,768	843,911	796,373	771,195	-3.2%
Sep	668,486	691,712	676,417	807,468	774,946	930,300	797,200	774,309	889,729	794,394	-10.7%
Oct	620,740	544,573	594,079	679,395	747,394	821,336	636,195	732,709	696,173	772,366	10.9%
Nov	544,245	532,295	526,812	532,903	653,500	703,014	578,071	626,348	624,462	620,836	-0.6%
Dec	560,269	526,319	513,143	507,704	599,372	564,710	638,902	656,690	618,494	617,748	-0.1%
Jan	544,762	515,450	472,135	602,265	638,247	601,908	565,871	599,244	681,105	670,931	-1.5%
3rd Q. Totals	**5,193,581**	**5,320,112**	**5,206,310**	**5,760,065**	**6,148,884**	**6,821,286**	**6,071,525**	**6,317,242**	**6,236,532**	**6,274,588**	
% of Budget	76%	77%	74%	83%	73%	81%	74%	77%	76%	72%	
% of Actual	78%	78%	78%	78%	78%	80%	78%	78%	78%		
Change from Previous Year	1.5%	2.4%	-2.1%	10.6%	6.8%	10.9%	-11.0%	4.0%	-1.3%	0.6%	
Feb	503,268	536,369	550,400	569,288	595,301	616,354	586,925	592,578	666,574		
Mar	564,216	473,290	508,432	554,519	576,347	604,298	598,016	617,558	547,239		
Apr	385,248	481,991	441,794	548,284	556,710	489,785	531,574	540,771	535,180		
Total	6,646,313	6,811,762	6,706,935	7,432,156	7,877,242	8,531,723	7,788,040	8,068,149	7,985,525	6,274,589	
Budget	6,850,000	6,950,000	7,065,000	6,950,000	8,450,000	8,450,000	8,260,000	8,175,000	8,175,000	8,740,000	
% of Budget	97%	98%	95%	107%	93%	101%	94%	99%	98%		
% Change from Prior Year	1.2%	2.5%	-1.5%	10.8%	6.0%	14.8%	-8.7%	-5.4%	2.5%		

	eff 7-1-03	eff 5-1-04	eff 7-1-07	eff 6-1-08	eff 7-1-09
Water Rate*	$ 4.72	$ 4.92	$ 4.92	$ 5.10	$ 5.49
Sewer Rate*	3.49	3.91	4.30	4.45	4.45
	$ 8.21	$ 8.83	$ 9.22	$ 9.55	$ 9.94

* Per 1,000 gallons of water metered.

Village of Glen Ellyn
Budget to Actual Summary Report
For the Quarter Ended January 31, 2010

530 - Parking Fund

	Prior FY 08/09 YTD	FY 09/10 Revised Budget	Current FY 09/10 Actual	% of Budget	Greater (Less) Than FY 08/09	
Revenues						
Parking Income	296,038	$ 328,500	284,156	87%	$ (11,882)	1
Interest Income	11,470	1,500	3,153	210%	(8,317)	
Total Revenues	$ 307,508	$ 330,000	$ 287,309	87%	$ (20,199)	
Expenditures						
Contractual Services	151,479	486,500	286,655	59%	135,176	2
Commodities	4,714	4,500	3,628	81%	(1,086)	
Capital Outlay	514,145	285,546	19,069	7%	(495,076)	3
Total Expenditures	$ 670,338	$ 776,546	$ 309,352	40%	$ (360,986)	
Budgeted Gain/(Loss)		**$ (446,546)**				
Net Income (Loss)	**$ (362,830)**		**$ (22,043)**			
Outstanding Encumbrances	(270,954)		(199,017)			
Net Income (Loss) after Encumbrances	**$ (633,784)**		**$ (221,060)**			

	1/31/2009	*1/31/2010*
Cash Reserves (in $1,000's)	**$ 803**	**$ 792**
25% Minimum Reserve Policy	**(50)**	**(123)**
Unobligated Cash Reserves	**$ 753**	**$ 669**

FOOTNOTES

1. **Parking Income:** Parking permits are usually purchased on an annual basis and are renewed in the month of December each year.

2. **Contractual Services:** Includes routine maintenance of parking lots. In FY10, a comprehensive repair of all 15 lots was budgeted.

3. **Capital Outlay:** Planned capital improvements for FY10 have not yet occurred.

Village of Glen Ellyn
Budget to Actual Summary Report
For the Quarter Ended January 31, 2010

540 - Residential Solid Waste Fund

	Prior FY 08/09 YTD	FY 09/10 Revised Budget	Current FY 09/10 Actual	% of Budget	Greater (Less) Than FY 08/09	
Revenues						
Billings to Customers	$ 852,391	$ 1,180,000	$ 893,739	76%	$ 41,348	
State Grant Revenue	-	-	54,000	0%	54,000	1
Interest Income	9,599	4,000	2,510	63%	(7,089)	
Miscellaneous Income	145,607	6,000	3,808	63%	(141,799)	2
Total Revenues	$ 1,007,597	$ 1,190,000	$ 954,057	80%	$ (53,540)	
Expenditures						
Weekly Pick-Up Service	$ 813,490	$ 1,015,000	$ 757,119	75%	$ (56,371)	3
Brush Pick-Up Service	143,229	150,000	148,450	99%	5,221	
Capital Outlay	-	5,000	295,695	5914%	295,695	4
Miscellaneous	39,129	155,000	105,536	68%	66,407	
Total Expenditures	$ 995,848	$ 1,325,000	$ 1,306,800	99%	$ 310,952	
Budgeted Gain/(Loss)		**$ (135,000)**				
Net Income (Loss)	**$ 11,749**		**$ (352,743)**			
Outstanding Encumbrances	-		(4,781)			
Net Income (Loss) after Encumbrances	**$ 11,749**		**$ (357,524)**			

	1/31/2009	*1/31/2010*
Cash Reserves (in $1,000's)	**$ 1,100**	**$ 500**
25% Minimum Reserve Policy	**(317)**	**(330)**
Unobligated Cash Reserves	**$ 783**	**$ 170**

FOOTNOTES

1. **State Grant Revenue:** The Village received grant funds to assist in purchasing recycling carts.

2. **Miscellaneous Revenue:** Late in FY09, the recycling market collapsed and we were notified by Allied Waste that recycling rebates would end indefinitely.

3. **Weekly Pick-Up Service:** FY09 included $84,000 for the bi-annual clean sweep special pick up.

4. **Capital Outlay:** The Village purchased recycling carts for all refuse customers in order to allow automated recycling collection.

Village of Glen Ellyn
Budget to Actual Summary Report
For the Quarter Ended January 31, 2010

550 - Recreation Fund

	Prior FY 08/09 YTD	FY 09/10 Revised Budget	Current FY 09/10 Actual	% of Budget	Greater (Less) Than FY 08/09	
Revenues						
Greens Fees	$ 1,741,856	$ 1,900,000	$ 1,621,003	85%	$ (120,853)	1
Range, Pro-Shop, Carts, Food	1,256,559	1,445,000	1,128,183	78%	(128,376)	1
Interest Income	29,750	6,000	7,587	126%	(22,163)	
Miscellaneous Income	113,669	160,800	120,183	75%	6,514	
Total Revenues	$ 3,141,834	$ 3,511,800	$ 2,876,956	82%	$ (264,878)	
Expenditures						
Administration*	$ 949,004	$ 1,406,354	$ 961,172	68%	$ 12,168	
Golf Course Maintenance	750,842	1,024,900	753,334	74%	2,492	
Golf Service	534,762	734,100	542,238	74%	7,476	
Food Services	479,680	603,700	447,332	74%	(32,348)	
Parks Maintenance	14,063	8,300	5,928	71%	(8,135)	
Pro Shop	152,799	235,200	89,753	38%	(63,046)	
Motor Carts	44,248	61,700	35,726	58%	(8,522)	
Total Expenditures	$ 2,925,398	$ 4,074,254	$ 2,835,483	70%	$ (89,915)	
Budgeted Gain/(Loss)		$ (562,454)				
Net Income (Loss)	$ 216,436		$ 41,473			
Outstanding Encumbrances	(6,685)		-			
Net Income (Loss) after Encumbrances	$ 209,751		$ 41,473			

	1/31/2009	1/31/2010
Cash Reserves (in $1,000's)	$ 2,302	$ 2,113
25% Minimum Reserve Policy	(850)	(858)
Unobligated Cash Reserves	$ 1,452	$ 1,255

* "Administration" budget includes all capital expenses ($642,000), insurance ($145,000), and bond payments ($337,000) for the Recreation Fund.

Village of Glen Ellyn
Budget to Actual Summary Report
For the Quarter Ended January 31, 2010

550 - Recreation Fund

FOOTNOTES

1. Recreation Fund revenue (excluding interest and miscellaneous income) for FY10 has decreased by 8% compared to last year.

Greens Fee Rounds

	FY06/07	FY 07/08	FY 08/09	FY 09/10	% Change From FY 08/09
May	9,589	11,908	10,074	10,122	0.5%
June	13,046	14,183	12,851	10,827	-15.7%
July	13,128	14,858	14,012	13,398	-4.4%
August	13,436	12,055	13,431	11,622	-13.5%
September	9,311	11,533	9,033	10,489	16.1%
October	5,213	7,130	5,460	3,588	-34.3%
November	2,348	1,618	1,634	2,383	45.8%
December	295	40	22	108	390.9%
January	210	104	7	3	-57.1%
	66,576	73,429	66,524	62,540	-6.0%
February	2	-	86	-	
March	1,276	385	1,816	-	
April	4,569	4,762	4,207	-	
Total	**72,423**	**78,576**	**72,633**	**62,540**	

Village of Glen Ellyn
Recreation Fund
Greens Fee Revenue - 10 Year History

Month Received by Village	FY00/01	FY01/02	FY02/03	FY03/04[1]	FY04/05	FY05/06	FY06/07	FY07/08	FY08/09	FY09/10	% Change From FY08/09
May	$ 248,019	$ 259,727	$ 219,075	$ 70,406	$ 73,297	$ 259,385	$ 236,888	$ 295,117	$ 269,068	$ 270,981	0.7%
Jun	323,496	339,920	307,448	95,192	161,599	320,663	312,763	345,137	318,730	281,641	-11.6%
Jul	359,946	370,451	342,082	100,516	401,690	365,632	335,203	375,857	364,228	346,388	-4.9%
Aug	346,040	323,719	342,098	101,398	358,577	322,785	336,839	299,099	352,602	299,210	-15.1%
Sep	245,961	256,690	246,658	64,742	311,656	263,730	231,667	308,175	235,115	264,164	12.4%
Oct	162,280	114,792	114,697	41,992	170,505	173,243	119,932	147,973	135,272	77,778	-42.5%
Nov	28,142	51,074	23,582	11,441	36,671	46,920	37,379	30,205	27,710	41,340	49.2%
Dec	491	3,412	505	2,400	1,952	111	1,281	176	39,099	39,487	1.0%
Jan	5	2,965	301	687	69	1,445	919	464	31	14	-54.8%
3rd Q. Total	**1,714,380**	**1,722,750**	**1,596,446**	**488,774**	**1,516,016**	**1,753,914**	**1,612,871**	**1,802,202**	**1,741,855**	**1,621,003**	
% of Budget	86%	86%	85%	75%	89%	78%	81%	92%	88%	85%	
% of Actual	90%	93%	97%	88%	90%	91%	92%	94%	93%		
Change from Previous Year	-3.8%	0.5%	-7.3%	-69.4%	210.2%	15.7%	-8.0%	11.7%	-3.3%	-6.9%	
Feb	314	1,567	473	1,437	718	994	10	-	389		
Mar	19,062	14,360	6,835	11,959	13,340	16,531	19,049	3,214	32,319		
Apr	164,513	117,501	41,577	50,152	155,979	162,056	117,819	113,035	105,193		
Total	1,898,269	1,856,178	1,645,331	552,322	1,686,053	1,933,495	1,749,749	1,918,451	1,879,756		
% Change From Prior Year	-5.5%	-2.2%	-11.4%	-66.4%	205.3%	14.7%	-9.5%	9.6%	-2.0%		
Budget	2,000,000	2,000,000	1,885,000	650,000	1,700,000	2,250,000	1,990,000	1,950,000	1,980,000	1,900,000	-4.0%
% of Budget	95%	93%	87%	85%	99%	86%	88%	98%	95%		

1. The 18 hole course at the Village Links was closed for renovation in November, 2002. The course reopened in late-June 2004.

Village of Glen Ellyn
Budget to Actual Summary Report
For the Quarter Ended January 31, 2010

600 - Insurance Fund

	Prior FY 08/09 YTD	FY 09/10 Revised Budget	Current FY 09/10 Actual	% of Budget	Greater (Less) Than FY 08/09	
Revenues						
Transfers from Departments	$ 804,000	$ 1,323,500	$ 992,625	75%	$ 188,625	
Payments by Other Agencies	192,000	317,300	237,975	75%	45,975	1
Participant Share	345,343	460,000	330,912	72%	(14,431)	
Interest Income	22,664	5,000	3,641	73%	(19,023)	
Miscellaneous Income	36,999	-	12,438	0%	(24,561)	
Total Revenues	$ 1,401,006	$ 2,105,800	$ 1,577,591	75%	$ 176,585	
Expenditures						
Health Benefits Plan	$ 1,755,048	$ 1,875,000	$ 1,418,105	76%	$ (336,943)	
Liability Insurance	528,895	670,000	690,487	103%	161,592	2
Miscellaneous	9,409	20,000	6,019	30%	(3,390)	
	$ 2,293,352	$ 2,565,000	$ 2,114,611	82%	$ (178,741)	
Budgeted Gain/(Loss)		$ (459,200)				
Net Income (Loss)	$ (892,346)		$ (537,020)			
Outstanding Encumbrances	-		-			
Net Income (Loss) after Encumbrances	$ (892,346)		$ (537,020)			

	1/31/2009	1/31/2010	
Cash Reserves (in $1,000's)	$ 1,640	$ 1,017	3
100% Reserve Policy	(1,640)	(1,017)	
Unobligated Cash Reserves	$ -	$ -	

FOOTNOTES

1. **Payments by Other Agencies:** Glenbard Wastewater Authority and Glen Ellyn Public Library

2. **Liability Insurance:** The premium for the MICA insurance pool for property, liability, and workers compensation is paid early in the fiscal year. This year's premium increased 32% due to poor claim experience.

3. **Cash Reserves:** With the change from a self funded health insurance program to membership in the IPBC pool, we have been essentially transferring a portion of our reserves previously held to pay claims to the new plan.

Village of Glen Ellyn
Budget to Actual Summary Report
For the Quarter Ended January 31, 2010

650 - Equipment Services Fund

	Prior FY 08/09 YTD	FY 09/10 Revised Budget	Current FY 09/10 Actual	% of Budget	Greater (Less) Than FY 08/09	
Revenues						
Transfers from Departments	$ 812,550	$ 1,289,800	$ 967,350	75%	$ 154,800	
Payments by Other Agencies	74,140	74,200	56,614	76%	(17,526)	1
Interest Income	26,357	5,500	7,587	138%	(18,770)	
Miscellaneous Income	107,683	50,000	56,536	113%	(51,147)	2
Total Revenues	$ 1,020,730	$ 1,419,500	$ 1,088,087	77%	$ 67,357	
Expenditures						
Personnel Services	$ 211,247	$ 292,800	$ 226,141	77%	$ 14,894	
Contractual Services	136,700	104,000	71,757	69%	(64,943)	
Commodities	84,393	114,100	85,723	75%	1,330	
Vehicle Operating Costs	264,973	399,000	201,445	50%	(63,528)	
Capital Outlay	585,256	658,100	595,086	90%	9,830	
Total Expenditures	$ 1,282,569	$ 1,568,000	$ 1,180,152	75%	$ (102,417)	
Budgeted Gain/(Loss)		$ (148,500)				
Net Income (Loss)	$ (261,839)		$ (92,065)			
Outstanding Encumbrances						
Net Income (Loss) after Encumbrances	$ (261,839)		$ (92,065)			

	1/31/2009	1/31/2010
Cash Reserves (in $1,000's)	$ 2,287	$ 2,237
100% Reserve Policy	(2,287)	(2,237)
Unobligated Cash Reserves	$ -	$ -

FOOTNOTES

1. **Payments by Other Agencies:** Glenbard Wastewater Authority (maintenance and fuel) and Glen Ellyn Park District (fuel only).

2. **Miscellaneous Income:** Includes proceeds from sale of surplus vehicles.

Village of Glen Ellyn
Budget to Actual Summary Report
For the Quarter Ended January 31, 2010

900 - Police Pension Fund

	Prior FY 08/09 YTD	FY 09/10 Revised Budget	Current FY 09/10 Actual	% of Budget	Greater (Less) Than FY 08/09	
Revenues						
Employee Contributions	$ 210,300	$ 290,000	$ 215,915	74%	$ 5,615	
Village Contribution	789,000	813,000	813,000	100%	24,000	
Investment Income	343,306	500,000	150,559	30%	(192,747)	1
Total Revenues	$ 1,342,606	$ 1,603,000	$ 1,179,474	74%	$ (163,132)	
Expenditures						
Pensions	$ 1,000,446	$ 1,407,000	$ 990,483	70%	$ (9,963)	
Administrative Costs	44,753	58,000	43,718	75%	(1,035)	
	$ 1,045,199	$ 1,465,000	$ 1,034,201	71%	$ (10,998)	
Budgeted Gain/(Loss)		**$ 138,000**				
Net Income (Loss)	**$ 297,407**		**$ 145,273**			
Outstanding Encumbrances	-		-			
Net Income (Loss) after Encumbrances	**$ 297,407**		**$ 145,273**			

	1/31/2009	*1/31/2010*
Cash Reserves (in $1,000's)	**$ 18,782**	**$ 19,328**
100% Reserve Policy	**(18,782)**	**(19,328)**
Unobligated Cash Reserves	**$ -**	**$ -**

FOOTNOTES

1. **Investment Income:** Income shown here includes interest and dividends on fixed income and equity holdings. This account does not reflect changes in the market value of investment holdings which are recorded at the conclusion of the fiscal year.

Village of Glen Ellyn
Schedule of Cash and Investment Balances
For the Quarter Ended January 31, 2010

	Cash/ Checking	Illinois Funds	IMET	01/31/10 Cash Total	Investments	Investment Income Fiscal Year-to-Date FY08/09	FY09/10	$ Change	% Change
General Fund	$ (261,787)	$ 984,660	$ 3,612,143	$ 4,335,016	$ -	$ 113,886	$ 16,634	-97,252	-85.4%
Corporate Reserve Fund*	44,934	51,385	800,000	896,319	-	*	*		
Motor Fuel Tax Fund	-	45,019	-	45,019	-	9,894	594	-9,300	-94.0%
Special Programs Fund	20,951	99,053	50,365	170,369	-	2,165	507	-1,658	-76.6%
Debt Service Fund	135	112	2,247	2,494	-	21,497	2,921	-18,576	-86.4%
Capital Projects Fund	23,754	161,503	2,404,884	2,590,141	-	24,975	7,626	-17,349	-69.5%
Facilities Maint Reserve Fund	4,139	295,500	763,236	1,062,875	-	46,855	3,944	-42,911	-91.6%
Water and Sanitary Sewer Fund	139,634	789,836	1,854,038	2,783,508	-	30,520	6,594	-23,926	-78.4%
Parking Fund	26,208	84,250	880,307	990,765	-	11,470	3,153	-8,317	-72.5%
Residential Solid Waste Fund	19,944	115,745	369,162	504,851	-	9,599	2,510	-7,089	-73.9%
Recreation Fund	32,951	29,241	2,051,018	2,113,210	-	29,750	7,587	-22,163	-74.5%
Insurance Fund	155,965	142,052	719,000	1,017,017	-	22,664	3,641	-19,023	-83.9%
Equipment Services Fund	24,335	164,650	2,048,434	2,237,419	-	26,357	7,587	-18,770	-71.2%
Total	**$ 231,163**	**$ 2,963,006**	**$ 15,554,834**	**$ 18,749,003**	**$ -**	**$ 349,632**	**$ 63,298**	**$ (286,334)**	-81.9%
Police Pension Fund	$ -	$ 337,557	$ -	$ 337,557	$ 18,990,268	$ 343,306	$ 150,559	$ (192,747)	-56.1%
Average Yields FY2009/10 YTD	0.46%	0.15%	0.59%						
Average Yields FY2008/09 YTD	1.01%	1.09%	1.12%						

*Interest of the Corporate Reserve Fund is transferred to the General Fund per Village Board policy.

Village of Glen Ellyn
Analysis of Available Cash Reserves
For the Quarter Ended January 31, 2010
(in thousands)

	Fund	Last Year Cash & Investment Balances 01/31/09	Cash & Investment Balances 01/31/10	(a) Less 1/31/2010 Encumbrances	Less Deposits/ Other	Balance Subject to Reserve Policy	Reserve Policy	(b) Less Minimum Reserve Policy	Available Unobligated Cash
1	General	$ 4,901	4,335	$ (185)	$ (1,024)	$ 3,126	25%*	$ (3,512)	$ (386)
2	Corporate Reserve	1,014	896	-	(4)	892	100%	(892)	-
3	Motor Fuel Tax	643	45	(105)	-	(60)	100%	60	-
4	Special Programs	109	170	(55)	-	115	25%*	(172)	(57)
5	Debt Service	268	2	-	-	2	100%	(2)	-
6	Capital Projects	2,385	2,590	(734)	(1)	1,855	100%	(1,855)	-
7	Facilities Maintenance Reserve	1,414	1,063	(19)	-	1,044	100%	(1,044)	-
8	Water and Sanitary Sewer Fund	3,042	2,784	(949)	(248)	1,587	25%*	(1,772)	(185)
9	Parking	1,073	991	(199)	-	792	25%*	(123)	669
10	Residential Solid Waste	1,100	505	(5)	-	500	25%*	(330)	170
11	Recreation	2,302	2,113	-	-	2,113	25%*	(858)	1,255
12	Insurance	1,640	1,017	-	-	1,017	100%	(1,017)	-
13	Equipment Services	2,287	2,237	-	-	2,237	100%	(2,237)	-
		$ 22,178	**$ 18,748**	**$ (2,250)**	**$ (1,277)**	**$ 15,221**		**$ (13,754)**	**$ 1,467**
14	Police Pension	18,782	19,328	-	-	19,328	100%	(19,328)	-

(a) Encumbrances represent the unexpended portion of approved contracts for goods and services as of the end of the quarter. While encumbrances are not expenditures, they do represent a reduction in the level of available spendable cash at the close of the quarter.

(b) The level of required reserves is generally established as a percentage of the current year budgeted expenditures (excluding capital).

* Items denoted with an "*" are "operating funds" and are subject to the Village Board 25% minimum cash reserve policy. This policy requires that at least 25% of the operating budget (excluding capital outlay and debt service) be retained as reserves. The remaining funds either have no required reserve policy or have other specific reserve levels. These are explained in the footnotes on the next page.

The following footnotes correspond to the numbers on the left of the schedule on the previous page.

1. **General Fund** - Amount subject to reserve is 25% of FY budget minus capital expenditures ($14,047,000 x 25% = $3,511,750).

2. **Corporate Reserve Fund** - All Corporate Reserve Fund cash is reserved for emergency needs or for assisting other Village funds via loans.

3. **Motor Fuel Fund** - All Motor Fuel Tax revenue from the State is reserved by law for street maintenance.

4. **Special Programs Fund** - Amount subject to reserve is 25% of FY10 budget minus capital expenditures ($687,000 x 25% = $171,750).

5. **Debt Service Fund** - The cash in the Debt Service Fund represents funds accumulated from various sources to pay for principal and interest costs on the Village's outstanding debt obligations. These dollars are not available for reallocation.

6. **Capital Projects Fund** - Essentially all of the Capital Projects Fund cash is reserved. Real estate transfer taxes and utility tax revenues are reserved for specific, future street and storm sewer capital projects as part of our 20-year street and storm sewer improvement plan.

7. **Facilities Main. Reserve Fund** - This reserve is established for future replacement of major Village building components in the Civic Center, Reno Public Works Building, Fire Stations 1 and 2, Stacy Tavern Museum and the History Center. These funds are not available for reallocation.

8. **Water and Sanitary Sewer Fund** - Amount subject to reserve is 25% of FY10 budget minus capital expenditures ($7,087,600 x 25% = $1,771,900).

9. **Parking Fund** - Amount subject to reserve is 25% of FY10 budget minus capital expenditures ($491,000 x 25% = $122,750).

10. **Residential Solid Waste Fund** - Amount subject to reserve is 25% of FY10 budget minus capital expenditures ($1,320,000 x 25% = $330,000).

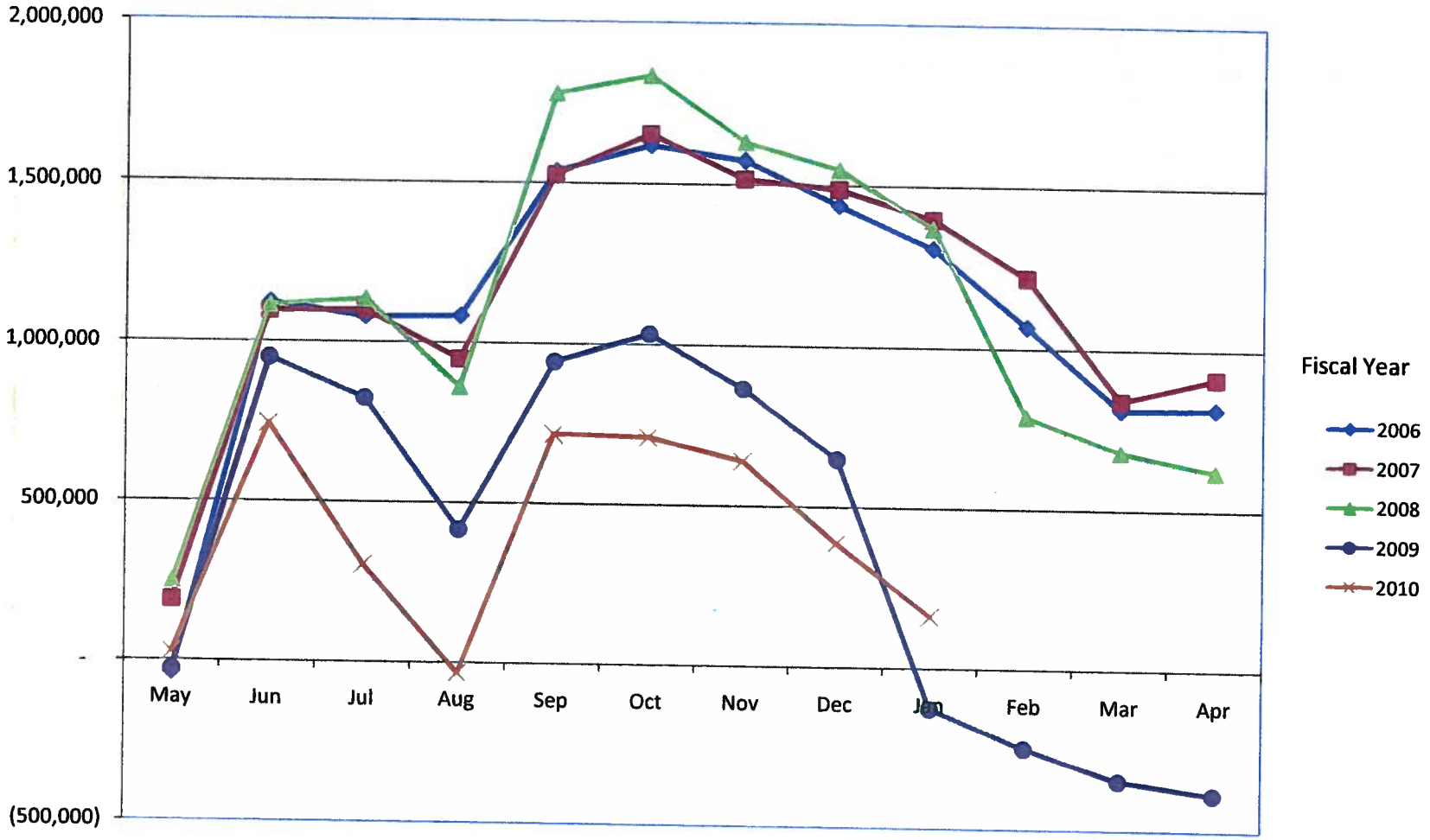
11. **Recreation Fund** - Amount subject to reserve is 25% of FY10 budget minus capital expenditures ($3,432,000 x 25% = $858,000).

12. **Insurance Fund** - All funds transferred to the Insurance Fund are budgeted to pay premiums and associated costs and are not available for reallocation.

13. **Equipment Services Fund** - This reserve is established for the scheduled replacement of Village vehicles and is not available for reallocation.

14. **Police Pension Fund** - All Police Pension funds are reserved for paying pensions of retired police officers.

Village of Glen Ellyn
YTD Net Income/(Loss) by Month
General Fund



Village of Glen Ellyn
General Fund Budget Summary
For the Month Ended January 31, 2010

	MONTH				YTD				BUDGET				
	Last Year Jan	Current Year Jan	Monthly Variance $	%	Last Year YTD	Current Year YTD	YTD Variance $	%	Annual Budget	YTD Budget	YTD Actual	Variance $	%
REVENUES													
TAXES													
Property Tax	29,396	24,943	(4,453)	-15%	2,458,581	2,647,245	188,664	8%	2,650,000	2,650,000	2,647,245	(2,755)	0%
Sales Tax	237,604	249,003	11,399	5%	2,201,273	2,178,197	(23,076)	-1%	3,000,000	2,191,000	2,178,197	(12,803)	-1%
Home Rule Sales Tax	-	140,395	140,395	100%	-	560,554	560,554	100%	875,000	500,000	560,554	60,554	12%
State Income Tax	199,292	199,333	41	0%	1,863,965	1,598,450	(265,515)	-14%	2,440,000	1,789,000	1,598,450	(190,550)	-11%
Other Taxes	53,508	45,363	(8,145)	-15%	794,992	752,852	(42,140)	-5%	918,000	781,900	752,852	(29,048)	-4%
LICENSES & PERMITS													
Vehicle Licenses	2,616	2,519	(97)	-4%	105,522	112,390	6,868	7%	350,000	85,000	112,390	27,390	32%
Business Registration	150	180	30	20%	34,955	30,461	(4,494)	-13%	35,000	33,500	30,461	(3,039)	-9%
Liquor Licenses	-	3,080	3,080	100%	116,742	119,173	2,431	2%	115,000	115,000	119,173	4,173	4%
Building Permits	15,669	30,624	14,955	95%	369,181	308,396	(60,785)	-16%	500,000	425,000	308,396	(116,604)	-27%
CHARGES & FEES													
Ambulance Service Fees	-	79,249	79,249	100%	-	258,846	258,846	100%	562,500	375,000	258,846	(116,154)	-31%
Police Service Reimbursements	14,735	(15,043)	(29,778)	-202%	204,135	121,058	(83,077)	-41%	145,000	134,200	121,058	(13,142)	-10%
Accounting Fees - GWA/Library	20,583	20,258	(325)	-2%	185,247	182,322	(2,925)	-2%	242,000	181,800	182,322	522	0%
OTHER													
Police/Court Fines	31,158	24,655	(6,503)	-21%	345,310	336,786	(8,524)	-2%	510,000	382,500	336,786	(45,714)	-12%
Investment Income	2,472	2,298	(174)	-7%	113,886	16,633	(97,253)	-85%	12,000	9,000	16,633	7,633	85%
Miscellaneous Income	5,512	34,467	28,955	525%	289,210	250,070	(39,140)	-14%	297,000	227,800	250,070	22,270	10%
Transfers from Other Funds	88,917	89,457	540	1%	1,200,252	1,205,113	4,861	0%	1,473,500	1,205,500	1,205,113	(387)	0%
Revenue Totals	**701,612**	**930,781**	**229,169**	**33%**	**10,283,251**	**10,678,546**	**395,295**	**4%**	**14,125,000**	**11,086,200**	**10,678,546**	**(407,654)**	**-4%**
EXPENDITURES													
Village Board & Clerk	4,030	10,551	6,521	162%	55,786	66,831	11,045	20%	80,000	66,840	66,831	(9)	0%
Village Manager's Office	82,327	67,063	(15,264)	-19%	557,976	688,379	130,403	23%	872,399	666,420	688,379	21,959	3%
Facilities Maintenance	44,634	40,950	(3,684)	-8%	379,505	286,930	(92,575)	-24%	409,400	311,840	286,930	(24,910)	-8%
Finance	88,559	59,843	(28,716)	-32%	727,516	731,525	4,009	1%	1,029,000	805,200	731,525	(73,675)	-9%
Planning & Development	102,023	70,189	(31,834)	-31%	776,791	761,559	(15,232)	-2%	1,157,000	884,160	761,559	(122,601)	-14%
General Services	18,345	-	(18,345)	-100%	3,302,788	-	(3,302,788)	-100%	-	-	-	-	0%
Police	658,924	509,361	(149,563)	-23%	5,120,606	5,083,223	(37,383)	-1%	6,497,000	5,153,560	5,083,223	(70,337)	-1%
Fire	133,603	144,477	10,874	8%	522,040	1,030,040	508,000	97%	1,363,700	1,022,760	1,030,040	7,280	1%
Public Works - Admin & Eng.	82,992	55,576	(27,416)	-33%	590,484	544,943	(45,541)	-8%	758,065	580,590	544,943	(35,647)	-6%
Public Works - Operations	262,074	197,174	(64,900)	-25%	1,377,454	1,323,453	(54,001)	-4%	2,088,210	1,578,640	1,323,453	(255,187)	-16%
Expenditure Totals	**1,477,511**	**1,155,184**	**(322,327)**	**-22%**	**13,410,946**	**10,516,883**	**(2,894,063)**	**-22%**	**14,254,774**	**11,070,010**	**10,516,883**	**(553,127)**	**-5%**
Net Increase / (Decrease)	**(775,899)**	**(224,403)**	**551,496**		**(3,127,695)** *	**161,663**	**3,289,358**		**(129,774)**	**16,190**	**161,663**	**145,473**	

* $3,000,000 reserve transfer to Capital Projects Fund completed in December 2008.

Village of Glen Ellyn
Fiscal Year 2009/10 General Fund Budget
Cumulative Budget Variances

REVENUES

	Monthly Budget	Monthly Actual	Monthly Budget Variance	Cumulative Budget	Cumulative Actual	Cumulative Budget Variance	Positive (Negative) Variance
May	1,000,300	961,067	(39,233)	1,000,300	961,067	(39,233)	-4%
June	2,294,300	2,174,891	(119,409)	3,294,600	3,135,958	(158,642)	-5%
July	991,300	928,276	(63,024)	4,285,900	4,064,234	(221,666)	-5%
August	815,800	683,719	(132,081)	5,101,700	4,747,953	(353,747)	-7%
September	2,124,800	2,086,342	(38,458)	7,226,500	6,834,295	(392,205)	-5%
October	1,043,800	981,402	(62,398)	8,270,300	7,815,697	(454,603)	-5%
November	1,001,300	933,523	(67,777)	9,271,600	8,749,220	(522,380)	-6%
December	951,300	998,545	47,245	10,222,900	9,747,765	(475,135)	-5%
January	863,300	930,781	67,481	11,086,200	10,678,546	(407,654)	-4%
February	925,300	-		12,011,500	-		
March	964,300	-		12,975,800	-		
April	1,149,200	-		14,125,000	-		
	14,125,000	10,678,546	(407,654)				

EXPENDITURES

	Monthly Budget	Monthly Actual	Monthly Budget Variance	Cumulative Budget	Cumulative Actual	Cumulative Budget Variance	Positive (Negative) Variance
May	1,158,750	934,656	224,094	1,158,750	934,656	224,094	19%
June	1,417,830	1,456,855	(39,025)	2,576,580	2,391,511	185,069	7%
July	1,336,870	1,369,612	(32,742)	3,913,450	3,761,123	152,327	4%
August	1,153,750	1,020,277	133,473	5,067,200	4,781,400	285,800	6%
September	1,467,830	1,334,996	132,834	6,535,030	6,116,396	418,634	6%
October	1,049,830	988,441	61,389	7,584,860	7,104,837	480,023	6%
November	1,136,950	1,004,816	132,134	8,721,810	8,109,653	612,157	7%
December	1,308,370	1,252,046	56,324	10,030,180	9,361,699	668,481	7%
January	1,039,830	1,155,184	(115,354)	11,070,010	10,516,883	553,127	5%
February	1,133,570	-		12,203,580	-		
March	1,011,330	-		13,214,910	-		
April	1,039,864	-		14,254,774	-		
	14,254,774	10,516,883	553,127				

NET INCOME / (LOSS)

	Monthly Net Income (Loss)	Monthly Budget Variance Pos. / (Neg)		Cumulative Net Income (Loss)	Cumulative Budget Variance Pos. / (Neg)
May	26,411	184,861		26,411	184,861
June	718,036	(158,434)		744,447	26,427
July	(441,336)	(95,766)		303,111	(69,339)
August	(336,558)	1,392		(33,447)	(67,947)
September	751,346	94,376		717,899	26,429
October	(7,039)	(1,009)		710,860	25,420
November	(71,293)	64,357		639,567	89,777
December	(253,501)	103,569		386,066	193,346
January	(224,403)	(47,873)		161,663	145,473
February					
March					
April					
	161,663	145,473			

Village of Glen Ellyn
General Fund Property Tax Collections
For the Month Ended January 31, 2010

	FY09/10 Total Collections	% of Extension Month	% of Extension YTD	3 Yr. Avg % Month	3 Yr. Avg % YTD
May	16	0.0%	0.0%	0.0%	0.0%
Jun	1,215,144	45.8%	45.8%	46.8%	46.8%
Jul	95,771	3.6%	49.4%	1.6%	48.4%
Aug	32,841	1.2%	50.7%	1.1%	49.5%
Sep	1,100,903	41.5%	92.2%	42.5%	92.1%
Oct	108,827	4.1%	96.3%	2.4%	94.5%
Nov	49,935	1.9%	98.2%	1.9%	96.4%
Dec	18,865	0.7%	98.9%	0.5%	96.9%
Jan	24,943	0.9%	99.8%	0.9%	97.8%
Feb	-	0.0%	99.8%	0.0%	97.8%
Mar	-	0.0%	99.8%	0.0%	97.8%
Apr	-	0.0%	99.8%	0.0%	97.8%
Total	2,647,245	99.8%		97.8%	
Extension	2,651,419				

	Last 3 Years of Collections FY08/09	FY07/08	FY06/07	3 Year Average
May	-	-	-	-
Jun	1,144,074	1,131,620	1,081,809	1,119,168
Jul	62,807	33,049	19,356	38,404
Aug	29,972	20,843	28,528	26,448
Sep	1,013,076	1,051,413	986,482	1,016,990
Oct	114,606	31,552	26,539	57,566
Nov	51,901	50,408	36,620	46,310
Dec	12,749	9,416	12,857	11,674
Jan	29,396	20,747	16,527	22,223
Feb	-	-	-	-
Mar	-	-	-	-
Apr	-	4	-	1
	2,458,581	2,349,052	2,208,718	2,338,784
	2,465,305	2,353,101	2,353,102	2,390,503

Village of Glen Ellyn
General Fund
Sales Tax - 5 Year History

Month Received by Village	FY05/06	FY06/07	FY07/08	FY08/09	FY09/10	% Change From FY08/09 Incr/(Decr)	Monthly Budget*	Monthly Budget Variance $	Monthly Budget Variance %	YTD Budget Variance $	YTD Budget Variance %
May	237,117	223,492	219,626	227,039	199,934	(11.9%)	229,000	(29,066)	(12.7%)	(29,066)	(12.7%)
Jun	254,043	222,303	243,546	225,651	238,645	5.8%	240,000	(1,355)	(0.6%)	(30,421)	(6.5%)
Jul	237,826	247,526	223,624	240,130	242,671	1.1%	242,000	671	0.3%	(29,750)	(4.2%)
Aug	219,122	245,798	259,975	246,141	251,180	2.0%	246,000	5,180	2.1%	(24,570)	(2.6%)
Sep	255,413	234,778	251,937	255,210	250,496	(1.8%)	253,000	(2,504)	(1.0%)	(27,074)	(2.2%)
Oct	225,688	228,002	240,209	249,699	234,060	(6.3%)	240,000	(5,940)	(2.5%)	(33,014)	(2.3%)
Nov	238,140	250,565	270,617	277,470	268,810	(3.1%)	261,000	7,810	3.0%	(25,204)	(1.5%)
Dec	249,229	221,387	249,109	242,329	243,398	0.4%	248,000	(4,602)	(1.9%)	(29,806)	(1.5%)
Jan	205,120	222,929	246,659	237,604	249,003	4.8%	232,000	17,003	7.3%	(12,803)	(0.6%)
Feb	223,168	252,740	238,984	270,094	-	(100.0%)	252,000			(12,803)	
Mar	298,263	280,122	283,239	281,229	-	(100.0%)	288,000			(12,803)	
Apr	272,110	250,552	267,848	257,380	-	(100.0%)	269,000			(12,803)	
Total	2,915,239	2,880,194	2,995,373	3,009,976	2,178,197						
Budget	2,925,000	2,900,000	3,000,000	3,136,000	3,000,000		3,000,000				
% of Budget	100%	99%	100%	96%	73%						
% Increase/ (Decrease) from Prior Year	2.9%	(1.2%)	4.0%	0.5%							

* Monthly projected budget based on previous 5 year collection history.

Village of Glen Ellyn
General Fund
State Income Tax - 5 Year History

Month Received by Village	FY05/06	FY06/07	FY07/08	FY08/09	FY09/10	% Change From FY08/09 Incr/(Decr)	Monthly Budget*	Monthly Budget Variance $	Monthly Budget Variance %	YTD Budget Variance $	YTD Budget Variance %
May	274,837	300,200	353,307	411,166	328,839	(20.0%)	343,000	(14,161)	(4.1%)	(14,161)	(4.1%)
Jun	170,637	214,514	225,351	219,791	175,582	(20.1%)	209,000	(33,418)	(16.0%)	(47,579)	(8.6%)
Jul	190,719	203,511	223,133	243,312	191,171	(21.4%)	224,000	(32,829)	(14.7%)	(80,408)	(10.4%)
Aug	118,897	126,311	133,935	141,873	130,133	(8.3%)	138,000	(7,867)	(5.7%)	(88,275)	(9.7%)
Sep	125,576	133,651	137,387	136,400	124,255	(8.9%)	144,000	(19,745)	(13.7%)	(108,020)	(10.2%)
Oct	201,133	228,600	234,067	242,598	191,473	(21.1%)	237,000	(45,527)	(19.2%)	(153,547)	(11.9%)
Nov	131,787	138,242	150,446	151,515	144,264	(4.8%)	152,000	(7,736)	(5.1%)	(161,283)	(11.1%)
Dec	119,468	135,568	137,102	118,018	113,400	(3.9%)	138,000	(24,600)	(17.8%)	(185,883)	(11.7%)
Jan	180,245	181,769	202,289	199,292	199,333	0.0%	204,000	(4,667)	(2.3%)	(190,550)	(10.7%)
Feb	222,181	252,099	298,927	250,579	-	(100.0%)	269,000			(190,550)	
Mar	125,763	133,586	159,593	135,806	-	(100.0%)	150,000			(190,550)	
Apr	201,808	227,518	230,351	209,659	-	(100.0%)	232,000			(190,550)	
Total	2,063,051	2,275,569	2,485,888	2,460,009	1,598,450						
Budget	1,850,000	2,140,000	2,349,000	2,503,000	2,440,000		2,440,000				
% of Budget	112%	106%	106%	98%	66%						
% Increase/ (Decrease) from Prior Year	12.9%	10.3%	9.2%	(1.0%)							

* Monthly projected budget based on previous 5 year collection history.

To: President & Village Board

From: Steve Jones, Village Manager

Date: February 3, 2010

Re: **Core Services Project**

A strategic planning goal adopted by the Village Board involved the identification of the core services we provide the Glen Ellyn community. In order to accomplish this goal, a four-step process has been developed to allow for an orderly and focused approach. The process designed to achieve this goal is summarized below:

1. Preparation of a comprehensive list of programs, services and functions provided by the Village of Glen Ellyn (completed and attached).

2. Ranking of the programs, services and functions by the Village President & Trustees (*next step*).

3. Analysis of the results to determine the collective priorities of the elected officials. The statistical separation that will occur through the analysis will be utilized to define the core and non-core services.

4. Communication of the results.

I will schedule a kick-off discussion of the core services project for the workshop meeting of February 15, but I wanted you to get an advance look at this project. It is my intent to have you categorize each service identified on the list. Just as you provided your own individual input on the strategic planning goals, I would like you to do the same with our services. ***I would ask that you each get me your completed ranking back by the end of February***. This will allow us to have a report completed to sync up with the budget review.

As you prepare to read through the list in anticipation of your work, I would offer some explanation of the format and logic of the project:

- The services and functions listed in the report are categorized by department. Sub-categories have also been developed to provide a more meaningful presentation of similar activities.

- I have provided three possible rankings for each service. They are Mandated/Life Safety, Essential or Important. There is no magic here, just a strategy to provide some differentiation in the importance of the services we provide. The eventual ranking will help us define what we view as "core services." The categories I am suggesting are:

    - *Mandated/Life Safety* – Services that are provided due to a federal, state or local law; services provided under the terms of a written agreement; or services which are provided in order to protect the health/safety of the public. Obviously, the last category has a good deal of interpretation. The team has identified those services and activities that we believe fall into this category, but please feel free to mark your own ranking.

    - *Essential* – Services that are provided because they are traditional municipal services that no other entity provides, or services that are highly valued by the community and/or elected officials.

    - *Important* – Services that are important to provide, but are not mandated, life safety or essential.

- Many functions and services provided by the Village serve internal customers. Those internal service functions have been noted to illustrate that there are activities that support other activities. An internal service can also be mandated/life safety, essential or important.

Village Manager's Office

External & Internal Services

January - 2010

	Mandated or Life Safety	Essential	Important	Internal Service
General Administration				
Refuse & recycling program management				
Recycling: Multi-family program enforcement	X			
Cellular lease contract management				
CATV franchise contract management				
Reception & phone inquiries				
Records management/FOIA administration	X			
Legal services liaison				X
Communications				
Press releases				
eBlast				
Quarterly newsletter				
Downtown message board coordination				
Videotaping/editing of public meetings				
Maintenance of audio/visual equipment				X
Provide governmental access and public access television stations				
Update television electronic bulletin board				
Web site administration				
Human Resources				
Medical insurance administration				X
Liability, workers compensation & property insurance administration	X			X
Unemployment compensation coordination	X			X

Wellness screening program				X
Section 125 benefits administration				X
Employee orientation				X
Random drug/alcohol administration	X			X
Recruitment, interviewing, testing & selection coordination				X
Longevity award program				X
Personnel Manual Updates				X
Safety Manual Updates				X
Job description updates				X
Employee status change administration/PDS coordination				X
Risk Management group coordination				X
Safety stamp program coordination				X
Pay & classification system coordination				X

Public & business assistance

Respond to resident comments, concerns, inquiries & complaints				
Block party applications				
Special event applications				
Civic Center room reservations & scheduling				
Liquor license application coordination	X			
Façade/Retail grant assistance				

Liaison Activities/Event Coordination

Recycling extravaganza coordination				
Household hazardous waste events				
Architectural resources survey contract management				
Landmarked property program				
Environmental awards program				
Historic preservation awards program				
Liaison to Environmental Commission				X
Liaison to Historic Preservation Commission				X
Liaison to Economic Development Commission				
Liaison to Chamber of Commerce				

Liaison to Character Counts Coalition				
Liaison to DuPage Mayors & Managers Conference				
Village Board Coordination				
Coordination of Village Board meeting agendas & packets				X
Coordination of weekly Village Board information packets				X
Preparation of legislation action items and Village Board memos				X
State of the Village coordination				X
Strategic planning retreat coordination				X
Senior Services				
Ride DuPage transportation program administration				
Food pantry coordination				
Medicare/insurance counseling				
Senior information and referral				
Senior monthly newsletter				
RTA senior pass registration				
Facilities Maintenance				
Custodial housekeeping and cleaning				X
Maintenance work orders - public buildings				X
Maintenance work orders - rental properties				
Oversee maintenance contractors				X
Public meetings and activity @ Civic Center - setup/monitor				X
Private meeting/use @ Civic Center - setup/monitor				
Facility fire & safety inspections	X			X
Flag upkeep/raising	X			
Grounds maintenance - public buildings				
Grounds maintenance - train station				
"External" Services				
Fire Company - Financial Support	X			
Environmental - Commission Support				

GE Historical Society - Financial Support
History Center Property - Maintenance & Grounds
Historic preservation - Commission Support
Social Services - GE Family Counseling Support
Social Services - GE Community Resource Center Support
Economic Development Corporation - Financial Support
Downtown GE Alliance - Financial Support
Fourth of July Committee Support

Finance Department

External & Internal Services

January - 2010

	Mandated or Life Safety	Essential	Important	Internal Service
General Administration				
Annual budget preparation/presentation	X			X
Comprehensive Annual Financial Report	X			
Treasurer's Report	X			
Comptroller's Report	X			
Police Pension Department of Insurance Annual Report	X			
AP 1099 compilation and Issuance	X			
Process police pension payroll	X			X
AP vendor W-9 compliance	X			
AP development impact fee processing				
Unclaimed property reporting	X			
Grant monitoring and reporting	X			X
Banking services contract administration				X
Long-term capital planning				X
Debt issuance / management	X			X
Fire company audit assist				
Cash flow forecasting and investment management				X
Finance Commission Liaison				X
Records management/FOIA Requests	X			
Preparation of legislation action items and Village Board memos				X
Customer Service & Cashier				
General Village information and way finding				

Process over the counter and mail general payments				
New resident packet assembly and customer interaction				
Vehicle registration program	X			
Dog tag registration	X			
Business registration and enforcement	X			
Real estate transfer tax program	X			X
NSF payment accounting and follow-up				X
Accounts receivable / collections on amounts due				X
Delinquencies - collection agency				X
Escrow delinquencies - transfer tax monitoring				X
Collect Fire Dept Donations via water bill				
Elevator inspection billing				X
Monitor rental property payments - report to GEHS				
Merchant card (credit card) vendor administration				X
Balance daily receipts and deliver to bank				X
Administer Identity Theft Program - Red Flag Rules	X			X
Count and receipt daily parking lot revenues				X
Leased/Permit commuter parking list maintenance				
Leased/Permit commuter parking placard sales	X			

Utility & Refuse Program Administration

Customer Service - Water / sewer / refuse				
Process new utility & refuse service applications				
Water meter reading and data upload				X
Monthly water / sewer / refuse billing	X			
High/Low water consumption monitoring				
Collect and balance utility deposits	X			X
Monitor resident payment plans				X
Utility billing account maintenance				X
Utility delinquent notice and disconnection				
Auto-Pay enrollment, maintenance and program administration				X
Final water reading scheduling				
Clear water Inspection Scheduling				

Water meter maintenance				X
Refuse cart change-out				
Refuse service vacation holds				
Sell yard waste, refuse and leaf stickers, reconcile inventory				

Accounting & Financial Services

General accounting and ledger maintenance			X
Year-end encumbrance processing			X
AP vendor maintenance			X
Developer escrow balancing and reporting			X
Narcotics forfeiture accounting			X
Quarterly Financial Report			X
Monthly Financial Report			X
Police Pension Fund administration	X		X
Payroll processing - Village, GWA, Library	X		X
Purchase order input and maintenance			X
Accounts payable - Village, GWA, Library			X
Petty cash accounting and distribution			X
Administer Village purchasing card program			X
Postage meter maintenance			X

IT Services

Network administration			X
Phone system administration			X
Building key system management			X
Voice mail system administration			X
Email service administration			X
Financial system maintenance			X
Police network administration			X
Building security camera maintenance			X
HVAC assistance			X
Police vehicle camera maintenance / prepare DVDs for evidence			X
Document Imaging application support			X

EDP back up and recovery services			X
AM Radio station maintenance			X

Planning & Development Department

External & Internal Services

January - 2010

	Mandated or Life Safety	Essential	Important	Internal Service
General Administration				
Resident comments, concerns, inquiries & complaints				
Preparation of legislation action items and Village Board memos				X
Administration of right-of-way vacations				
Administration of license agreements				
CDBG grant administration				X
Administration of escrow agreement program				X
Process Business Registration applications				
Process developer donations/impact fees	X			X
Recapture agreement coordination	X			X
Letter of credit administration	X			X
Zoning, Village Code and procedural updates				
Records management/FOIA Requests	X			X
Preparation & review of commission minutes	X			X
Preparation of monthly report				X
Liaison to Transitional DAC				
Liaison to Downtown Alliance				
Liaison to Economic Development Commission				
Planning & Land Use				
Process annexation requests				
Annexation agreement negotiation & enforcement				
Respond to developer inquiries	X			
Coordinate & process development reviews	X			
Coordinate public notifications	X			
Review unincorporated development requests				
Conduct site inspections				X
Long-range planning (comprehensive & strategic plans)				X
Coordination of Plan Commission meeting agendas & packet				X

Coordination of ARC meeting agendas & packet				
Administrative approval of pre-existing nonconforming special uses.				
Administrative approval of Plats of Consolidation, 2-lot splits and land transfers	X			X
Annual zoning map update	X			X
Sign Code, Zoning Ordinance, Subdivision & Appearance Code revisions				
Census Bureau map coordination				

Building & Construction

Building permit application processing/building permit plan review	X			
Schedule & conduct building permit inspections	X			
Issue temporary & final occupancy certificates	X			
Sign permit application processing and plan review	X			
Conduct new business/occupancy inspections	X			
Conduct elevator safety inspections	X			
Coordination of ZBA meeting agendas & packets				X
Coordination of Building Board of Appeals meeting agendas & packets				X
Assign all building street addresses				
Provide public notices on demolitions	X			
Coordinate contractor licensing verification				
Coordinate fire prevention inspections	X			
Coordinate food service code compliance with County				
Coordinate well and septic code compliance with County				
Coordinate hazardous materials code compliance IEPA				

Code Enforcement

Investigate & follow-up reports of code violations				
Conduct property maintenance/hazard inspections	X			
Issue violation notices & citations	X			
Issue stop work orders	X			
Circuit Court appearance for citations issued by Department	X			

Resident & Business Assistance

Respond to inquiries for code interpretation/clarification/assistance				
Administrative approval of special promotional events				
Administrative approval of live entertainment in restaurants				
Promotions, Informational brochures and handouts to assist public				

Engineering & Stormwater

Stormwater permit application processing and plan review	X			
Conduct storm water permit inspections	X			
Coordinate acceptance of public improvements for developments	X			
Assist with and oversee consultant updates to GIS database				X

Recreation Department

External & Internal Services

January - 2010

	Mandated or Life Safety	Essential	Important	Internal Service
Administration				
Preparation of legislation action items and Village Board memos				X
Coordination of Recreation Commission meeting agendas & packet				X
Village Links website				
Records Management/FOIA requests	X			
Newsletter - five annual issues				
eNews				
Informational brochures and handouts to assist public				
Golf & Pro Shop				
Provide 18-hole golf course				
Provide 9-hole golf course				
Provide golf driving range				
Provide practice greens				
Motorized cart rental				
Hand cart rental				
Golf clubs rental				
Private & group golf instruction				
Golf handicap services				
Retail sales of golf equipment & apparel				
Golf club fitting & repair services				
Provide high school golf team course				

Food Service/Social Activities

Public food service				
Golfer food services				
Private parties				
Community & golf-related social events				

Stormwater

Stormwater management & detention facilities for south Glen Ellyn	X			

Recreational Facilities & Environmental Activities

Provide Panfish Park				
Provide Lambert Lake Nature Preserve				
Provide Co-Op Park				
Provide Village Green				
Provide cross country meet course for local schools				
Backyard wildlife program				

Police Department

External & Internal Services

January - 2010

	Mandated or Life Safety	Essential	Important	Internal Service
Administration				
Traffic surveys				
Media relations				
Signage investigations				
Special event planning/review				
Investigations - PD & other Village departments				
Liaison with school districts				
Liaison with social service groups				
FBINA Board liaison				
DuPage County Chief's liaison				
Liaison with Union Pacific				
Member of County Family Violence Council				
Court appearances	X			
Preparation of legislation action items and Village Board memos				X
Patrol Activities				
Routine patrol				
Emergency response – various types of calls	X			
Non-emergency response – various types of calls				
Telecommunications & dispatch	X			
Nuisance complaints				
Animal complaints – various				
Parking enforcement				

Traffic enforcement				
Traffic crash investigation	X			
Commercial truck enforcement				
Tobacco compliance inspections				
Liquor compliance inspections				
Handling lost/found property				
School crossing guard services				
Specialized school patrols				
Glenbard West HS liaison				
Business security checks				
Sex offender inspections	X			
Block party visits				
Shop with a cop event				
Ride home from school with a cop events				
Coffee with the Cops Program				
BASSET program	X			
DARE program				
Citizen's police academy				
Narcotics/vice enforcement through assignment Sheriff				
SWAT operators with Sheriff				
Assist planning/development with service of citations				X
Village Board Packet delivery				X
Special event staffing				
Extra duty security – hire back				
Honor guard functions				
Public presentations				
Lock out assistance – cars & homes				
Child safety seat inspections				
Guided tours of department				

Investigations

Assist in undercover investigations	X			
Case follow up & preparation				

Participate in Major Crimes Task Force				
Sex offender tracking	X			
Background investigations for PD, Village & DuComm				X
Surveillance	X			
Juvenile services	X			
Liaison to financial institutions				

Records

After hours customer service				
After hours payment & collections				
Point of communication for emergency/critical information	X			
Provide vehicle crash reports to insurance companies	X			
Parking ticket administration				X
Preparation & management of police records	X			X
Warrant and arrest correspondence with Circuit Court Clerk	X			
Records management/FOIA requests	X			
Communication and Assignment of Court dates, notices, subpoena	X			X
Fingerprinting services				
Records checks for military, adoption, etc.				

Public Works Department

External & Internal Services

January - 2010

	Mandated or Life Safety	Essential	Important	Internal Service
Administration				
Respond to resident comments, concerns, inquiries & complaints				
Preparation of legislation action items and Village Board memos				X
Manage and oversee the operations of the Glenbard Wastewater Authority	X			X
Coordination of Capital Improvement Commission meeting agendas & packet				X
Records management/FOIA requests	X			
Track and report costs for all damage to Village property				X
Weed Ordinance enforcement	X			
Preparation of monthly report & project updates				X
Liaison to Capital Improvements Commission				X
Liaison to DuPage PWMA				
Forestry				
Tree Preservation reviews and inspections	X			
Oversight of Village tree ordinance's	X			
Inspections of Dutch Elm disease, Oak wilt, and Emerald Ash Borer	X			
Provide tree care education/assistance to public				
Registration of Tree Care Contractors				X
Install and retrieve gypsy moth traps (count gypsy moths)				X
Tree pruning, removal, planting & maintenance				
Stump grinding				

Engineering

Site and Utility reviews and inspection	X			
Irrigation reviews and inspection	X			
Parkway Permit reviews and inspections				
Public ROW Permit Reviews (ComEd, Nicor, WOW, AT&T, Comcast, etc.)	X			
Clearwater Reduction Program oversight and inspections	X			
Infrastructure grant administration				X
Design engineering - in-house				X
Design engineering/construction inspection - oversight of consultants				
Development of long-term capital plan improvement projects				X
Maintain & produce maps				X
Liaison to DMMC Transportation Committee				
Liaison to County Stormwater group				

CBD Maintenance

Sidewalk pressure cleaning				
Holiday decorations				
Maintain masonry work on all Village structures				
Maintain streetscape (benches, trash cans, bicycle racks, fencing, fountains, etc.)				
Haul snow out of CBD and maintain snow pile	X			
Sidewalk snow clearing				
Special event setup & assistance				
Chamber CBD Appearance Committee liaison for Village				

Transportation

Asphalt & Concrete Crack Sealing				
Asphalt & Concrete Surface Maintenance	X			
Pavement Markings Program				
Streetlight inspections/maintenance	X			
Traffic signal inspections/ maintenance	X			
Street sweeping (routine, leaf season, early morning in CBD, special events)				
Parkway restoration				
Sign fabrication, maintenance & installation	X			

Snow removal on all Village owned roadways	X				
Snow removal on all sidewalks adjacent to Village property	X				X
Sidewalk inspections/maintenance	X				
Parking Lot Maintenance					
Reconstructions & surface maintenance	X				
Lot pavement markings					
Meter maintenance					X
Meter collections					
Landscape & Grounds Maintenance					
Mowing	X				
Flower work (bed and flower pot prepping, planting, watering, weeding, pulling)					
Oversee the landscape maintenance contract					
Refuse removal on public property and uninhabited ROWs					X
Landscape irrigation					
Maintain & supervise the volunteer program					X
Maintain flower clock					X
Water, Sanitary Sewer & Storm Sewer Systems					
Main break & service line repair	X				
Water main pressure testing	X				
Maintain Pressure Adjusting Stations	X				
Maintain Reservoirs (2) and Water Towers (2)	X				
Maintain Well Houses	X				
Hydrant inspections, maintenance & replacement	X				
Hydrant flushing & flow testing					
Hydrant Painting					
Dust suppression hydrant meter installation	X				
Meter testing & repairs					
Perform water quality tests and prepare reports for outside agencies	X				
Perform water service turn-offs, turn-ons & final readings	X				
Maintain SCADA system					X
Troubleshoot high/low water usage, unusual odors and special circumstances					

B-Box inspections, maintenance & replacement				
Valve inspections, maintenance & replacement				
Sanitary sewer blockage repairs	X			
Sanitary sewer televising, maintenance, cleaning & replacement				
Sanitary sewer root cutting				
Maintain Sanitary Sewer Lift Stations (4)	X			
Cross-connection control program	X			
Storm sewer inspections, maintenance & replacement				
Storm sewer grate, catch basin and outfall inspection, cleaning & maintenance				
Maintain Vortex separators				
Perform sump pump inspections	X			
Administer 50/50 cost share programs				

Equipment Services

Diagnose, repair and maintain fleet vehicles of Village	X			X
Diagnose, repair and maintain fleet vehicles of Fire Company	X			X
Diagnose, repair and maintain fleet vehicles of Glenbard Wastewater Authority	X			X
Maintain preventative maintenance for vehicles and heavy equipment				X
Install emergency equipment on vehicles (i.e. light bars, radios, etc)				X
Provide fuel services for Village, Fire Company, GWA and Park District vehicles				X
Provide vehicle specifications for replacement				X
Maintain replacement schedules for fleet vehicles and equipment				X

Miscellaneous Maintenance Services

Damaged mailbox repair/temporary mailbox provision				
Provide block party barricades				
Public Hearing sign set up and retrieval				X
Change out banners on Roosevelt Rd., CBD, and Five Corners				
Repair damage to Village property				
Maintain brick paver - Roosevelt Road				
Maintenance at Village owned properties in 800 N Main block				X
Graffiti removal from public property	X			