



2

Agenda  
Village of Glen Ellyn  
Special Village Board Meeting  
Tuesday, November 12, 2013  
7:00 p.m. – Galligan Board Room

---

Village Board Meeting Procedures Statement

*Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda on their chairs or online at [www.glenellyn.org](http://www.glenellyn.org) prior to the meeting. Meetings are taped and also televised on WideOpenWest Channel 6, AT&T Channel 99, and Comcast Cable Services Channel 10. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact Harold Kolze, Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.*

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Village Recognition: *(Village Clerk Galvin)*
  - A. The organizers for the Ben Franklin Pumpkin Festival sent an email of thanks to Jackie Chernesky of the Administration Department for her assistance in arranging for barricades which helped to ensure the Festival's huge success.
  - B. Volunteer Firefighter/Paramedic Tom Sammons of the Fire Company received a thank you note from St. Mark's Preschool complimenting him for the exciting and fun fire safety lesson.
5. Audience Participation
  - A. Proclamation in recognition of Community Foundation Week.
  - B. Open:

Members of the public are welcome to speak to any item *not* specifically listed on tonight's agenda for up to three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, address and the group they are representing prior to addressing the Village Board.

6. Finance Director Kevin Wachtel will present information concerning the 2013 proposed property tax levy for the Village of Glen Ellyn and the Glen Ellyn Public Library.
  - A. Motion to open the Public Hearing to receive comment on the proposed 2013 property tax levy for the Village of Glen Ellyn and the Glen Ellyn Public Library. *(Trustee Ladesic)*
  - B. Motion to close the Public Hearing on the proposed 2013 property tax levy for the Village of Glen Ellyn and the Glen Ellyn Public Library. *(Trustee Ladesic)*

7. Consent Agenda – The following items are considered routine business by the Village Board and will be approved in a single vote in the form listed below: *(Village Manager Franz)*

Motion to approve the following items including Payroll and Vouchers totaling \$1,599,841.64: *(Trustee Friedberg)*

- A. Village Board Meeting Minutes:
  1. October 21, 2013 Regular Board Workshop
  2. October 28, 2013 Regular Board Meeting
- B. Total Expenditures (Payroll and Vouchers) - \$1,599,841.64.

The vouchers have been reviewed by Trustee Friedberg and by Manager Franz prior to this meeting, and are consistent with the Village's purchasing policy.

- C. Ordinance No. 6182-VC, An Ordinance to Amend (Liquor Control Code) Chapter 19 of Title 3, Section 11 (Classification of Licenses) of the Village Code by Creating a Class C-4 Liquor License Classification and to Amend Chapter 19 of Title 3, Section 3-19-11 (C) and (P) Section 3-19-12, Section 3-19-13. *(Assistant to the Village Manager Schrader)*
- D. Ordinance No. 6183, An Ordinance Designating the Property at 253 Anthony Street as a Glen Ellyn Local Landmark. *(Assistant to the Village Manager Schrader) (Brief Presentation Planned)*
- E. Ordinance No. 6184, An Ordinance Approving a Variation from the Lot Coverage Ratio Requirements of the Zoning Code to Allow the Construction of a One-Story Addition for Property at 558 Taylor Avenue. *(Planning and Development Director Hulseberg)*
- F. Motion to adopt the revised investment policy. *(Finance Director Wachtel)*

8. Village Manager Mark Franz and Fire Chief Jim Bodony will present information related to Fire Company Funding. *(Trustee McGinley)*
9. Finance Director Kevin Wachtel will present information on two versions of the Ordinance provided: one with \$870,000 in funding for the Glen Ellyn Volunteer Fire Company, and one without. This first reading of the proposed property tax levy is a non-binding “straw vote” of the Village Board for the purpose of providing additional opportunity for public questions or comments about the Village and Library proposed property taxes for 2013.

First reading of Ordinance No. \_\_\_\_\_, An Ordinance for the Levy and Assessment of Taxes in the Amount of \$12,388,349 for the Fiscal Year Beginning May 1, 2013 and Ending April 30, 2014, of the Village of Glen Ellyn. *(Trustee O'Shea)*

10. Police Chief Phil Norton will present information on Downtown Parking Modifications.
  - A. Ordinance No. 6185-VC, An Ordinance to Amend Section 9-2-12 (Municipal Permit Only Parking Lots) of the Village Code regarding Parking in the Municipal Parking Lot Located North and West of Pennsylvania Avenue and Main Street. *(Trustee Clark)*
  - B. Ordinance No. 6186-VC, An Ordinance to Amend Section 9-5-19 (Schedule S; Customer Parking Only) of the Village Code regarding Customer Parking Only. *(Trustee Clark)*
  - C. Ordinance No. 6187-VC, An Ordinance to Amend Section 9-2-11 (Leased Parking Rates) of the Village Code regarding Leased Parking in the Central Business District. *(Trustee Clark)*
11. Reminders:
  - The next Village Board Workshop is scheduled for Monday, November 18, 2013 at 7:00 p.m. in Room 301 of the Glen Ellyn Civic Center.
  - The next Village Board Meeting is scheduled for Monday, November 25, 2013 at 7:00 p.m. in the Galligan Board Room of the Glen Ellyn Civic Center.

12. Other Business?

13. Adjournment

A-4A

---

**From:** Prescott Katie [mailto:katie\_prescott@sbcglobal.net]  
**Sent:** Monday, October 28, 2013 1:30 PM  
**To:** Jackie Chernesky  
**Cc:** Christine Miller; Dave Buckley; Eric Hendrickson; Jennifer Brown; Mike Zitzka; Norm Webber; Patricia Turner  
**Subject:** Re: Special Event/barricades Oct 25

Jackie,

Thank you all for your assistance with the barricades.

Also, it was so kind of the police force to stop and monitor the activity.

The Ben Franklin Pumpkin Festival was a huge success and everyone arrived home safely. Internally we had limited time to set up the barricades, but that is logistic issue being worked out and will be planned better next year.

We appreciate the support and it was a pleasure working with the City of Glen Ellyn.

Sincerely, Katie Prescott

On Oct 14, 2013, at 2:24 PM, Jackie Chernesky wrote:

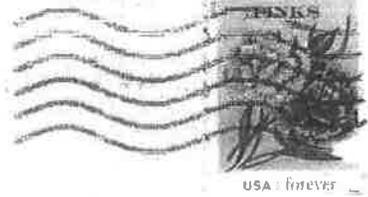
Please see the attached Special Event at Ben Franklin School, as we are treating it as a block party- due to the need of six barricades.

Thank you,

Jackie Chernesky

601

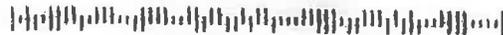
02 NOV 2013 PM 3:1



A-4B

Glen Ellyn Volunteer Fire Co.  
Attn: Tom S.  
Main + Pennsylvania Ave.  
P.O. Box 460  
Glen Ellyn, IL 60138

046060



Dear Tom, 10-19-13  
Thank you so much for taking the time  
to help me with my fire safety lesson.  
My students were so excited to be able  
to wear the fire fighter hats and  
pretend that they were real fire fighters.  
Thank you so much for the kindness  
that you showed to my preschool class  
and I. We had a fun week learning  
about fire safety. Thank you for  
your service and commitment to our  
community. May God bless you in all  
that you do!

Firefighter/Paramedic  
Tom Sammons



# Proclamation

**W**HEREAS, November 12-18, 2013, is nationally recognized as "Community Foundation Week," when citizens across the country celebrate the impact that these crucial organizations have on our communities; and

**W**HEREAS, there are more than 700 community foundations in the United States and more than 30 in the state of Illinois; and

**W**HEREAS, DuPage County is fortunate to have The DuPage Community Foundation, whose vision is to raise the quality of life throughout DuPage County; and

**W**HEREAS, The DuPage Community Foundation's mission is to foster philanthropy, connect donors to area needs and build community partnerships; and

**W**HEREAS, The DuPage Community Foundation has been a valued partner in our community since 1986, helping people achieve their charitable goals and ensuring that funds are available to benefit causes and organizations addressing the needs of our community today, and for generations to come; and

**W**HEREAS, the Village of Glen Ellyn thanks The DuPage Community Foundation for being an integral community partner and resource, and recognizes the great things that the Foundation has done on behalf of our community since 1986.

**N**OW, THEREFORE, I, ALEXANDER W. DEMOS, President of the Village of Glen Ellyn, Illinois, do hereby proclaim November 12-18, 2013, as "The DuPage Community Foundation Week" in DuPage County and encourage all residents of the Village of Glen Ellyn to support the Foundation's mission.

\_\_\_\_\_  
**VILLAGE PRESIDENT**  
**ATTEST:**

\_\_\_\_\_  
**VILLAGE CLERK**

\_\_\_\_\_  
**DATE**

**Minutes**  
**Village of Glen Ellyn Board of Trustees**  
**Workshop Meeting**  
**October 21, 2013**

The meeting was called to order at 7:02 p.m. by President Demos.

Present: President Alex Demos: Trustees Clark, Elliott, Friedberg, Ladesic, McGinley and O'Shea. Village Clerk Galvin, Village Attorney Mathews. Staff present: Village Manager Franz, Assistant Village Manager Stonitsch, Deputy Police Chief Holmer, Finance Director Wachtel, Director of Planning and Development Hulseberg, G Mark Binkerd Information Technology Manager, Glen Ellyn Volunteer Fire Company Chief Bodony and First Assistant Fire Chief Chris Clark.

**Agenda Item 4 - Paramedic (EMS)/Firefighter Contractual Services**

Paramedic (EMS)/Firefighter Contractual Services – Village Manager Franz and Assistant Village Manager Stonitsch

- a. Review 2012/13 Paramedic (EMS)/Firefighter Contract
- b. Review 2013/14 Request for Proposal – Draft

Village Manager Franz and Assistant Village Manager Stonitsch provided an overview of the Village's current ambulance/paramedic services contract, and solicited feedback from the Village Board on the preliminary draft of the Request for Proposal (RFP).

Since 2009, the Village has been contracting its ambulance/paramedic services with Public Safety Services, Inc. ("PSSI") of Rosemont, Illinois, which includes the provision of (4) certified firefighter/paramedics twenty-four hours a day, year-round. These paramedics are housed in, and respond directly from, the Village's two fire stations. As part of this model, the contract personnel utilize the two (2) front-line ambulances and one (1) reserve ambulance, all of which are owned and maintained by the Village.

To offset some of the costs associated with the Village's ambulance/paramedic services program, the Village assesses ambulance fees to resident and non-resident patients who utilize the ambulance services. These fees are reviewed and approved periodically by the Village Board. To handle the billing and collection activities, the Village has contracted separately with Paramedic Billing Services, Inc., Elmhurst, Illinois since 2009. As part of this contract, the vendor assesses a fee of five (5) percent of all payments that it collects on a monthly basis, which over the last four years has equated to approximately \$33,281.00 per year.

Trustee Elliott asked if the firefighter/paramedics employed by PSSI are union. Chief Bodony responded that they are not. Trustee Elliott inquired about in house maintenance of the ambulances. Finance Director Wachtel responded that the maintenance is performed at Public Works and that the time is tracked by Public Works.

Trustee Clark asked about the life expectancy of an ambulance. Chief Bodony responded that it can start at 5 years. However the hospitals are close which helps with mileage. The chassis are the weak link and the Village ambulances, which are at the end of their duty cycle, are evaluated often. Village Manager Franz remarked that Public Works is phenomenal when working on the ambulances and that there is very little downtime.

A Committee was formed to review this RFP consisting of President Demos, Village Manager Franz, Assistant Manager Stonitsch, Trustee Friedberg and Chief Bodony.

Trustee Elliott asked if the terms in the RFP are realistic. Chief Bodony responded that it is. The firefighter/paramedics like Glen Ellyn, it is a nice place to work and that the playing field is level, from municipality to municipality.

Trustee O'Shea asked about the turnover in firefighter/paramedics last year and about insurance. Chief Bodony responded that only 2 firefighter/paramedics had less than 2 year's experience. The vendor (PSSI) has their own insurance package.

Trustee Clark asked about other municipalities that own their own ambulances. Chief Bodony responded that most municipalities own their own ambulances. Elmhurst is an exception as they utilize their vendor's ambulances.

Regarding payment from residents who utilize ambulance services: Village Manager Franz commented on hardship cases and that the billing vendor and the Village is involved in that process. Chief Bodony responded that if the hospital writes off the patient than the Village usually does as well. The Village transports quite a few patients who have no insurance or resources. There is also a high incidence of treating without transport. Chief Bodony used The Meadows as an example where there were over 200 calls last year that the Village was not paid for since those residents were not transported.

President Demos and Trustee Elliott asked about possible changes due to the Affordable Care Act. Chief Bodony responded that there is not definitive answer yet but cautioned the Board to be careful how they budget. The set rate may be set artificially low like the Medicare rate.

Trustee McGinley asks who controls the rate. Manager Franz responded that the Village controls the rate. Chief Bodony also responded that the Village is due for an increase and that they are awaiting a report from Naperville to aid in their research.

Trustee Ladesic asked about the RFP requirement to keep some of the current firefighter/paramedics. Chief Bodony responded that this is a common clause in the contract and that Glen Ellyn is used to a certain level of experience. Trustee Ladesic asked if they were hamstringing vendors. President Demos responded that out of the 12 paramedic/firefighters, asking to keep 6 was a good compromise.

Village Manager Franz commented that the paramedics are cross trained by the GEVFC. Three are volunteers, one is also the fire inspector and one is heavily involved with I.T. and assists with their computers.

Trustee Elliott asked if this is a Professional Services Contract, Village Manager Franz responded that it is.

President Demos asked the Board if the Village wants to be in the ambulance business and does the Village want to subcontract.

Trustee Friedberg commented on the Affordable Care Act. He stated that everyone in the health care industry will be chasing money and that the cost of care and revenue will be adversely affected. The only variable is how long an ambulance will be in revenue generating mode.

President Demos stated that the Board can also choose to extend the current contract. Trustee Friedberg asked about a complete separation of EMS and fire. Manager Franz responded that the EMS is relied on for fire service. President Demos responded that the Board needs to further study the numbers and consider all options.

#### **Agenda Item 5 - Volunteer Fire Company Needs & Funding Options**

At the Village Board Workshop on September 16, GEVFC Fire Chief Bodony discussed some of his concerns with the current funding structure of the Volunteer Fire Company. Chief Bodony presented some background on the Department and how operations have changed over the years and explained how funding is not keeping up with the costs and future needs, particularly the capital replacement needs of the Fire Company. The annual fund drive puts unnecessary pressure on a group of volunteers to campaign for funds to meet the critical needs of the community and then we ask this same group of volunteers to provide this service to the community.

The Village Board directed staff to review the Fire Company's needs and funding alternatives. Therefore, staff examined revenue trends, audits and budgets as well as the GEVFC's Fleet Replacement Schedule, and 10-year Financial Forecast which were developed by the Fire Company.

Manager Franz commented that \$500,000 is needed for the first 5 years to replace the 2 pumpers. In 10-15 years a new fire station will be needed. If there is a tax levy, the impact on a property tax bill will be less than \$100 for a \$425,000 home. This will bring in approximately \$870,000 in additional revenue.

President Demos stated that at a prior Workshop meeting there was a unanimous consent from the Board to find funding options for the GEVFC.

Chief Bodony responded that he is grateful that the Board is looking in the right direction. The GEVFC is working to get the Capital Replacement Program on track, as well as training initiatives and making the business end more organized.

Trustee O'Shea commented that is not in favor of a tax levy but is in favor of a fee.

Chief Bodony commented that the GEVFC budget has been spartan for the last few years. There have been adjustments to the original plan but the daily uniforms are paid for out of pocket.

Trustee Elliott asked how you would enforce a fee. Trustee O'Shea responded that he hopes they don't have to go there and that he does not have an answer. Trustee Clark asked why churches and schools would be exempt.

President Demos commented that water rates may already increase by 40%. The tax levy is not a significant levy. The GEVFC needs a long term and fair funding mechanism.

Trustee O'Shea asked how the SSA's are collected. Finance Director Wachtel responded by the tax bill. Trustee Elliott asked about an SSA in lieu of a tax levy. Director Wachtel responded that SSA's are for unincorporated areas only.

Trustee McGinley expressed concerns that a tax levy would lead to a full time department and that a levy would be unfair compared to a fee since apartments require more calls than a mansion with sprinklers. Trustee McGinley also expressed concerns about the money staying in the department. Trustee McGinley added that if a fee or levy is imposed the current Village funding of \$105,000 annually should be eliminated and the 10 year schedule needs more meat to it. Chief Bodony responded that the part time volunteers that created the schedule may not be that sophisticated but thanked them for their effort.

Trustee Freidberg commented that residents with sprinklers should be eligible for a rebate. Trustee Elliott commented that the reality is the GEVFC is putting out fires; it makes sense to tie it to the water bill.

Trustee O'Shea asked about donations. Chief Bodony responded that the current fund drive would be eliminated and that the GEVFC would get back to the fire business. The tax levy is the most equitable. Manager Franz responded that there is a short window in which to enact a levy.

Chief Bodony responded that the GEVFC is the best bargain in DuPage County some municipalities levy \$780 for a \$450,000 home, the Village is suggesting \$120. Currently 24% of the residents contribute to the fund drive, 76% do not. If the Fire Company became a full time non-volunteer department with a pension liability that cost could be over 4 million dollars annually.

### **Agenda Item 6 - Wayfinding Signage Update**

Earlier this year the Village entered into a contract with The Lakota Group and Western Remac for completion of a community wayfinding study. The study was recommended in Glen Ellyn's 2009 Downtown Strategic Plan and expanded to include the entire community. The purpose of the study is to strengthen the economic vitality of the Village by better directing residents, visitors, shoppers and others to the community's shopping districts, parking facilities and abundant community assets and to provide a more unified image of the Village.

Five potential signage designs were initially prepared by the consultant teams. The designs were presented to staff and narrowed down to three possible designs that were shared with the public by way of an online survey. The survey asked respondents to select their preferred design scheme and also asked additional questions related to things such as logo and materials. The survey was well received with 389 people responding. A large majority of the respondents expressed a preference for Sign Design A, which was the most traditional of the three. The consultant team subsequently built out this sign family and presented it to the ACRC at their September 11 meeting. The consultants have taken the ARC's comments into consideration and further refined the proposed sign family. This meeting is to touch base with the Board with the proposed design before moving into the second phase of the project which will include an evaluation of specific sign locations and a determination of what community amenities should be identified.

Trustee McGinley asked how the consultants came up with their designs. Mr. Zach McDonnell, The Lakota Group responded that it is a difficult process, especially in designing the gateway monument. The emphasis is on the style and character of Glen Ellyn as a whole. They work to produce something unique to the community. Mr. Michael Conoscenti, Western Remac, Inc. responded that they did not set out to create a Victorian look that evolved after meeting with the ARC.

Lee Marks, Historic Preservation Commission commented that the early settlers came from upstate New York and New England. Mr. Marks feels that the signage on Roosevelt Road needs to change but the Village entrances are ok. It does not make sense to change the color; the brown on gold is good. There is a strong obligation to do what is historically correct. Finials need to be incorporated, they need to have continuity with the signage, and they need to stick with historic signs.

Mr., Tim Loftus, Historic Preservation Commission stated that there should be a simplicity of the New England style. When you combine styles, you come up with no style. Glen Ellyn is a historic district now, LED signs are not a good idea, and this could turn the downtown into a gigantic billboard.

Ms. Chris Wilson, Historic Preservation Commission stated that the signs should be kept historic. She was surprised to see an electronic message board addressed, and considers this unsafe.

Trustee Ladesic commented that an electronic sign was addressed approximately 6 years ago for emergency notification. President Demos responded that the electronic sign would not be animated. Mr. Marks replied that the National Registration people would be appalled if Glen Ellyn installed an electronic sign downtown. President Demos responded that at some point we need to embrace technology.

Mr. Conoscenti commented that the focus is on developing a brand that people can recognize.

Ms. Kathy Cornell, 678 Forest Avenue, Glen Ellyn and Commissioner, Glen Ellyn Park District commented that she notices the signs and that people she knows who do not live in Glen Ellyn wish that they did. Ms. Cornell prefers the traditional signage; it is beautiful and consistent and it will become the brand. It is more important to make the right decision; Ms. Cornell thanked everyone for taking this so seriously.

Mr. Marks prefers signs on posts, not on bricks. Trustee Elliott is in favor of removing the Victorian scroll. Mr. McDonnell asked if the clock tower should be included as a logo. President Demos responded that the clock tower is not needed. Trustee O'Shea asked how this works with the downtown plan. Director Hulseberg responded that this is in keeping with the Streetscape Plan.

The meeting adjourned for a small break at 10:11 p.m. and was called back to order at 10:17 p.m.

**Agenda Item 7 - Tax Levy & Budget Kickoff (SSA/Non-Home Rule Sales Tax)**

Finance Director Wachtel presented the Tax Levy and Budget Kickoff (SSA/Non-Home Rule Sales Tax). A proposal will be provided to the Board at the October 28 Board Meeting, on Tuesday, November 12 there will be a hearing and on November 25 the Board will be adopting a Tax Levy Ordinance.

**Agenda Item 8 – 2013-2014 Strategic Plan Report and Village Goals**

Trustee McGinley complained she would like to see specific goals achieved such as changing the fiscal year to a calendar year rather than talking about it for years. Director Wachtel responded that the transition is the hardest part.

Trustee Clark asked if the fiscal year for the Village changes does the library change. Director Wachtel responded that he did not think so. Manager Franz responded that it would be easier for the golf course. Director Wachtel responded that they need to see if their software program can accommodate this change as most municipalities upgrade their software when changing their fiscal year. A software upgrade can cost several hundred thousand dollars.

Manager Franz responded if this is a goal to change the fiscal year and embark on a bottom up budget that they hold off one year. Trustee Ladesic responded why can't we do this now, this would not be a big labor effort and they have good help.

Trustee McGinley complained that the budget is approved because you (staff) come up with things to spend it on. Trustee McGinley commented that she appreciates the attempt at the 2013-2014 Strategic Plan Report and Village Goals but is disappointed with the minimum expectation of what we expect to happen. Manager Franz reminded everyone that the Strategic Plan Report and Village Goals did not just involve the Village Board but that Village employees and Commission members were also included.

Trustee Freidberg stated that the document should simply state: what does the Board want and what does the Board want to hold staff accountable for. Trustee Elliott stated that he would like to see a cleaner document. Trustee McGinley offered to re-work this document and re-present it to the Board.

**Agenda Item 9 - Other Items**

Manager Franz discussed the impending closure of the Dominick's at Baker Hill. A meeting was held with the property owners to discuss potential new tenants for the space being vacated by Dominick's.

**Adjournment**

At 11:12 p.m. Trustee Elliott moved and Trustee Friedberg seconded the motion to adjourn the meeting.

Respectfully submitted,

Catherine Galvin,  
Village Clerk

A-7A<sub>2</sub>

**Minutes**  
**Regular Board Meeting**  
**Glen Ellyn Village Board of Trustees**  
**Monday, October 28, 2013**

**Call to Order**

Village President Demos called the meeting to order at 7:00 p.m.

**Roll Call**

Upon roll call by Village Clerk Galvin, Village President Demos and Trustees Clark, Elliott, Friedberg, Ladesic, McGinley and O'Shea answered "Present".

**Pledge of Allegiance**

President Demos asked Dawn Bussey, Executive Director of the Glen Ellyn Public Library to lead the Pledge of Allegiance.

**Village Recognition:**

- A. An email was sent by Glen Crest Middle School to Erik Lanphier, Director of the Glenbard Wastewater Authority, thanking him and his staff for taking the time to give the students a tour of the facility which was a great learning experience.
- B. The Glen Ellyn Public Library sent a note of appreciation for the helpful efforts of Supervisor Harold Kolze, Custodian David Fries, and all of the Facilities Maintenance Division in enabling their Business Panel meetings to run smoothly.
- C. The Village Board and Management Team recognize Emma Sprau, Greg Garcia, Victor Zarate, Dylan Lavenau and Jeff Blecha of the Public Works Department for their terrific efforts in planting and beautifying the downtown this fall season.
- D. A grateful resident sent an email of thanks to Julius Hansen, Director of the Public Works Department, for procuring a dedicated Electric Vehicle Parking Space & Free Dual-Plug ChargePoint Station, which allows him to charge his vehicle during his weekly visits to the downtown.
- E. The Volunteer Fire Company received a compliment from The Meadows for going above and beyond duty by assisting their Maintenance Department in responding to a call involving sprinkler water damage.
- F. Community Service Officer Rose Volpe received a thank you note from Ben Franklin Elementary School Daisy Troop 552 for the tour of the Police Department and teaching them how to be safe, follow rules, and what to do when a stranger approaches.
- G. DuPage County Sheriff John E. Zaruba sent a thank you letter to Chief Norton for the Police Department's participation in this year's Safety Saturday event and making it such a success.
- H. The Oakbrook Terrace Police Department sent a letter of gratitude and appreciation for the quick response and professionalism displayed by Officer Kevin Riggle in an inter-departmental matter.
- I. The Village accepts the resignation of Susan D. Bateman of the Environmental Commission, and thanks her for her service.

- J. The Village Board and Management Team congratulate the following employee who recently celebrated an anniversary as a Village employee:

Jennifer Harrison	Police Department	5 Years
-------------------	-------------------	---------

**Consent Agenda:**

The following items are considered routine business by the Village Board and will be approved in a single vote in the form listed below:

Motion to approve the following items including Payroll and Vouchers totaling \$1,399,319.94:

- A. Village Board Meeting Minutes:
1. October 14, 2013 Regular Board Meeting
- B. Total Expenditures (Payroll and Vouchers) - \$1,399,319.94.
- The vouchers have been reviewed by Trustee Elliott and by Manager Franz prior to this meeting, and are consistent with the Village's purchasing policy.
- C. Motion to approve the use of free-standing tents under applicable conditions for the 2013 Autumn Leaves of Glen Ellyn Ground Breaking Ceremony on October 30, 2013 located in the parking lot of 190 Geneva Road from 10:00 a.m. to 12:00 p.m.
- D. Ordinance No. 6180, An Ordinance Designating the Property at 684 Highland Avenue as a Glen Ellyn Local Landmark.
- E. Motion to approve award of a contract to K-Five Construction Corporation of Lemont, Illinois for large-area asphalt patches including Commercial Business District parking lots associated with the 2013 Skip Paving Program, in the amount of \$150,000 to be expensed to the Capital Projects and Parking Funds.
- F. Motion to approve award of a contract through the State of Illinois Joint Purchase Program to Morton Salt Inc. of Chicago, Illinois for the purchase of bulk rock salt at a unit price of \$52.74 per ton in a not-to-exceed amount of \$95,000, to be expensed to the Motor Fuel Tax Fund.
- G. Motion to reject all bids received on September 10, 2013 for the Nicoll Way Land Bridge Rehabilitation Project.
- H. Ordinance No. 6181, An Ordinance Approving a Variation from the Rear Yard Setback Requirements of the Zoning Code to Allow the Construction of a One-Story Family Room Addition for Property at 565 Lee Street.
- I. Motion to adopt the revised investment policy.

Assistant to the Village Manager Schrader, presented information on the home at 684 Highland Avenue. Alan and Lisa Thelan, owners of this property requested that the Glen Ellyn Historic Preservation Commission consider the nomination of this home as a Glen Ellyn local landmark. The property owners indicated that this home is an example of the architectural, cultural, economic, historic or social aspect of the heritage of the Village of Glen Ellyn.

This home is an example of a Tudor Revival (Old English) style of architecture which was built in 1926. This home was designed by Louis R. Christie, a prominent architect in Glen Ellyn and a member of the Village's Planning Commission.

Trustee Elliott and Trustee O'Shea requested that Village Clerk Galvin correct errors in the Minutes of the October 14, 2013 Regular Board Meeting.

Consent Agenda Items E and I were stricken from the Consent Agenda.

Trustee Elliott requested that Consent Agenda E be stricken from the Consent Agenda due to a potential conflict of interest.

Trustee Ladesic requested that Consent Agenda I be removed from the Consent Agenda for additional discussion.

A motion was made by Trustee Elliott and seconded by Trustee McGinley to approve the Consent Agenda with the exception of Item E and Item I.

Upon roll call, Trustees Clark, Elliott, Friedberg, Ladesic, McGinley and O'Shea voted "Aye." Motion carried.

Ms. Lisa Thelan received a plaque designating her home at 684 Highland Avenue as a Local Landmark.

#### **Consent Agenda Item E**

Trustee Friedberg made a motion to approve award of a contract to K-Five Construction Corporation of Lemont, Illinois for large-area asphalt patches including Commercial Business District parking lots associated with the 2013 Skip Paving Program, in the amount of \$150,000 to be expensed to the Capital Projects and Parking Funds. The motion was seconded by Trustee Ladesic.

Upon roll call, Trustees Clark, Friedberg, Ladesic, McGinley and O'Shea voted "Aye." Motion carried.

#### **Consent Agenda Item I - Motion to adopt the revised investment policy.**

Trustee Ladesic asked for clarification on the Village's updated Investment Policy. Trustee Friedberg also added his comments and concerns. Village Attorney Mathews offered suggestions for changes in the wording of the updated Investment Policy. Trustee Elliott suggested that Finance Director Wachtel submit a revised updated Investment Policy for the next Board Meeting. Upon further discussion President Demos asked that this Agenda Item be withdrawn for this meeting.

#### **Agenda Item 7 – Property Tax Resolution of Intent**

Finance Director Kevin Wachtel presented information on the Property Tax Resolution of Intent. As part of the annual property tax process, State statute requires the Village to adopt a resolution estimating the tax levy at least 20 days prior to passage of the final tax levy ordinance. This estimate does not preclude modifications prior to the passage of the final tax levy, currently scheduled for November 25, 2013.

Finance Director Wachtel presented options with and without funding for the Glen Ellyn Volunteer Fire Company (GEVFC) and further explained that this does not need to be levied tonight.

Minutes  
Regular Board Meeting  
Glen Ellyn Village Board of Trustees  
Monday, October 28, 2013  
Page 4

Village Manager Franz stated that Staff will be providing additional information to the Board at the next meeting regarding funding for the GEVFC via a property tax levy or a fee added to the water bill.

President Demos asked Finance Director Wachtel if staff were pursuing a change in the fiscal year to a calendar year. Finance Director Wachtel responded that they are.

Trustee McGinley commented that she is supporting the levy with the additional funding for the GEVFC. She is not supporting the additional property tax levy but is supporting this for the purpose of notifying the public.

Trustee Freidberg made a motion in favor of Resolution No. 13-19, A Resolution to Record the Determination of the Corporate Authorities of the Village of Glen Ellyn of the Amounts of Money Estimated to be Necessary to be Raised by Taxation on Taxable Property for the Fiscal Year Beginning May 1, 2013, and Ending April 30, 2014. The motion was seconded by Trustee McGinley. This levy includes funding for the GEVFC.

Upon roll call, Trustees Clark, Elliott, Friedberg, Ladesic, McGinley and O'Shea voted "Aye." Motion carried.

#### **Agenda Item 8 – Launch of the Redesigned Village Website**

Assistant to the Village Manager Schrader presented information for discussion only on the launch of the redesigned Village website.

Assistant to the Village Manager Schrader discussed the enhanced navigation of the new website and additional details for residents, organizations, business and redevelopment opportunities and enhanced detail for the calendar. Reserve 22 will be highlighted. A Transparency Page has been added which will include taxes and fees, bond issuance, Freedom of Information Act (FOIA) and membership and association fees that the Village Staff and Board are members of. An Electronic Agenda will be forthcoming.

#### **Reminders**

- The next Special Village Board Meeting is scheduled for Tuesday, November 12, 2013 at 7:00 p.m. in the Galligan Board Room of the Glen Ellyn Civic Center.

#### **Adjournment**

At 7:45 p.m. Trustee Elliott moved and Trustee Ladesic seconded the motion to adjourn the meeting.

Respectfully submitted,

Catherine Galvin,  
Village Clerk

3  
A-7B

**Approval of Vouchers  
For the Village Board Meeting of November 12, 2013**

**EXPENDITURES:**

Accounts Payable Warrant 1013-4	10/25/2013	\$	951,097.62
Accounts Payable Warrant 1013-5	10/30/2013	\$	54,015.69
Accounts Payable Warrant 1113-1	11/1/2013	\$	154,744.55
<b>Sub-Total</b>		<b>\$</b>	<b>1,159,857.86</b>

**Warrant Total \$ 1,159,857.86**

**PAYROLL EXPENDITURES**

**November 1, 2013**

**Net Employee Payroll Checks**

**\$267,860.42**

**Employee & Employer Payroll Deductions:**

Employee Deductions*	126,311.15
IMRF - Employer contribution	24,419.62
Social Security/Medicare Tax Withheld - Employer portion	21,392.59
<b>Total Payroll</b>	<b>\$ 439,983.78</b>

**\$ 439,983.78**

**GRAND TOTAL \$ 1,599,841.64**

\* Employee deductions include contributions for pensions, health insurance, union dues and other employee directed deductions such as tax withholdings, 457 & 125 plan contributions and supplemental life insurance.

11/01/2013 14:54  
maryr

VILLAGE OF GLEN ELLYN  
PAID WARRANT REPORT

PG 1  
appdwarr

WARRANT: 1013-4

TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
307 1ST AYD CORPORATION	44609	10/16/13		209262	P	10/25/13	65000	OPERATING SUPPLIES	62.16
	INVOICE: 606240						530105		
VENDOR TOTALS			816.55 YTD INVOICED				816.55 YTD PAID		62.16
8527 488-490 N MAIN ST LLC	44487	10/18/13		209263	P	10/25/13	100	ESCROWS - DEVELOPER DEPOS	1,000.00
	INVOICE: 20110738						240100		
VENDOR TOTALS			1,000.00 YTD INVOICED				1,000.00 YTD PAID		1,000.00
1107 AMERICAN EXPRESS	446051	10/24/13		12138	W	10/25/13	50100	BANKING SERVICES	22.41
	INVOICE: AMEXFEE-1						520835		
	446051	10/24/13		12138	W	10/25/13	50200	BANKING SERVICES	21.74
	INVOICE: AMEXFEE-1						520835		
	446051	10/24/13		12138	W	10/25/13	54000	BANKING SERVICES	21.74
	INVOICE: AMEXFEE-1						520835		
VENDOR TOTALS			10,494.87 YTD INVOICED				10,494.87 YTD PAID		65.89
53 ANDEX	44489	10/15/13		209264	P	10/25/13	121600	MAINTENANCE-BUILDING & GR	50.00
	INVOICE: 2710044						520970		
VENDOR TOTALS			3,683.00 YTD INVOICED				3,683.00 YTD PAID		50.00
8480 APPLIED INDUSTRIAL TECHNOLOGIES, INC	44526	10/09/13		209265	P	10/25/13	65000	OPERATING SUPPLIES	213.34
	INVOICE: 96294545						530105		
VENDOR TOTALS			213.34 YTD INVOICED				213.34 YTD PAID		213.34
8437 B & F CONSTRUCTION CODE SERVICES, INC	44494	10/09/13		209266	P	10/25/13	126000	BUILDING REVIEWS	850.73
	INVOICE: 38118						521048		
VENDOR TOTALS			28,298.06 YTD INVOICED				28,298.06 YTD PAID		850.73
2269 B&H FOTO & ELECTRONICS CORP.	44554	10/17/13		209267	P	10/25/13	45000	CIVIC CENTER RENOVATION	3,628.90
	INVOICE: 75968293						570105		
VENDOR TOTALS			3,628.90 YTD INVOICED				3,628.90 YTD PAID		3,628.90
6832 POWER UP BATTERIES LLC	44496	10/17/13		209268	P	10/25/13	134000	OPERATING SUPPLIES	74.99
	INVOICE: 487-234906						530105		
	44610	10/16/13		209268	P	10/25/13	50100	OPERATING SUPPLIES	19.08
	INVOICE: 487-234865						530105		

11/01/2013 14:54  
maryr

VILLAGE OF GLEN ELLYN  
PAID WARRANT REPORT

PG 2  
appdwarr

WARRANT: 1013-4

TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID
44611	INVOICE:	10/07/13	487-102869-01		209268	P	10/25/13	50100	OPERATING SUPPLIES	55.99
VENDOR TOTALS										
										1,739.71
4874	BAXTER & WOODMAN, INC.	09/19/13			209269	P	10/25/13	40000	STREET IMPROVEMENTS	31,616.94
44495	INVOICE:	1705751			209269	P	10/25/13	50100	CAPITAL IMPROVEMENTS	13,500.00
44495	INVOICE:	1705751			209269	P	10/25/13	50200	CAPITAL IMPROVEMENTS	5,500.00
44495	INVOICE:	1705751			209269	P	10/25/13	50200	CAPITAL IMPROVEMENTS	5,500.00
VENDOR TOTALS										
										180,074.36
8533	KARLA S BONKOWSKI-MAGNAN	10/15/13			209270	P	10/25/13	55730	ENTERTAINMENT	600.00
44566	INVOICE:	102413			209270	P	10/25/13	55730	ENTERTAINMENT	600.00
VENDOR TOTALS										
										600.00
96	BONNELL INDUSTRIES, INC.	10/17/13			209271	P	10/25/13	65000	PARTS PURCHASED	315.28
44491	INVOICE:	148114-IN			209271	P	10/25/13	65000	PARTS PURCHASED	3,885.00
44492	INVOICE:	147736-IN			209271	P	10/25/13	65000	PARTS PURCHASED	2,254.00
44493	INVOICE:	147734-IN			209271	P	10/25/13	65000	PARTS PURCHASED	2,254.00
VENDOR TOTALS										
										10,039.40
103	BRISTOL HOSE & FITTING	10/15/13			209272	P	10/25/13	65000	PARTS PURCHASED	415.85
44612	INVOICE:	335625			209272	P	10/25/13	65000	PARTS PURCHASED	415.85
VENDOR TOTALS										
										1,155.83
5354	UNITED COMMUNICATION SYSTEMS	10/15/13			209273	P	10/25/13	134000	TELECOMMUNICATIONS	502.83
44555	INVOICE:	44555			209273	P	10/25/13	143200	ESDA EXPENSE	161.73
44555	INVOICE:	44555			209273	P	10/25/13	143100	TELECOMMUNICATIONS	238.05
44555	INVOICE:	44555			209273	P	10/25/13	121400	TELECOMMUNICATIONS	2,127.36
44555	INVOICE:	44555			209273	P	10/25/13	50100	TELECOMMUNICATIONS	177.46
44555	INVOICE:	44555			209273	P	10/25/13	50200	TELECOMMUNICATIONS	104.83
44555	INVOICE:	44555			209273	P	10/25/13	121600	TELECOMMUNICATIONS	28.19

WARRANT: 1013-4

TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID
INVOICE:	44555	10/15/13			209273	P	10/25/13	55710	TELECOMMUNICATIONS	317.57
INVOICE:	44555	10/15/13			209273	P	10/25/13	55720	TELECOMMUNICATIONS	171.72
INVOICE:	44555	10/15/13			209273	P	10/25/13	55730	TELECOMMUNICATIONS	100.00
INVOICE:	44555	10/15/13			209273	P	10/25/13	55750	TELECOMMUNICATIONS	156.30
INVOICE:	44555	10/15/13			209273	P	10/25/13	135000	TELECOMMUNICATIONS	492.11
INVOICE:	44555	10/15/13			209273	P	10/25/13	55720	TELECOMMUNICATIONS	426.02
VENDOR TOTALS								29,458.14	YTD PAID	5,004.17
132 CASEY EQUIPMENT COMPANY, INC	44613	10/18/13			209274	P	10/25/13	65000	PARTS PURCHASED	96.86
INVOICE:	C9264							530310		
VENDOR TOTALS								507.93	YTD PAID	96.86
147 CHICAGO DISTRICT GOLF ASSN.	44552	10/24/13			209275	P	10/25/13	55720	HANDICAPS FEES	400.00
INVOICE:	102413				209275	P	10/25/13	550	EXCHANGE CLEARING - REC R	-308.00
INVOICE:	102413							120225		
VENDOR TOTALS								10,526.00	YTD PAID	92.00
8502 NEW CHICAGO WHOLESALE BAKERY, INC	44499	10/20/13			209276	P	10/25/13	55730	FOOD/RESALE	71.00
INVOICE:	296033							530420		
VENDOR TOTALS								628.15	YTD PAID	71.00
6831 CLARK BAIRD SMITH LLP/FKA-SGDB LAW FIRM LLP	44556	10/03/13			209277	P	10/25/13	121200	LEGAL - HUMAN RESOURCES	2,133.75
INVOICE:	3727							520701		
VENDOR TOTALS								7,938.75	YTD PAID	2,133.75
8526 JAMES CLARKE	44497	10/22/13			209278	P	10/25/13	4000	REAL ESTATE TRANSFER TAX	3,015.00
INVOICE:	TXR102313							410600		
VENDOR TOTALS								3,015.00	YTD PAID	3,015.00
171 COCA-COLA REFRESHMENTS USA INC	44498	10/17/13			209279	P	10/25/13	55730	BEVERAGES/RESALE	284.46
INVOICE:	2298293707							530405		

11/01/2013 14:54  
maryr

VILLAGE OF GLEN ELLYN  
PAID WARRANT REPORT

PG 4  
appdwarr

WARRANT: 1013-4

TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID	YTD PAID
VENDOR TOTALS											
175 COMMONWEALTH EDISON COMPANY	44500	09/10/13			209280	P	10/25/13	50100	UTILITIES	521200	71.18
INVOICE:	44500										
44501	10/09/13				209280	P	10/25/13	50100	UTILITIES	521200	61.14
INVOICE:	44501										
VENDOR TOTALS											
3942 VICTORIA COVEY	44599	10/11/13			209281	P	10/25/13	55730	FOOD/RESALE	530420	403.00
INVOICE:	131011										
VENDOR TOTALS											
204 DAILY HERALD	44510	10/09/13			209282	P	10/25/13	121200	VILLAGE COMMISSIONS	520140	105.80
INVOICE:	T4355105										
44553	10/18/13				209282	P	10/25/13	126500	PROFESSIONAL SERVICES - O	521055	721.05
INVOICE:	T4355450										
VENDOR TOTALS											
8524 LISA DIOMEDE	44506	10/22/13			209283	P	10/25/13	4000	REAL ESTATE TRANSFER TAX	410600	1,710.00
INVOICE:	TXR102313										
VENDOR TOTALS											
225 THE DIRECT RESPONSE RESOURCE, INC.	44507	10/10/13			209284	P	10/25/13	50100	BANKING SERVICES	520835	501.50
INVOICE:	13-GE10										
44507	10/10/13				209284	P	10/25/13	50200	BANKING SERVICES	520835	486.75
INVOICE:	13-GE10										
44507	10/10/13				209284	P	10/25/13	54000	BANKING SERVICES	520835	486.75
INVOICE:	13-GE10										
VENDOR TOTALS											
2159 E.P. DOYLE & SON L.L.C.	44557	09/01/13			209285	P	10/25/13	55700	CAPITAL IMPROVEMENTS	580100	256,554.00
INVOICE:	8										
VENDOR TOTALS											
241 DU-COMM	44513	10/01/13			209286	P	10/25/13	134000	DU-COMM	520920	94,945.50
INVOICE:	15005										
VENDOR TOTALS											
2,662,953.00 YTD INVOICED											
2,662,953.00 YTD PAID											



WARRANT: 1013-4

TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID
VENDOR TOTALS								31,214.30	YTD PAID	472.45
311 THE TERRAMAR GROUP, INC	44617	10/15/13			209293	P	10/25/13	134000	OPERATING SUPPLIES	203.17
	INVOICE: 58825							530105		
VENDOR TOTALS								3,759.02	YTD PAID	203.17
315 ACUSHNET COMPANY	44615	10/17/13			209294	P	10/25/13	55750	PRODUCTS/RESALE	79.58
	INVOICE: 5271328							520945		
VENDOR TOTALS								6,871.49	YTD PAID	79.58
8521 FORMENTO INTERIORS	44482	10/22/13			209295	P	10/25/13	500	ACCOUNTS REC - UTILITY BI	92.79
	INVOICE: 44482							120210		
VENDOR TOTALS								92.79	YTD PAID	92.79
8184 KIM/CARLO FRAPPOLLI	44558	10/03/13			209296	P	10/25/13	540	ACCOUNTS REC - UTILITY BI	18.38
	INVOICE: 102413							120210		
VENDOR TOTALS								18.38	YTD PAID	18.38
2716 FRANK FRASCO	44616	10/23/13			209297	P	10/25/13	65000	TRAVEL	53.05
	INVOICE: ER102413							520625		
VENDOR TOTALS								68.05	YTD PAID	53.05
5947 GLEN ELLYN BANK & TRUST	899850	10/24/13			12137	W	10/16/13	122000	BANKING SERVICES	918.56
	INVOICE: GEBT-56							520835		
VENDOR TOTALS								5,735.70	YTD PAID	918.56
355 GLEN ELLYN PUBLIC LIBRARY	PPRT-62	10/24/13			12133	W	10/25/13	1000	PPRT	3,918.18
	INVOICE: PPRT-67							410300		
VENDOR TOTALS								18,566.39	YTD PAID	3,918.18
356 GLEN ELLYN VOLUNTEER FIRE CO.	44559	10/24/13			209298	P	10/25/13	135000	OPERATING SUPPLIES	498.95
	INVOICE: 102413							530105		
VENDOR TOTALS								124,436.56	YTD PAID	498.95





11/01/2013 14:54  
maryr

VILLAGE OF GLEN ELLYN  
PAID WARRANT REPORT

PG 9  
appdwarr

WARRANT: 1013-4

TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID
-----										
VENDOR TOTALS			1,396.67						1,396.67	YTD PAID
8235 SUSAN KIMURA	44621	10/24/13			209310	P	10/25/13	540	ACCOUNTS REC - UTILITY BI	68.93
	INVOICE:	102413								
VENDOR TOTALS			68.93						68.93	YTD PAID
522 KOVATCH MOBILE EQUIPMENT CORP	44530	10/09/13			209311	P	10/25/13	65000	PARTS PURCHASED	83.15
	INVOICE:	VA 57720								
VENDOR TOTALS			191.79						191.79	YTD PAID
8529 ANDREW KOZIARSKI	44531	10/16/13			209312	P	10/25/13	100	ESCROWS - DEVELOPER DEPOS	4,400.00
	INVOICE:	23407								
VENDOR TOTALS			4,400.00						4,400.00	YTD PAID
1457 GHC SPECIALTY BRANDS, LLC	44488	10/16/13			209313	P	10/25/13	65000	OPERATING SUPPLIES	87.64
	INVOICE:	1019797200								
VENDOR TOTALS			287.36						287.36	YTD PAID
546 LEN'S ACE HARDWARE, INC.	44533	09/03/13			209314	P	10/25/13	55715	OPERATING SUPPLIES	15.28
	INVOICE:	54978								
44534	INVOICE:	09/06/13			209314	P	10/25/13	55715	OPERATING SUPPLIES	7.45
44535	INVOICE:	55057			209314	P	10/25/13	55710	OPERATING SUPPLIES	6.72
44536	INVOICE:	55061			209314	P	10/25/13	55700	OFFICE SUPPLIES	1.44
44537	INVOICE:	55077			209314	P	10/25/13	55710	MAINTENANCE-DRAIN & IRRIG	9.74
44538	INVOICE:	55095			209314	P	10/25/13	55710	MAINTENANCE-DRAIN & IRRIG	10.03
44539	INVOICE:	55096			209314	P	10/25/13	55715	OPERATING SUPPLIES	16.62
44540	INVOICE:	55155			209314	P	10/25/13	55710	OPERATING SUPPLIES	6.29
44541	INVOICE:	55158			209314	P	10/25/13	55715	OPERATING SUPPLIES	11.67
44542	INVOICE:	55223			209314	P	10/25/13	55715	OPERATING SUPPLIES	6.29
44543	INVOICE:	55243			209314	P	10/25/13	55730	OPERATING SUPPLIES	19.60
44544	INVOICE:	55253			209314	P	10/25/13	55715	OPERATING SUPPLIES	10.32



11/01/2013 14:54  
maryr

VILLAGE OF GLEN ELLYN  
PAID WARRANT REPORT

PG 11  
appdwarr

WARRANT: 1013-4

TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE VOUCHER PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID	YTD PAID
44622 INVOICE: 952888746	08/26/13 952888746	209321	P	10/25/13	55720	530105 OPERATING SUPPLIES	9,897.89	130.63
VENDOR TOTALS	9,897.89	YTD INVOICED					9,897.89	130.63
8305 NORTHWEST CONTRACTORS 44567 INVOICE: 20130371	10/22/13 20130371	209322	P	10/25/13	100	240100 ESCROWS - DEVELOPER DEPOS	5,000.00	5,000.00
VENDOR TOTALS	6,050.00	YTD INVOICED					6,050.00	5,000.00
1458 OFFICE DEPOT, INC 44568 INVOICE: 676371372001	10/01/13 676371372001	209323	P	10/25/13	134000	530100 OFFICE SUPPLIES	52.50	52.50
VENDOR TOTALS	5,230.35	YTD INVOICED					5,230.35	52.50
676 PACKEY WEBB FORD, INC. 44571 INVOICE: 7784	10/18/13 7784	209324	P	10/25/13	65000	530310 PARTS PURCHASED	330.27	330.27
44572 INVOICE: 7775	10/14/13 7775	209324	P	10/25/13	65000	530310 PARTS PURCHASED	193.00	193.00
44623 INVOICE: 7787	10/22/13 7787	209324	P	10/25/13	65000	530310 PARTS PURCHASED	178.20	178.20
VENDOR TOTALS	4,864.46	YTD INVOICED					4,864.46	701.47
6453 PARAMEDIC BILLING SERVICES, INC. 1676534 INVOICE: PBS-43	10/25/13 PBS-43	12136	W	10/25/13	135000	520926 AMBULANCE BILLING SERVICE	2,544.97	2,544.97
1676534 INVOICE: PBS-43	10/25/13 PBS-43	12136	W	10/25/13	1000	440050 AMBULANCE SERVICE FEES	-632.66	-632.66
VENDOR TOTALS	8,380.68	YTD INVOICED					8,380.68	1,912.31
7749 PAYMENT SERVICE NETWORK, INC 44551 INVOICE: PSN-17	10/24/13 PSN-17	12135	W	10/25/13	50100	520835 BANKING SERVICES	174.41	174.41
44551 INVOICE: PSN-17	10/24/13 PSN-17	12135	W	10/25/13	50200	520835 BANKING SERVICES	169.27	169.27
44551 INVOICE: PSN-17	10/24/13 PSN-17	12135	W	10/25/13	54000	520835 BANKING SERVICES	169.27	169.27
VENDOR TOTALS	3,222.20	YTD INVOICED					3,222.20	512.95
8535 PAYPAL 446061 INVOICE: PAYPAL-1	10/24/13 PAYPAL-1	12139	W	10/25/13	50100	520835 BANKING SERVICES	1.84	1.84
446061 INVOICE: PAYPAL-1	10/24/13 PAYPAL-1	12139	W	10/25/13	50200	520835 BANKING SERVICES	1.80	1.80
446061 INVOICE: PAYPAL-1	10/24/13 PAYPAL-1	12139	W	10/25/13	54000	520835 BANKING SERVICES	1.80	1.80



11/01/2013 14:54  
maryf

VILLAGE OF GLEN ELLYN  
PAID WARRANT REPORT

PG 13  
appdwarr

WARRANT: 1013-4

TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE VOUCHER PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID	YTD INVOICED
VENDOR TOTALS	1,457.99						1,457.99	184.00
5954 REINHART FOODSERVICE LLC 44576 10/11/13 INVOICE: 563425		209330	P	10/25/13	55730	OPERATING SUPPLIES	530105	149.72
VENDOR TOTALS	440.04						440.04	149.72
6514 REPUBLIC SERVICES, INC. 44579 10/15/13 INVOICE: 551-010473853 44579 10/15/13 INVOICE: 551-010473853 44579 10/15/13 INVOICE: 551-010473853		209331	P	10/25/13	54000	ALLIED WASTE SERVICES	521080	95,857.90
VENDOR TOTALS	658,321.16						658,321.16	97,148.65
756 RJN GROUP, INC. 44578 09/06/13 INVOICE: 1		209332	P	10/25/13	50200	CAPITAL IMPROVEMENTS	580100	6,167.50
VENDOR TOTALS	15,475.00						15,475.00	6,167.50
762 ROSCOE COMPANY 44625 10/22/13 INVOICE: 1278845 44625 10/22/13 INVOICE: 1278845		209333	P	10/25/13	65000	LEASED EQUIPMENT	521125	85.39
VENDOR TOTALS	1,629.81						1,629.81	113.91
766 DRI-STICK DECAL CORP 44580 10/11/13 INVOICE: 289236		209334	P	10/25/13	122000	PRINTING	520905	508.90
VENDOR TOTALS	3,367.82						3,367.82	508.90
6093 SCHAMBERGER BROTHERS, INC 44587 10/18/13 INVOICE: 3228		209335	P	10/25/13	55730	BEER AND WINE	530400	246.45
VENDOR TOTALS	9,058.20						9,058.20	246.45
8519 JASON / SARAH SCHLEINZER 44480 10/22/13 INVOICE: 44480		209336	P	10/25/13	540	ACCOUNTS REC - UTILITY BI	120210	76.89
VENDOR TOTALS	76.89						76.89	76.89

11/01/2013 14:54  
maryr

VILLAGE OF GLEN ELLYN  
PAID WARRANT REPORT

PG 14  
appdwarr

WARRANT: 1013-4

TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID
7116 THEOPHILUS SCHMID TRUST B 44593 10/24/13 INVOICE: FY14-6				209337	P	10/25/13	53000	521155 RENTAL-LEASE	500.00
VENDOR TOTALS			3,000.00					3,000.00	YTD PAID
3323 TIMOTHY W. SHARPE ACTUARY 44628 10/18/13 INVOICE: 102413				209338	P	10/25/13	134000	521055 PROFESSIONAL SERVICES - O	1,200.00
VENDOR TOTALS			1,200.00					1,200.00	YTD PAID
6206 LOUIS/TIA SIMON 44586 10/17/13 INVOICE: 20131314				209339	P	10/25/13	100	240100 ESCROWS - DEVELOPER DEPOS	1,000.00
VENDOR TOTALS			1,000.00					1,000.00	YTD PAID
3571 HARRY C SMITH LTD 44592 10/09/13 INVOICE: 16467				209340	P	10/25/13	134000	520705 LEGAL - PROSECUTORIAL SER	8,503.00
VENDOR TOTALS			41,035.50					41,035.50	YTD PAID
5319 STEVE SMITH 44582 10/18/13 INVOICE: ER102313				209341	P	10/25/13	134000	530445 UNIFORMS	79.98
VENDOR TOTALS			79.98					79.98	YTD PAID
1379 SOUTHERN WINE & SPIRITS OF ILLINOIS 44585 10/17/13 INVOICE: 9557755 44585 10/17/13 INVOICE: 9557755				209342	P	10/25/13	55730	530401 WINE	290.00
				209342	P	10/25/13	55730	530402 SPIRITS	124.36
VENDOR TOTALS			25,632.84					25,632.84	YTD PAID
4848 SPRINT SOLUTIONS, INC 44583 10/09/13 INVOICE: LCI-184181 44584 10/09/13 INVOICE: LCI-184178				209343	P	10/25/13	134000	530105 OPERATING SUPPLIES	30.00
				209343	P	10/25/13	134000	530105 OPERATING SUPPLIES	30.00
VENDOR TOTALS			60.00					60.00	YTD PAID
806 STANDARD EQUIPMENT COMPANY 44626 10/11/13 INVOICE: C87898 44627 10/11/13 INVOICE: C87921				209344	P	10/25/13	65000	530310 PARTS PURCHASED	77.24
				209344	P	10/25/13	65000	530310 PARTS PURCHASED	87.47

11/01/2013 14:54  
maryr

VILLAGE OF GLEN ELLYN  
PAID WARRANT REPORT

PG 15  
appdwarr

WARRANT: 1013-4

TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE VOUCHER PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID
VENDOR TOTALS							
	186,377.12	YTD INVOICED			186,377.12	YTD PAID	164.71
2719 P.R. STREICH & SONS, INC. 44574 10/11/13 INVOICE: 38787		209345	P	10/25/13	65000	520970	315.00
VENDOR TOTALS							
	315.00	YTD INVOICED			315.00	YTD PAID	315.00
7600 STUEVER & SONS, INC. 44581 10/17/13 INVOICE: 39068		209346	P	10/25/13	55730	530105	182.00
VENDOR TOTALS							
	1,115.00	YTD INVOICED			1,115.00	YTD PAID	182.00
844 SYSCO FOOD SERV - CHICAGO, INC. 44588 10/16/13 INVOICE: 310162004 44589 10/14/13 INVOICE: 310141098 44589 10/14/13 INVOICE: 310141098 44589 10/14/13 INVOICE: 310141098 44589 10/14/13 INVOICE: 310141098 44590 10/17/13 INVOICE: 310171162 44591 10/18/13 INVOICE: 310181175 44591 10/18/13 INVOICE: 310181175 44591 10/18/13 INVOICE: 310181175 44591 10/18/13 INVOICE: 310181175		209347	P	10/25/13	55730	530420	105.55
		209347	P	10/25/13	55730	530410	37.64
		209347	P	10/25/13	55730	530105	268.75
		209347	P	10/25/13	55730	530405	16.47
		209347	P	10/25/13	55730	530420	1,888.28
		209347	P	10/25/13	55730	530420	912.77
		209347	P	10/25/13	55730	530405	64.04
		209347	P	10/25/13	55730	530410	145.43
		209347	P	10/25/13	55730	530420	1,297.36
		209347	P	10/25/13	55720	530105	21.30
VENDOR TOTALS							
	117,450.09	YTD INVOICED			117,450.09	YTD PAID	4,757.59
854 TERRACE SUPPLY COMPANY 44631 10/17/13 INVOICE: 70165853		209348	P	10/25/13	65000	530105	274.65
VENDOR TOTALS							
	470.97	YTD INVOICED			470.97	YTD PAID	274.65
865 ACUSHNET COMPANY 44629 10/17/13 INVOICE: 2101124 44630 08/12/13 INVOICE: 1953320		209349	P	10/25/13	55750	520945	274.31
		209349	P	10/25/13	55720	530105	600.00

WARRANT: 1013-4

TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID	YTD INVOICED
VENDOR TOTALS									14,969.98	14,969.98
8522 LOUISA / JAY TODISCO 44483 INVOICE: 44483	10/22/13			209350	P	10/25/13	540	ACCOUNTS REC - UTILITY BI	120210	102.65
VENDOR TOTALS									102.65	102.65
892 UNITED COFFEE SERVICE, INC. 44596 INVOICE: 527278	10/09/13			209351	P	10/25/13	134000	OPERATING SUPPLIES	530105	219.35
VENDOR TOTALS									2,475.28	2,475.28
884 U.S. FOODSERVICE, INC. 44594 INVOICE: 1670020	10/08/13			209352	P	10/25/13	55730	BEVERAGES/RESALE	530405	440.89
44594 INVOICE: 1670020	10/08/13			209352	P	10/25/13	55730	FOOD/RESALE	530420	168.37
44595 INVOICE: 1949047	10/16/13			209352	P	10/25/13	55730	OPERATING SUPPLIES	530105	357.08
VENDOR TOTALS									49,052.14	49,052.14
911 AURORA LAUNDRY COMPANY, INC. 44598 INVOICE: 95236	10/16/13			209353	P	10/25/13	55730	UNIFORMS	530445	29.52
44598 INVOICE: 95236	10/16/13			209353	P	10/25/13	55730	LINENS AND RENTALS	530446	233.01
44598 INVOICE: 95236	10/16/13			209353	P	10/25/13	55730	OPERATING SUPPLIES	530105	63.62
44598 INVOICE: 95236	10/16/13			209353	P	10/25/13	55720	OPERATING SUPPLIES	530105	8.40
VENDOR TOTALS									6,064.66	6,064.66
915 VERIZON WIRELESS SERVICES LLC 44597 INVOICE: 9712525526	10/01/13			209354	P	10/25/13	134000	TELECOMMUNICATIONS	521195	929.44
44597 INVOICE: 9712525526	10/01/13			209354	P	10/25/13	121300	TELECOMMUNICATIONS	521195	113.68
44597 INVOICE: 9712525526	10/01/13			209354	P	10/25/13	126000	TELECOMMUNICATIONS	521195	143.77
VENDOR TOTALS									16,700.15	16,700.15
957 WHOLESALE DIRECT INC 44602 INVOICE: 202825	10/15/13			209355	P	10/25/13	65000	PARTS PURCHASED	530310	199.50
44632 INVOICE: 202825	10/17/13			209355	P	10/25/13	65000	PARTS PURCHASED	530310	159.92

11/01/2013 14:54  
maryr

VILLAGE OF GLEN ELLYN  
PAID WARRANT REPORT

PG 17  
appdwarr

WARRANT: 1013-4

TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	AMOUNT	
INVOICE: 202888											
VENDOR TOTALS								1,558.16	YTD PAID	359.42	
8530 LAUREL WILLIAMS		10/21/13			209356	P	10/25/13	100	ESCROWS - DEVELOPER DEPOS	100.00	
44600		10/16/13									
INVOICE: 102313											
VENDOR TOTALS								100.00	YTD PAID	100.00	
7711 WINDY CITY DISTRIBUTION COMPANY					209357	P	10/25/13	55730	BEER AND WINE	746.07	
44601		10/16/13									
INVOICE: 403581											
VENDOR TOTALS								11,039.78	YTD PAID	746.07	
3581 MIKE ZITZKA		10/21/13			209358	P	10/25/13	143200	TRAVEL	40.00	
44603		10/16/13									
INVOICE: ER102313											
VENDOR TOTALS								200.00	YTD PAID	40.00	
REPORT TOTALS											
									COUNT	AMOUNT	
									TOTAL PRINTED CHECKS	99	654,836.01
									TOTAL WIRE TRANSFERS	11	296,261.61
951,097.62											



11/01/2013 14:54  
mary

VILLAGE OF GLEN ELLYN  
PAID WARRANT REPORT

PG 19  
appdwart

WARRANT: 1013-5

TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
44642 INVOICE:	09/27/13			12152	W	10/22/13	55720	530105	OPERATING SUPPLIES	225.77
44643 INVOICE:	09/27/13			12154	W	10/22/13	134000	530100	OFFICE SUPPLIES	458.93
44644 INVOICE:	09/27/13			12155	W	10/22/13	121400	570110	COMPUTER EQUIPMENT/PROJEC	736.00
44645 INVOICE:	09/27/13			12156	W	10/22/13	121400	520900	POSTAGE & SHIPPING	29.45
44646 INVOICE:	09/27/13			12157	W	10/22/13	45000	570105	CIVIC CENTER RENOVATION	158.05
44647 INVOICE:	09/27/13			12158	W	10/22/13	121400	570110	COMPUTER EQUIPMENT/PROJEC	-20.56
44648 INVOICE:	09/27/13			12160	W	10/22/13	143100	520620	EMPLOYEE EDUCATION	34.87
44649 INVOICE:	09/27/13			12161	W	10/22/13	143200	521055	PROFESSIONAL SERVICES - O	221.62
44650 INVOICE:	09/27/13			12162	W	10/22/13	143100	520620	EMPLOYEE EDUCATION	21.00
44651 INVOICE:	09/27/13			12163	W	10/22/13	143200	520620	EMPLOYEE EDUCATION	790.00
44652 INVOICE:	09/27/13			12164	W	10/22/13	50100	530445	UNIFORMS	106.40
44652 INVOICE:	09/27/13			12164	W	10/22/13	50200	530445	UNIFORMS	106.40
44653 INVOICE:	09/27/13			12166	W	10/22/13	55700	580110	EQUIPMENT/CAPITAL OUTLAY	15,651.89
44654 INVOICE:	09/27/13			12167	W	10/22/13	55720	530105	OPERATING SUPPLIES	1,078.00
44655 INVOICE:	09/27/13			12168	W	10/22/13	55700	580110	EQUIPMENT/CAPITAL OUTLAY	1,886.00
44656 INVOICE:	09/27/13			12169	W	10/22/13	55730	530105	OPERATING SUPPLIES	108.16
44657 INVOICE:	09/27/13			12170	W	10/22/13	55720	530105	OPERATING SUPPLIES	182.96
44658 INVOICE:	09/27/13			12171	W	10/22/13	55720	520620	EMPLOYEE EDUCATION	100.00
44659 INVOICE:	09/27/13			12172	W	10/22/13	121500	520160	SENIOR CENTER GRANT EXPEN	500.00
44660 INVOICE:	09/27/13			12173	W	10/22/13	121500	530105	OPERATING SUPPLIES	13.00
44661 INVOICE:	09/27/13			12174	W	10/22/13	121500	530105	OPERATING SUPPLIES	6.99
44662 INVOICE:	09/27/13			12176	W	10/22/13	65000	530310	PARTS PURCHASED	57.40
44663 INVOICE:	09/27/13			12177	W	10/22/13	65000	530100	OFFICE SUPPLIES	15.88
44664 INVOICE:	09/27/13			12178	W	10/22/13	65000	530310	PARTS PURCHASED	-50.00
44665 INVOICE:	09/27/13			12179	W	10/22/13	65000	530310	PARTS PURCHASED	157.19
44666 INVOICE:	09/27/13			12181	W	10/22/13	143200	520620	EMPLOYEE EDUCATION	8.90

WARRANT: 1013-5

TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 44667	09/27/13	HANJ-46		12182	W	10/22/13	143200	EMPLOYEE EDUCATION	22.00
INVOICE: 44668	09/27/13	HANJ-47		12183	W	10/22/13	143200	TRAVEL	8.00
INVOICE: 44669	09/27/13	HANJ-48		12185	W	10/22/13	121500	SENIOR CENTER GRANT EXPEN	919.35
INVOICE: 44670	09/27/13	HEFJ-194		12188	W	10/22/13	126000	EMPLOYEE EDUCATION	10.00
INVOICE: 44671	09/27/13	HULS-178		12189	W	10/22/13	126000	EMPLOYEE EDUCATION	25.00
INVOICE: 44672	09/27/13	HULS-179		12191	W	10/22/13	50100	TREATMENT COSTS & PESTICI	175.68
INVOICE: 44673	09/27/13	GRER-86		12193	W	10/22/13	121300	MAINTENANCE-BUILDING & GR	516.17
INVOICE: 44674	09/27/13	KOLH-159		12195	W	10/22/13	55715	MAINTENANCE-EQUIPMENT	192.78
INVOICE: 44674	09/27/13	LUDM-564		12195	W	10/22/13	55715	OPERATING SUPPLIES	48.88
INVOICE: 44675	09/27/13	LUDM-564		12196	W	10/22/13	55715	MAINTENANCE-EQUIPMENT	143.50
INVOICE: 44675	09/27/13	LUDM-565		12196	W	10/22/13	55715	OPERATING SUPPLIES	365.50
INVOICE: 44676	09/27/13	LUDM-565		12197	W	10/22/13	55785	MAINTENANCE-EQUIPMENT	317.82
INVOICE: 44677	09/27/13	LUDM-566		12198	W	10/22/13	55715	MAINTENANCE-EQUIPMENT	1,228.72
INVOICE: 44678	09/27/13	LUDM-567		12199	W	10/22/13	55710	OPERATING SUPPLIES	70.00
INVOICE: 44679	09/27/13	LUDM-568		12200	W	10/22/13	55710	MAINTENANCE-DRAIN & IRRIG	123.93
INVOICE: 44680	09/27/13	LUDM-569		12201	W	10/22/13	55715	MAINTENANCE-EQUIPMENT	1,057.11
INVOICE: 44681	09/27/13	LUDM-570		12202	W	10/22/13	55710	MAINTENANCE-BUILDING & GR	31.47
INVOICE: 44682	09/27/13	LUDM-571		12203	W	10/22/13	55710	MAINTENANCE-BUILDING & GR	109.00
INVOICE: 44683	09/27/13	LUDM-572		12204	W	10/22/13	55710	OPERATING SUPPLIES	19.94
INVOICE: 44683	09/27/13	LUDM-573		12204	W	10/22/13	55735	MAINTENANCE-BUILDING & GR	317.55
INVOICE: 44684	09/27/13	LUDM-573		12206	W	10/22/13	134000	OPERATING SUPPLIES	31.00
INVOICE: 44685	09/27/13	MILC-158		12207	W	10/22/13	134000	OPERATING SUPPLIES	125.30
INVOICE: 44686	09/27/13	MILC-159		12208	W	10/22/13	134000	OPERATING SUPPLIES	35.97
INVOICE: 44687	09/27/13	MILC-160		12209	W	10/22/13	134000	OPERATING SUPPLIES	47.46
INVOICE: 44688	09/27/13	MILC-161		12210	W	10/22/13	134000	OPERATING SUPPLIES	69.93
INVOICE: 44688	09/27/13	MILC-162							

WARRANT: 1013-5

TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE VOUCHER PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
44689 INVOICE:	09/27/13 MILC-163	12211	W	10/22/13	134000	530105 OPERATING SUPPLIES	24.73
44690 INVOICE:	09/27/13 MILC-164	12212	W	10/22/13	121200	520305 EMPLOYEE RECOGNITION	23.88
44691 INVOICE:	09/27/13 NORP-126	12214	W	10/22/13	134000	530105 OPERATING SUPPLIES	45.00
44692 INVOICE:	09/27/13 NORP-127	12215	W	10/22/13	134000	530105 OPERATING SUPPLIES	35.23
44693 INVOICE:	09/27/13 NORP-128	12216	W	10/22/13	134000	530105 OPERATING SUPPLIES	41.39
44694 INVOICE:	09/27/13 PEKC-391	12218	W	10/22/13	55710	530105 OPERATING SUPPLIES	39.17
44695 INVOICE:	09/27/13 PEKC-392	12219	W	10/22/13	55710	530105 OPERATING SUPPLIES	94.59
44696 INVOICE:	09/27/13 PEKC-393	12220	W	10/22/13	55710	530105 OPERATING SUPPLIES	127.97
44697 INVOICE:	09/27/13 PEKC-394	12221	W	10/22/13	55710	530105 OPERATING SUPPLIES	313.62
44698 INVOICE:	09/27/13 PEKC-395	12222	W	10/22/13	55710	530425 LANDSCAPE SUPPLIES	998.44
44699 INVOICE:	09/27/13 PEKC-396	12223	W	10/22/13	55710	530425 LANDSCAPE SUPPLIES	466.80
44700 INVOICE:	09/27/13 PEKC-397	12224	W	10/22/13	55700	580100 CAPITAL IMPROVEMENTS	2,825.25
44701 INVOICE:	09/27/13 PEKC-398	12225	W	10/22/13	55710	530425 LANDSCAPE SUPPLIES	1,450.70
44702 INVOICE:	09/27/13 PEKC-399	12226	W	10/22/13	55700	580110 EQUIPMENT/CAPITAL OUTLAY	1,139.99
44703 INVOICE:	09/27/13 PEKM-235	12228	W	10/22/13	55700	530100 OFFICE SUPPLIES	13.28
44704 INVOICE:	09/27/13 SCHK-90	12230	W	10/22/13	121200	520625 TRAVEL	3.80
44705 INVOICE:	09/27/13 SCHK-91	12231	W	10/22/13	121200	520620 EMPLOYEE EDUCATION	128.34
44706 INVOICE:	09/27/13 SCHK-92	12232	W	10/22/13	121200	521055 PROFESSIONAL SERVICES - O	6.49
44707 INVOICE:	09/27/13 STOA-10	12233	W	10/22/13	121200	520615 RECRUITING AND TESTING	200.00
44708 INVOICE:	09/27/13 STOA-11	12234	W	10/22/13	126500	520600 DUES-SUBSCRIPTIONS-REG FE	100.00
44709 INVOICE:	09/27/13 STOA-12	12234	W	10/22/13	126500	520903 MARKETING	295.00
44710 INVOICE:	09/27/13 VAVK-47	12235	W	10/22/13	121200	521230 PUBLIC RELATIONS	300.00
44711 INVOICE:	09/27/13 WACK-48	12237	W	10/22/13	134000	530105 OPERATING SUPPLIES	20.34
44712 INVOICE:	09/27/13 WACK-49	12241	W	10/22/13	122000	521200 UTILITIES	55.00
44712 INVOICE:	09/27/13	12241	W	10/22/13	60000	520625 TRAVEL	277.76
		12241	W	10/22/13	60000	520870 RISK MANAGEMENT	138.88



WARRANT: 1013-5

TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	AMOUNT	
HOLM-77	09/27/13			12186	W	10/22/13	530105	OPERATING SUPPLIES	95.05	
INVOICE: HOLM-158	09/27/13			12187	W	10/22/13	520620	EMPLOYEE EDUCATION	70.00	
HULS-75	09/27/13			12192	W	10/22/13	530105	OPERATING SUPPLIES	2.08	
INVOICE: HULS-177	09/27/13			12194	W	10/22/13	520980	MAINTENANCE-DRAIN & IRRIG	159.38	
KOLH-66	09/27/13			12205	W	10/22/13	530105	OPERATING SUPPLIES	11.86	
INVOICE: KOLH-158	09/27/13			12213	W	10/22/13	530105	OPERATING SUPPLIES	44.26	
LUDM-83	09/27/13			12217	W	10/22/13	530105	OPERATING SUPPLIES	69.84	
INVOICE: LUDM-563	09/27/13			12227	W	10/22/13	530105	OPERATING SUPPLIES	101.40	
MILC-36	09/27/13			12236	W	10/22/13	530105	OPERATING SUPPLIES	14.65	
INVOICE: MILC-157	09/27/13			12238	W	10/22/13	520945	PRODUCTS/RESALE	315.30	
NORP-68	09/27/13			12239	W	10/22/13	520835	BANKING SERVICES	15.00	
INVOICE: NORP-125	09/27/13			12239	W	10/22/13	520835	BANKING SERVICES	15.00	
PEKC-81	09/27/13			12242	W	10/22/13	530105	OPERATING SUPPLIES	120.31	
INVOICE: PEKC-390	09/27/13									
PEKM-79	09/27/13									
INVOICE: PEKM-234	09/27/13									
VAVK-28	09/27/13									
INVOICE: VAVK-46	09/27/13									
VESJ-81	09/27/13									
INVOICE: VESJ-208	09/27/13									
WACK-18	09/27/13									
INVOICE: WACK-47	09/27/13									
WACK-18	09/27/13									
INVOICE: WACK-47	09/27/13									
WEBN-59	09/27/13									
INVOICE: WEBN-127	09/27/13									
VENDOR TOTALS				383,699.01	YTD	INVOICED	383,699.01	YTD	PAID	46,867.39
651 NORTHERN ILLINOIS GAS COMPANY										
44724	09/05/13			12254	W	10/21/13	521200	UTILITIES	23.15	
INVOICE: 44724	08/21/13			12255	W	10/07/13	521200	UTILITIES	21.54	
44725	08/21/13			12256	W	10/11/13	521200	UTILITIES	224.19	
INVOICE: 44725	08/26/13			12257	W	10/11/13	521200	UTILITIES	37.91	
44726	08/26/13			12258	W	10/21/13	521200	UTILITIES	23.15	
INVOICE: 44726	08/26/13			12259	W	10/21/13	521200	UTILITIES	215.72	
44727	08/26/13			12259	W	10/21/13	521200	UTILITIES	715.73	
INVOICE: 44727	09/05/13									
44728	09/05/13									
INVOICE: 44728	09/04/13									
44729	09/04/13									
INVOICE: 44729	09/04/13									
44729	09/04/13									
INVOICE: 44729	09/04/13									
VENDOR TOTALS				18,929.26	YTD	INVOICED	18,929.26	YTD	PAID	1,261.39

REPORT TOTALS	COUNT	AMOUNT
18,929.26		1,261.39
383,699.01		46,867.39

11/01/2013 14:54 VILLAGE OF GLEN ELLYN  
maryi PAID WARRANT REPORT

WARRANT: 1013-5 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT INV DATE VOUCHER PO CHECK NO T CHK DATE GL ACCOUNT GL ACCOUNT DESCRIPTION

TOTAL WIRE TRANSFERS 130 54,015.69

\*\* END OF REPORT - Generated by Mary Romanelli \*\*



11/01/2013 16:26  
mary

VILLAGE OF GLEN ELLYN  
PAID WARRANT REPORT

PG 2  
appdwarr

WARRANT: 1113-1

TO FISCAL 2014/07 05/01/2013 TO 04/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID	YTD INVOICED	YTD PAID	YTD INVOICED	AMOUNT	
44749	INVOICE:	10/19/13		209364	P	11/01/13	55730	TELECOMMUNICATIONS	521195	521195	1,960.09	521195	38.65	
44749	INVOICE:	10/19/13	630469858010-4	209364	P	11/01/13	55750	TELECOMMUNICATIONS	521195	521195	1,960.09	521195	38.65	
	INVOICE:	10/19/13	630469858010-4											
VENDOR TOTALS														
										1,960.09	YTD PAID	1,960.09	YTD INVOICED	289.48
8437 B & F CONSTRUCTION CODE SERVICES, INC														
44753	INVOICE:	10/17/13		209365	P	11/01/13	126000	PLUMBING INSPECTIONS	521042	521042	1,988.25	521042	1,988.25	
44753	INVOICE:	10/17/13	38153	209365	P	11/01/13	126000	BUILDING REVIEWS	521048	521048	3,020.00	521048	3,020.00	
44754	INVOICE:	10/18/13	38153	209365	P	11/01/13	126000	BUILDING REVIEWS	521048	521048	149.80	521048	149.80	
44755	INVOICE:	10/21/13	38168	209365	P	11/01/13	126000	BUILDING REVIEWS	521048	521048	197.73	521048	197.73	
	INVOICE:	10/21/13	38184	209365	P	11/01/13	126000	BUILDING REVIEWS	521048	521048	197.73	521048	197.73	
VENDOR TOTALS														
										33,653.84	YTD PAID	33,653.84	YTD INVOICED	5,355.78
137 CDW GOVERNMENT, INC.														
44756	INVOICE:	10/21/13		209366	P	11/01/13	121400	COMPUTER EQUIPMENT/PROJEC	570110	570110	5,521.20	570110	5,521.20	
44757	INVOICE:	10/22/13	GN93165	209366	P	11/01/13	121400	COMPUTER EQUIPMENT/PROJEC	570110	570110	63.04	570110	63.04	
44758	INVOICE:	10/22/13	GP62048	209366	P	11/01/13	121400	MAINTENANCE-EQUIPMENT	520975	520975	1,642.50	520975	1,642.50	
	INVOICE:	10/22/13	GP61931	209366	P	11/01/13	121400	MAINTENANCE-EQUIPMENT	520975	520975	1,642.50	520975	1,642.50	
VENDOR TOTALS														
										11,368.23	YTD PAID	11,368.23	YTD INVOICED	7,226.74
142 WJN ENTERPRISES, INC														
44759	INVOICE:	10/22/13		209367	P	11/01/13	143200	OPERATING SUPPLIES	530105	530105	396.90	530105	396.90	
	INVOICE:	10/22/13	214718A	209367	P	11/01/13	143200	OPERATING SUPPLIES	530105	530105	396.90	530105	396.90	
VENDOR TOTALS														
										396.90	YTD PAID	396.90	YTD INVOICED	396.90
8502 NEW CHICAGO WHOLESALE BAKERY, INC														
44795	INVOICE:	10/27/13		209368	P	11/01/13	55730	FOOD/RESALE	530420	530420	105.05	530420	105.05	
	INVOICE:	10/27/13	296323	209368	P	11/01/13	55730	FOOD/RESALE	530420	530420	105.05	530420	105.05	
VENDOR TOTALS														
										733.20	YTD PAID	733.20	YTD INVOICED	105.05
246 DUPAGE COUNTY ANIMAL CARE AND CONTROL														
44796	INVOICE:	09/01/13		209369	P	11/01/13	134000	PROFESSIONAL SERVICES - O	521055	521055	70.00	521055	70.00	
	INVOICE:	09/01/13	357-19087	209369	P	11/01/13	134000	PROFESSIONAL SERVICES - O	521055	521055	70.00	521055	70.00	
VENDOR TOTALS														
										1,235.00	YTD PAID	1,235.00	YTD INVOICED	70.00
291 EUCLID BEVERAGE, LTD														
44797	INVOICE:	10/23/13		209370	P	11/01/13	55730	BEER AND WINE	530400	530400	172.75	530400	172.75	
	INVOICE:	10/23/13	8177912457	209370	P	11/01/13	55730	BEER AND WINE	530400	530400	172.75	530400	172.75	

11/01/2013 16:26  
maryr

VILLAGE OF GLEN ELLYN  
PAID WARRANT REPORT

PG 3  
appdwarr

WARRANT: 1113-1

TO FISCAL 2014/07 05/01/2013 TO 04/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID
VENDOR TOTALS										
			31,387.05					31,387.05	YTD PAID	172.75
301 FEDERAL EXPRESS CORPORATION										
	44760	10/23/13			209371	P	11/01/13	121200	LEGAL - GENERAL COUNSEL	23.54
		INVOICE: 2-441-65627								
VENDOR TOTALS										
			224.09					224.09	YTD PAID	23.54
929 W.W. GRAINGER INC										
	44761	10/16/13			209372	P	11/01/13	65000	OPERATING SUPPLIES	324.00
		INVOICE: 9270291637								
VENDOR TOTALS										
			6,919.10					6,919.10	YTD PAID	324.00
8008 GRUEN GRUEN & ASSOCIATES, LLC										
	44762	10/28/13			209373	P	11/01/13	100	ESCROWS - DEVELOPER DEPOS	1,818.75
		INVOICE: 1825								
VENDOR TOTALS										
			8,732.77					8,732.77	YTD PAID	1,818.75
6405 HIGHLAND BAKING CO										
	44798	10/18/13			209374	P	11/01/13	55730	FOOD/RESALE	40.82
		INVOICE: 565330								
	44799	10/25/13			209374	P	11/01/13	55730	FOOD/RESALE	60.79
		INVOICE: 568629								
	44800	10/26/13			209374	P	11/01/13	55730	FOOD/RESALE	91.10
		INVOICE: 569130								
VENDOR TOTALS										
			10,489.79					10,489.79	YTD PAID	192.71
420 ILLINOIS PAPER COMPANY										
	44765	10/23/13			209375	P	11/01/13	121100	OFFICE SUPPLIES	16.00
		INVOICE: IN75258								
	44765	10/23/13			209375	P	11/01/13	121200	OFFICE SUPPLIES	89.60
		INVOICE: IN75258								
	44765	10/23/13			209375	P	11/01/13	121300	OFFICE SUPPLIES	16.00
		INVOICE: IN75258								
	44765	10/23/13			209375	P	11/01/13	122000	OFFICE SUPPLIES	16.00
		INVOICE: IN75258								
	44765	10/23/13			209375	P	11/01/13	134000	OFFICE SUPPLIES	89.60
		INVOICE: IN75258								
	44765	10/23/13			209375	P	11/01/13	126000	OFFICE SUPPLIES	89.60
		INVOICE: IN75258								
	44765	10/23/13			209375	P	11/01/13	126500	OFFICE SUPPLIES	3.20
		INVOICE: IN75258								
VENDOR TOTALS										
			3,889.00					3,889.00	YTD PAID	320.00
426 ILLINOIS STATE POLICE										
	44802	10/31/13			209376	P	11/01/13	100	DUE TO OTHERS	658.00

WARRANT: 1113-1

TO FISCAL 2014/07 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE VOUCHER PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID	YTD INVOICED
INVOICE: 103113							2,168.00	2,168.00
VENDOR TOTALS							2,168.00	2,168.00
429 ILLINOIS TACTICAL OFFICERS ASSN 44803 10/11/13 INVOICE: 1093		209377	P	11/01/13	134000	EMPLOYEE EDUCATION	520620	520620
VENDOR TOTALS							885.00	885.00
900 UNIVERSITY OF ILLINOIS-GAR 44823 10/02/13 INVOICE: UPIN6927 44824 10/02/13 INVOICE: UPIN6912		209378	P	11/01/13	134000	EMPLOYEE EDUCATION	520620	520620
VENDOR TOTALS							757.00	757.00
8140 KANE, MCKENNA AND ASSOCIATES, INC 44766 09/30/13 INVOICE: 11922		209379	P	11/01/13	126500	PROFESSIONAL SERVICES - O	521055	521055
VENDOR TOTALS							31,824.59	31,824.59
8002 KIWANIS CLUB OF CENTRAL DUPAGE 44801 10/01/13 INVOICE: 103113		209380	P	11/01/13	134000	DUES-SUBSCRIPTIONS-RBG FE	520600	520600
VENDOR TOTALS							125.00	125.00
8244 JENNIFER LANGNER 44804 10/03/13 INVOICE: VR103113		209381	P	11/01/13	1000	VEHICLE LICENSES	420100	420100
VENDOR TOTALS							70.00	70.00
595 MENARDS, INC. 44767 10/10/13 INVOICE: 37776 44768 10/10/13 INVOICE: 37770		209382	P	11/01/13	143200	MAINTENANCE-STREET LIGHTS	521045	521045
VENDOR TOTALS							923.09	923.09
8054 DOUGLAS/ELIZABETH MERLO 44770 10/28/13 INVOICE: 20130253		209383	P	11/01/13	100	ESCROWS - DEVELOPER DEPOS	240100	240100
VENDOR TOTALS							3,000.00	3,000.00
651 NORTHERN ILLINOIS GAS COMPANY							3,000.00	3,000.00

11/01/2013 16:26  
mary

VILLAGE OF GLEN ELLYN  
PAID WARRANT REPORT

PG 5  
appdwari

WARRANT: 1113-1

TO FISCAL 2014/07 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
44771 INVOICE:	10/24/13		209384	P	11/01/13	121300	UTILITIES	277.22
44772 INVOICE:	10/21/13		209384	P	11/01/13	121300	UTILITIES	240.58
44805 INVOICE:	10/28/13		209384	P	11/01/13	21000	STREET LIGHTING/ENERGY CO	69.91
VENDOR TOTALS		19,516.97	YTD INVOICED			19,516.97	YTD PAID	587.71
654 NORTHEAST MULTI-REG. TRAINING 44806 INVOICE:	10/15/13		209385	P	11/01/13	134000	EMPLOYEE EDUCATION	3,500.00
44807 INVOICE:	10/07/13		209385	P	11/01/13	134000	EMPLOYEE EDUCATION	50.00
VENDOR TOTALS		7,600.00	YTD INVOICED			7,600.00	YTD PAID	3,550.00
738 RAY O'HERRON CO. INC. 44814 INVOICE:	10/10/13		209386	P	11/01/13	134000	UNIFORMS	27.90
44815 INVOICE:	10/22/13		209386	P	11/01/13	134000	UNIFORMS	625.00
44816 INVOICE:	10/21/13		209386	P	11/01/13	134000	UNIFORMS	337.00
VENDOR TOTALS		13,575.77	YTD INVOICED			13,575.77	YTD PAID	989.90
1458 OFFICE DEPOT, INC. 44808 INVOICE:	10/18/13		209387	P	11/01/13	134000	OFFICE SUPPLIES	60.13
44809 INVOICE:	10/15/13		209387	P	11/01/13	134000	OFFICE SUPPLIES	77.90
VENDOR TOTALS		5,368.38	YTD INVOICED			5,368.38	YTD PAID	138.03
2670 PACE SUBURBAN BUS 44783 INVOICE:	10/21/13		209388	P	11/01/13	121500	SENIOR TRANSPORTATION	2,354.93
VENDOR TOTALS		22,911.60	YTD INVOICED			22,911.60	YTD PAID	2,354.93
677 PALATINE OIL CO., INC. 44775 INVOICE:	10/18/13		209389	P	11/01/13	65000	GAS AND OIL	22,703.02
VENDOR TOTALS		128,361.44	YTD INVOICED			128,361.44	YTD PAID	22,703.02
8538 PARTY LINENS BY DENORMANDIE 44829 INVOICE:	10/27/13		209390	P	11/01/13	55730	LINENS AND RENTALS	83.00

11/01/2013 16:26  
maryr

VILLAGE OF GLEN ELLYN  
PAID WARRANT REPORT

PG 6  
appdwarr

WARRANT: 1113-1

TO FISCAL 2014/07 05/01/2013 TO 04/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	83.00 YTD INVOICED	83.00 YTD PAID	83.00 YTD
-----												
VENDOR TOTALS										83.00	83.00	83.00
1202 PERSONNEL DECISIONS INTERNATIONAL	44782	10/04/13			209391	P	11/01/13	134000	RECRUITING AND TESTING	520615		650.00
	INVOICE:	1101406322										
VENDOR TOTALS										650.00	650.00	650.00
3887 LYONS & PINNER ELECTRIC CO, INC	44830	08/30/13			209392	P	11/01/13	143200	MAINTENANCE-STREET LIGHTS	521045		1,475.00
	INVOICE:	23611										
VENDOR TOTALS										1,475.00	1,475.00	1,475.00
703 PLANNING RESOURCES, INC.	44780	10/16/13			209393	P	11/01/13	100	ESCROWS - DEVELOPER DEPOS	240100		75.00
	INVOICE:	11039										
	44781	10/16/13			209393	P	11/01/13	100	ESCROWS - DEVELOPER DEPOS	240100		200.00
	INVOICE:	11040										
	44811	10/07/13			209393	P	11/01/13	100	ESCROWS - DEVELOPER DEPOS	240100		1,200.00
	INVOICE:	11018										
	44811	10/07/13			209393	P	11/01/13	126000	FORESTRY AND LANDSCAPING	521047		2,505.00
	INVOICE:	11018										
VENDOR TOTALS										23,998.05	23,998.05	3,980.00
6552 PROVANTAGE CORPORATION	44776	10/24/13			209394	P	11/01/13	134000	OFFICE SUPPLIES	530100		44.00
	INVOICE:	6866463										
	44776	10/24/13			209394	P	11/01/13	126000	OFFICE SUPPLIES	530100		257.11
	INVOICE:	6866463										
	44777	10/17/13			209394	P	11/01/13	126000	OFFICE SUPPLIES	530100		374.00
	INVOICE:	6859428										
	44778	10/18/13			209394	P	11/01/13	121400	COMPUTER EQUIPMENT/PROJEC	570110		578.00
	INVOICE:	6860876										
	44779	10/24/13			209394	P	11/01/13	121400	COMPUTER EQUIPMENT/PROJEC	570110		65.89
	INVOICE:	6866461										
	44810	10/25/13			209394	P	11/01/13	122000	OFFICE SUPPLIES	530100		62.00
	INVOICE:	6867543										
	44810	10/25/13			209394	P	11/01/13	134000	OFFICE SUPPLIES	530100		62.00
	INVOICE:	6867543										
	44828	10/24/13			209394	P	11/01/13	134000	OFFICE SUPPLIES	530100		49.00
	INVOICE:	6867057										
	44828	10/24/13			209394	P	11/01/13	122000	OFFICE SUPPLIES	530100		69.00
	INVOICE:	6867057										
VENDOR TOTALS										14,616.05	14,616.05	1,561.00
5954 REINHART FOODSERVICE LLC	44813	10/22/13			209395	P	11/01/13	55730	FOOD/RESALE	530420		105.41

11/01/2013 16:26  
maryr

VILLAGE OF GLEN ELLYN  
PAID WARRANT REPORT

WARRANT: 1113-1

TO FISCAL 2014/07 05/01/2013 TO 04/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID	YTD INVOICED	YTD PAID	YTD INVOICED
INVOICE: 570244													
VENDOR TOTALS 545.45 545.45													
761 RONNOCO HOLDINGS, INC													
44812		10/24/13			209396	P	11/01/13	55730	BEVERAGES/RESALE	530405	530405	118.76	118.76
INVOICE: 764297323													
VENDOR TOTALS 3,767.90 3,767.90													
6093 SCHAMBERGER BROTHERS, INC													
44822		10/25/13			209397	P	11/01/13	55730	BEER AND WINE	530400	530400	379.00	379.00
INVOICE: 3381													
VENDOR TOTALS 9,437.20 9,437.20													
8537 KRISTIN SCOTT													
44787		10/23/13			209398	P	11/01/13	1000	POLICE ORDINANCE FINES	450100	450100	25.00	25.00
INVOICE: CR103013													
VENDOR TOTALS 25.00 25.00													
6215 SKC CONSTRUCTION, INC.													
44817		10/21/13			209399	P	11/01/13	40000	CONTRACT STREET MAINTENAN	520990	520990	37,344.19	37,344.19
INVOICE: 7797													
44818		10/21/13			209399	P	11/01/13	53000	MAINTENANCE-BUILDING & GR	520970	520970	12,448.06	12,448.06
INVOICE: 7797-1													
VENDOR TOTALS 49,792.25 49,792.25													
806 STANDARD EQUIPMENT COMPANY													
44785		10/17/13			209400	P	11/01/13	65000	PARTS PURCHASED	530310	530310	15.45	15.45
INVOICE: C87969													
44786		10/21/13			209400	P	11/01/13	65000	PARTS PURCHASED	530310	530310	15.45	15.45
INVOICE: C88117													
VENDOR TOTALS 186,408.02 186,408.02													
2937 SUPERIOR ASPHALT MATERIALS, LLC													
44784		09/24/13			209401	P	11/01/13	143200	OPERATING SUPPLIES, ASPHA	530210	530210	130.74	130.74
INVOICE: 20130851													
VENDOR TOTALS 3,202.59 3,202.59													
8536 SURE FOOT CORPORATION													
44774		10/07/13			209402	P	11/01/13	143200	SAFETY SUPPLIES	530225	530225	206.08	206.08
INVOICE: 1053228													
44774		10/07/13			209402	P	11/01/13	50100	SAFETY SUPPLIES	530225	530225	103.04	103.04
INVOICE: 1053228													
44774		10/07/13			209402	P	11/01/13	50200	SAFETY SUPPLIES	530225	530225	103.03	103.03
INVOICE: 1053228													

WARRANT: 1113-1

TO FISCAL 2014/07 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE VOUCHER PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	412.15 YTD INVOICED	412.15 YTD PAID	
<b>VENDOR TOTALS</b>									
844 SYSCO FOOD SERV - CHICAGO, INC							412.15	412.15	
44819	10/25/13								
INVOICE: 310251600		209403	P	11/01/13	55730	FOOD/RESALE	530420	1,406.46	
44820	10/24/13								
INVOICE: 310241447		209403	P	11/01/13	55730	OPERATING SUPPLIES	530105	452.57	
44820	10/24/13								
INVOICE: 310241447		209403	P	11/01/13	55730	DRY GOODS	530410	26.93	
44820	10/24/13								
INVOICE: 310241447		209403	P	11/01/13	55730	FOOD/RESALE	530420	264.43	
44821	10/21/13								
INVOICE: 310211096		209403	P	11/01/13	55730	BEVERAGES/RESALE	530405	30.44	
44821	10/21/13								
INVOICE: 310211096		209403	P	11/01/13	55730	DRY GOODS	530410	76.52	
44821	10/21/13								
INVOICE: 310211096		209403	P	11/01/13	55730	FOOD/RESALE	530420	990.75	
44821	10/21/13								
INVOICE: 310211096		209403	P	11/01/13	55720	OPERATING SUPPLIES	530105	92.60	
44821	10/21/13								
INVOICE: 310211096		209403	P	11/01/13	55730	OPERATING SUPPLIES	530105	91.28	
VENDOR TOTALS		120,882.07	YTD INVOICED				120,882.07	YTD PAID	3,431.98
7644 TREES R US, INC.									
44789	10/04/13								
INVOICE: 15344		209404	P	11/01/13	54000	BRUSH PICK UP SERVICE	521085	22,265.00	
VENDOR TOTALS		177,110.05	YTD INVOICED				177,110.05	YTD PAID	22,265.00
911 AURORA LAUNDRY COMPANY, INC									
44825	10/23/13								
INVOICE: 96066		209405	P	11/01/13	55730	UNIFORMS	530445	29.86	
44825	10/23/13								
INVOICE: 96066		209405	P	11/01/13	55730	LINENS AND RENTALS	530446	196.61	
44825	10/23/13								
INVOICE: 96066		209405	P	11/01/13	55730	OPERATING SUPPLIES	530105	58.35	
44825	10/23/13								
INVOICE: 96066		209405	P	11/01/13	55720	OPERATING SUPPLIES	530105	8.40	
VENDOR TOTALS		6,357.88	YTD INVOICED				6,357.88	YTD PAID	293.22
915 VERIZON WIRELESS SERVICES LLC									
44791	10/15/13								
INVOICE: 9713284427		209406	P	11/01/13	143100	TELECOMMUNICATIONS	521195	165.93	
44791	10/15/13								
INVOICE: 9713284427		209406	P	11/01/13	143200	TELECOMMUNICATIONS	521195	205.54	
44791	10/15/13								
INVOICE: 9713284427		209406	P	11/01/13	50100	TELECOMMUNICATIONS	521195	220.65	
44791	10/15/13								
INVOICE: 9713284427		209406	P	11/01/13	50200	TELECOMMUNICATIONS	521195	220.65	

11/01/2013 16:26  
maryr

VILLAGE OF GLEN ELLYN  
PAID WARRANT REPORT

PG 9  
appdwarr

WARRANT: 1113-1

TO FISCAL 2014/07 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	AMOUNT
INVOICE: 9713284427									
44791	10/15/13			209406	P	11/01/13	65000	TELECOMMUNICATIONS	78.98
INVOICE: 9713284427									
44792	10/16/13			209406	P	11/01/13	134000	TELECOMMUNICATIONS	570.19
INVOICE: 9713363914									
44826	10/18/13			209406	P	11/01/13	134000	STATE DRUG FORFEITURE EXP	111.67
INVOICE: 9713415249									
VENDOR TOTALS							18,273.76	YTD PAID	1,573.61
1876 VIPOE, INC									
44827	10/15/13			209407	P	11/01/13	134000	OPERATING SUPPLIES	78.00
INVOICE: 46806									
VENDOR TOTALS							12,412.50	YTD PAID	78.00
6708 VINYL GRAPHICS									
44790	10/24/13			209408	P	11/01/13	65000	REPAIRS-CONTRACTUAL/PARTS	36.96
INVOICE: C INV 035428									
VENDOR TOTALS							694.41	YTD PAID	36.96
1402 ARTHUR WEILER INC									
44752	10/21/13			209409	P	11/01/13	143200	TREE REPLACEMENT	1,885.00
INVOICE: 30926									
VENDOR TOTALS							10,480.00	YTD PAID	1,885.00
945 WEST & SONS TOWING INC									
44793	10/21/13			209410	P	11/01/13	65000	REPAIRS-CONTRACTUAL/LABOR	130.00
INVOICE: 411787									
VENDOR TOTALS							130.00	YTD PAID	130.00
3601 HOWARD L WHITE & ASSOCIATES, INC									
44763	09/17/13			209411	P	11/01/13	54000	EQUIPMENT/CAPITAL OUTLAY	1,687.00
INVOICE: 213298									
VENDOR TOTALS							1,687.00	YTD PAID	1,687.00
REPORT TOTALS									154,744.55
COUNT									53
TOTAL PRINTED CHECKS									154,744.55

\*\* END OF REPORT - Generated by Mary Romanelli \*\*

A-7C

---

## MEMORANDUM

---

**TO:** Mark Franz, Village Manager *MF*  
Al Stonitsch, Assistant Village Manager

**FROM:** Kristen Schrader – Assistant to the Village Manager - Admin *KS*  
Patti Underhill – Administrative Services Coordinator *PU*

**DATE:** November 1, 2013

**RE:** New Liquor License- The Beer Cellar – 534B Crescent Blvd., lower floor



---

### Background

The Village was approached in mid-September by David Hawley, a five (5) year Glen Ellyn resident, regarding his interest in opening a “craft beer” business. The business, The Beer Cellar, would sell “craft beer” in addition to a small selection of alcoholic liquor and wine. It is anticipated that approximately 90% of the business inventory and retail sales will be “craft beer”. Please see the attached Executive Summary from Mr. Hawley for additional information on the business concept.

After review of the Village’s current liquor license classifications it was determined that a new classification would best fit his business model, related to his business location (lower level) and floor space (approximately 800 sq. ft.) The proposed Class C-4 liquor license would authorize the retail sale of alcoholic liquor, in the original package, not for consumption on the premises. Hours of operation will be Mondays – Thursdays 11:00 a.m. – 8:00 p.m. and Fridays and Saturdays 11:00 a.m. – 9:00 p.m.

Mr. Hawley has submitted all the paperwork and fees to start the process. Once Mr. Hawley receives the Glen Ellyn liquor license and the state license, he may open his business; however, the grand opening for his business is scheduled for Monday, January 6, 2014.

### Action Requested

Establish the Class C-4 liquor license and authorize one (1) license.

### Recommendation

Approve the Ordinance and issue the Class C-4 liquor license

### Attachments

- \*The Beer Cellar Executive Summary
- \*Ordinance

**The Beer Cellar**

534B Crescent Blvd

Glen Ellyn, IL 60137

10/2013

## **Executive Summary**

### **Craft beer definition**

The Brewer's Association in Boulder, Colorado defines craft beer as beer made by a brewer that is small, independent, and traditional.

### **Mission**

The mission of *The Beer Cellar* is to provide the western suburbs of Chicago a destination to purchase their craft beer. We want to provide consumers with a vast selection of artisanal crafted beers from all over the world with a specific focus on Illinois crafted beer.

### **Business**

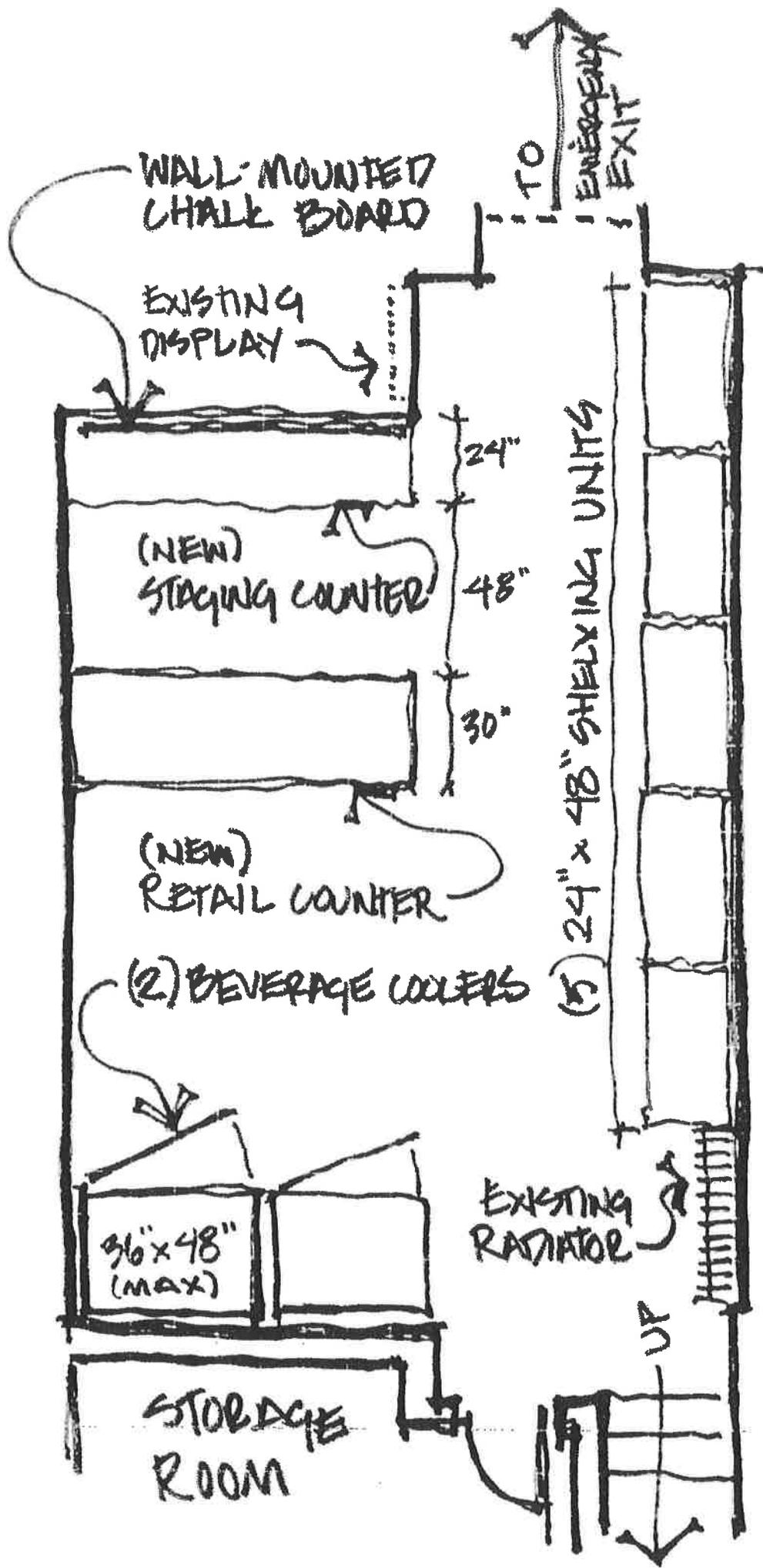
*The Beer Cellar* is the only craft beer focused store outside of the Chicago city limits. Our store will have a large selection of different types of beer from different regions. *The Beer Cellar* will also carry a small selection of finely crafted spirits as well. Our hours will be Tuesday-Thursday 11-8 and Friday/Saturday from 11-9.

### **The Market**

The customer base will be a diverse crowd consisting of those who seek out the most limited beers released in Illinois, and the casual beer consumer who wants more than a typical Budweiser. There are currently two stores in the state of Illinois that focus on craft beer and both are located in Chicago. Since craft beer is a large community with beer being the focus, a lot of businesses look to help each other. In a recent meeting with Chris Quinn from *The Beer Temple* located in Chicago's Avondale neighborhood, I was told that his biggest request from his suburban customers is that he opens a second location in the suburbs. He informed me that the suburbs are a large market with a need that I will be filling. Being a part of the Chicago craft beer community has confirmed this need, and I could not picture a better place to start a business than downtown Glen Ellyn.

### **Competition**

I will be in direct competition with any store that sells craft beer in the Village of Glen Ellyn. We have an advantage over our competitors by providing a store that is dedicated to fresh craft beer and a knowledgeable sales staff. By offering daily tastings, a large selection of Illinois beer and future events, *The Beer Cellar* is able to set itself apart from the large chain stores.



WALL-MOUNTED CHALK BOARD

EXISTING DISPLAY

TO ENERGY EXIT

24"

(NEW) STAGING COUNTER

48"

30"

(NEW) RETAIL COUNTER

(2) BEVERAGE COOLERS

(5) 24" x 48" SHELVING UNITS

36" x 48" (MAX)

EXISTING RADIATOR

STORAGE ROOM

UP

Ordinance No. \_\_\_\_\_ - VC

**An Ordinance to Amend (Liquor Control Code)  
Chapter 19 of Title 3, Section 11  
(Classification of Licenses)  
of the Village Code of Glen Ellyn, Illinois  
by Creating a Class C-4 Liquor License Classification  
and to Amend Chapter 19 of Title 3, Section 3-19-11 (C) and (P)  
Section 3-19-12 , Section 3-19-13**

**Whereas**, the Village of Glen Ellyn is an Illinois home rule municipal corporation; and

**Whereas**, the Village, pursuant to the Illinois Liquor Control Act, 235, ILCS 5/1-*let seq.*, and its home rule powers, has established various classes of liquor licenses for the retail sale of alcoholic liquor in the Village and the number of permitted licenses within each class, as set forth in Chapter 19 of Title (Liquor Control Code) of the Village Code of the Village of Glen Ellyn; and

**Whereas**, the President and Board of Trustees of the Village of Glen Ellyn deem it to be in the best interest of the Village to periodically review and update the liquor control ordinances of the Village as well as to, when appropriate, change the types of classifications and number of available liquor licenses in various classifications; and

**Whereas**, the President and Board of Trustees have determined that it is in the best interest of the Village to create a new Class C-4 license which authorizes the retail sale, on premises, of alcoholic liquor in its original package as a principal business, where more than three hundred (300) square feet of floor area is devoted to the storage, display and sale of alcoholic liquor sale of alcoholic liquor and where at least 90% of the sales on the premises are derived from the sale of beer to reflect the request of The Beer Cellar located at 534B Crescent Boulevard, effective November 12, 2013; and

**Now therefore, be it ordained 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 findings of fact and conclusions set forth hereinabove are hereby adopted by the President and Board of Trustees as the findings of fact and conclusions of the corporate authorities of the Village of Glen Ellyn.

**Section Two:** The Section 3-19-11(C) (Classification of Licenses) and (P) Sampling of the Glen Ellyn Village Code (Liquor Control Code) is hereby modified to add the following:

(B) Class C:

Class C-4 license shall authorize the retail sale, on the premises, of alcoholic liquor in its original package as a principal business, where more than three hundred (300) square feet of floor area is devoted to the storage display and sale of alcoholic liquor devoted to the storage, display and sale of alcoholic liquor and where at least 90% of the sales on the premises are derived from the sale of beer. A Class C-4 does not authorize the sale of alcoholic liquor for consumption on the premises where sold. Retail floor area devoted to the sale of alcoholic liquor includes the gross area devoted to the storage, display, customer access and sales area used for the sale of alcoholic liquor.

**Section Three:** Section 3-19-12 (Restriction on Number of Licenses) of the Glen Ellyn Village Code (Liquor Control Code) is hereby amended so that reference to the Class B-6 within this Section will henceforth read as follows:

Class C-4 - no more than 1

**Section Four:** Section 3-19-13(A) (License Fees) of the Glen Ellyn Village Code (Liquor Control Code) is hereby amended so the reference to B-6 within this Section will henceforth read as follows:

<u>License</u>	<u>Annual Fee</u>
C-4	\$1,500

**Section Five:** This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

**Passed** by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ .

**Ayes:**

**Nays:**

**Absent:**

**Approved** by the Village President of the Village of Glen Ellyn, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ .

\_\_\_\_\_  
Village President of the Village  
of Glen Ellyn, Illinois

**Attest:**

\_\_\_\_\_  
Village Clerk of the Village  
of Glen Ellyn, Illinois

(Published in pamphlet form and posted on the \_\_\_\_\_ day of \_\_\_\_\_.)

**Village of Glen Ellyn**

---

**Ordinance No. \_\_\_\_\_**

**An Ordinance to Amend (Liquor Control Code)  
Chapter 19 of Title 3, Section 11  
(Classification of Licenses)  
of the Village Code of Glen Ellyn, Illinois  
by Creating a Class C-4 Liquor License Classification  
and to Amend Chapter 19 of Title 3, Section 3-19-11 (C) and (P)  
Section 3-19-12 , Section 3-19-13**

---

**Adopted by the  
President and Board of Trustees  
of the  
Village of Glen Ellyn,  
DuPage County, Illinois  
This \_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_.**

---

Published in pamphlet form by the authority of the  
President and Board of Trustees of the Village of  
Glen Ellyn, DuPage County, Illinois, this \_\_\_\_\_  
day of \_\_\_\_\_, 20 \_\_\_\_.

A-70

---

**MEMORANDUM**

---

**TO:** Mark Franz, Village Manager *MF*  
Al Stonitsch, Assistant to the Village Manager

**FROM:** Kristen Schrader, Assistant to the Village Manager *KS*

**DATE:** November 5, 2013

**RE:** 253 Anthony Street – Glen Ellyn Local Landmark Designation

---



**Background.** James and Helen Elliott, owners of the property located at 253 Anthony Street, requested that the Glen Ellyn Historic Preservation Commission consider the nomination of their home as a Glen Ellyn local landmark. The property owner indicated that the home is an example of the architectural, cultural, economic, historic or social aspect of the heritage of the Village of Glen Ellyn (see attached nomination form).

A Public Hearing was held during the October 24, 2013 Regular Historic Preservation Commission meeting. At the conclusion of the Public Hearing, the Commission unanimously approved a motion to recommend that the Village Board approve Landmark Designation for the property.

**Issues.**

The property is an example of Gable Front Cottage architecture built between 1890 and 1910. Gable front cottages are 19<sup>th</sup> century vernacular type houses characterized by their roof type, which have two sloped sides that meet at a center ridge. The triangular ends of the walls on the other two sides are called gables. Significant features of the home at 253 Anthony Street include the front gable roof and rectangular massing, as well as the hipped roof porch structure.

**Recommendation.**

The Historic Preservation Commission recommends that the Village Board consider designating 253 Anthony Street as a Glen Ellyn Local Landmark.

**Action Requested.** The Village Board should consider the recommendation of the Glen Ellyn Historic Preservation Commission to designate 253 Anthony Street as a Glen Ellyn Local Landmark.

- Attachments:
1. Nomination Form
  2. Minutes from the October 24, 2013 Historic Preservation Commission meeting
  3. Report and Recommendation dated November 4, 2013
  4. Public Hearing Notice
  5. Planning Report dated October 15, 2013
  6. Ordinance
  7. Photographs

CC: Staci Hulseberg, Planning and Development Director  
James and Helen Elliott, Property Owners/Petitioners  
Historic Preservation Commission

**GLEN ELLYN HISTORIC PRESERVATION COMMISSION**

**HISTORICAL LANDMARK NOMINATION FORM  
FOR INDIVIDUAL BUILDINGS OR ART OBJECTS**

Date Received September 10, 2013

1. Name of Property/Site:
2. Address of Property: *253 Anthony Street, Glen Ellyn, IL. 60137*
3. Attach photographs of the property site itself as well as important features (if available).
4. Is this property, or any part of it, listed on or nominated to the Illinois or the National Register of Historic Places? Has the Glen Ellyn Historical Society placed an historical plaque on the building? *No*

\_\_\_ Illinois Register

\_\_\_ National Register

\_\_\_ Glen Ellyn Historical Society Plaque

5. Please indicate which of the following criteria apply to the property. (Check all that apply). Explain in #6.

**X Its value as an example of the architectural, cultural, economic, historic, social or other aspect of the heritage of the Village of Glen Ellyn, the State of Illinois, or the United States;**

Its location as a site of a significant historic event which may have taken place within or involved the use of any existing improvements;

**X Its identification with a person or persons who significantly contributed to architectural, cultural, economic, historic, social or other aspect of the development of the Village of Glen Ellyn, the State of Illinois, or the United States;**

**X Its exemplification of an architectural type or style distinguished by innovation, rarity, uniqueness or overall quality of design, detail, materials or craftsmanship;**

**X Its representation of an architectural, cultural, economic, historic, social or other theme expressed through distinctive areas, districts, places, buildings, structures, works of art or other objects that may or may not be contiguous;**

*X Its unique location or distinctive physical appearance or presence representing an established and familiar visual feature of a neighborhood, community or the Village of Glen Ellyn.*

\_\_\_\_ Other reasons. Please specify.

6. Additional details and history. Summarize why this property/site should be designated a "Landmark." Please indicate the year this building was constructed.

*The property was constructed in 1896 (see attached), adjacent to the Scripture Press property to the West. It is the sole residential property on the South side of a 'dead-end' Anthony Street. To the East is the Glen Ellyn Park District on Kenilworth and to the West is Wheaton College's East Campus at Scripture Press. It is located adjacent to the grounds that was once owned and operated by the Glen Ellyn Dairy and earlier, the Rathman Dairy on Anthony Street, leading us, and others, to believe it was part of the farm property. NB. We have not been able to confirm this with our research.*

*The build is an example of Gable Front Cottage architecture built in the late 1800's (1896). Gable front cottages are 19<sup>th</sup> century type houses characterized by their roof type, which have two sloped sides that meet at a center ridge. Significant features of the home include the front gable roof and rectangular massing, as well as the hipped roof porch structure. Attached are photos of the exterior of the home and the internal joists in the basement and wood-based support beams, which are apparently in keeping with this genre of construction.*

7. Name, address and telephone number of the property owner(s).

*Name: James and Helen Elliott  
Address: 253 Anthony Street Glen Ellyn, IL. 60137  
Area Code: 331 Phone Number: 330-6216*

8. Name, address, telephone number and signature of person(s) submitting this nomination. (Please attach additional sheets if necessary)

*Name: James and Helen Elliott  
Address: 253 Anthony Street Glen Ellyn, IL. 60137  
Area Code: 331 Phone Number: 330-6216*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If you have questions, please phone the Village of Glen Ellyn staff liaison for the Historic Preservation Commission at 630/469-5000.

Please return this form to:

# Village of GLEN ELLYN

## ILLINOIS URBAN ARCHITECTURAL AND HISTORICAL SURVEY

STREET #	253
DIRECTION	
STREET	ANTHONY
SUFFIX	ST
PIN	510408019
LOCAL SIGNIFICANCE RATING	PS
POTENTIAL IND NR? (Y or N)	N
CRITERIA	
Contributing to a NR DISTRICT?	C
Contributing secondary structure?	C
Listed on existing SURVEY?	



### GENERAL INFORMATION

CATEGORY	building	CURRENT FUNCTION	Domestic - single dwelling
CONDITION	good	HISTORIC FUNCTION	Domestic - single dwelling
INTEGRITY	minor alterations and addition(s)	REASON for SIGNIFICANCE	If not for alterations, this Gable Front Cottage would be rated significant.
SECONDARY STRUCTURE	Detached garage		
SECONDARY STRUCTURE			

### ARCHITECTURAL DESCRIPTION

ARCHITECTURAL CLASSIFICATION	Gable Front Cottage	PLAN	rectangular
DETAILS		NO OF STORIES	1.5
DATE of construction	c. 1910	ROOF TYPE	Front gable
OTHER YEAR		ROOF MATERIAL	Asphalt - shingle
DATESOURCE	Surveyor	FOUNDATION	Parged
WALL MATERIAL (current)	Wood - shingle	PORCH	Full front
WALL MATERIAL 2 (current)	Wood	WINDOW MATERIAL	Vinyl
WALL MATERIAL (original)	Wood - shingle	WINDOW MATERIAL	Wood
WALL MATERIAL 2 (original)	Wood	WINDOW TYPE	double hung
SIGNIFICANT FEATURES	Front gable roof and rectangular massing; hipped roof porch structure		
ALTERATIONS	Replacement columns and railings on porch; replacement windows in original openings; replacement front door; side dormer additions (historic); brick west chimney attached to dormer		

**HISTORIC INFORMATION**

**HISTORIC NAME**

**COMMON NAME**

**COST**

**ARCHITECT**

**ARCHITECT2**

**BUILDER**

**ARCHSOURC**



**HISTORIC INFO** 510408018

**PERMIT INFO** #B1734 (1997)--deck addition; Drawings and permit (#63) dated 8/25/1934 for alterations (owners --Mr. R. B. Blumbauch; architect--illegible)--new wood shingles on dormers; side dormer additions

**LANDSCAPE** Midblock on south side of residential street; on oversize lot with slight rise from street; side driveway; similar setbacks; mature trees

**SURVEY INFORMATION**

**PREPARER** Lara Ramsey

**PREPARER ORGANIZATION** GRANACKI HISTORIC CONSULTANTS

**SURVEYDATE** 10/7/2009

**SURVEYAREA**

**PHOTO INFORMATION**

**PHOTO ID** \Images\AnthonySt253.jpg

**PHOTOID2:** \Images\AnthonySt253 (1).jpg

txtImageNote: Image found and displayed.  
txImageID: 532

253 ANTHONY

DRAFT  
MINUTES

**BOARD/COMMISSION:** Historic Preservation

**DATE:** 10/24/13

**MEETING:** Regular

**CALLED TO ORDER:** 7:31 p.m.

**QUORUM:** Yes

**ADJOURNED:** 8:51 p.m.

**LOCATION:** Glen Ellyn Civic Center

**MEMBER ATTENDANCE:**

**PRESENT:** Chairman Marks, Commissioners Christiansen, Fisher, Loftus, Wilson, Student Commissioner Davis

**EXCUSED:** Commissioners Manak, Rasnic, Schreiber, Saliamonas

**ALSO PRESENT:** Staff Liaison Justin Keenan, Trustee Liaison McGinley, Recording Secretary Solomon

**1. Public Hearing – 253 Anthony Street – Landmark Designation**

 Chairman Marks opened the Public Hearing at 7:31 p.m. regarding the house at 253 Anthony Street seeking designation of historic landmark status under the Village of Glen Ellyn Historical and Architectural Landmark Preservation ordinance.

Commissioner Loftus asked about the original owner of the home to which Mr. Elliott stated the Glen Ellyn Historical Society did research, and they were not able to ascertain the original owner. Commissioner Loftus stated the home is a great period home and is a good candidate for landmarking. Commissioner Wilson stated she likes the home's integrity and how it is situated on the property. Chairman Marks stated it is a great example of a late Victorian gable-front cottage.

Chairman Marks asked for a motion to close the Public Hearing at 7:34 p.m. Commissioner Loftus made a motion to close the Public Hearing, and Commissioner Christiansen seconded. The motion passed unanimously by a vote of 5-0.

Commissioner Wilson stated the application was filed on the basis of the following criteria:

1. Its value as an example of the architectural, cultural, economic, historic, social or other aspect of the heritage of the Village of Glen Ellyn, the State of Illinois, or the United States;

2. Its identification with a person or persons who significantly contributed to architectural, cultural, economic, historic, social or other aspect of the development of the Village of Glen Ellyn, the State of Illinois, or the United States;
3. Its exemplification of an architectural type or style distinguished by innovation, rarity, uniqueness or overall quality of design, detail, materials or craftsmanship;
4. Its representation of an architectural, cultural, economic, historic, social or other theme expressed through distinctive areas, districts, places, buildings, structures, works of art or other objects that may or may not be contiguous;
5. Its unique location or distinctive physical appearance or presence representing an established and familiar visual feature of a neighborhood, community or the Village of Glen Ellyn.

Chairman Marks asked for a motion to recommend landmarking status for the property at 253 Anthony Street. Commissioner Wilson made a motion to recommend Village of Glen Ellyn landmarking status to the Village Board, under criteria numbers 1, 3, 4, 5 and 6 on the application. Commissioner Christiansen seconded, and the motion carried unanimously by a vote of 5-0.

## **2. Call to Order**

Chairman Marks called the regular Glen Ellyn Historic Preservation Commission regular meeting to order at 7:40 p.m., in the Civic Center at 535 Duane Street, Glen Ellyn, Illinois.

## **3. Approval of September 26, 2013 Minutes**

Chairman Marks pointed out an error on page 4, letter E which was corrected. Commissioner Loftus made a motion to approve the amended minutes of September 26, 2013, and Commissioner Wilson seconded. The motion carried unanimously by a vote of 5-0.

## **4. Public Comment**

None

## **5. Old Business**

None

**REPORT AND RECOMMENDATION  
OF THE GLEN ELLYN  
HISTORIC PRESERVATION COMMISSION  
ON THE REQUEST OF JAMES AND HELEN ELLIOTT  
FOR THE DESIGNATION OF THE PROPERTY  
LOCATED AT 253 ANTHONY STREET  
AS A HISTORIC LANDMARK**

**TO:** The President and Board of Trustees,  
Village of Glen Ellyn, Illinois

**DATE:** November 4, 2013

**Background.** James and Helen Elliott (“Petitioners”), property owners of 253 Anthony Street (“Property”), filed a petition to have their home designated as a Glen Ellyn Historic Landmark on September 10, 2013. On September 26, 2013, pursuant to the testimony and facts presented by the Petitioner, the Glen Ellyn Historic Preservation Commission granted preliminary determination of landmark designation to the Property. In accordance to the Glen Ellyn Historical and Architectural Landmark Preservation Ordinance (#3825), a public hearing was held before the Historic Preservation Commission on Thursday, October 24, 2013. The Historic Preservation Commission heard testimony, and issues the following Report and Recommendation to the Village Board.

**I. Report:**

**A. Request.**

The Petitioner is requesting landmark designation for their property located at 253 Anthony Street, Glen Ellyn, Illinois.

**B. Exhibits.**

The following materials were submitted for review prior to the Historic Preservation Commission meeting:

Exhibit 1: Historic Landmark Nomination Form received on September 10, 2013 from the Petitioner for the Property along with submittals.

Exhibit 2: Notice of Public Hearing published in the October 9, 2013, edition of the Daily Herald.

Exhibit 3: Minutes from the September 26, 2013, regular Historic Preservation Commission meeting.

Exhibit 4: Minutes from the October 24, 2013, regular Historic Preservation Commission meeting.

**C. October 24, 2013 Public Hearing.**

The Commission reviewed the landmark designation of the home at 253 Anthony Street by reviewing the nomination form, pictures of the property, and additional property information.

**D. Public Comment.**

No members of the public spoke in favor or opposition of the request.

**E. Discussion.**

Commissioner Wilson stated the application was filed on the basis of the following criteria:

1. Its value as an example of the architectural, cultural, economic, historic, social or other aspect of the heritage of the Village of Glen Ellyn, the State of Illinois, or the United States;
2. Its identification with a person or persons who significantly contributed to architectural, cultural, economic, historic, social or other aspect of the development of the Village of Glen Ellyn, the State of Illinois, or the United States;
3. Its exemplification of an architectural type or style distinguished by innovation, rarity, uniqueness or overall quality of design, detail, materials or craftsmanship;
4. Its representation of an architectural, cultural, economic, historic, social or other theme expressed through distinctive areas, districts, places, buildings, structures, works of art or other objects that may or may not be contiguous.
5. Its unique location or distinctive physical appearance or presence representing an established and familiar visual feature of a neighborhood, community or the Village of Glen Ellyn.

- II. Recommendation -- On a motion made by Commissioner Wilson and seconded by Commissioner Christiansen, the Historic Preservation Commission recommends the Village Board approve the landmark designation for the property located at 253 Anthony Street. The motion carried with a vote of five (5) "Yes," zero (0) "No".

Respectfully submitted,

Leland Marks, Chairman  
Historical Preservation Commission

Date of Meeting: October 24, 2013

Present: Commissioners Christiansen, Fisher, Loftus, Wilson, Chairman Marks and Student Commissioner Davis

Excused: Commissioners Manak, Rasnic, Schreiber, Saliamonas

Also Present: Trustee Liaison McGinley, Administrative Intern Keenan, Recording Secretary Solomon

NOTICE OF PUBLIC HEARING BEFORE THE GLEN ELLYN HISTORIC  
PRESERVATION COMMISSION

An application has been received by the Historic Preservation Commission to consider the property at 253 Anthony Street for designation of historic landmark status under the Village of Glen Ellyn Historical and Architectural Landmark Preservation Ordinance (Ordinance #3825-VC).

This property is being considered for designation of landmark status for the following reasons:

1. Its unique location or distinctive physical appearance or presence representing an established and familiar visual feature of a neighborhood, community or the Village of Glen Ellyn.

Before the Glen Ellyn Village Board can consider the application, the Historic Preservation Commission must conduct a public hearing. The Historic Preservation Commission will consider the application at a public hearing on **Thursday, October 24, 2013 at 7:30 p.m.** in a meeting room on the third floor of the Civic Center, 535 Duane Street, Glen Ellyn, Illinois.

The subject property is legally described as follows:

Lot 1 in Scripture Press Publications Resubdivision, being a Resubdivision of part of Lot 7, in Block 3, of Robertson's Seventh Addition to Glen Ellyn, in the East Half of Section 10, Township 30 North, Range 10 East of the Third Principal Meridian, according to the plat of said Scripture Press Publications Resubdivision recorded August 7, 1991 as Document R91-101194, in DuPage County, Illinois.

P.I.N.(s): 0510408019

All persons in the Village of Glen Ellyn who are interested are invited to attend the public hearing to listen and be heard. Information related to the requests is available for public review in the Administration Department of the Civic Center, 535 Duane Street, Glen Ellyn, Illinois. Questions related to the requests should be directed to Kristen Schrader, Assistant to the Village Manager, 630-547-5205.

Individuals with disabilities who plan to attend the hearing and who require certain accommodations in order to allow them to observe and participate, or who have questions regarding the accessibility of the meeting or facilities, are requested to contact the Village 24 hours in advance of the meeting.

Kristen Schrader,  
Assistant to the Village Manager

Published in Daily Herald

---

## HISTORIC PRESERVATION COMMISSION MEETING STAFF REPORT

---

**TO:** Historic Preservation Commission

**FROM:** Staci Hulseberg, Director of Planning & Development  
Kristen Schrader, Staff Liaison

**DATE:** October 15, 2013

**SUBJECT:** 253 Anthony Street – Landmark Planning Report

---

**Historic Designation Planning Report.** This Report is provided in accordance with Section 2-13-5 of the Village Code which requires a report on planning considerations prior to the designation of any structure or object as a Glen Ellyn Landmark.

**Location/Request.** The property at 253 Anthony Street is located on the south side of Anthony Street between Sheffield Lane to the north, Pennsylvania Avenue to the south and Kenilworth Avenue to the east. The current property owners are James and Helen Elliott, who have requested the landmark designation of the property in order to preserve the existing home.

**Existing Structure.** The following historical and architectural details about the home at 253 Anthony Street:

*This property is an example of Gable Front Cottage architecture built between 1890 and 1910. Gable front cottages are 19<sup>th</sup> century vernacular type houses characterized by their roof type, which have two sloped sides that meet at a center ridge. The triangular ends of the walls on the other two sides are called gables. Significant features of the home at 253 Anthony Street include the front gable roof and rectangular massing, as well as the bipped roof porch structure.*

**Relationship to Comprehensive Plan.** The Glen Ellyn Comprehensive Plan designates this parcel for Single-Family Detached Residential use, up to 5 dwelling units per acre. The Comprehensive Plan also states that "...homes...that have historic and/or architectural interest ...add to the charm and character to the community. The Village should consider more formal procedures for recognizing and designating structures and districts with historic value...Property owners should be encouraged to retain and restore historic structures." The designation of the home at 253 Anthony Street as a historic landmark would be consistent with the recommendations of the Comprehensive Plan.

**Zoning.** The subject site is located in an R2 Residential District. The property is currently developed with a single-family home. The properties in the surrounding area are also zoned R2 Residential District, with the exception of the properties to the direct west and east of the property, which are zoned C4 Office District and C5 Conservation Recreation District.

**Effect on the Neighborhood.** Due to its unique architectural style, it is a property that should be appropriately recognized. According to the documents reviewed and the above report, we do not

believe that there will be any negative effects on the neighborhood resulting from such a designation.

**Planning Consideration.** A review of the information available in the Village files, the Comprehensive Plan, and the Zoning Code indicate that the home is appropriate for designation as a Glen Ellyn Landmark for the following reasons:

1. The Comprehensive Plan indicates that historic properties such as 253 Anthony Street contribute to the character of Glen Ellyn because of its age, design, and construction.
2. The property is consistent with the zoning classification for the area.
3. The structure is harmonious with the surrounding neighborhood.
4. This structure is largely the same as when originally constructed and it represents a unique interpretation of a style prominent during that era. It is an exemplification of an architectural type or style distinguished by innovation, rarity, uniqueness or overall quality of design, detail, materials or craftsmanship.

**Requested Action.** It is requested that the Historic Preservation Commission conduct a public hearing during its regular meeting on October 24, 2013, for the request for landmark designation of the home at 253 Anthony Street and to make a recommendation to the Village Board.

**Village of Glen Ellyn**

---

**Ordinance No. \_\_\_\_\_**

**An Ordinance Designating the Property  
at 253 Anthony Street, Glen Ellyn, IL  
as a Glen Ellyn Local Landmark**

---

**Adopted by the  
President and Board of Trustees  
Of the  
Village of Glen Ellyn  
DuPage County, Illinois**  
**This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

---

Published in pamphlet form by the authority of the  
President and Board of Trustees of the Village of  
Glen Ellyn, DuPage County, Illinois, this \_\_\_\_\_  
Day of \_\_\_\_\_, 20\_\_\_\_\_.

Ordinance No. \_\_\_\_\_

**An Ordinance Designating the Property  
at 253 Anthony Street, Glen Ellyn, IL  
as a Glen Ellyn Local Landmark**

**Whereas**, James and Helen Elliott, owners of the property commonly known as 253 Anthony Street (“Property”), Glen Ellyn, DuPage County, Illinois, and legally described as follows:

Lot 1 in Scripture Press Publications Resubdivision, being a Resubdivision of part of Lot 7, in Block 3, of Robertson’s Seventh Addition to Glen Ellyn, in the East Half of Section 10, Township 30 North, Range 10 East of the Third Principal Meridian, according to the plat of said Scripture Press Publications Resubdivision recorded August 7, 1991 as Document R91-101194, in DuPage County, Illinois.

P.I.N.(s): 0510408019

has submitted a written request for Village of Glen Ellyn Historic Landmark Designation for the property at said address in accordance with Chapter 13 of Title 2 of the Glen Ellyn Village Code, known as the Historic Preservation Ordinance; and

**Whereas**, following due notice by publication in the Daily Herald not less than fifteen (15) days nor more than thirty (30) days prior thereto, and following placement of a placard on the subject property not less than fifteen (15) days prior thereto, Glen Ellyn Historic Preservation Commission conducted a public hearing on October 24, 2013, during which evidence, testimony, and exhibits were presented in support of the request for Landmark Designation; and

**Whereas**, based upon the evidence, testimony, and exhibits presented at the public hearing, the Glen Ellyn Historic Preservation Commission recommended that the property be officially designated as a historic and architectural landmark, as set forth in its Report and Recommendation dated November 4, 2013, a copy of which is appended hereto as “Exhibit A”; and

**Whereas**, the President and Board of Trustees of the Village of Glen Ellyn have reviewed the evidence and exhibits presented at the aforementioned public hearing and have considered the Report and Recommendation of the Glen Ellyn Historic Preservation Commission and find that the property

satisfies one or more of the criteria for designation as a Glen Ellyn landmark as provided for in Section 2-13-3(A) of the Glen Ellyn Village Code;

**Now, Therefore, be it Ordained** by the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, in exercise of its home rule powers, as follows:

**Section One:** The Report and Recommendation of the Glen Ellyn Historic Preservation Commission, attached hereto as Exhibit "A", is hereby accepted, and the findings and conclusions set forth therein and in the preamble below are hereby adopted as findings of the corporate authorities of the Village of Glen Ellyn.

**Section Two:** The President and Board of Trustees hereby designate the property located at 253 Anthony Street in Glen Ellyn, DuPage County, Illinois, as a Glen Ellyn Local Landmark.

**Section Three:** The property is hereby determined to be a Glen Ellyn Local Landmark because it satisfies the following criteria set forth in Section 2-13-3(A) of the Glen Ellyn Village Code:

- A. The property is an example of Gable Front Cottage Architecture built between 1890 and 1910.
- B. The property is an outstanding and unique example of the style of architecture in which it was built.

**Section Four:** The determination of landmark designation is based upon the owner's written request and the evidence, exhibits, and testimony presented at the October 24, 2013 Historic Preservation Commission public hearing including the documents listed below, which are referenced herein as though they were attached hereto, and said documents shall be filed with and made a permanent part of the records of the Glen Ellyn Historic Preservation Commission:

- A. Historic Landmark Nomination Form
- B. Picture of the home on the property
- C. Copy of the notice of the Public Hearing

**Section Five:** By virtue of its satisfying the criteria specified herein, the property is hereby declared and designated as a Glen Ellyn Local Landmark, and the owners of said property are requested to affix a plaque to the house denoting said designation.

**Section Six:** The Historic Preservation Commission is authorized and directed to send a certified copy of this Ordinance and a summary report of the effects of designation to the owners within ten (10) days of the passage of this Ordinance, and the Village Clerk is authorized and directed to file or cause to be filed a certified copy of this Ordinance with the DuPage County Recorder of Deeds, Milton Township Assessor, and appropriate Village departments.

**Section Seven:** The provisions and sections of this Ordinance shall be deemed to be separable, and the invalidity of any portion of this Ordinance shall not affect the validity of the remainder.

**Section Eight:** This Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

**Passed** by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, on first reading, second reading not being requested.

**Ayes:**

**Nays:**

**Absent:**

Approved by the Village President of the Village of Glen Ellyn, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Village President of the Village  
of Glen Ellyn, Illinois

**Attest:**

\_\_\_\_\_  
Village Clerk of the Village  
of Glen Ellyn, Illinois

(Published in pamphlet form and posted on the \_\_\_\_\_ day of \_\_\_\_\_.)







A-7E

---

---

**MEMORANDUM**

---

---

**TO:** Mark Franz, Village Manager

**FROM:** Staci Hulseberg, Director Planning & Development  
Joe Kvapil, Building and Zoning Official

**DATE:** November 5, 2013

**RE:** November 12, 2013 Village Board Meeting  
Zoning Variation Request - 558 Taylor Avenue



---

**Background**

The property owners, Scott and Julie Ruoti, are requesting approval of a variation from the Glen Ellyn Zoning Code, Section 10-8-6(B)3, to allow the construction of a one-story family room addition with a 22.3% lot coverage ratio in lieu of the maximum permitted lot coverage ratio of 20%. The subject property is an interior lot located on the west side of Taylor Avenue in the R2 Residential District. Notice of the public hearing was published in the Daily Herald on September 20, 2013. The Zoning Board of Appeals conducted a public hearing on the requested variation on Tuesday, October 8, 2013. At the meeting, one person spoke in favor of and no persons spoke in opposition to the variation request.

**Issues**

All but one of the Zoning Board of Appeals members were in favor of the variation because they felt that there are practical difficulties or particular hardships in the application of the Zoning Code regulations on this property and that the conditions on this property are unique and not generally applicable to other properties in this zoning district. ZBA members in favor of the variation found that the existing lot is nonconforming and does not meet the minimum lot area. Consequently, 82 square feet of the 179-square foot proposed addition would be permitted on a conforming lot. In addition, the narrow lot width is nonconforming and prohibits the construction of a typical detached garage in the rear yard. Therefore, this property cannot benefit from the additional 500-square foot (6% lot coverage ratio) bonus for a detached garage. The ZBA members in support of the project also felt that the petitioners evaluated all options and this was the minimum variation practical to gain a modest amount of additional space within the home. Those ZBA members also felt there were no adverse impacts on the adjacent properties. Mr. Kvapil added that the neighbors, including all adjacent property owners, have signed a petition in support of the requested variation.

The ZBA member opposed to the requested variation stated that the home was constructed in 2003 to the maximum permitted area and he felt that that no clear hardship had been demonstrated regarding the variation request.

**Recommendation**

At the public hearing on October 8, 2013, the Zoning Board of Appeals voted on a motion to recommend approval of the requested variation which carried with five (5) “yes” votes and one (1) “no” vote. In accordance with this recommendation, staff has prepared an ordinance to **approve** the requested variation.

**Action Requested**

It is requested that the Village Board consider the petitioners' request, the recommendation offered by the Zoning Board of Appeals, and any further evidence or testimony presented at the Village Board Meeting and grant, deny or amend the requested variation.

**Attachments**

- Minutes of ZBA meeting dated October 8, 2013
- Photos of the Subject Property
- Location Map
- Ordinance
- Petitioners' Application packet

CC: Scott and Julie Ruoti

DRAFT  
ZONING BOARD OF APPEALS  
MINUTES  
OCTOBER 8, 2013

The meeting was called to order by Chairperson Rick Garrity at 7:00 p.m. ZBA Members James Bourke, Gregory Constantino, Edward Kolar, Larry LaVanway, Meg Maloney and Chip Miller were present. ZBA Member John Micheli was excused. Also present were Trustee Liaison Tim Elliott, Building and Zoning Official Joe Kvapil and Recording Secretary Barbara Utterback.

Chairperson Garrity described the proceedings of the Zoning Board of Appeals.

ZBA Member Kolar moved, seconded by ZBA Member Bourke, to approve the minutes of the September 24, 2013 Zoning Board of Appeals meeting. The motion carried unanimously by voice vote.

Two public hearings for properties at 558 Taylor Avenue and 475 Hillside Avenue were on the agenda.

PUBLIC HEARING – 558 TAYLOR AVENUE

A REQUEST FOR APPROVAL OF A VARIATION FROM THE GLEN ELLYN ZONING CODE, SECTION 10-8-6(B)3, TO ALLOW THE CONSTRUCTION OF A ONE-STORY FAMILY ROOM ADDITION WITH A 23.2% LOT COVERAGE RATIO IN LIEU OF THE MAXIMUM PERMITTED LOT COVERAGE RATIO OF 20%.

*(Scott and Julie Ruoti, owners)*

Staff Report

Building and Zoning Official Joe Kvapil stated that Scott and Julie Ruoti, owners of the property at 558 Taylor Avenue, are requesting approval of a variation from the Glen Ellyn Zoning Code, Section 10-8-6(B)3, to allow the construction of a one-story family room addition with a 23.2% lot coverage ratio in lieu of the maximum permitted lot coverage ratio of 20%. Mr. Kvapil displayed a photograph of the rear yard of the subject home and the location of the one-story addition. He stated that the subject property is in the R2 Zoning District and is defined as an interior lot on the west side of Taylor Avenue. He added that the zoning and land use surrounding the subject property is single-family residential. Mr. Kvapil stated that no zoning variations have been granted for this property.

Mr. Kvapil displayed a site plan of the subject property and indicated the location of the proposed addition. He stated that the subject home was built in 2003 at the maximum permitted lot coverage ratio of 20%. He added that a bonus of approximately 120 square feet was allowed for the open front porch and that a detached garage bonus of 500 square feet was not allowed. Mr. Kvapil stated that the owners propose to construct a one-story addition to the rear of the home to allow expansion of the kitchen, dinette and family

room areas. He stated that the proposed addition is 180 square feet in area which is approximately a 2.3% lot coverage ratio and increases the lot coverage ratio to 22.3% which requires a variation. Mr. Kvapil explained that the variation was incorrectly advertised in the newspaper and notice of public hearing at 23.2%. He added that the proposed addition meets the current Zoning Code regulations for side yard and rear yard setback and roof height.

Mr. Kvapil stated that the existing lot coverage ratio was listed as 20.1% in the petitioners' application packet, however, the correct lot coverage ratio is 20% as calculated when the home was constructed in 2003. Mr. Kvapil stated that the lot area and lot width do not meet the minimum requirements as the lot is nonconforming but that a new home is permitted on a nonconforming lot provided the exceptions of Section 10-4-1 are met. Those exceptions are that a new home can be built if a lot is at least 50 feet wide and 6,534 square feet in area.

#### Petitioners' Presentation

Scott and Julie Ruoti, the petitioners, of 558 Taylor Avenue, Glen Ellyn, Illinois were present to speak on behalf of their variation request. Ms. Ruoti stated that she had a letter for the ZBA members to read that explains personal reasons why their family needs the requested variation. Ms. Ruoti stated that their main hardship is that they currently have an attached garage and cannot take advantage of the lot coverage bonus that is allowed for attached garages. She added that they were unaware of requirements regarding their lot when they purchased it. She added that they hope to be able to add 180 square feet to the rear of their home so that their living space can be slightly increased for higher functionality. She added that they reviewed many options regarding increasing their existing space, however, other options were cost prohibitive. Mr. Ruoti added that they have more green space than their neighbors on their lot because they do not have a driveway and garage in their back yard. He also stated they would like additional space in their home because they have two young sons who need additional space. Ms. Ruoti distributed two photos of their neighbors' properties to the north and south. She stated that if her property had a detached garage, their lot coverage ratio would be equal to their neighbors. Ms. Ruoti added that she did not feel her neighbors would be impacted by their proposed addition.

#### Responses to Questions from the ZBA

ZBA Member Bourke stated that he did not see the neighbors to the north of the subject property listed on the notification list that was sent regarding the project, and Mr. Kvapil stated that he will research that issue. Chairperson Garrity stated that he believed the petitioners received a letter from the neighbors to the north in support of the proposed project. Ms. Ruoti responded to ZBA Member Constantino that no neighbors have voiced any objections to the proposed variation request. Ms. Ruoti responded to ZBA Member Constantino that the proposed 26.3-foot by 6.8-foot addition is the absolute minimum size required for an addition to their home. ZBA Member Constantino asked if any drainage issues would be caused by the proposed addition, and Mr. Ruoti responded

there are currently no water issues at their property because their lot slopes down to Taylor Avenue. ZBA Member Constantino asked how close to the neighbors both of the petitioners' side yards are, and Ms. Ruoti replied approximately 6-1/2 feet. Mr. Ruoti responded that the side yard is larger on one side because a driveway is located there. He also stated that the addition will be kept at a low height so that the neighbors' light and air will not be impacted. When ZBA Member Maloney asked why the proposed option was best, Mr. Ruoti replied that other options that they researched were more extensive and expensive. ZBA Member Kolar asked what the unique circumstances or hardships are regarding the variation request, and Ms. Ruoti responded that their hardship is that they have not been able to take advantage of the 500 square foot bonus allowed for a detached garage due to the width of their lot. ZBA Member Bourke stated that the petitioners have explored many options and asked if they have had any conversations with Mr. Kurzio to the south about a common driveway. Ms. Ruoti responded that they are not interested in having a shared driveway, and Mr. Ruoti added that more green space would be lost with a shared driveway. ZBA Member Bourke stated he has a shared driveway and that a shared driveway would solve the petitioners' issues. ZBA Member Kolar stated that green space would be gained if the existing patio was removed, and Chairperson Garrity responded that neighbors can look over a green space but a structure would be within their view.

#### Persons in Favor of or in Opposition to the Petition

Jamie Simoneit, 722 Hillside Avenue, Glen Ellyn, Illinois stated he is one of the architects who the petitioners had asked to look at their property for building suggestions. Mr. Simoneit stated that building on the subject lot is a challenge because of the lot size. He also stated that everything in the home is at a minimum per the original design and that the petitioners are asking for a humble variation.

#### Comments from the ZBA

ZBA Members Constantino, Maloney, LaVanway, Bourke and Chairman Garrity were in favor of the variation requested by the petitioners. ZBA Member Constantino felt the proposed addition would create no adverse effects upon the neighbors, the variation is the minimum size that would accomplish the petitioners' goal, the variation will not create any drainage, light or air issues and the existing attached garage is a unique circumstance. ZBA Member Maloney stated that the property value of the house will increase with the proposed addition and also stated she was not in favor of shared driveways. ZBA Member Kolar was not in favor of the proposed variation request as the house was maxed out in size when built. ZBA Member Miller felt there were practical difficulties related to the site that included a shared driveway, and ZBA Member Bourke added that a shared driveway would cause green space to be lost.

ZBA Member Kolar moved, seconded by ZBA Member Constantino, to close the public hearing. The motion carried unanimously by voice vote.

Motion

ZBA Member Miller moved, seconded by ZBA Member Bourke, to recommend approval of a variation from the Glen Ellyn Zoning Code, Section 10-8-6(B)3, to allow the construction of a one-story family room addition at 558 Taylor Avenue, Glen Ellyn, Illinois with a 22.3% lot coverage ratio in lieu of the maximum permitted lot coverage ratio of 20% based on the practical difficulty that the petitioners are requesting the smallest possible addition for their lot and the only other opportunity would be a shared driveway which would mean a loss of green space on the property.

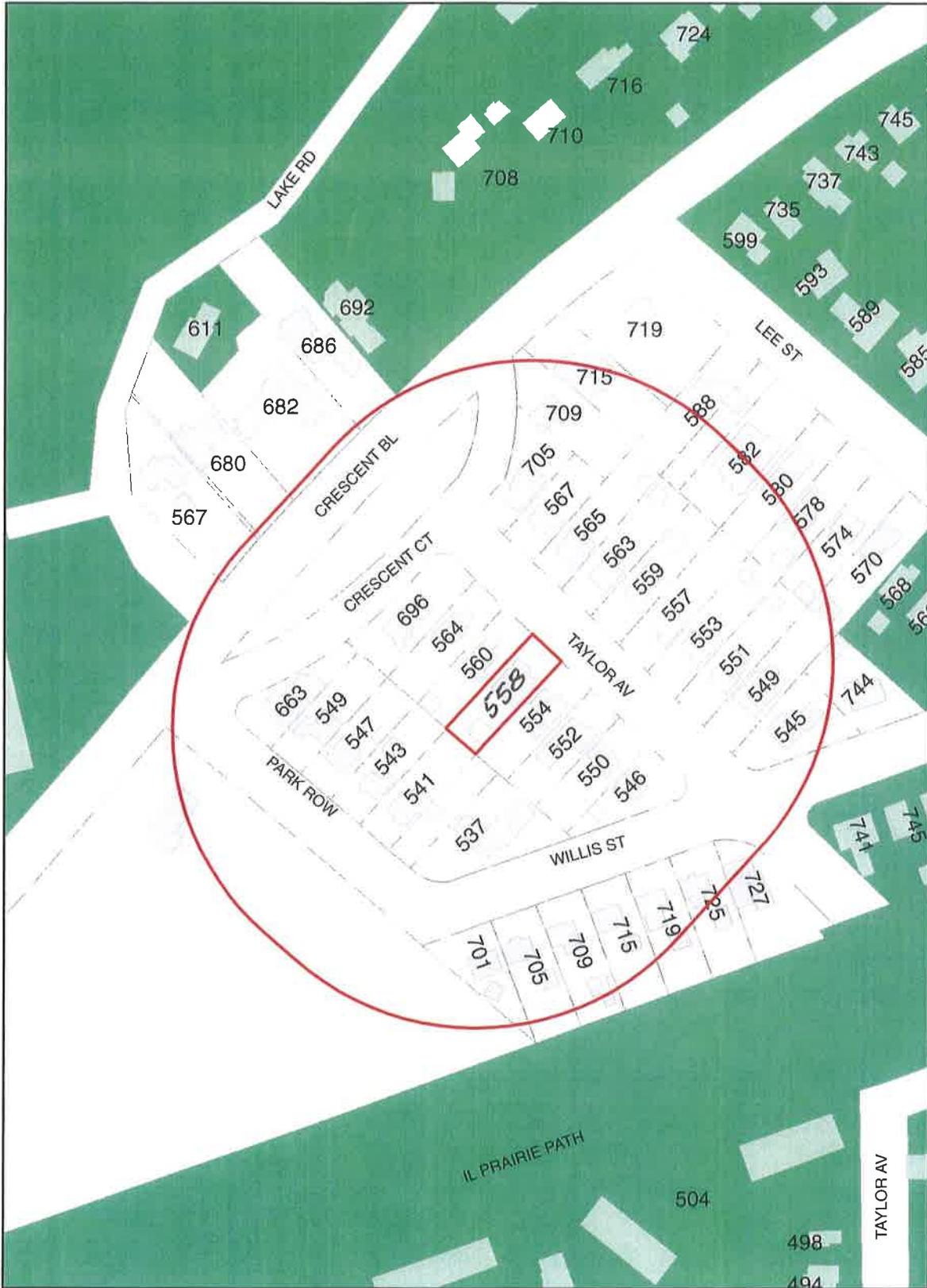
The motion carried with five (5) "yes" votes and one (1) "no" vote as follows: ZBA Members Miller, Bourke, Constantino, LaVanway and Chairperson Garrity voted yes; ZBA Member Kolar voted no.



558 TAYLOR



# 558 Taylor Ave.



Prepared By: Planning and Development  
Date: Sept. 20, 2013



**Village of Glen Ellyn**

---

**Ordinance No. \_\_\_\_\_**

**An Ordinance Approving a Variation from the  
Lot Coverage Ratio Requirements of the Zoning Code to  
Allow the Construction of a One-Story Addition for  
Property at 558 Taylor Avenue  
Glen Ellyn, IL 60137**

---

**Adopted by the  
President and Board of Trustees  
Of the Village of Glen Ellyn  
DuPage County, Illinois  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

---

Published in pamphlet form by the authority of the  
President and Board of Trustees of the Village of  
Glen Ellyn, DuPage County, Illinois, this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_.

**Ordinance No.** \_\_\_\_\_

**An Ordinance Approving a Variation from the  
Lot Coverage Ratio Requirements of the Zoning Code to  
Allow the Construction of a One-Story Addition for  
Property at 558 Taylor Avenue  
Glen Ellyn, IL 60137**

**Whereas**, Scott and Julie Ruoti, owners of the property at 558 Taylor Avenue, Glen Ellyn, Illinois,  
which is legally described as follows:

Lot 5 in Block 4 in Woodthrop, being a Subdivision in the Southeast Quarter of Section 11,  
Township 39 North, Range 10, East of the Third Principal Meridian, according to the Plat  
thereof recorded June 2, 1926 as document 214660, in DuPage County, Illinois.

P.I.N.: 05-11-406-012

have petitioned the President and Board of Trustees of the Village of Glen Ellyn for a variation from  
the Glen Ellyn Zoning Code, Section 10-8-6(B)3, to allow the construction of a one-story addition  
resulting in a 22.3% lot coverage ratio in lieu of the maximum permitted lot coverage ratio of 20%;  
and

**Whereas**, following due notice by publication in the Daily Herald not less than fifteen (15)  
nor more than thirty (30) days prior thereto, and by mailing notice to all property owners within 250  
feet of the subject property at least ten (10) days prior thereto, and following the placement of a  
placard on the subject property not less than fifteen (15) days prior thereto, the Glen Ellyn Zoning  
Board of Appeals conducted a public hearing on October 8, 2013, at which the petitioners presented  
evidence, testimony, and exhibits in support of the variation request and one (1) person appeared in  
favor of the variation request and no (0) persons appeared in opposition thereto; and

**Whereas**, based upon the evidence, testimony, and exhibits presented at the public hearing on October 8, 2013, the Zoning Board of Appeals adopted findings of fact and voted on a motion to approve the variation, which carried by a vote of five (5) “yes” and one (1) “no,” resulting in a recommendation for approval as set forth in its draft Minutes dated October 8, 2013, appended hereto as Exhibit "A"; and

**Whereas**, the President and Board of Trustees have reviewed the exhibits and evidence presented at the aforementioned public hearing and have considered the findings of fact and recommendations of the Zoning Board of Appeals; and

**Whereas**, the President and Board of Trustees make the following findings of fact:

- A. That the plight of the owner is due to unique circumstances since the lot is nonconforming with respect to lot width and lot area;
- B. That the variation, if granted, will not alter the essential character of the locality since the proposed addition is consistent with typical residential structures in the neighborhood;
- C. That the particular physical surroundings, shape or topographical condition of the specific property involved would bring practical difficulty or particular hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the regulation were to be carried out since the small nonconforming lot area and narrow nonconforming lot width prohibits benefits and options available on a conforming lot;
- D. That the conditions upon which the variation is based would not be applicable generally to other property within the same zoning district since the lot width, lot width, and the size, shape and location of the home on the lot are unique to this property;

E. That the purpose of the variation is not based exclusively upon a desire to make more money out of the property since the applicants intend to make these improvements for their own personal use and have no desire to sell the property or move from the home;

F. That the practical difficulty or particular hardship has not been created by any persons presently having an interest in the property since they made no changes on the property since they purchased it in 2004;

G. That the variation will not be detrimental to the public comfort, morals, and welfare or injurious to other property or improvements in the neighborhood in which the property is located since the use is permitted in the zoning district and it will be constructed in accordance with all applicable zoning code regulations other than the variation granted;

H. That the variation will not substantially increase the hazard from fire or other dangers to said property and will not otherwise impair the public health, safety, or general welfare of the inhabitants of the Village since it is a structure that will be constructed in accordance with all applicable building code regulations;

I. That the variation will not diminish or impair property values within the neighborhood since it is a property improvement that will increase property values;

J. That the variation will not unduly increase traffic congestion in the public streets and highways since no change to the existing code compliant residential vehicle access and parking use is proposed on the property;

K. That the variation will not result in an increase in public expenditures or create a nuisance since these are improvements to the existing code compliant single-family residential use in a residential zoning district;

L. That the variation is the minimum variation that will make possible the reasonable use of the land, building or structure: and

**Whereas**, the President and Board of Trustees, based on the aforementioned findings of fact, find it appropriate to grant the variation presented to the Zoning Board of Appeals.

**Now, Therefore, be it Ordained by the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois**, in exercise of its home rule powers, as follows:

**Section One:** The draft Minutes of the October 8, 2013 Glen Ellyn Zoning Board of Appeals meeting, Exhibit "A" appended hereto, are hereby accepted, and the findings of fact and conclusions set forth in the preambles above are hereby adopted as the findings of fact and conclusions of the corporate authorities of the Village of Glen Ellyn.

**Section Two:** Based upon the above findings of fact, the President and Board of Trustees hereby approve a variation from the Glen Ellyn Zoning Code, Section 10-8-6(B)3, to allow the construction of a one-story addition resulting in a 22.3% lot coverage ratio in lieu of the maximum permitted lot coverage ratio of 20% at 558 Taylor Avenue, Glen Ellyn, Illinois, which is legally described as follows:

Lot 5 in Block 4 in Woodthorp, being a Subdivision in the Southeast Quarter of Section 11, Township 39 North, Range 10, East of the Third Principal Meridian, according to the Plat thereof recorded June 2, 1926 as document 214660, in DuPage County, Illinois.

P.I.N.: 05-11-406-012

**Section Three:** This grant of variation to construct a one-story addition is conditioned upon the construction being completed in substantial conformance with the plans and the Application for Variation received by the Planning & Development Department and signed on August 8, 2013 and the testimony and exhibits provided at the October 8, 2013 Zoning Board of Appeals public hearing.

**Section Four:** The Building and Zoning Official is hereby authorized and directed to issue building permits for the subject property, consistent with the variation granted herein, provided that all conditions set forth hereinabove have been met and that the proposed construction is in compliance with all other applicable laws and ordinances. This grant of variation shall expire and become null and void twenty-four (24) months from the date of passage of this Ordinance unless a building permit to begin construction in reliance on this variation is applied for within said twenty-four (24) month time period and construction is continuously and vigorously pursued provided, however, the Village Board, by motion, may extend the period during which permit application, construction, and completion shall take place.

**Section Five:** The Village Clerk is hereby authorized and directed to cause a copy of this Ordinance approving the variation to be recorded with the DuPage County Recorder of Deeds.

**Section Six:** This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form.

**Section Seven:** Failure of the owner or other party in interest or a subsequent owner or other party in interest to comply with the terms of this Ordinance, after execution of said Ordinance, shall subject the owner or party in interest to the penalties set forth in Section 10-10-18 "A" and "B" of the Village of Glen Ellyn Zoning Code.

**Passed** by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2013.

**Ayes:**

**Nays:**

**Absent:**

Approved by the Village President of the Village of Glen Ellyn, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Village President of the  
Village of Glen Ellyn, Illinois

**Attest:**

\_\_\_\_\_  
Village Clerk of the  
Village of Glen Ellyn, Illinois

(Published in pamphlet form and posted on the \_\_\_\_ day of \_\_\_\_\_).

VILLAGE OF GLEN ELLYN  
535 Duane Street  
Glen Ellyn, Illinois 60137  
(630) 547-5250



APPLICATION FOR VARIATION

For the property at 558 Taylor Avenue Glen Ellyn, IL 60137

Note to the Applicant: This application should be filed with, and any questions regarding it, should be directed to the Director of the Village Planning and Development Department.

The undersigned hereby petitions the Village of Glen Ellyn, Illinois, for one or more variations from the Glen Ellyn Zoning Code (Ordinance No. 3617-Z, as amended), as described in this application.

I. APPLICANT INFORMATION:

(Note: The applicant must comply with Section 10-10-10(B) of the Zoning Code).

Name: Scott + Julie Ruoti

Address: 558 Taylor Avenue

Phone No.: 630 790-0901

Fax No.: —

E-mail: julieiruoti@yahoo.com ; scott@harmer.com

Ownership Interest in the Property in Question: Owners

II. INFORMATION REQUIRED BY SECTION 10-10-10(B) OF THE ZONING CODE, IF APPLICABLE:

NOTE: All parties, whether petitioner, agent, attorney, representative and or organization et al. must be fully disclosed by true name and address in compliance with Section 10-10-10(B) of the Zoning Code. Disclosure forms are attached for your convenience.

Name and address of the legal owner of the property (if other than the applicant):

Scott + Julie Ruoti (applicant)

Name and address of the person or entity for whom the applicant is acting (if the applicant is acting in a representative capacity):

same

Is the property in question subject to a contract or other arrangement for sale with the fee owner? (Circle "Yes" or "No")

YES

NO

If YES, the contract purchaser must provide a copy of the contract to the Village and must either be a co-petitioner to this application or submit the attached Affidavit of Authorization with the application packet.

Is the property in question the subject of a land trust agreement? (Circle "Yes" or "No")

YES

NO

If YES, (1) either the trustee must be a co-petitioner or submit the attached Affidavit of Authorization from the trustee to represent the holders of the beneficial interests in the trust and (2) the applicant must provide a trust disclosure in compliance with "An Act to Require Disclosure of All Beneficial Interests", Chapter 148, Section 71 et seq., Illinois Revised Statutes, signed by the trustee.

III. PROPERTY INFORMATION:

Common address: 558 Taylor Avenue

Permanent tax index number: 05-11-406-012

Legal description: Attached

Zoning classification: R-2

Lot size: 50 ft. x 165 ft. Area: 8297 sq. ft.  
50 x 167

Present use: Single family detached residential

IV. INFORMATION REGARDING THE VARIATION(S) REQUESTED:

Description of the variation(s) requested (including identification of the Zoning Code provisions from which variation is sought) and proposed use(s):

To construct a one story addition off of the back of the existing home no larger than the existing paved patio +lor stone wall. The addition will increase the LCR from 20.1% to 23.2%.

Estimated date to begin construction: late Fall

Names and addresses of any experts (e.g., planner, architect, engineer, attorney, etc.):

Steve Potracki - Studio 1 architect  
1105 Burlington Ave.  
Western Springs IL 60558

V. EVIDENCE RELATING TO ZONING CODE STANDARDS FOR A VARIATION:

The following items are intended to elicit information to support conclusions by the ZBA or PC and the Village Board that the required findings/standards for a variation under the Zoning Code have been established and met. Therefore, please complete these items carefully.

A. Standards Applicable to All Variations Requested:

1. Provide evidence that due to the characteristics of the property in question, there are practical difficulties or particular hardship for the applicant/owner in carrying out the strict letter of the Zoning Code:

The hardship exists as such that we can not detach the existing garage to generate more living space. The side lot lines simply do not allow for a driveway or access to a detached garage. We are looking to add just enough space for our growing family. The addition is just less

2. a. Provide evidence that the property in question cannot yield a reasonable return if permitted to be used under the conditions allowed by the Zoning Code (i.e., without one or more variations):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

than half the size of the garage. We can not use the 500 sq ft. bon

OR

- b. Provide evidence that the plight of the applicant/owner is due to unique circumstances relating to the property in question:

Our home was built on a lot without adequate space for a home with a detached garage. Had the lot allowed for a different layout the home may have had adequate space on main floor. by capturing the 500 sq. ft. bonus given to homes with detached garage.

offered to homes with detached garages

3. Provide evidence that the requested variation(s), if granted, will not alter the essential character of the locality of the property in question:

We will not impact the existing green space because the addition would only take up about 1/3 of the existing patio + privacy wall. The character of the neighborhood will not be impacted. Style, materials + colors will be keeping

- B. For the purpose of supplementing the above standards, the ZBA or PC, in making its recommendation that there are practical difficulties or particular hardships, shall also take into consideration the extent to which the evidence establishes or fails to establish the following facts favorably to the applicant:

with the original home.

1. Provide evidence that the particular physical surroundings, shape or topographical condition of the property in question would bring particular hardship upon the applicant/owner as distinguished from a mere inconvenience if the strict letter of the Zoning Code were to be carried out:

The side yard set backs do not provide for a driveway that could lead to a potential detached garage if the existing garage was finished as livable space.

2. Provide evidence that the conditions upon which the petition for variation is based would not be applicable generally to other property within the same zoning district:

There are few attached garages on 50 foot wide properties in Glen Ellyn.

3. Provide evidence that the purpose of the variation is not based exclusively upon a desire to make more money out of the property in question:

The purpose of this variation is based on a desire to stay in our beloved neighborhood. We do not ever want to sell.

4. Provide evidence that the alleged difficulty or particular hardship has not been created by any person presently having an interest in the property in question or by the applicant.

We did not build/design this house nor did we choose the lot to build it on.

5. Provide evidence that the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property in question is located

It will not impact the public welfare nor will it impact property or improvements within the neighborhood.

6. Provide evidence that the proposed variation will not:

- a. Impair an adequate supply of light and air to adjacent property;

It will not impact light as it is only a one story addition.

- b. Substantially increase the hazard from fire or other dangers to the property in question or adjacent property;

It will not.

- c. Otherwise impair the public health, safety, comfort, morals or general welfare of the inhabitants of the Village;

It will not.

- d. Diminish or impair property values within the neighborhood;  
It will not impact property values.
- e. Unduly increase traffic congestion in the public streets and highway;  
There will be no impact on Taylor Avenue.
- f. Create a nuisance; or  
No nuisance will be created.
- g. Results in an increase in public expenditures.  
There will be no impact on public expenditures.

- 7. Provide evidence that the variation is the minimum variation that will make possible the reasonable use of the land, building or structure.  
The variation request is adding just enough living space to create a more functional home for a growing family. It will only impact the first "living" floor. We will not be asking for a two story addition.
- 8. Please add any comments which may assist the Zoning Board of Appeals of Appeals in reviewing this application.  
See attached

VI. EVIDENCE RELATING TO FLOOD HAZARD VARIATION REQUESTS

The following items must be completed only if the requested variation is from Chapter 6 of the Zoning Code (relating to Flood Hazard Land Use Regulations.) If no such variation is being requested, the applicant should skip this section and complete Section VII below.

- A. Items applicable only to variation requested from the requirements of Chapter 6 of the Zoning Code (relating to Flood Hazard Land Use Regulations) that, if granted, would result in a structure not being protected to the elevation of the base flood.

1. Provide evidence that the structure is to be located on a lot contiguous to and surrounded by lots with existing structures constructed below the base flood level.

N/A

2. Provide evidence that the applicant has acknowledged that (a) such construction below the base flood level will increase the risk to life and property and that the applicant proceeds with knowledge of these risks; and (b) any variation is contingent upon the applicant obtaining approval from other agencies having jurisdiction when the variance violates the requirements of such agencies.

N/A

- B. Items applicable only to variations requested from the requirements in Chapter 6 of the Zoning Code (relating to Flood Hazard Land Use Regulations) that, if granted, would significantly impede or increase the flow and passage of floodwaters.

1. Provide evidence that the use will not result in an increased flood height greater than 0.1 feet within the designated regulatory floodway.

N/A

2. Provide evidence that the resulting increase in the base flood elevations will not affect any existing structures or utilities.

N/A

3. Provide evidence that the owners of the properties affected by the increased base flood elevation are compensated for the resulting effect on property values, and they give their written agreement to granting the variation.

N/A

4. Provide evidence that the resulting increased flood elevations will not affect any flood protection structures.

N/A

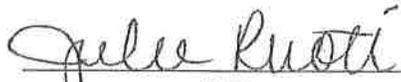
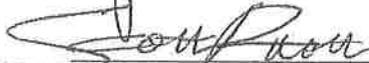
VII. CERTIFICATIONS, CONSENT AND SIGNATURE(S)

I (We) certify that all of the statements and documents submitted as part of this application are true and complete to the best of my (our) knowledge and belief.

I (We) consent to the entry in or upon the premises described in the application by any authorized official of the Village of Glen Ellyn.

I (We) certify that I (we) have carefully reviewed the Glen Ellyn Zoning Variation Request Package and applicable provisions of the Glen Ellyn Zoning Code.

I (We) consent to accept and pay the cost to publish a notice of Public Hearing as submitted on an invoice from the publishing newspaper. I (we) understand that our request will not be scheduled for a Village Board agenda until and unless this invoice is paid.

  
\_\_\_\_\_  
  
\_\_\_\_\_  
Signature of Applicant(s)

Aug 8, 2013  
Date filed

# THE RUOTI RESIDENCE

558 TAYLOR AVENUE  
GLEN ELLYN, ILLINOIS



STUDIO 1  
ARCHITECTS  
105 BURLINGTON AVENUE  
WESTERN SPRINGS, ILLINOIS

## THE RUOTI RESIDENCE

558 TAYLOR AVENUE  
GLEN ELLYN, ILLINOIS



WEST ELEVATION

## ZONING INFORMATION

ZONING: R-2  
AREA OF SITE: 8,297 SQ. FT.

BUILDING SETBACKS:	CODE	EXISTING	PROPOSED
FRONT YARD	N/A	36.1'	NO CHANGE
REAR YARD	40.0'	74.0'	81.0'
NORTH SIDE YARD	6.5'	6.6'	NO CHANGE
SOUTH SIDE YARD	6.5'	6.6'	NO CHANGE
LOT COVERAGE	1,659 SQ. FT. 20%	1,741 SQ. FT. 20.1%	1,925 SQ. FT. 23.2% (PER VARIATION)

DRAWINGS ISSUED FOR:  
VARIATION

THESE DOCUMENTS ARE OWNED AND COPYRIGHTED BY STUDIO 1 ARCHITECTS, LTD. AND MAY NOT BE USED IN ANY WAY WITHOUT THE EXPRESS WRITTEN CONSENT OF STUDIO 1 ARCHITECTS, LTD.

REVISION	DATE

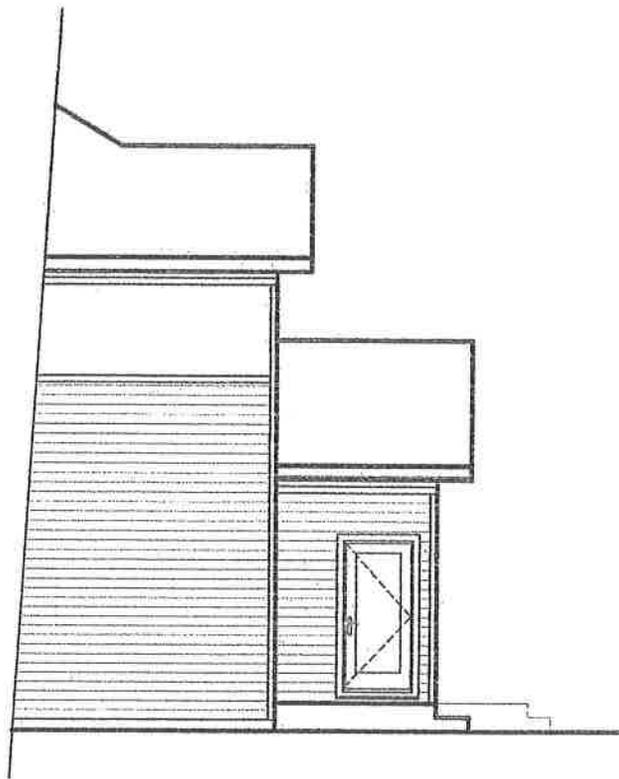
DATE	May 30, 2013
DRAWN	SKP, AMH
CHECKED	SKP.
JOB NUMBER	131044
SHEET	A.0 1 OF 3 SHEETS



**STUDIO 1**  
ARCHITECTS  
105 BURLINGTON AVENUE  
WESTERN SPRING, ILLINOIS

**THE RUOTI  
RESIDENCE**

558 TAYLOR AVENUE  
GLEN ELLYN, ILLINOIS



**NORTH ELEVATION**

0 4 8 12  
SCALE: 1/4" = 1'-0"



**SOUTH ELEVATION**

0 4 8 12  
SCALE: 1/4" = 1'-0"

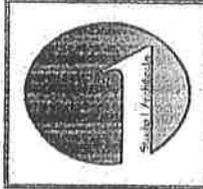
FOR AWINGS ISSUED FOR:  
**VARIATION**

THESE DOCUMENTS  
ARE OWNED AND  
COPYRIGHTED BY  
STUDIO 1 ARCHITECTS,  
LTD. AND MAY NOT BE  
USED IN ANY WAY  
WITHOUT THE  
EXPRESS WRITTEN  
CONSENT OF STUDIO 1  
ARCHITECTS, LTD.

REVISION	DATE

DATE	May 30, 2013
DRAWN	SKP. AMH.
CHECKED	SKP.
JCS NUMBER	131044

SHEET  
**A.3**  
1 OF 3 SHEETS



**STUDIO 1**  
ARCHITECTS  
1105 BURLINGTON AVENUE  
WESTERN SPRING, ILLINOIS

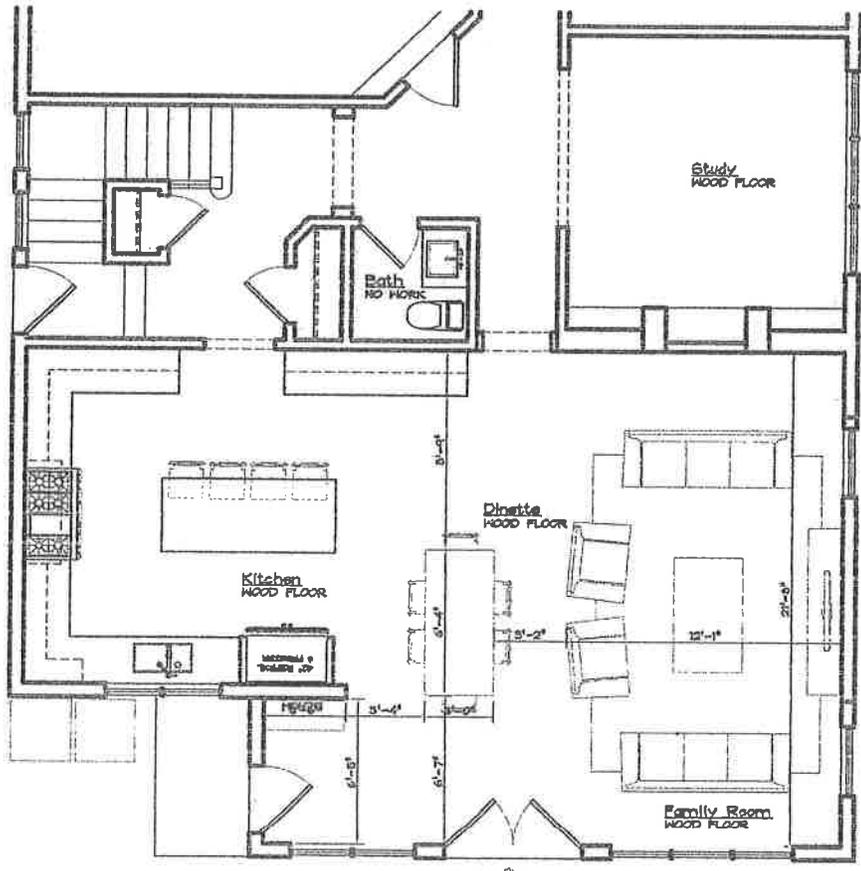
**THE RUOTI**  
**RESIDENCE**

556 TAYLOR AVENUE  
GLEN ELLYN, ILLINOIS



**WEST ELEVATION**

SCALE: 1/4" = 1'-0"



**PROPOSED FIRST FLOOR PLAN**

SCALE: 1/4" = 1'-0"

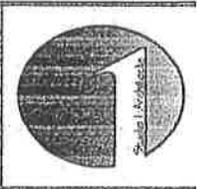
DRAWING IS KNOWN FOR:  
**VARIATION**

THESE DOCUMENTS ARE OWNED AND COPYRIGHTED BY STUDIO 1 ARCHITECTS, LTD. AND MAY NOT BE USED IN ANY WAY WITHOUT THE EXPRESS WRITTEN CONSENT OF STUDIO 1 ARCHITECTS, LTD.

REVISION	DATE

DATE	May 30, 2013
DRAWN	SKP, AMH
CHECKED	SKP
DATE	10/04/14

**A.2**  
1 OF 3 SHEETS



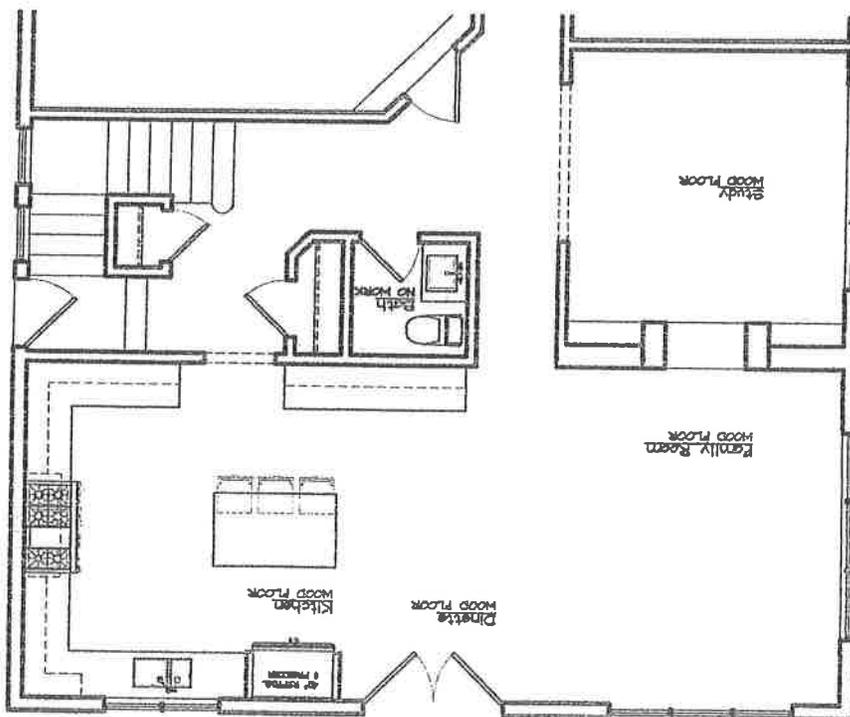
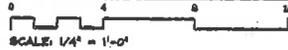
**STUDIO 1**  
ARCHITECTS  
1105 BURLINGTON AVENUE  
WESTERN SPRING, ILLINOIS

**THE RUOTI**  
**RESIDENCE**

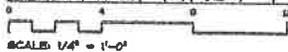
555 TAYLOR AVENUE  
GLEN ELLYN, ILLINOIS



**EXISTING WEST ELEVATION**



**EXISTING FIRST FLOOR PLAN**



DRAWINGS ISSUED FOR:  
VARIATION

THESE DOCUMENTS  
ARE OWNED AND  
COPYRIGHTED BY  
STUDIO 1 ARCHITECTS,  
LTD. AND MAY NOT BE  
USED IN ANY WAY  
WITHOUT THE  
EXPRESS WRITTEN  
CONSENT OF STUDIO 1  
ARCHITECTS, LTD.

REVISION	DATE

DATE	May 30, 2013
DRAWN	SKP. AMH
CHECKED	SKP.
JOB NUMBER	131044
SHEET	A.1

1 OF 3 SHEETS

The Ruoti Residence  
558 Taylor Avenue  
Glen Ellyn

The hardship at 558 Taylor, is that it is an existing home, that was built on a lot without adequate space for a home with a detached garage. Had the lot allowed for a different layout, the home may have had more adequate living space on the main floor, by capturing the 500 sq.ft. bonus, given to homes with a detached garage. It is our hope, that you would allow us a variance, for less than half of that bonus square footage, so that we can add approx 200 sq.ft. onto the existing home, where a paved patio currently sits, therefore not affecting the existing green space, impacting light to our neighbors homes or creating drainage issues.

As a current resident, who hopes to continue living in Glen Ellyn and contributing to this community, I would be remiss if I didn't share with you our deep felt connection to not only our town, but our neighborhood.

When we moved to Glen Ellyn in 2004 we were looking for an escape from the city environment. Our family was in crisis mode. We had just had our first child, Ryan, a tiny 2 pound 4 ounce, 27 week preemie with severe complications. After enduring 3.5 grueling months in the hospital, Ryan was given a diagnosis of acquired hydrocephalus and had 3 brain surgeries before the age of 1. The doctors didn't know what his life would look like either...would he walk? would he communicate? speak? would he ever live an independent life? No one knew the answers but we did know that we needed a community where it wouldn't matter...we found that here.. at 558 Taylor Avenue, in Glen Ellyn.

We did not design or build our home, nor did we know how important it would become to us. We consider ourselves extremely blessed to live in Glen Ellyn and have 2 healthy sons, who love to play sports, ride bikes, go fishing, etc. but we have recognized that we need some more space on our main floor to accommodate all that we do.

We could move, but quite frankly, we don't want to! We have such a strong emotional attachment to this home, both our sons took their first steps here (even when we didn't know if the eldest ever would). We have had so many specialists in this home to help our son; this is the home where he defied all of the odds! It is also the home where I spent 3 months on strict bed rest, where my boys lived on their first day of preschool, on their 1st and 10th birthdays...this is the home from where we walk to church on Sundays, to Glenbard West on Saturdays, to Lake Ellyn to fish, and do all the fun things that our community offers there. This is the house that allows my husband to walk to the train and my kids to meet him on the walk home. This is the home where my youngest son cries when someone cuts down a tree. This is our home and our life is not about impressing the neighbors or having the biggest house on the block, but it's about being a family, contributing to the community, supporting our neighbors and offering our children the best we can give them.

Our home has a attached garage, which we cannot detach given the size of our side yard and required setbacks. We would like to add approximately 200 square feet to our living space. We would not impact the existing green space in our yard, nor would we remove any trees. We would not build anything larger than our existing paver patio. We would not impact our neighborhood, we would not change the flow of water, we would not add more than one story, we will not impact the light. We are requesting a variance to increase our LCR from 20% to 23%.(See attached photo, my boys are standing where the addition would come out to). Please also see a previous variance that was granted, with a similar scenario to ours. (see attached)

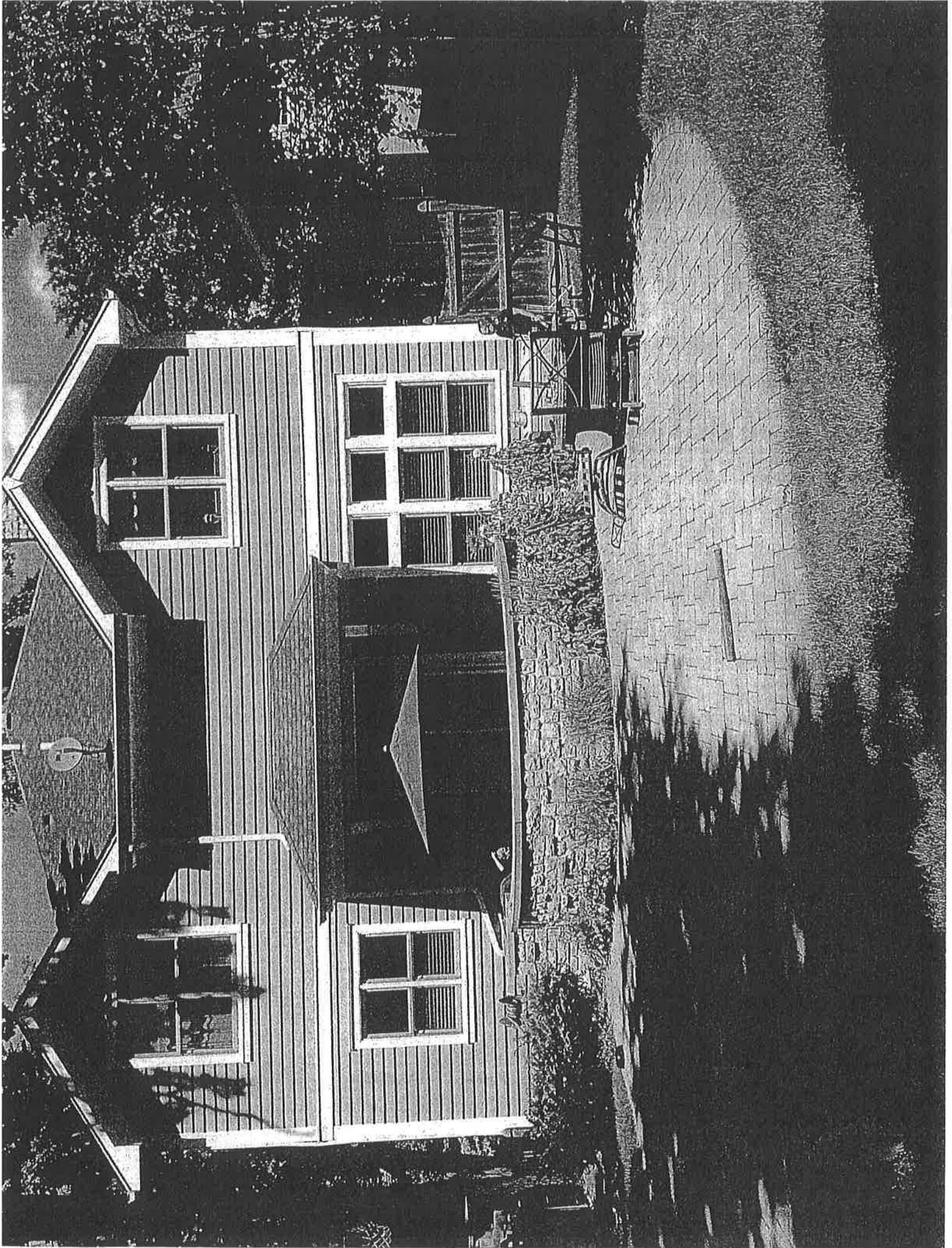
We have the support of our neighbors. (See attached)

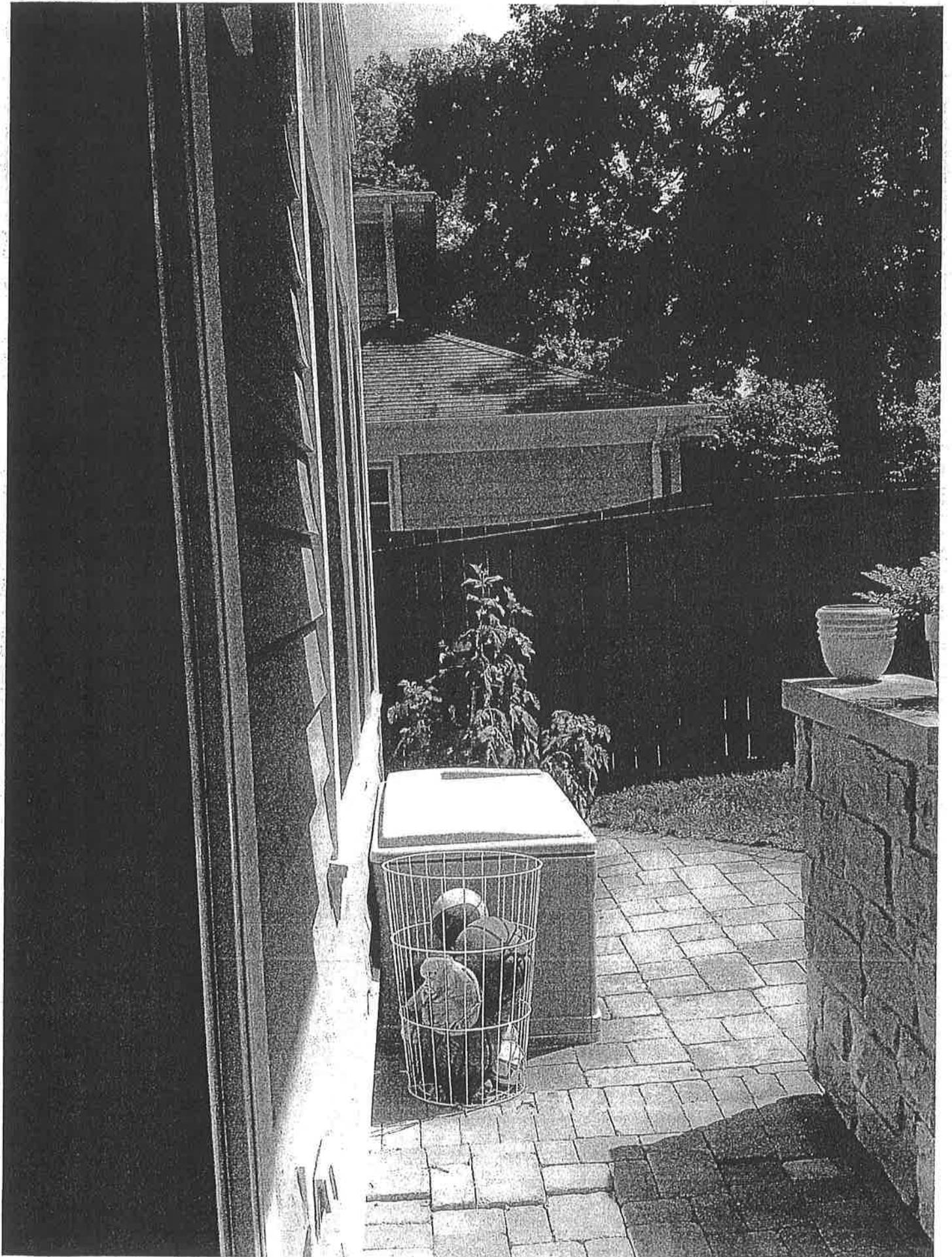
Lastly, from a visual perspective, we have the largest amount of green space in our backyard due to the fact that we do not have a driveway nor a garage in our backyard. When analyzing the LCRs of our neighbors (not including their garages and driveway space in the backyard) most hover around a 19-20% LCR. If you were to add the approximate 400-500 square foot of lot coverage from their detached garage most would exceed the current LCR required by the village. Most notably is our immediate next door neighbor to the south. See chart below.\*

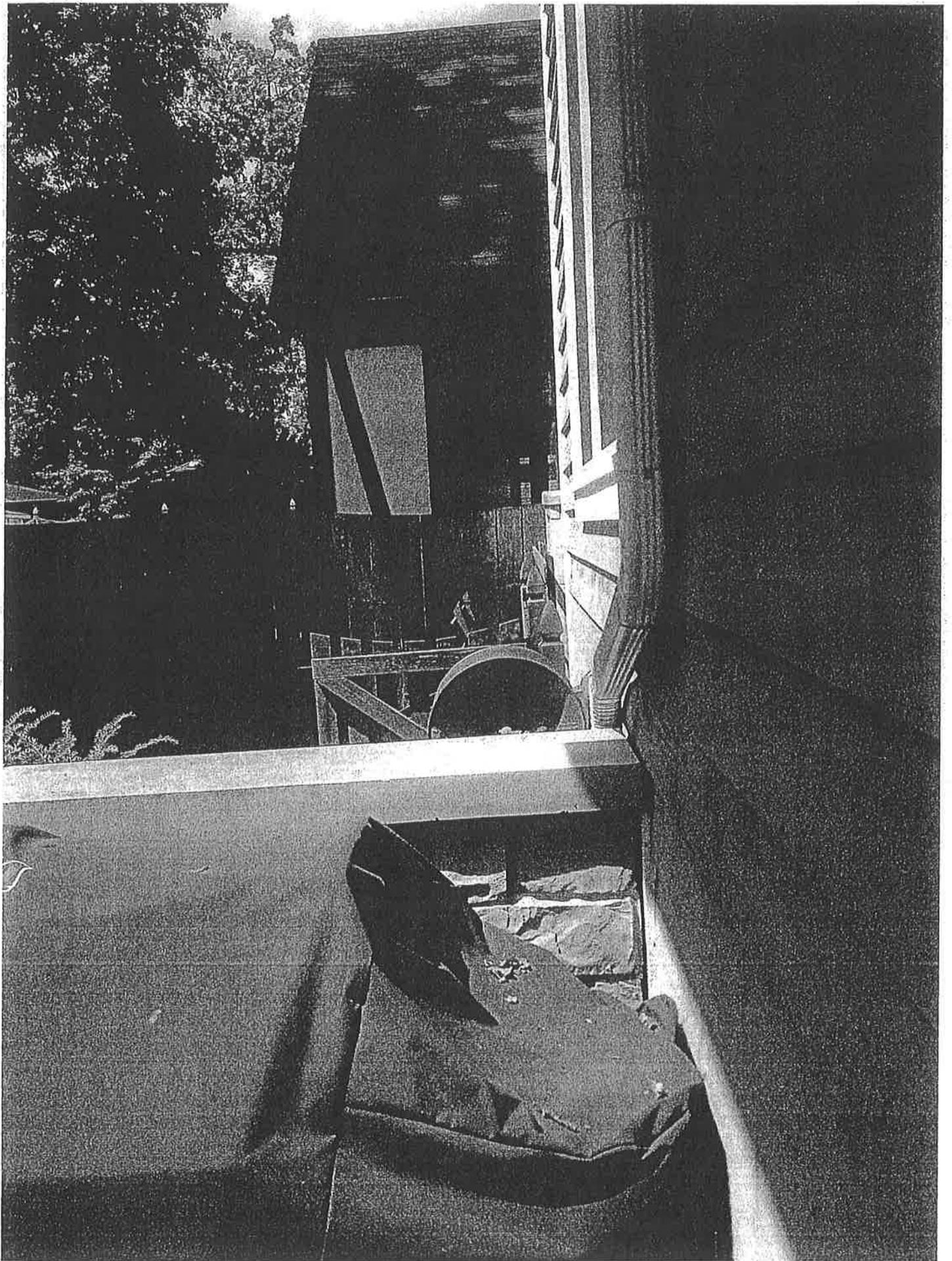
Address:	554 Taylor Avenue
Lot Size:	50*163
Lot SQ Ft:	8150
House SQ Ft:	1620
Garage SQ Ft:	400
Total SQ Ft:	2020
LCR with Garage:	24.78%

\*All information was obtained the Milton Township Assessors at [www.miltontownshipassessor.com](http://www.miltontownshipassessor.com)

Thank you for your consideration.







August 3, 2013

Scott and Julie Ruoti of 558 Taylor Avenue have presented to us their plans for adding onto to their existing home. We are not in opposition to the requested variation required to do so as represented by our signature below.

NAME	ADDRESS	SIGNATURE
Bonnie J. Curzio	554 Taylor Ave.	BONNIE J. CURZIO
PAT BRUGH	541 PARKER	PAT BRUGH
DANIELA	554 Taylor Ave	DANIELA
Todd Slominski	557 Taylor Ave	Todd Slominski
Melissa Danaher	564 Taylor Ave	Melissa Danaher
Sandra Brown	550 Taylor Ave	Sandra Brown
Angela	342 Taylor Ave	Angela
Graham Smith	560 Taylor	Graham Smith
BEET BROWER	563 TAYLOR AVE	BEET BROWER

ZONING BOARD OF APPEALS  
MINUTES  
NOVEMBER 25, 2008

The meeting was called to order by Chairman Richard Garrity at 7:31 p.m. Board Members Gregory Constantino, Barbara Fried, Edward Kolar, Mary Ozog, Dale SiligmueLLer and Michael Waterman were present. Also present were Trustee Liaison Mary Jane Chapman and Building and Zoning Official Joe Kvapil.

Chairman Garrity described the procedures of the Zoning Board of Appeals.

Ms. Fried moved, seconded by Mr. Kolar, to approve the minutes of the October 14, 2008 Zoning Board of Appeals meeting. The motion carried unanimously by voice vote.

PUBLIC HEARING – 456 CARLETON AVENUE

A REQUEST FOR APPROVAL OF A VARIATION FROM THE GLEN ELLYN ZONING CODE, SECTION 10-4-8(E)1, TO ALLOW THE CONSTRUCTION OF A ONE-STORY ADDITION TO THE REAR OF THE EXISTING TWO-STORY HOME RESULTING IN A 23.6% LOT COVERAGE RATIO THAT EXCEEDS THE MAXIMUM PERMITTED 20% LOT COVERAGE RATIO.

*(Martin and Lisa Schreiber, petitioners)*

Staff Introduction

Building and Zoning Official Joe Kvapil stated that the petitioners are requesting a variation to allow the construction of an addition to the rear of their home that will exceed the maximum allowed lot coverage ratio. Mr. Kvapil displayed photographs of the existing home.

Petitioners' Presentation

Martin and Lisa Schreiber were present to speak on behalf of their variation request. Ms. Schreiber stated that when they purchased their home 15 years ago, the lot coverage ratio was 25 percent and their plan was to build onto their home at some point in the future. Ms. Schreiber further explained that they constructed their home with brick walls on the front and sides, however, used vinyl siding for the rear side because vinyl siding would be easier than brick to remove during the expansion process. Ms. Schreiber stated that architect Craig Pryde of Perkins and Pryde prepared a drawing of a proposed addition to the rear of the petitioners' home in 1993, and Mr. Schreiber distributed the drawing to the ZBA members. Ms. Schreiber stated that a hardship regarding the variation request is that their garage cannot be detached and re-constructed in the rear yard because a family room is located behind it and, therefore, they cannot take advantage of a 500-square foot bonus offered to houses with detached garages. She added that a driveway would also need to be constructed to the detached garage. Ms. Schreiber also stated that their sump pump runs on a regular basis and is concerned that adding a garage and driveway in the rear could create a water problem. She also stated that trees would need to be removed if a detached garage was constructed in the rear yard.

Mr. Schreiber added that since they basically are replacing their existing deck with an addition, no green space will be impacted by the addition. Ms. Schreiber commented that a new home constructed on their street is set farther back than the other homes in the area and has a detached garage in the back yard unlike the other homes.

#### Responses to Questions from the ZBA

Mr. Kvapil responded to Ms. Fried that if the petitioners reconstructed the area of their existing attached garage in the rear yard, the lot coverage ratio would comply with the code and a variation would not be necessary. When Ms. Ozog asked if staff received any input from the petitioners' neighbors, Mr. Kvapil distributed four letters in support of the proposed project from Debbie and John Helledy of 455 Taylor Avenue, Linda A. Noonan of 455 Carleton Avenue, Jorge and Margoth Cordon of 466 Carleton Avenue and David L. De Motte of 766 Hillside Avenue. Mr. Kvapil also responded to Ms. Ozog that one person reviewed the petitioners' plan in the Village offices and did not appear to have any objections to the proposal. Ms. Schreiber responded to Ms. Ozog that they do not intend to add a deck at the rear of their home and also clarified that the proposed addition is a four-season room. When questioned by Mr. Constantino regarding the consideration of other options that would reduce the lot coverage ratio variation, Mr. Schreiber responded that they submitted a larger proposal to the Village two years ago and that the subject proposal is scaled down from that proposed addition. Ms. Schreiber clarified for Mr. SiligmueLLer that the current addition has approximately the same square footage (479 square feet) as would be allowed by a 500-square foot bonus for a detached garage. When Mr. Kolar asked what makes the petitioners' variation request unique, Ms. Schreiber responded that they were planning to add onto their home 15 years ago and have a drawing to that effect. Mr. Schreiber added that it would not be feasible to remove their attached garage and family room from their house and that a fence would need to be moved and trees would be damaged during the process. Ms. Schreiber responded to Mr. Waterman that there is a crawl area and basement underneath the family room and she indicated those areas on the plans.

#### Persons in Favor of or in Opposition to the Petition

No persons spoke either in favor of or in opposition to the petition.

#### Comments from the ZBA

All but one of the ZBA members were supportive of the petitioners' variation request for lot coverage ratio. The members in favor felt that hardships and uniquenesses consisted of the location of a family room behind the attached garage which made relocating the attached garage to the rear yard impossible. Also, there is no room for a driveway on either side of the house, constructing a driveway could cause potential flooding, an existing fence would need to be removed if the garage was relocated to the rear yard, and a detached garage would change the character of the neighborhood by being located in an area of open rear yards. Mr. Constantino felt that the variation request could be slightly reduced with some tweaking, and although supportive of the request, Mr. Waterman felt that there were no hardships and that the request should be scaled back because the first floor had several rooms. Ms. Fried commented that if a detached garage was built in the rear yard, the petitioners would be allowed an additional 500

square feet and, therefore, more of the lot would be covered by structures. Mr. Kolar was not in favor of the variation request as he felt there was nothing unique about the petitioners' situation. Ms. Ozog commented that she does not feel that detached garages are reducing the visual bulk of homes in the Village and believes that if a house was built prior to the 20 percent lot coverage ratio reduction, the homeowners should be allowed to increase the lot coverage ratio if the request is minimal and will have no impact on the neighbors or neighborhood. Mr. SiligmueLLer added that people may be discouraged from purchasing homes in Glen Ellyn if the lot coverage ratio is restricted to 20 percent while other nearby towns have larger LCR's.

Mr. Kvapil added that the ZBA has at times in the past put a condition of approval on a variation request for a one-story addition that a second floor cannot be built above the addition at any time in the future in order to minimize the appearance of bulk.

#### Motion

Ms. Fried moved, seconded by Ms. Ozog, to recommend that the Village Board approve a variation from Section 10-4-8(E)1 of the Glen Ellyn Zoning Code to allow a one-story addition to the rear of a house at 456 Carleton Avenue that increases the lot coverage ratio to 23.6 percent in lieu of the maximum permitted lot coverage ratio of 20 percent based on the findings of fact that hardships and uniquenesses are that the attached garage cannot be easily removed from the house in order to build a new detached garage in the rear yard, trees would need to be removed if a detached garage was constructed in the rear yard, there is no room for a driveway to a new detached garage in the rear yard, a water problem could occur with increased impervious surface if a driveway was constructed in the rear yard, and trees would need to be removed if a detached garage was constructed in the rear yard. The recommendation for approval was based on the conditions that the petitioners remove the deck at the rear of their home, that no second story is built at any time in the future above the proposed one-story addition and that the addition is built in substantial conformance with the plans as submitted at this public hearing.

The motion carried with six (6) "yes" votes and one (1) "no" vote as follows: Board Members Fried, Ozog, Constantino, SiligmueLLer, Waterman and Chairman Garrity voted yes; Board Member Kolar voted no.

#### Trustee Report

Trustee Chapman stated that she has raised the issue of attached/detached garages as relates to lot coverage ratio with the Village Board. She stated that she believes the issue will be revisited at some time in the future, and a discussion followed.

#### Staff Report

Mr. Kvapil brought up the topic of impervious surface coverage in the Village and stated that some other towns have restrictions regarding the amount of impervious surface allowed on a lot.

Mr. Kvapil reviewed two agenda items scheduled for the next regularly scheduled ZBA meeting on December 9, 2008.

Submitted by:

Barbara Utterback  
Recording Secretary

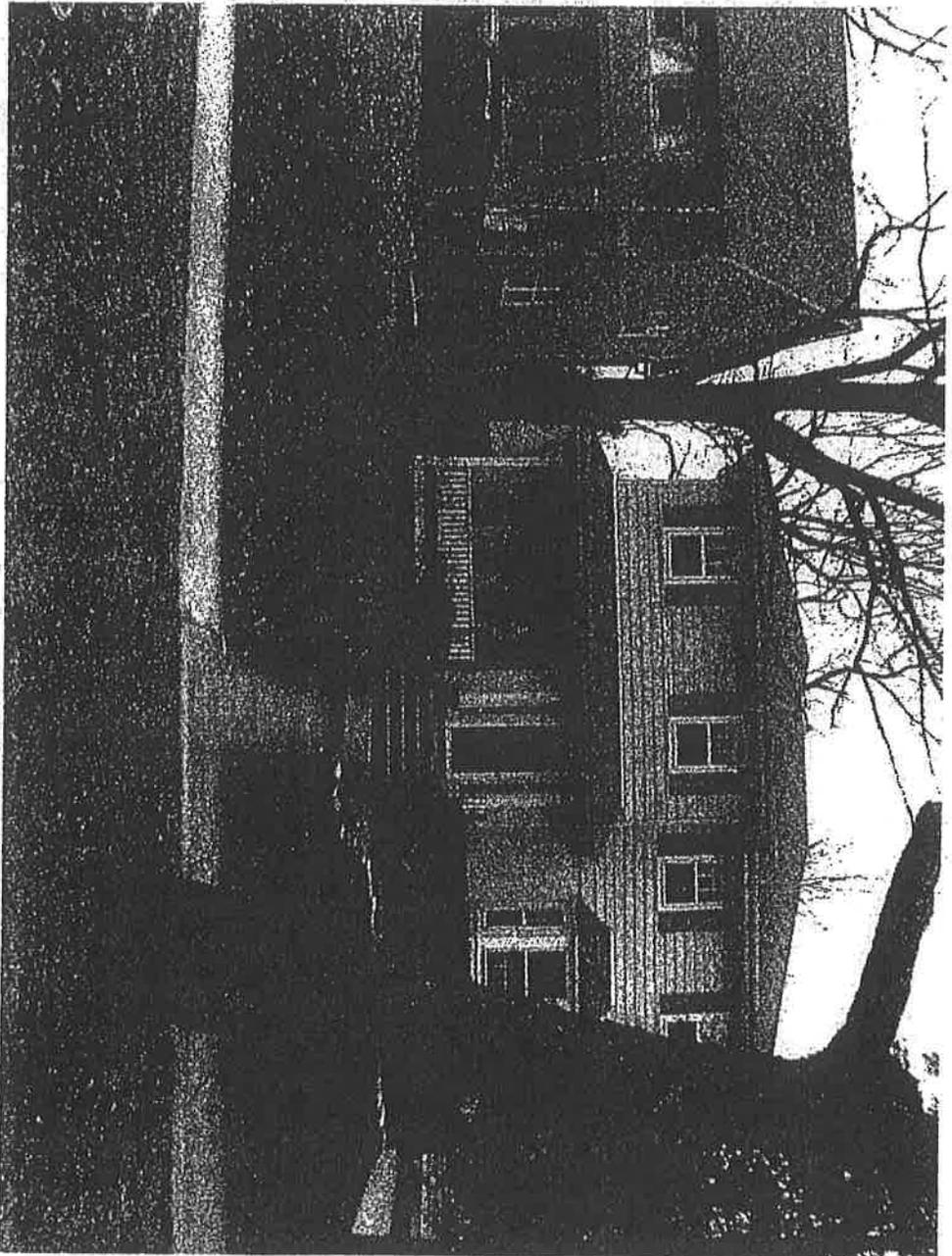
Reviewed by:

Joe Kvapil  
Building and Zoning Official

PIN: 05-11-406-013

Address: 554 TAYLOR AVE

GLEN ELLYN



30x30

(4)

LEGAL DESCRIPTION	SEC.	TOWN	RANGE	LOT	SUB LOT	BLOCK	NAME AND ADDRESS	LOT SIZE	GLN E11YN	Land Valuation	Building Valuation	Total Land and Building
Woodthorpe				6		4	554 Taylor Ave	1.9		6,050	16,290	22,340

Building Class	Observed Physical Condition	Estimated Age	Year
1 Family Dwelling	Good	1951	
2 Family Dwelling Attached or Row House	Fair		
3-6 Family Apartment	Poor		
Multi-Family Apartment			
Fourth Court or Motel			
Form House			
STORIES AND ROOMS			
Stories	1 1/2 2 2 1/2 3 3 1/2		
Number of Apartments			
Total Number of Rooms	4-2-1		

FRONTAL BUILDING DESCRIPTION	REAR BUILDING DESCRIPTION
(1) ROOF AND ROOFING Flat Gable Hip Gambrel Mansard Prepared Roll Wood or Composition Shingle Built-up Asphalt or T & G Commercial Slate or Tile Other	(2) FLOORS Softwood Hardwood Concrete Tile Bath Kitchen Unfinished Wall Dry Wall Plaster Other
(3) HEATING Stove or Unit Heater Hot Air Piped Gravity Forced Circulation Steam Hot Water or Vapor Convector Radiant Other	(4) INTERIOR FINISH Unfinished Wall Dry Wall Plaster Other
(5) BASEMENT None Full Partial Basement Apartment % NO Recreation Room % Floor: D.H. Wood Concrete (L1) HALF STORY ATTIC Unfinished Finished % OTHER ROOMS (L11) Other Type Hardwood Doors and Trim Hardwood Doors and Trim Neutral Fireplace Neutral Fireplace (L12) PULPWOOD Area (L13)	(6) BATHS None Full Partial Area (L14)
(7) BATHS None Full Partial Area (L15)	(8) OTHER ROOMS None Full Partial Area (L16)

LAND RECORD	STREET OR ROAD	LAND RECORD	STREET OR ROAD
Concrete	Concrete	Concrete	Concrete
Block Top	Block Top	Block Top	Block Top
Gravel	Gravel	Gravel	Gravel
Other	Other	Other	Other

PERCH NUMBER	PERCH AREA	PERCH AREA	PERCH AREA
1	20748	20748	20748
2	20748	20748	20748
3	20748	20748	20748
4	20748	20748	20748
5	20748	20748	20748
6	20748	20748	20748
7	20748	20748	20748
8	20748	20748	20748
9	20748	20748	20748
10	20748	20748	20748
11	20748	20748	20748
12	20748	20748	20748
13	20748	20748	20748
14	20748	20748	20748
15	20748	20748	20748
16	20748	20748	20748
17	20748	20748	20748
18	20748	20748	20748
19	20748	20748	20748
20	20748	20748	20748
21	20748	20748	20748
22	20748	20748	20748
23	20748	20748	20748
24	20748	20748	20748
25	20748	20748	20748
26	20748	20748	20748
27	20748	20748	20748
28	20748	20748	20748
29	20748	20748	20748
30	20748	20748	20748
31	20748	20748	20748
32	20748	20748	20748
33	20748	20748	20748
34	20748	20748	20748
35	20748	20748	20748
36	20748	20748	20748
37	20748	20748	20748
38	20748	20748	20748
39	20748	20748	20748
40	20748	20748	20748
41	20748	20748	20748
42	20748	20748	20748
43	20748	20748	20748
44	20748	20748	20748
45	20748	20748	20748
46	20748	20748	20748
47	20748	20748	20748
48	20748	20748	20748
49	20748	20748	20748
50	20748	20748	20748
51	20748	20748	20748
52	20748	20748	20748
53	20748	20748	20748
54	20748	20748	20748
55	20748	20748	20748
56	20748	20748	20748
57	20748	20748	20748
58	20748	20748	20748
59	20748	20748	20748
60	20748	20748	20748
61	20748	20748	20748
62	20748	20748	20748
63	20748	20748	20748
64	20748	20748	20748
65	20748	20748	20748
66	20748	20748	20748
67	20748	20748	20748
68	20748	20748	20748
69	20748	20748	20748
70	20748	20748	20748
71	20748	20748	20748
72	20748	20748	20748
73	20748	20748	20748
74	20748	20748	20748
75	20748	20748	20748
76	20748	20748	20748
77	20748	20748	20748
78	20748	20748	20748
79	20748	20748	20748
80	20748	20748	20748
81	20748	20748	20748
82	20748	20748	20748
83	20748	20748	20748
84	20748	20748	20748
85	20748	20748	20748
86	20748	20748	20748
87	20748	20748	20748
88	20748	20748	20748
89	20748	20748	20748
90	20748	20748	20748
91	20748	20748	20748
92	20748	20748	20748
93	20748	20748	20748
94	20748	20748	20748
95	20748	20748	20748
96	20748	20748	20748
97	20748	20748	20748
98	20748	20748	20748
99	20748	20748	20748
100	20748	20748	20748

CLASS	NO.	WIDTH	DEPTH	AREA	UNIT	ADDITIONS AND DEDUCTIONS	BASE COST	CONV. FACT	REPLACEMENT COST	NET COST	NET APPRAISED
1	1	36	26	936	1.01		936	1.01	936	936	936
2	2	36	26	936	1.01		936	1.01	936	936	936
3	3	36	26	936	1.01		936	1.01	936	936	936
4	4	36	26	936	1.01		936	1.01	936	936	936
5	5	36	26	936	1.01		936	1.01	936	936	936
6	6	36	26	936	1.01		936	1.01	936	936	936
7	7	36	26	936	1.01		936	1.01	936	936	936
8	8	36	26	936	1.01		936	1.01	936	936	936
9	9	36	26	936	1.01		936	1.01	936	936	936
10	10	36	26	936	1.01		936	1.01	936	936	936
11	11	36	26	936	1.01		936	1.01	936	936	936
12	12	36	26	936	1.01		936	1.01	936	936	936
13	13	36	26	936	1.01		936	1.01	936	936	936
14	14	36	26	936	1.01		936	1.01	936	936	936
15	15	36	26	936	1.01		936	1.01	936	936	936
16	16	36	26	936	1.01		936	1.01	936	936	936
17	17	36	26	936	1.01		936	1.01	936	936	936
18	18	36	26	936	1.01		936	1.01	936	936	936
19	19	36	26	936	1.01		936	1.01	936	936	936
20	20	36	26	936	1.01		936	1.01	936	936	936
21	21	36	26	936	1.01		936	1.01	936	936	936
22	22	36	26	936	1.01		936	1.01	936	936	936
23	23	36	26	936	1.01		936	1.01	936	936	936
24	24	36	26	936	1.01		936	1.01	936	936	936
25	25	36	26	936	1.01		936	1.01	936	936	936
26	26	36	26	936	1.01		936	1.01	936	936	936
27	27	36	26	936	1.01		936	1.01	936	936	936
28	28	36	26	936	1.01		936	1.01	936	936	936
29	29	36	26	936	1.01		936	1.01	936	936	936
30	30	36	26	936	1.01		936	1.01	936	936	936
31	31	36	26	936	1.01		936	1.01	936	936	936
32	32	36	26	936	1.01		936	1.01	936	936	936
33	33	36	26	936	1.01		936	1.01	936	936	936
34	34	36	26	936	1.01		936	1.01	936	936	936
35	35	36	26	936	1.01		936	1.01	936	936	936
36	36	36	26	936	1.01		936	1.01	936	936	936
37	37	36	26	936	1.01		936	1.01	936	936	936
38	38	36	26	936	1.01		936	1.01	936	936	936
39	39	36	26	936	1.01		936	1.01	936	936	936
40	40	36	26	936	1.01		936	1.01	936	936	936
41	41	36	26	936	1.01		936	1.01	936	936	936
42	42	36	26	936	1.01		936	1.01	936	936	936
43	43	36	26	936	1.01		936	1.01	936	936	936
44	44	36	26	936	1.01		936	1.01	936	936	936
45	45	36	26	936	1.01		936	1.01	936	936	936
46	46	36	26	936	1.01		936	1.01	936	936	936
47	47	36	26	936	1.01		936	1.01	936	936	936
48	48	36	26	936	1.01		936	1.01	936	936	936
49	49	36	26	936	1.01		936	1.01	936	936	936
50	50	36	26	936	1.01		936	1.01	936	936	936
51	51	36	26	936	1.01		936				

LAND VALUATION										BUILDING APPRAISAL										
L	B	S	C	V	D	F	U	T	F	W	D	A	G	N	F	P	B	I	U	T
Number of	Class	Value	Table	Factor	Unit Value	Value	or part						Condition				Base	Quantity	Cost	
11-406-013	89	11,750			9,250															
11-406-013	90	30,560			51,470															
11-406-013	92	42,310			60,720															
11-406-013	97	0			0															
11-406-013	98	11,480			15,710															
11-406-013	99	104,260			142,630															
11-406-013	03	115,740			158,340															

REMARKS AND SPECIAL NOTES:  
 10-79 ASCENDING } 71500  
 2-80 " " }  
 80 " " } 69,900  
 80 SOLD } 66,500  
 2-2-84 SOLD } 65,000 G.S. A/S/P 66755

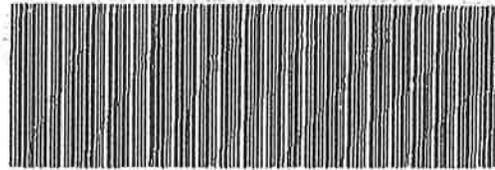


BUILDING VALUE CALCULATION				
Item	Area or	Unit	Cost	Total
Number	Quantity			
TOTAL REPLACEMENT COST				
(d) Depreciation Net Condition				
(h) Obsolescence Net Condition				
(i) Final Net Condition (d x h)				
ADDITIONS AND DEDUCTIONS				

PREPARED BY:  
Mark T. Rodriguez  
364 Pennsylvania  
Glen Ellyn, IL 60137

MAIL TAX BILL TO:  
James Scott Ruoti  
558 Taylor Avenue  
Glen Ellyn, IL 60137

MAIL RECORDED DEED TO:  
Joe Malito - ~~JOSEPH~~ FRANK MILITO  
732 W. Fullerton Parkway  
Chicago, IL 60614



**FRED BUCHOLZ**  
DUPAGE COUNTY RECORDER

JAN. 28, 2005 11:25 AM  
DEED 05-11-406-012  
002 PAGES R2005-020681

**TENANCY BY THE ENTIRETY WARRANTY DEED**  
Statutory (Illinois)

THE GRANTOR(S), RICHARD A. BOARD and BARBARA L. BOARD, husband and wife, of the City of Glen Ellyn, State of IL, for and in consideration of Ten Dollars (\$10.00) and other good and valuable considerations, in hand paid, CONVEY(S) AND WARRANT(S) to JAMES SCOTT RUOTI and JULIE LYNN RUOTI, husband and wife, of 626 W. Wrightwood, #4W, Chicago, IL 60614, not as Tenants in Common nor as Joint Tenants but as Tenants by the Entirety, all right, title, and interest in the following described real estate situated in the County of DU PAGE, State of Illinois, to wit:

LOT 5 IN BLOCK 4 IN WOODTHROP, BEING A SUBDIVISION IN THE SOUTHEAST QUARTER OF SECTION 11, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 2, 1926 AS DOCUMENT 214660, IN DUPAGE COUNTY, ILLINOIS.

Permanent Index Number(s): 05-11-406-012

Property Address: 558 Taylor Avenue, Glen Ellyn, IL 60137

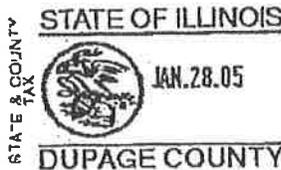
Subject, however, to the general taxes for the year of 2004 and thereafter, and all instruments, covenants, restrictions, conditions, applicable zoning laws, ordinances, and regulations of record.

Hereby releasing and waiving all rights under and by virtue of the Homestead Exemptions Laws of the State of Illinois.

TO HAVE AND TO HOLD said premises not as JOINT TENANTS or TENANTS IN COMMON, but as TENANTS BY THE ENTIRETY forever.

Dated this 21 Day of January 20 05

*Richard A. Board*  
Richard A. Board  
*Barbara L. Board*  
Barbara L. Board



STATE OF ILLINOIS
REAL ESTATE TRANSFER TAX
0132000
FP326681

MIDWEST TITLE SERVICES, LLC PO-0P 2993

STATE OF ILLINOIS )  
 ) SS.  
COUNTY OF DU PAGE )

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, do hereby certify that Richard A. Board and Barbara L. Board, husband and wife, personally known to me to be the same person(s) whose name(s) are subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that they signed, sealed and delivered the said instrument, as their free and voluntary act, for the uses and purposes therein set forth, including the release and waiver of the right of homestead.

Given under my hand and notarial seal, this 21 Day of January 2005

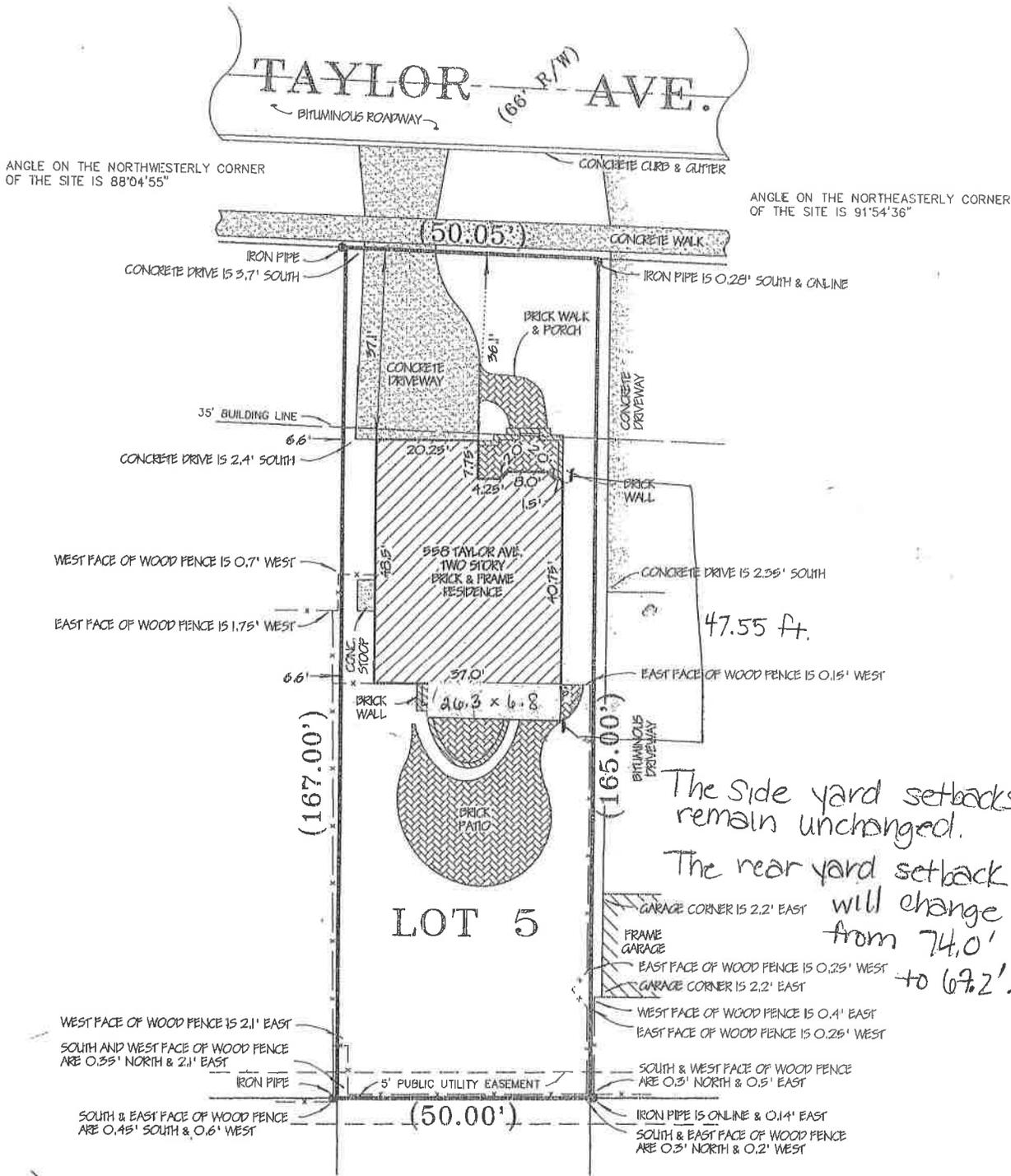
Notary Public  
My commission expires: 1/25/06  
**OFFICIAL SEAL**  
**MARK T RODRIGUEZ**  
NOTARY PUBLIC, STATE OF ILLINOIS  
MY COMMISSION EXPIRES: 1/25/06

VILLAGE OF GLEN ELLYN  
REAL ESTATE TRANSFER TAX  
1-20-05  
009345 \$ 2640.00

# PLAT OF SURVEY

**LEGEND**  
 @ Monumentation Found  
 O Monumentation Set (IRLS 35-2551)  
 (50') Record Dimension  
 -X- Fence Line

LOT 5 IN BLOCK 4 IN WOODTHROP, BEING A SUBDIVISION IN THE SOUTHEAST QUARTER OF SECTION 11, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 2, 1926 AS DOCUMENT 214660, IN DU PAGE COUNTY, ILLINOIS.

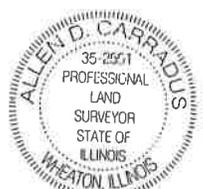


The side yard setbacks remain unchanged.  
 The rear yard setback will change from 74.0' to 67.2'.

LOT 5

**NOTES**

- All distances shown hereon are in feet and decimal parts thereof corrected to 60" f. Distances shown along curved lines are Arc Measurements unless otherwise noted.
- Compare the Legal Description, Building Lines, and Easements as shown hereon with your Deed, Title Insurance Policy or Title Commitment.
- Consult local authorities for additional setbacks and restrictions not shown hereon.
- Compare all survey points and report any discrepancies immediately.
- Consult utility companies and municipalities prior to the start of any construction.
- Dimensions to and along buildings are exterior foundation measurements.
- Do Not Assume distances from scaled measurements made hereon.



STATE OF ILLINOIS ) SS  
 COUNTY OF DU PAGE )

THIS IS TO CERTIFY THAT I, ALLEN D. CARRADUS, A PROFESSIONAL LAND SURVEYOR, LICENSED IN THE STATE OF ILLINOIS, HAVE SURVEYED THE PROPERTY AS DESCRIBED HEREON AND THAT THE ANNEXED PLAT IS A CORRECT AND TRUE REPRESENTATION THEREOF, AND THAT THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

SIGNED AND SEALED AT WHEATON, ILLINOIS THIS 20th DAY OF December, A.D. 2004  
 BY Allen D. Carradus ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 35-2551  
 MY LICENSE EXPIRES NOVEMBER 30, 2006

**ALLEN D. CARRADUS** AND ASSOCIATES  
 Land Surveying, Land Planning, & Engineering Services  
 108 W. Liberty Drive, Wheaton, Illinois 60187  
 (630) 588-0416 (Fax) 653-7662

PREPARED FOR: **MARK RODRIGUEZ, ATTORNEY**

DATE: 12/20/04 SCALE: 1" = 20' FLOOR - PAGE: 48-00 PROJECT NO: 14294

A-7F

---

MEMORANDUM

---

**TO:** Mark Franz, Village Manager  
**FROM:** Kevin Wachtel, Finance Director  
**DATE:** November 4, 2013  
**RE:** Investment policy update

---



**Background**

In 2004, the Village updated its investment policy. Since that time, many changes have occurred in the investment environment as well as changes in state and federal laws that impact how the Village of Glen Ellyn can invest public dollars.

When the Finance Commission was established, one of the tasks they identified was a review of the Village's investment policy. Earlier this year, Finance Commissioners Bert Nuehring and Chris Faber closely examined the investment policy, and we have updated the policy to reflect the current environment. The Finance Commission reviewed and revised the investment policy in May, 2013, and the policy was forwarded to the Village Board for consideration. Trustee Friedberg asked to review the internal controls prior to approval. We have since updated the internal control document (now in the form of an Administrative Order) to reflect the attached policy, and met with Trustee Friedberg for his review earlier this month. At the October 28, 2013, meeting, Trustees suggested changes and asked that the revised version be brought back to for consideration.

**Issues**

Our primary investment focus is on keeping existing assets secure and readily accessible, with the achievement of investment earnings being the lowest priority. The attached policy updates the 2004 policy with current regulatory issues, creates a subcommittee of the Finance Commission to monitor the program, and spells out monthly, quarterly, and annual tasks relative to the investment policy. An investment subcommittee of the Finance Commission will consist of Commissioners Erik Ford and Matt Halkyard.

At the October 28 meeting, Village Board members identified some specific changes, which have been incorporated into the attached policy and procedures documents. We have also renamed the Finance Department Investment Subcommittee. Only the changes made since the last review are redlined so you can quickly identify those changes.

**Recommendation**

Management recommends adopting the attached investment policy, as recommended by the Finance Commission.

**Action Requested**

Adopt the revised investment policy.

**Attachments**

- Revised Investment policy (clean and redline versions)
- Investment Procedures and Internal Controls Manual Administrative Order (clean and redline versions)



# VILLAGE OF GLEN ELLYN

## INVESTMENT POLICY

*Revised 6-28-04  
Updated xx-xx-2013*

### 1.0 **Policy:**

It is the policy of the Village of Glen Ellyn to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Village and conforming to all state statutes governing the investment of public funds.

### 2.0 **Scope:**

This investment policy applies to all financial assets of the Village of Glen Ellyn except for the Glen Ellyn Police Pension Fund which is subject to the direction of the Police Pension Board of Trustees. These funds are accounted for in the Village of Glen Ellyn's Comprehensive Annual Financial Report and include:

#### 2.1 **Funds:**

The following funds are covered by this investment policy, plus any new funds that are created by the Village Board, unless specifically exempted by the Village Board or other authority.

- General Fund
- Corporate Reserve Fund
- Motor Fuel Tax Fund
- Central Business District TIF Fund
- Debt Service Fund
- Capital Projects Fund
- Facilities Maintenance Reserve Fund
- Water and Sanitary Sewer Fund
- Parking Fund
- Residential Solid Waste Fund
- Recreation Fund (Village Links Golf Course)
- Insurance Fund
- Equipment Services Fund

### 3.0 **Prudence:**

Investments shall be made with judgment and care - under circumstances then prevailing - which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

3.1 The standard of prudence to be used by investment officials shall be the “**prudent person**” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### 4.0 **Objective:**

The primary objectives, in priority order, of the Village of Glen Ellyn investment activities shall be:

#### 4.1 **Safety:**

Safety of principal is the foremost objective of the investment program. Investments of the Village of Glen Ellyn shall be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio.

##### A. **Credit Risk:**

Credit risk is the risk of loss due to the failure of the security issuer or backer. Credit risk may be mitigated by:

- Limiting investments to the safest types of securities
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which an entity will do business, and
- Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

##### B. **Interest Rate Risk:**

Interest rate risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and
- By investing operating funds primarily in shorter-term securities.

#### **4.2 Liquidity:**

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

#### **4.3 Return on Investments:**

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities should not be sold prior to maturity with the following exceptions:

- 1) a declining credit security could be sold early to minimize loss of principal; or
- 2) liquidity needs of the portfolio require that the security be sold.

#### **4.5 Investment Strategy/Philosophy:**

The Village's investment philosophy is passive. That is, notwithstanding the provisions of paragraph 4.3, once an investment instrument is purchased, it will generally be held until its maturity ("buy and hold"). Given this philosophy, the Village will endeavor to earn a rate of return which is commensurate with similar investments in the marketplace at the time the investment is purchased. It is not a function or objective of the Village's investment policy to speculate as to the possible direction of future interest rates or to actively buy and sell securities in response to market conditions or events.

#### **5.0 Delegation of Authority:**

Authority to manage the Village of Glen Ellyn's investment program is derived from the following:

The establishment of investment policies is the responsibility of the Village Board. Management and administrative responsibility for the investment program is hereby delegated to the Finance Director who, under the direction of the Village Manager, shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include references to: internal controls, compensating controls, safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts where applicable. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the approved written procedures. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate staff. The Finance Director, with the approval of the Village Manager and in

consultation with the Finance Commission Investment Subcommittee (Section 13 and 17), may from time to time amend the written procedures in a manner not inconsistent with this policy, with state statutes, or other governing laws or rules.

The responsibility for investment activities of the Police Pension Fund rests with the Board of Trustees of the Police Pension Fund.

The Village Treasurer, appointed by the Village President with concurrence of Village Trustees, advises the Village Board on investment policy and is, by Illinois statute, an ex-officio member of the Police Pension Fund. By Village ordinance, the Finance Director is the Village Treasurer.

#### **6.0 Ethics and Conflicts of Interest:**

Officers and employees involved in the investment process shall abide by the terms established in the Village Ethics Ordinance (Title 1, Chapter 12 of the Village of Glen Ellyn Code of Ordinances), particularly, but not limited to, section 1-12-5, Conflicts of Interest. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officers shall provide appropriate notification (as described in 1-12-5 (c) Notification) of “Financial Interests” or “Non Financial Interests” as defined in the Ethics Ordinance. They shall further provide appropriate notification of any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual/firm with whom business is conducted on behalf of the Village of Glen Ellyn.

#### **7.0 Authorized Financial Dealers and Institutions:**

The Finance Director will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness. These may include “primary” dealers or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except on qualified public depository as established by state statutes.

The Village Board authorizes the Finance Director to invest up to FDIC limits in any federally insured financial institution, subject to appropriate diversification (see section 11 of this policy). Fund splitting programs wherein investments in CDs, money market accounts, or other allowable investments are held by various participating banks as part of a larger umbrella corporation are allowed so long as FDIC insurance protection secures the full value of the Village’s investment.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Finance Director with the following:

- audited financial statements
- proof of National Association of Security Dealers (NASD) certification
- proof of state registration
- completed broker/dealer questionnaire

- certification of having received and read the Village's investment policy
- depository contracts

#### 8.0 **Authorized and Suitable Investments:**

The Village may invest in any type of security authorized by the State of Illinois Public Funds Investment Act (30 ILCS 235/) regarding the investment of public funds. Approved investments include:

- Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest.
- Bonds, notes, debentures, or other similar obligations of the United States of America or its agencies.
- Interest bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act and which are insured by the Federal Deposit Insurance Corporation.
- Illinois Public Treasurer's Investment Pool (Illinois Funds)
- Illinois Municipal Investment Fund (IMET)
- Other local government investment pool, organized in accordance with state statute
- Short-term obligations of corporations (commercial paper) organized in the United States with assets exceeding \$500 million and rated at the time of purchase at one of the three highest classifications established by at least two standard rating services. Investments must mature within 180 days from the date of purchase. Such purchase may not exceed 10% of the corporation's outstanding obligations and no more than 10% of the Village's funds may be invested in commercial paper.
- Short-term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally by savings and loan associations incorporated under the laws of this state or any other state or under the laws of the United States. Investments may be made only in those savings and loan associations of which the shares, or investment certificates are insured by the Federal Deposit Insurance Corporation.

See section 11.1 Rebalancing for information on a regular review of the Village's investments.

#### 9.0 **Collateralization:**

It is the policy of the Village of Glen Ellyn and in accordance with the GFOA's Recommended Practices on the Collateralization of Public Deposits (attachment 1), the Village requires that funds on deposit in excess of FDIC limits be secured by some form of collateral. The Village will accept any of the following assets as collateral:

- Government Securities
- Obligations of Federal Agencies
- Obligations of Federal Instrumentalities
- Obligations of the State of Illinois

The Village reserves the right to accept/reject any form of the above named securities.

The Village also requires that all depositories that hold Village deposits in excess of the FDIC limit must utilize and execute a collateral agreement which is of a form approved by the Village.

The amount of collateral provided will not be less than 110% of the fair market value of the net amount of public funds secured. The ratio of fair market value of collateral to the amount of funds secured will be reviewed monthly, and additional collateral will be required when the ratio declines below the level required and collateral will be released if the fair market value exceeds the required level. Pledged collateral will be held in safekeeping, by an independent third party depository, or the Federal Reserve Bank of Chicago, designated by the Village of Glen Ellyn and evidenced by a safekeeping agreement. Collateral agreements will preclude the release of the pledged assets without an authorized signature from the Village of Glen Ellyn. The Village of Glen Ellyn realizes that there is a cost factor involved with collateralization and the Village will pay any reasonable and customary fees related to collateralization.

#### 10.0 **Safekeeping and Custody:**

All security transactions, including collateral for repurchase agreements, entered into by the Village of Glen Ellyn shall be conducted on a delivery-verses-payment (DVP) basis. Securities will be held by a third party custodian designated by the Finance Director and evidenced by safekeeping receipts.

#### 11.0 **Diversification and Rebalancing:**

In order to reduce the risk of default, the investment portfolio of the Village of Glen Ellyn shall not exceed the following diversification limits unless specifically authorized by the Village Board:

- No financial institution shall hold more than 4025% of the Village's investment portfolio, exclusive of U.S. Treasury securities in safekeeping and public investment pools. Public investment pools, such as the Illinois Metropolitan Investment Fund, and the Illinois Treasurer's Investment Pool (the Illinois Funds), may each comprise up to 75% of the Village's investment portfolio.
- Monies deposited at a financial institution shall not exceed 15% of the capital stock and surplus of that institution.
- Commercial paper shall not exceed 10% of the Village's investment portfolio.
- Brokered certificates of deposit shall not exceed 25% of the Village's investment portfolio.

#### 11.1 **Rebalancing:**

On a quarterly basis, the investment portfolio shall be evaluated to determine if the investment mix should be rebalanced to achieve appropriate diversification. If the Village becomes aware of issues or concerns with a particular investment, the Village will take steps to address them in a timely manner, including ending the relationship or rebalancing the portfolio, or other action as appropriate.

At least annually, the Village will verify that each investment remains consistent with the Village's investment objectives. If one or more investments do not, or have changed its risk perspective, duration, or other factor that is not favorable to the Village or its portfolio, the Village will consider replacement of said investment, or rebalancing so the Village's overall portfolio remains consistent with this policy.

When the portfolio is rebalanced, efforts should be made to minimize negative effects that may occur from selling assets prior to maturity.

### **11.2 Target diversification:**

The Finance Commission Investment Subcommittee will develop a target diversification. Changes to the target diversification may occur with the quarterly review of the investment portfolio, or more often if necessary.

### **11.3 Criteria for ending an investment relationship:**

The Village will objectively evaluate the performance of all investments within the portfolio. Each investment will be evaluated relative to its benchmark and peer investments in the order of the Village's investment objectives (section 4 of this policy) to determine if an investment should be retained or sold. Other considerations may include, but are not limited to, costs (or benefits) to liquidate versus hold, suitable replacement investment alternatives, portfolio diversification or rebalancing, change in credit rating or other credit risk factor, change in one or more risk factor, change in the investment's strategy or methodology, change in legal status or environment, customer service issues, among others.

### **12.0 Maximum Maturities:**

To the extent possible, the Village of Glen Ellyn will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Village will not directly invest in securities maturing more than five years from the date of purchase.

Reserve funds may be invested in securities exceeding five years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds. Any investment purchased with a maturity longer than five years must be supported with written documentation explaining the reason for the purchase and must be specifically approved by the Village Board.

### **13.0 Internal Controls:**

The Finance Director, with the approval of the Village Manager, is responsible for establishing and maintaining an internal control structure designed to protect the assets of the Village of Glen Ellyn from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of the control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits require estimates and judgments by management.

Accordingly, the Finance Director shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The best controls prevent frauds from taking place. When that is not possible, compensating controls will be implemented to detect fraud. Internal controls and compensating controls will be documented as part of the written procedures (Section 5.0).

Internal controls, including, but not limited to, the following subject matters will be in place:

- Segregation of duties and clear delegation of authority,
- Multiple signers required for wire transfers,
- Bank reconciliations performed and reviewed on a monthly basis,
- Monitoring bank and investment activity by multiple individuals,
- Monthly balance sheet reports provided to and reviewed by department managers,
- Monitoring of collateral agreements and custodial safekeeping,
- Establishing new accounts, new wire transfers/ACH, and new investment relationships.

#### 14.0 **Performance Standards:**

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to appropriate benchmarks on a regular basis.

##### 14.1 **Market Yield (Benchmark):**

The Village's investment strategy is passive. Given this strategy, the basis used by the Finance Director to determine relative performance with comparable market yields shall be the three-month U.S. Treasury Bill. An additional benchmark of the average Illinois Funds rate will be utilized to track investment performance against the Village's liquid/short-term investment earnings.

#### 15.0 **Reporting:**

The Finance Director shall prepare quarterly investment reports to the Village Manager, Village Board and Finance Commission that provide a clear picture of the status of the current investment portfolio. This management summary will be prepared in a manner which will allow the entity to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will include the following:

- A listing of individual securities held at the end of the reporting period,
- Average weighted yield to maturity of portfolio on Village investments as compared to applicable benchmarks,
- Listing of investments by maturity date,
- The percentage of the total portfolio which each type of investment represents,
- The percentage of the total portfolio which each institution is holding,
- The percentage of the total portfolio broken down by defined maturity periods, and
- Principal and type of investment by fund.

Each month, the Finance Director will provide a report to the Village Manager, Village Board, and Finance Commission covering more basic investment reporting including asset value, investment rate of return, and investment income.

**15.1 Marking to Market:**

A statement of the market value of the portfolio shall be issued at least quarterly. Review should be consistent with the GFOA Recommended Practice on Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools (attachment 2).

**16.0 Investment Policy Adoption:**

The Village of Glen Ellyn's investment policy shall be adopted by resolution of the Village Board of Trustees. This policy shall be reviewed on an annual basis by the Finance Commission Investment Subcommittee and any modifications made thereto must be approved by the Village Board of Trustees.

**17.0 Finance Commission Investment Subcommittee:**

The Finance Commission Chair, with the advice and consent of the Village President, shall appoint two Finance Commission members to a Finance Commission Investment Subcommittee. This subcommittee will review and provide recommendations regarding the Village's investment portfolio, policies, practices, and reporting.

## Appendix

### Calendar of activity

#### Monthly

- Abbreviated investment reporting (section 15.0)
- Review collateral (9.0)

#### Quarterly

- Investment report (15.0)
- Marking to market (15.1)
- Review portfolio for rebalancing (11.1)
- Review target diversification (11.2)

#### Annually

- Detailed review of investments for continued compliance (11.1)
- Finance Commission Investment Subcommittee review investment policy (16.0)

## Attachment 1

### GFOA Best Practice

### Collateralizing Public Deposits (1984, 1987, 1993, 2000, 2007, 2010) (TIM)

**Background.** The safety of public funds should be the foremost objective in public fund management. Collateralization of public deposits through the pledging of appropriate securities or other instruments (i.e. surety bonds or letters of credit) by depositories is an important safeguard for such deposits. The amount of pledged collateral is determined by a governmental entity's deposit level and the policy or legal required collateral margin. Some states have established programs for the pooling of collateral for deposit of public funds.

Federal law imposes certain limitations on collateral agreements between financial institutions and public entities in order to secure governmental entity deposits. Under certain circumstances, as are discussed in recommendations below, the Federal Deposit Insurance Corporation (FDIC) may void an otherwise perfected security interest and leave the governmental depositor with only the right to share with other creditors in the pro rata distribution of the assets of a failed institution for the amount of deposits that exceed the FDIC coverage. Separate governmental "corporations" such as economic development corporations or water supply corporations, etc., do not fulfill the FDIC's definition of "public unit"<sup>1</sup> and therefore even accurately completed collateral definition may not be honored by the FDIC on a bankruptcy.

**Recommendation.** The Government Finance Officers Association (GFOA) recommends the use of a written agreement with pledging requirements as protection for state or local government's deposits. GFOA encourages governmental entities to establish adequate and efficient administrative systems to monitor such pledged collateral, including state or locally administered collateral pledging or collateral pools. To accomplish these goals, GFOA recommends the following:

1. Governmental entities should implement programs of prudent risk control. Such programs could include a formal depository risk policy, credit analysis, and use of fully secured investments. In the absence of a state program for pooling collateral, public entities should establish and implement collateralization procedures, including procedures to monitor their collateral positions. Monitoring informs a public entity of under-collateralization, which may threaten the safety of an entity's deposits, and overcollateralization, which may increase the cost of banking services. Governmental entities however cannot and should not accept the liability for maintaining collateral levels which liability must fall to the financial institution.
2. Governmental entities/depositors should take all possible actions to comply with state and federal requirements in order to ensure that their security interests in collateral pledged to secure deposits are enforceable against the receiver of a failed financial institution. Federal law provides that a depositor's security agreement, which tends to diminish or defeat the interest of the FDIC in an asset acquired by it as receiver of an insured depository, shall not be valid against the FDIC unless the agreement:
  - o is in writing;
  - o was approved by the board of directors of the depository or its loan committee and<sup>2</sup>
  - o has been, continuously, from the time of its execution, an official record of the depository institution.<sup>3</sup>

3. Governmental entities should have all pledged collateral held at an independent third-party institution outside the holding company of their bank, and evidenced by a written agreement in an effort to satisfy the Uniform Commercial Code (UCC) requirement for control. The UCC states that the depositor does not have a perfected interest in a security unless the depositor controls it. Control means that swaps, sales, and transfers cannot occur without the depositor's written approval.

- The value of the pledged collateral should be marked to market monthly, or more frequently depending on the volatility of the collateral pledged. Some state statutes do dictate a minimum margin level for collateral based on deposit levels (e.g., Georgia and Minnesota statutes require 110 percent). If not, the margin levels should be at least 102 percent, depending on the liquidity and volatility of the collateral pledged. State statutes also govern whether minimum margin levels apply to principal only or to accrued interest as well. On a sale, accrued interest would be received. Governmental entities should review applicable state statutes and confirm compliance.
- Substitutions of collateral should meet the requirements of the collateral agreement, be approved, by the entity in writing prior to release, and the collateral should not be released until the replacement collateral has been received.
- The public entity should require reporting directly from the custodian. The custodian should warrant and be signatory to the agreement
- Reporting by the third party institution should at a minimum be monthly.

4. The pledge of collateral should comply with the investment policy or state statute, whichever is more restrictive. Governmental entities should know and understand securities pledged as collateral.

5. Governmental entities that use surety bonds in lieu of collateral should limit the insurers to those of the highest credit quality as determined by a nationally recognized insurance rating agency. A thorough review of the terms of the bond is required.

6. The governmental entity should thoroughly review the terms and conditions of any letters of credit, including those issued by a federal agency or government sponsored enterprise.

7. The governmental entity should establish and follow procedures for on-going review of collateral.

**Note:** As a result of the court case North Arkansas Medical Center v. Barrett, 963 F.2d 780 (8th Cir. 1992), the FDIC issued a policy statement in March 1993 indicating that it would not seek to void a security interest of a federal, state, or local public unit solely because the security agreement did not comply with the contemporaneous execution requirement set forth in Section 13(e) of the Federal Deposit Insurance Act 12 U.S.C.1823(e). The policy statement was officially enacted by Section 317 of the Riegle Community Development and Regulatory Improvement Act of 1994 (Public Law 103-325).

**References:**

- GFOA Sample Security Agreement (long and short versions), [www.gfoa.org](http://www.gfoa.org), 2009.
- GFOA Sample Custodial Trust Agreement, [www.gfoa.org](http://www.gfoa.org), 2006.
- An Introduction to Collateralizing Public Deposits for State and Local Governments, Second Edition, M. Corinne Larson, GFOA, 2006.

- *Investing Public Funds, Second Edition*, Girard Miller with M. Corinne Larson and W. Paul Zorn, GFOA, 1998.
- FDIC Act (12 U.S.C. 1811 et seq. and 12 C.F.R. Part 330.330.15 Public Unit Accounts ([www.FDIC.gov](http://www.FDIC.gov)))

Approved by the GFOA's Executive Board, October 23, 2007.

---

<sup>1</sup>For deposit insurance purposes, the term "public unit" includes a state, county, municipality, or "political subdivision" thereof. Governments should review Section 330.15 of the FDIC's regulations (12 C.F.R. 330.15) to identify if they fall within the FDIC's definition of 'public unit' and to determine whether they are public entity qualifying for collateral protection under the definition. This information can be found at <http://www.fdic.gov/deposit/deposits/FactSheet.html>

<sup>2</sup>The FDIC does not require every transaction to be reviewed by the board of directors. The board may fulfill this function by setting parameters and authorizing a particular officer to carry out its wishes. The officer would be performing ministerial acts on behalf of the board. (FDIC Interpretive Letters)

<sup>3</sup>Corporate resolutions that list specific officers who are authorized by the board of directors to execute agreements securing public deposits will meet this requirement.

## Attachment 2

### BEST PRACTICE

#### Mark-to-Market Reporting Practices for State and Local Government Investment Portfolios (1995, 2000, 2003, 2005, and 2008) (TIM)

**Background.** Market risk is significant in public investment portfolios. Due to price volatility, valuing investments at their current price is necessary to provide a realistic measure of a portfolio's true liquidation value. Over time, reporting standards for state and local government investment portfolios have been enhanced so that investors, governing bodies, and the public remain informed of the current market value of the portfolio. Regular disclosure of the value of a governmental entity's investments is an important step to furthering taxpayer and market confidence in state and local government investment practices. The Governmental Accounting Standards Board (GASB) has also recognized the need to report investments at fair value at fiscal year end. Government officials should be aware of state, local, accounting, and rating agency requirements regarding mark to-market practices.

**Recommendation.** The Government Finance Officers Association (GFOA) recommends that state and local government officials responsible for investment portfolio reporting determine the market value of all securities in the portfolio on at least a quarterly basis. These values should be obtained from a reputable and independent source and disclosed to the governing body or other oversight body at least quarterly in a written report. The independent source of pricing should not be one of the parties to the transaction being valued and could include:

1. a broker or other financial institution who was not a counterparty to the transaction,
2. the custodial bank if the bank was not a counterparty to the transaction,
3. publicly available publications such as the Wall Street Journal, or
4. other pricing services for which a separate fee would be paid.

It is recommended that the written report include the market value, book value, and unrealized gain or loss of the securities in the portfolio.

If there is a significant event in the local or national economy that might affect the value of the portfolio, then a mid-term valuation of the portfolio should be conducted. Governments that employ a more active portfolio management style should consider more frequent marking to market and reporting.

#### **References**

- *GASB Statement 31 and Implementation Guide, Accounting and Financial Reporting for Certain Investment and for External Investment Pools*, March, 1997.
- *Investing Public Funds, Second Edition*, Girard Miller with M. Corinne Larson and W. Paul Zorn, GFOA, 1998.
- *Investment Procedures and Internal Controls Guideline*, GFOA, May 2003.
- *Elected Official's Guide Investing, Second Edition*, Sofia Anastopoulos, GFOA, 2007.

Approved by the GFOA's Executive Board, February 22, 2008.



# VILLAGE OF GLEN ELLYN

## INVESTMENT POLICY

*Revised 6-28-04*

*Updated ~~10-28xx-xx~~-2013*

### 1.0 **Policy:**

It is the policy of the Village of Glen Ellyn to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Village and conforming to all state statutes governing the investment of public funds.

### 2.0 **Scope:**

This investment policy applies to all financial assets of the Village of Glen Ellyn except for the Glen Ellyn Police Pension Fund which is subject to the direction of the Police Pension Board of Trustees. These funds are accounted for in the Village of Glen Ellyn's Comprehensive Annual Financial Report and include:

#### 2.1 **Funds:**

The following funds are covered by this investment policy, plus any new funds that are created by the Village Board, unless specifically exempted by the Village Board or other authority.

- General Fund
- Corporate Reserve Fund
- Motor Fuel Tax Fund
- Central Business District TIF Fund
- Debt Service Fund
- Capital Projects Fund
- Facilities Maintenance Reserve Fund
- Water and Sanitary Sewer Fund
- Parking Fund
- Residential Solid Waste Fund
- Recreation Fund (Village Links Golf Course)
- Insurance Fund
- Equipment Services Fund

### 3.0 **Prudence:**

Investments shall be made with judgment and care - under circumstances then prevailing - which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

3.1 The standard of prudence to be used by investment officials shall be the “**prudent person**” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### 4.0 **Objective:**

The primary objectives, in priority order, of the Village of Glen Ellyn investment activities shall be:

#### 4.1 **Safety:**

Safety of principal is the foremost objective of the investment program. Investments of the Village of Glen Ellyn shall be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio.

##### A. **Credit Risk:**

Credit risk is the risk of loss due to the failure of the security issuer or backer. Credit risk may be mitigated by:

- Limiting investments to the safest types of securities
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which an entity will do business, and
- Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

##### B. **Interest Rate Risk:**

Interest rate risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and
- By investing operating funds primarily in shorter-term securities.

#### **4.2 Liquidity:**

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

#### **4.3 Return on Investments:**

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities should not be sold prior to maturity with the following exceptions:

- 1) a declining credit security could be sold early to minimize loss of principal; or
- 2) liquidity needs of the portfolio require that the security be sold.

#### **4.5 Investment Strategy/Philosophy:**

The Village's investment philosophy is passive. That is, notwithstanding the provisions of paragraph 4.3, once an investment instrument is purchased, it will generally be held until its maturity ("buy and hold"). Given this philosophy, the Village will endeavor to earn a rate of return which is commensurate with similar investments in the marketplace at the time the investment is purchased. It is not a function or objective of the Village's investment policy to speculate as to the possible direction of future interest rates or to actively buy and sell securities in response to market conditions or events.

#### **5.0 Delegation of Authority:**

Authority to manage the Village of Glen Ellyn's investment program is derived from the following:

The establishment of investment policies is the responsibility of the Village Board. Management and administrative responsibility for the investment program is hereby delegated to the Finance Director who, under the direction of the Village Manager, shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include references to: internal controls, compensating controls, safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts where applicable. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the approved written procedures ~~established by the Finance Director~~. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate staff. The Finance Director, with the approval

of the Village Manager and in consultation with the Finance Commission Investment Subcommittee (Section 13 and 17), may from time to time amend the written procedures in a manner not inconsistent with this policy, ~~or~~ with state statutes, or other governing laws or rules.

The responsibility for investment activities of the Police Pension Fund rests with the Board of Trustees of the Police Pension Fund.

The Village Treasurer, appointed by the Village President with concurrence of Village Trustees, advises the Village Board on investment policy and is, by Illinois statute, an ex-officio member of the Police Pension Fund. By Village ordinance, the Finance Director is the Village Treasurer.

#### **6.0 Ethics and Conflicts of Interest:**

Officers and employees involved in the investment process shall abide by the terms established in the Village Ethics Ordinance (Title 1, Chapter 12 of the Village of Glen Ellyn Code of Ordinances), particularly, but not limited to, section 1-12-5, Conflicts of Interest. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officers shall provide appropriate notification (as described in 1-12-5 (c) Notification) of “Financial Interests” or “Non Financial Interests” as defined in the Ethics Ordinance. They shall further provide appropriate notification of any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual/firm with whom business is conducted on behalf of the Village of Glen Ellyn.

#### **7.0 Authorized Financial Dealers and Institutions:**

The Finance Director will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness. These may include “primary” dealers or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except on qualified public depository as established by state statutes.

The Village Board authorizes the Finance Director to invest up to FDIC limits in any federally insured financial institution, subject to appropriate diversification (see section 11 of this policy). Fund splitting programs wherein investments in CDs, money market accounts, or other allowable investments are held by various participating banks as part of a larger umbrella corporation are allowed so long as FDIC insurance protection secures the full value of the Village’s investment.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Finance Director with the following:

- audited financial statements
- proof of National Association of Security Dealers (NASD) certification
- proof of state registration
- completed broker/dealer questionnaire

- certification of having received and read the Village's investment policy
- depository contracts

#### 8.0 **Authorized and Suitable Investments:**

The Village may invest in any type of security authorized by the State of Illinois Public Funds Investment Act (30 ILCS 235/) regarding the investment of public funds. Approved investments include:

- Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest.
- Bonds, notes, debentures, or other similar obligations of the United States of America or its agencies.
- Interest bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act and which are insured by the Federal Deposit Insurance Corporation.
- Illinois Public Treasurer's Investment Pool (Illinois Funds)
- Illinois Municipal Investment Fund (IMET)
- Other local government investment pool, organized in accordance with state statute
- Short-term obligations of corporations (commercial paper) organized in the United States with assets exceeding \$500 million and rated at the time of purchase at one of the three highest classifications established by at least two standard rating services. Investments must mature within 180 days from the date of purchase. Such purchase may not exceed 10% of the corporation's outstanding obligations and no more than 10% of the Village's funds may be invested in commercial paper.
- Short-term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally by savings and loan associations incorporated under the laws of this state or any other state or under the laws of the United States. Investments may be made only in those savings and loan associations of which the shares, or investment certificates are insured by the Federal Deposit Insurance Corporation.

See section 11.1 Rebalancing for information on a regular review of the Village's investments.

#### 9.0 **Collateralization:**

It is the policy of the Village of Glen Ellyn and in accordance with the GFOA's Recommended Practices on the Collateralization of Public Deposits (attachment 1), the Village requires that funds on deposit in excess of FDIC limits be secured by some form of collateral. The Village will accept any of the following assets as collateral:

- Government Securities
- Obligations of Federal Agencies
- Obligations of Federal Instrumentalities
- Obligations of the State of Illinois

The Village reserves the right to accept/reject any form of the above named securities.

The Village also requires that all depositories that hold Village deposits in excess of the FDIC limit must utilize and execute a collateral agreement which is of a form approved by the Village.

The amount of collateral provided will not be less than 110% of the fair market value of the net amount of public funds secured. The ratio of fair market value of collateral to the amount of funds secured will be reviewed monthly, and additional collateral will be required when the ratio declines below the level required and collateral will be released if the fair market value exceeds the required level. Pledged collateral will be held in safekeeping, by an independent third party depository, or the Federal Reserve Bank of Chicago, designated by the Village of Glen Ellyn and evidenced by a safekeeping agreement. Collateral agreements will preclude the release of the pledged assets without an authorized signature from the Village of Glen Ellyn. The Village of Glen Ellyn realizes that there is a cost factor involved with collateralization and the Village will pay any reasonable and customary fees related to collateralization.

#### **10.0 Safekeeping and Custody:**

All security transactions, including collateral for repurchase agreements, entered into by the Village of Glen Ellyn shall be conducted on a delivery-verses-payment (DVP) basis. Securities will be held by a third party custodian designated by the Finance Director and evidenced by safekeeping receipts.

#### **11.0 Diversification and Rebalancing:**

In order to reduce the risk of default, the investment portfolio of the Village of Glen Ellyn shall not exceed the following diversification limits unless specifically authorized by the Village Board:

- No financial institution shall hold more than 4025% of the Village's investment portfolio, exclusive of U.S. Treasury securities in safekeeping and public investment pools. Public investment pools, such as the Illinois Metropolitan Investment Fund, and the Illinois Treasurer's Investment Pool (the Illinois Funds), may each comprise up to 75% of the Village's investment portfolio.
- Monies deposited at a financial institution shall not exceed 15% of the capital stock and surplus of that institution.
- Commercial paper shall not exceed 10% of the Village's investment portfolio.
- Brokered certificates of deposit shall not exceed 25% of the Village's investment portfolio.

#### **11.1 Rebalancing:**

On a quarterly basis, the investment portfolio shall be evaluated to determine if the investment mix should be rebalanced to achieve appropriate diversification. If the Village becomes aware of issues or concerns with a particular investment, the Village will take steps to address them in a timely manner, including ending the relationship or rebalancing the portfolio, or other action as appropriate.

At least annually, the Village will verify that each investment remains consistent with the Village's investment objectives. If one or more investments do not, or have changed its risk perspective, duration, or other factor that is not favorable to the Village or its portfolio, the Village will consider replacement of said investment, or rebalancing so the Village's overall portfolio remains consistent with this policy.

When the portfolio is rebalanced, efforts should be made to minimize negative effects that may occur from selling assets prior to maturity.

### **11.2 Target diversification:**

The ~~Finance Commission Subcommittee~~ Finance Commission Investment Subcommittee will develop a target diversification. Changes to the target diversification may occur with the quarterly review of the investment portfolio, or more often if necessary.

### **11.3 Criteria for ending an investment relationship:**

The Village will objectively evaluate the performance of all investments within the portfolio. Each investment will be evaluated relative to its benchmark and peer investments in the order of the Village's investment objectives (section 4 of this policy) to determine if an investment should be retained or sold. Other considerations may include, but are not limited to, costs (or benefits) to liquidate versus hold, suitable replacement investment alternatives, portfolio diversification or rebalancing, change in credit rating or other credit risk factor, change in one or more risk factor, change in the investment's strategy or methodology, change in legal status or environment, customer service issues, among others.

### **12.0 Maximum Maturities:**

To the extent possible, the Village of Glen Ellyn will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Village will not directly invest in securities maturing more than five years from the date of purchase.

Reserve funds may be invested in securities exceeding five years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds. Any investment purchased with a maturity longer than five years must be supported with written documentation explaining the reason for the purchase and must be specifically approved by the Village Board.

### **13.0 Internal Controls:**

The ~~finance~~ Finance director-Director, with the approval of the Village Manager, is responsible for establishing and maintaining an internal control structure designed to protect the assets of the Village of Glen Ellyn from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of the control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits require estimates and judgments by management.

Accordingly, the Finance Director shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The best controls prevent frauds from taking place. When that is not possible, compensating controls will be implemented to detect fraud. Internal controls and compensating controls will be documented as part of the written procedures (Section 5.0).

Internal controls, including, but not limited to, the following subject matters will be in place:

- Segregation of duties and clear delegation of authority,
- Multiple signers required for wire transfers,
- Bank reconciliations performed and reviewed on a monthly basis,
- Monitoring bank and investment activity by multiple individuals,
- Monthly balance sheet reports provided to and reviewed by department managers,
- Monitoring of collateral agreements and custodial safekeeping,
- Establishing new accounts, new wire transfers/ACH, and new investment relationships.

#### 14.0 **Performance Standards:**

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to appropriate benchmarks on a regular basis.

##### 14.1 **Market Yield (Benchmark):**

The Village's investment strategy is passive. Given this strategy, the basis used by the Finance Director to determine relative performance with comparable market yields shall be the three-month U.S. Treasury Bill. An additional benchmark of the average Illinois Funds rate will be utilized to track investment performance against the Village's liquid/short-term investment earnings.

#### 15.0 **Reporting:**

The Finance Director shall prepare quarterly investment reports to the Village Manager, Village Board and Finance Commission that provide a clear picture of the status of the current investment portfolio. This management summary will be prepared in a manner which will allow the entity to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will include the following:

- A listing of individual securities held at the end of the reporting period,
- Average weighted yield to maturity of portfolio on Village investments as compared to applicable benchmarks,
- Listing of investments by maturity date,
- The percentage of the total portfolio which each type of investment represents,
- The percentage of the total portfolio which each institution is holding,
- The percentage of the total portfolio broken down by defined maturity periods, and
- Principal and type of investment by fund.

Each month, the Finance Director will provide a report to the Village Manager, Village Board, and Finance Commission covering more basic investment reporting including asset value, investment rate of return, and investment income.

#### 15.1 **Marking to Market:**

A statement of the market value of the portfolio shall be issued at least quarterly. Review should be consistent with the GFOA Recommended Practice on Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools (attachment 2).

#### 16.0 **Investment Policy Adoption:**

The Village of Glen Ellyn's investment policy shall be adopted by resolution of the Village Board of Trustees. This policy shall be reviewed on an annual basis by the ~~Finance Commission Subcommittee~~Finance Commission Investment Subcommittee and any modifications made thereto must be approved by the Village Board of Trustees.

#### 17.0 **Finance Commission Investment Subcommittee:**

The Finance Commission Chair, with the advice and consent of the Village President, shall appoint two Finance Commission members to a Finance Commission Investment Subcommittee. A—This subcommittee of the Village's Finance Commission made up of 2 commissioners will be involved with reviewing and ~~review and~~ providing provide recommendations regarding the Village's investment portfolio, policies, practices, and reporting.

## Appendix

### Calendar of activity

#### Monthly

- Abbreviated investment reporting (section 15.0)
- Review collateral (9.0)

#### Quarterly

- Investment report (15.0)
- Marking to market (15.1)
- Review portfolio for rebalancing (11.1)
- Review target diversification (11.2)

#### Annually

- Detailed review of investments for continued compliance (11.1)
- ~~Finance Commission Subcommittee~~ Finance Commission Investment Subcommittee review investment policy (16.0)

## Attachment 1

### GFOA Best Practice

#### Collateralizing Public Deposits (1984, 1987, 1993, 2000, 2007, 2010) (TIM)

**Background.** The safety of public funds should be the foremost objective in public fund management. Collateralization of public deposits through the pledging of appropriate securities or other instruments (i.e. surety bonds or letters of credit) by depositories is an important safeguard for such deposits. The amount of pledged collateral is determined by a governmental entity's deposit level and the policy or legal required collateral margin. Some states have established programs for the pooling of collateral for deposit of public funds.

Federal law imposes certain limitations on collateral agreements between financial institutions and public entities in order to secure governmental entity deposits. Under certain circumstances, as are discussed in recommendations below, the Federal Deposit Insurance Corporation (FDIC) may void an otherwise perfected security interest and leave the governmental depositor with only the right to share with other creditors in the pro rata distribution of the assets of a failed institution for the amount of deposits that exceed the FDIC coverage. Separate governmental "corporations" such as economic development corporations or water supply corporations, etc., do not fulfill the FDIC's definition of "public unit"<sup>1</sup> and therefore even accurately completed collateral definition may not be honored by the FDIC on a bankruptcy.

**Recommendation.** The Government Finance Officers Association (GFOA) recommends the use of a written agreement with pledging requirements as protection for state or local government's deposits. GFOA encourages governmental entities to establish adequate and efficient administrative systems to monitor such pledged collateral, including state or locally administered collateral pledging or collateral pools. To accomplish these goals, GFOA recommends the following:

1. Governmental entities should implement programs of prudent risk control. Such programs could include a formal depository risk policy, credit analysis, and use of fully secured investments. In the absence of a state program for pooling collateral, public entities should establish and implement collateralization procedures, including procedures to monitor their collateral positions. Monitoring informs a public entity of under-collateralization, which may threaten the safety of an entity's deposits, and overcollateralization, which may increase the cost of banking services. Governmental entities however ~~can not~~ cannot and should not accept the liability for maintaining collateral levels which liability must fall to the financial institution.

2. Governmental entities/depositors should take all possible actions to comply with state and federal requirements in order to ensure that their security interests in collateral pledged to secure deposits are enforceable against the receiver of a failed financial institution. Federal law provides that a depositor's security agreement, which tends to diminish or defeat the interest of the FDIC in an asset acquired by it as receiver of an insured depository, shall not be valid against the FDIC unless the agreement:

- is in writing;
- was approved by the board of directors of the depository or its loan committee and<sup>2</sup>
- has been, continuously, from the time of its execution, an official record of the depository institution.<sup>3</sup>

3. Governmental entities should have all pledged collateral held at an independent third-party institution outside the holding company of their bank, and evidenced by a written agreement in an effort to satisfy the Uniform Commercial Code (UCC) requirement for control. The UCC states that the depositor does not have a perfected interest in a security unless the depositor controls it. Control means that swaps, sales, and transfers cannot occur without the depositor's written approval.

- The value of the pledged collateral should be marked to market monthly, or more frequently depending on the volatility of the collateral pledged. Some state statutes do dictate a minimum margin level for collateral based on deposit levels (e.g., Georgia and Minnesota statutes require 110 percent). If not, the margin levels should be at least 102 percent, depending on the liquidity and volatility of the collateral pledged. State statutes also govern whether minimum margin levels apply to principal only or to accrued interest as well. On a sale, accrued interest would be received. Governmental entities should review applicable state statutes and confirm compliance.
- Substitutions of collateral should meet the requirements of the collateral agreement, be approved, by the entity in writing prior to release, and the collateral should not be released until the replacement collateral has been received.
- The public entity should require reporting directly from the custodian. The custodian should warrant and be signatory to the agreement
- Reporting by the third party institution should at a minimum be monthly.

4. The pledge of collateral should comply with the investment policy or state statute, whichever is more restrictive. Governmental entities should know and understand securities pledged as collateral.

5. Governmental entities that use surety bonds in lieu of collateral should limit the insurers to those of the highest credit quality as determined by a nationally recognized insurance rating agency. A thorough review of the terms of the bond is required.

6. The governmental entity should thoroughly review the terms and conditions of any letters of credit, including those issued by a federal agency or government sponsored enterprise.

7. The governmental entity should establish and follow procedures for on-going review of collateral.

**Note:** As a result of the court case North Arkansas Medical Center v. Barrett, 963 F.2d 780 (8th Cir. 1992), the FDIC issued a policy statement in March 1993 indicating that it would not seek to void a security interest of a federal, state, or local public unit solely because the security agreement did not comply with the contemporaneous execution requirement set forth in Section 13(e) of the Federal Deposit Insurance Act 12 U.S.C.1823(e). The policy statement was officially enacted by Section 317 of the Riegle Community Development and Regulatory Improvement Act of 1994 (Public Law 103-325).

**References:**

- GFOA Sample Security Agreement (long and short versions), [www.gfoa.org](http://www.gfoa.org), 2009.
- GFOA Sample Custodial Trust Agreement, [www.gfoa.org](http://www.gfoa.org), 2006.
- An Introduction to Collateralizing Public Deposits for State and Local Governments, Second Edition, M. Corinne Larson, GFOA, 2006.

- *Investing Public Funds, Second Edition*, Girard Miller with M. Corinne Larson and W. Paul Zorn, GFOA, 1998.
- FDIC Act (12 U.S.C. 1811 et seq. and 12 C.F.R. Part 330.330.15 Public Unit Accounts ([www.FDIC.gov](http://www.FDIC.gov)))

Approved by the GFOA's Executive Board, October 23, 2007.

---

<sup>1</sup>For deposit insurance purposes, the term "public unit" includes a state, county, municipality, or "political subdivision" thereof. Governments should review Section 330.15 of the FDIC's regulations (12 C.F.R. 330.15) to identify if they fall within the FDIC's definition of 'public unit' and to determine whether they are public entity qualifying for collateral protection under the definition. This information can be found at <http://www.fdic.gov/deposit/deposits/FactSheet.html>

<sup>2</sup>The FDIC does not require every transaction to be reviewed by the board of directors. The board may fulfill this function by setting parameters and authorizing a particular officer to carry out its wishes. The officer would be performing ministerial acts on behalf of the board. (FDIC Interpretive Letters)

<sup>3</sup>Corporate resolutions that list specific officers who are authorized by the board of directors to execute agreements securing public deposits will meet this requirement.

## Attachment 2

### BEST PRACTICE

#### Mark-to-Market Reporting Practices for State and Local Government Investment Portfolios (1995, 2000, 2003, 2005, and 2008) (TIM)

**Background.** Market risk is significant in public investment portfolios. Due to price volatility, valuing investments at their current price is necessary to provide a realistic measure of a portfolio's true liquidation value. Over time, reporting standards for state and local government investment portfolios have been enhanced so that investors, governing bodies, and the public remain informed of the current market value of the portfolio. Regular disclosure of the value of a governmental entity's investments is an important step to furthering taxpayer and market confidence in state and local government investment practices. The Governmental Accounting Standards Board (GASB) has also recognized the need to report investments at fair value at fiscal year end. Government officials should be aware of state, local, accounting, and rating agency requirements regarding mark-to-market practices.

**Recommendation.** The Government Finance Officers Association (GFOA) recommends that state and local government officials responsible for investment portfolio reporting determine the market value of all securities in the portfolio on at least a quarterly basis. These values should be obtained from a reputable and independent source and disclosed to the governing body or other oversight body at least quarterly in a written report. The independent source of pricing should not be one of the parties to the transaction being valued and could include:

1. a broker or other financial institution who was not a counterparty to the transaction,
2. the custodial bank if the bank was not a counterparty to the transaction,
3. publicly available publications such as the Wall Street Journal, or
4. other pricing services for which a separate fee would be paid.

It is recommended that the written report include the market value, book value, and unrealized gain or loss of the securities in the portfolio.

If there is a significant event in the local or national economy that might affect the value of the portfolio, then a mid-term valuation of the portfolio should be conducted. Governments that employ a more active portfolio management style should consider more frequent marking to market and reporting.

#### References

- *GASB Statement 31 and Implementation Guide, Accounting and Financial Reporting for Certain Investment and for External Investment Pools*, March, 1997.
- *Investing Public Funds, Second Edition*, Girard Miller with M. Corinne Larson and W. Paul Zorn, GFOA, 1998.
- *Investment Procedures and Internal Controls Guideline*, GFOA, May 2003.
- *Elected Official's Guide Investing, Second Edition*, Sofia Anastopoulos, GFOA, 2007.

Approved by the GFOA's Executive Board, February 22, 2008.

# ADMINISTRATIVE ORDER NO. 12

---

## Investment Procedures and Internal Controls Manual

---

**Subject:** Invest procedures and internal controls

**Applicability:** This policy manual applies to Village investment activities and the movement of Village assets from banking institutions

**Purpose:** This manual details internal control procedures that will govern the movement and reporting of Village financial assets at banking institutions.

**Policy:**

A. Introduction

The Finance Department is responsible for conducting cash and investment transactions for all funds (except the Police Pension Fund) held by or for the benefit of the Village of Glen Ellyn. The responsibility for the administration of the investment program has been delegated to the Finance Director, who shall implement the following investment procedures and internal controls, as prescribed by the Investment Policy, including consultation with the Finance Commission Investment Subcommittee when appropriate.

B. Objective

The Procedures and Internal Control Manual provides an outline for cash and investment transactions. This manual shall be reviewed on a yearly basis for possible revisions by the Finance Director in order to remain current with investment industry standards and practices.

C. Prudence and Standard of Prudence

The standard of prudence to be used by the investment staff shall be that of a “prudent person” and shall be applied in the context of managing the overall portfolio. The Finance Director, or persons performing the investment functions, acting in accordance with written policies and procedures and exercising due diligence, shall not be responsible for an individual security’s credit risk or market price changes, provided that deviations from expectations are reported in a timely fashion and appropriate action is taken to control or mitigate adverse developments.

The “prudent person” standard is herewith understood to mean the following:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

D. Investment Decisions

Individuals involved in the Village's investment program shall adhere to the guidelines of the Village of Glen Ellyn's Investment Policy regarding all investment procedures or any other cash and investment transactions. Investment vehicles shall be approved by the Finance Commission Investment Subcommittee. The investment portfolio shall be evaluated no less than quarterly, and rebalanced when necessary.

E. Chain of Command

For the purpose of obtaining approval on investment matters as may be described in this policy or other Village policies, or as unforeseen issues that Village policies, ordinances, or laws do not address, the following chain of command is appropriate:

1. Village Manager
2. Finance Director
3. Assistant Finance Director

F. Duties and Responsibilities

The Finance Director and the Assistant Finance Director have specific duties and responsibilities as stated in their respective position descriptions. The Finance Director shall be responsible for the management of the investment program and the daily operational duties (i.e., purchases, sells, bank transfers, wires, and reports) and the Assistant Finance Director shall be responsible for investment accounting along with monitoring compliance with the internal control procedures. The Assistant Finance Director shall have the authority to perform operational duties as authorized by the Finance Director in his/her absence.

G. Ethics and Conflict of Interest

For the protection of the individuals involved in the Village's investment program, it is imperative that full disclosure be made by these individuals to the Village Manager of any material interests which they may personally hold in a financial institution (brokers/dealers, banks, etc.) which conducts business with the Village.

H. Separation of Duties

Individuals involved in the Village's investment program shall observe proper segregation of duties while engaged in investment activities. Persons responsible for

consummating investment transactions (such as the Finance Director) should not be engaged in activities relating to the recording of transactions in the financial records or the reconciliation of cash and safekeeping account statements (Assistant Finance Director). If a transaction needs to be completed in the absence of the Finance Director, the transaction can be completed by the Assistant Finance Director with either the Village Manager approval of the transaction prior to execution, or if the Finance Director has provided explicit and limited instructions to execute a specific transaction.

#### I. Reporting Requirements

A monthly report shall be prepared and forwarded to the Village Manager who in turn shall forward to the Village Board.

For individually held securities, CDs, etc., the report shall contain, but not be limited to, the following information:

- |                         |                                |
|-------------------------|--------------------------------|
| a) Security ID (CUSIP)  | e) Safekeeping institution     |
| b) Purchase date        | f) Par value                   |
| c) Maturity date        | g) Market value                |
| d) Purchase institution | h) Coupon rate (if applicable) |

For investment pools (such as IMET and the Illinois Funds), cash/checking accounts, or other highly liquid investments, the monthly report shall contain information on the current balance, investment earnings, and interest rates.

A market value ("mark-to-market") report shall be prepared on a quarterly basis. This report shall include the market value, book value, and unrealized gain or loss of the securities in the portfolio.

#### J. Investing Program

##### 1. Determining investable balances

The Finance Department staff will periodically, and no less than quarterly, provide cash flow estimates to determine cash flow needs over the next 12 months. This analysis will be to determine what amounts may be investable, and what duration the funds may be invested.

##### 2. Target Diversification

The Finance Commission Investment Subcommittee will develop a target diversification. Changes to the portfolio diversification may be considered with the quarterly review of the investment portfolio, or more often if necessary.

##### 3. Selecting available investment alternatives

The Finance Commission Investment Subcommittee will review and approve available investment vehicles. If multiple firms provide a similar desired product, proposals will be solicited and reviewed to determine the firm(s) or investment pool(s) that best meets the needs of the Village. The Finance Director may recommend investment vehicles (including pools and firms), and the Finance Commission Investment Subcommittee will confirm investment vehicles (including pools and firms). Once investment vehicles are approved, they will be placed on a list of suitable investment alternatives that may become part of the Village's investment portfolio. The Finance Director may invest in approved investment vehicles (including pools and firms) within the established target diversification.

4. Quarterly Portfolio Rebalancing

No less than quarterly, the Finance Commission Investment Subcommittee will review the investment portfolio. The Finance Commission Investment Subcommittee will determine if the portfolio should be rebalanced, changed, or remain.

5. Collateral Review

Each month, the Assistant Finance Director will review the balances at Village banking institutions that are subject to FDIC insurance to verify that there is adequate collateral in place. If there is not adequate collateral in place, the banking institution will be required to advise what steps will be taken to ensure that Village assets are adequately protected, or the Village may decide to withdraw all or a portion of assets.

6. Annual detailed review of investments for continued compliance

Finance Department staff will report to the Finance Commission Investment Subcommittee, no less than annually, the underlying investments of the portfolio to determine if the investment vehicle remains in the same category or type, and the verify that the level of investment risk remains tolerable. If the investment vehicle has changed, the Village may decide to withdraw all or a portion of assets, and/or it may be subject to rebalancing.

Further, this review will confirm that each bank or financial institution with which the Village has an ongoing relationship has a current version of the Village's Investment Policy and this Investment Procedures and Internal Controls Manual.

7. Annual review of investment policy

No less than annually, the Finance Commission Investment Subcommittee will review the Village's investment policy and recommend changes for compliance with governing rules and laws, or other desired changes. The Village Board is responsible for approving changes to the investment policy.

## 8. Brokered CDs

If the Village has invested within a brokered CD investment vehicle, the Finance Director (or Assistant Finance Director in his/her absence) will be authorized to reinvest funds under the following circumstances:

- An existing CD has matured,
- The cash is not needed within the next 12 months,
- The replacement CD(s) have been competitively bid,
- The duration of the replacement CD(s) fits within the Village investment program parameters, and
- The replacement CD(s) will remain under the FDIC insurance limits, or will be appropriately collateralized for the full term of the CD(s).

## K. Cash Management

### 1. Weekly Cash Management Procedures

When processing each payroll or accounts payable voucher check run, the Accounting Specialist (for payroll) or Accounts Payable Fiscal Clerk (for AP) will advise the Assistant Finance Director of the cash requirements for the check run. The Assistant Finance Director will review the available bank balances, including recent deposits and other cash demands, to determine if additional cash is needed. The Assistant Finance Director will advise via email to the Finance Director, carbon copied to the Accounting Specialist and/or AP Fiscal Clerk, of the amount of cash that needs to be transferred, if any. The Finance Director will then execute an ACH funds collection (generally from Illinois Funds to the Glen Ellyn Bank and Trust main account). The Finance Director will alert, via email, the Assistant Finance Director and either the Accounting Specialist or AP Fiscal Clerk (or both) that the ACH Funds transfer has been scheduled. Documentation of the transaction will be maintained in the month end close folder for and recorded in the general ledger by the Assistant Finance Director.

The Finance Director may explicitly delegate this responsibility on a limited basis to the Assistant Finance Director when the Finance Director is unable to complete the transaction(s.) The explicit delegation will be made by the Finance Director to the Assistant Finance Director, and either the Accounting Specialist or AP Fiscal Clerk (or both). The Assistant Finance Director will alert the Finance Director and either the Accounting Specialist or AP Fiscal Clerk (or both) that the transaction has been scheduled.

### 2. Authorized Wire Transfers

Only the authorized representatives of the Wire Transfer Agreement shall be authorized to wire Village funds for investment to established Village bank accounts and payment of debt service purposes. Wire transfers shall require two individuals to

execute a wire transfer (either two signers on a wire transfer order, or one individual request a wire transfer and authorized by another individual). Wire instructions, tokens, and personal identification numbers (PINs) shall be safeguarded by the authorized representatives.

All bank transfer requests shall be in writing, or via internet banking with proper security protocols, and approved by an authorized representative as listed in the Wire Transfer Agreement, and all requests shall be filed with the investment work-up documents. The purpose of the wire must be noted as part of the transfer information.

3. Other Internal Controls

a. Month end close

As part of the month end close procedures, transfers will be made between various IL Funds accounts for predetermined services or prior month activity.. The Assistant Finance Director will prepare calculations of these transfers and provide the amounts of the transfers and supporting documentation to the Finance Director. The Finance Director will verify these transfers and execute the transfers prior to the end of the month. If the Finance Director is unable to complete the transactions before the end of the month, the Finance Director may delegate the month end transfers to the Assistant Finance Director. The Finance Director will examine all transfers as a regular month end and bank reconciliation reviews.

b. Bank reconciliations performed and reviewed on a monthly basis

All bank accounts are reconciled each month by the Assistant Finance Director. The Finance Director shall review the related bank statements, general ledger activity, and wire transfer documentation each month.

c. Establishing and monitoring bank and investment activity by multiple individuals

New accounts will only be established when necessary, and with the following individuals as signers on the accounts: Village Manager, Finance Director and Assistant Finance Director. Accounts with new banks or institutions will only be established with written authority of management (Village Manager, Finance Director, or Assistant Finance Director), and at least one of the following elected or appointed individuals: Village President, Trustee liaison to the Finance Commission, Finance Commission chair, or a member of the Finance Commission Investment Subcommittee.

Multiple individuals shall have online account access to all Village accounts, with statement or transaction view access. Other employees may have access to various accounts that are necessary to conduct their work responsibilities.

d. Monthly financial reports provided to and reviewed by department managers

After each month has been closed and appropriate journal entries entered, the following reports will be provided to all department managers:

- current month and year to date revenue and expenditure/expense,
- current balance sheet with updated bank balances (other asset, liability and net position accounts are not updated monthly), and
- employee IMRF and health insurance hours report.

e. Establishing new wire transfer or ACH paths

No one individual will be permitted to establish new wire transfer or ACH paths for online banking. Safeguards will be established through financial institutions.

- Domestic Wires and ACH paths – Funds are to be transferred to domestic banks only. New one time or recurring wire transfer or ACH path is required to be established to a bank or institution, express written authorization from two employees (Village Manager, Finance Director, and Assistant Finance Director) is required.
- International Wires and ACH paths – If, in the rare instance that a new one time or recurring wire transfer or ACH path is required to be established to a bank or institution that is not within the United States, express written authorization from two employees (Village Manager, Finance Director, and Assistant Finance Director) plus one elected or appointed official of the following shall be required: Village President, Trustee liaison to the Finance Commission, Finance Commission chair, or a member of the Finance Commission Investment Subcommittee.
- Employee direct deposits – Payments for employee pay or pension direct deposits are exempt from this provision, and may be established by employee or pensioner request to the Accounting Specialist.
- Vendor payments – Payments for vendor invoices, such as online account access and payments may be established by the Accounting Specialist, Assistant Finance Director, or Finance Director with approval by a different individual from the following: Village Manager, Finance Director, or Assistant Finance Director.

L. Accounting for Investment Transactions

When information is available, investments should be recorded at the end of each month at market value.

M. Investment policy and Investment Procedures and Internal Controls Manual

The current version of the Village's Investment Policy and this Investment Procedures and Internal Controls Manual shall be shared with the Village's banking and financial institutions. This includes banks and financial institutions with which the Village has a direct relationship with, and does not include banks whose CDs we have purchased as part of our investment portfolio, for example.

\_\_\_\_\_  
Mark Franz, Village Manager

\_\_\_\_\_  
Date

# ADMINISTRATIVE ORDER NO. 12

---

## Investment Procedures and Internal Controls Manual

---

**Subject:** Invest procedures and internal controls

**Applicability:** This policy manual applies to Village investment activities and the movement of Village assets from banking institutions

**Purpose:** This manual details internal control procedures that will govern the movement and reporting of Village financial assets at banking institutions.

**Policy:**

A. Introduction

The Finance Department is responsible for conducting cash and investment transactions for all funds (except the Police Pension Fund) held by or for the benefit of the Village of Glen Ellyn. The responsibility for the administration of the investment program has been delegated to the Finance Director, who shall implement the following investment procedures and internal controls, as prescribed by the Investment Policy, including consultation with the ~~Finance Commission Subcommittee~~ Finance Commission Investment Subcommittee when appropriate.

B. Objective

The Procedures and Internal Control Manual provides an outline for cash and investment transactions. This manual shall be reviewed on a yearly basis for possible revisions by the Finance Director in order to remain current with investment industry standards and practices.

C. Prudence and Standard of Prudence

The standard of prudence to be used by the investment staff shall be that of a “prudent person” and shall be applied in the context of managing the overall portfolio. The Finance Director, or persons performing the investment functions, acting in accordance with written policies and procedures and exercising due diligence, shall not be responsible for an individual security’s credit risk or market price changes, provided that deviations from expectations are reported in a timely fashion and appropriate action is taken to control or mitigate adverse developments.

The “prudent person” standard is herewith understood to mean the following:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

#### D. Investment Decisions

Individuals involved in the Village's investment program~~The investment staff, which includes the Finance Director and Assistant Finance Director,~~ shall adhere to the guidelines of the Village of Glen Ellyn's Investment Policy regarding all investment procedures or any other cash and investment transactions. Investment vehicles shall be approved by the ~~Finance Commission Subcommittee~~Finance Commission Investment Subcommittee. The investment portfolio shall be evaluated no less than quarterly, and rebalanced when necessary.

#### E. Chain of Command

For the purpose of obtaining approval on investment matters not addressed in the Investment Policy~~as may be described in this policy or other Village policies, or as unforeseen issues that Village policies, ordinances, or laws do not address,~~ the following chain of command is appropriate:

1. Village Manager
2. Finance Director
- ~~2.3.~~3. Assistant Finance Director

#### F. Duties and Responsibilities

The Finance Director and the Assistant Finance Director have specific duties and responsibilities as stated in their respective position descriptions. The Finance Director shall be responsible for the management of the investment program and the daily operational duties (i.e., purchases, sells, bank transfers, wires, and reports) and the Assistant Finance Director shall be responsible for investment accounting along with monitoring compliance with the internal control procedures. The Assistant Finance Director shall have the authority to perform operational duties as authorized by the Finance Director in his/her absence.

#### G. Ethics and Conflict of Interest

For the protection of the individuals involved in the Village's investment program~~staff~~, it is imperative that full disclosure be made by ~~investment personnel~~these individuals to the Village Manager of any material interests which they may personally hold in a financial institution (brokers/dealers, banks, etc.) which conducts business with the Village.

## H. Separation of Duties

Individuals involved in the Village's investment program investment staff shall observe proper segregation of duties while engaged in investment activities. Persons responsible for consummating investment transactions (such as the Finance Director) should not be engaged in activities relating to the recording of transactions in the financial records or the reconciliation of cash and safekeeping account statements (Assistant Finance Director). If a transaction needs to be completed in the absence of the Finance Director, the transaction can be completed by the Assistant Finance Director with either the Village Manager approval of the transaction prior to execution, or if the Finance Director has provided explicit and limited instructions to execute a specific transaction.

## I. Reporting Requirements

A monthly report shall be prepared and forwarded to the Village Manager who in turn shall forward to the Village Board.

For individually held securities, CDs, etc., the report shall contain, but not be limited to, the following information:

- |                         |                                |
|-------------------------|--------------------------------|
| a) Security ID (CUSIP)  | e) Safekeeping institution     |
| b) Purchase date        | f) Par value                   |
| c) Maturity date        | g) Market value                |
| d) Purchase institution | h) Coupon rate (if applicable) |

For investment pools (such as IMET and the Illinois Funds), cash/checking accounts, or other highly liquid investments, the monthly report shall contain information on the current balance, investment earnings, and interest rates.

A market value ("mark-to-market") report shall be prepared on a quarterly basis. This report shall include the market value, book value, and unrealized gain or loss of the securities in the portfolio.

## J. Investing Program

### 1. Determining investable balances

The Finance Department staff will periodically, and no less than quarterly, provide cash flow estimates to determine cash flow needs over the next 12 months. This analysis will be to determine what amounts may be investable, and what duration the funds may be invested.

### 2. Target Diversification

The ~~Finance Commission Subcommittee~~ Finance Commission Investment Subcommittee will develop a target diversification. Changes to the portfolio diversification may be considered with the quarterly review of the investment portfolio, or more often if necessary.

3. Selecting available investment alternatives

The ~~Finance Commission Subcommittee~~ Finance Commission Investment Subcommittee will review and approve available investment vehicles. If multiple firms provide a similar desired product, proposals will be solicited and reviewed to determine the firm(s) or investment pool(s) that best meets the needs of the Village. The Finance Director may recommend investment vehicles (including pools and firms), and the ~~Finance Commission Subcommittee~~ Finance Commission Investment Subcommittee will confirm investment vehicles (including pools and firms). Once investment vehicles are approved, they will be placed on a list of suitable investment alternatives that may become part of the Village's investment portfolio. The Finance Director may invest in approved investment vehicles (including pools and firms) within the established target diversification.

4. Quarterly Portfolio Rebalancing

No less than quarterly, the ~~Finance Commission Subcommittee~~ Finance Commission Investment Subcommittee will review the investment portfolio. The ~~Finance Commission Subcommittee~~ Finance Commission Investment Subcommittee will determine if the portfolio should be rebalanced, changed, or remain.

5. Collateral Review

Each month, the Assistant Finance Director will review the balances at Village banking institutions that are subject to FDIC insurance to verify that there is adequate collateral in place. If there is not adequate collateral in place, the banking institution will be required to advise what steps will be taken to ensure that Village assets are adequately protected, or the Village may decide to withdraw all or a portion of assets.

6. Annual detailed review of investments for continued compliance

Finance Department staff will report to the ~~Finance Commission Subcommittee~~ Finance Commission Investment Subcommittee, no less than annually, the underlying investments of the portfolio to determine if the investment vehicle remains in the same category or type, and to verify that the level of investment risk remains tolerable. If the investment vehicle has changed, the Village may decide to withdraw all or a portion of assets, and/or it may be subject to rebalancing.

Further, this review will confirm that each bank or financial institution with which the Village has an ongoing relationship has a current version of the Village's Investment Policy and this Investment Procedures and Internal Controls Manual.

7. Annual review of investment policy

No less than annually, the ~~Finance Commission Subcommittee~~ Finance Commission Investment Subcommittee will review the Village's investment policy and recommend changes for compliance with governing rules and laws, or other desired changes. The Village Board is responsible for approving changes to the investment policy.

8. Brokered CDs

If the Village has invested within a brokered CD investment vehicle, the Finance Director (or Assistant Finance Director in his/her absence) will be authorized to reinvest funds under the following circumstances:

- An existing CD has matured,
- The cash is not needed within the next 12 months,
- The replacement CD(s) have been competitively bid,
- The duration of the replacement CD(s) fits within the Village investment program parameters, and
- The replacement CD(s) will remain under the FDIC insurance limits, or will be appropriately collateralized for the full term of the CD(s).

K. Cash Management

1. Weekly Cash Management Procedures

When processing each payroll or accounts payable voucher check run, the Accounting Specialist (for payroll) or Accounts Payable Fiscal Clerk (for AP) will advise the Assistant Finance Director of the cash requirements for the check run. The Assistant Finance Director will review the available bank balances, including recent deposits and other cash demands, to determine if additional cash is needed. The Assistant Finance Director will advise via email to the Finance Director, carbon copied to the Accounting Specialist and/or AP Fiscal Clerk, of the amount of cash that needs to be transferred, if any. The Finance Director will then execute an ACH funds collection (generally from Illinois Funds to the Glen Ellyn Bank and Trust main account). The Finance Director will alert, via email, the Assistant Finance Director and either the Accounting Specialist or AP Fiscal Clerk (or both) that the ACH Funds transfer has been scheduled. Documentation of the transaction will be maintained in the month end close folder for and recorded in the general ledger by the Assistant Finance Director.

The Finance Director may explicitly delegate this responsibility on a limited basis to the Assistant Finance Director when the Finance Director is unable to complete the

transaction(s.) The explicit delegation will be made by the Finance Director to the Assistant Finance Director, and either the Accounting Specialist or AP Fiscal Clerk (or both). The Assistant Finance Director will alert the Finance Director and either the Accounting Specialist or AP Fiscal Clerk (or both) that the transaction has been scheduled.

## 2. Authorized Wire Transfers

Only the authorized representatives of the Wire Transfer Agreement shall be authorized to wire Village funds for investment to established Village bank accounts and payment of debt service purposes. Wire transfers shall require two individuals to execute a wire transfer (either two signers on a wire transfer order, or one individual request a wire transfer and authorized by another individual). Wire instructions, tokens, and personal identification numbers (PINs) shall be safeguarded by the authorized representatives.

All bank transfer requests shall be in writing, or via internet banking with proper security protocols, and approved by an authorized representative as listed in the Wire Transfer Agreement, and all requests shall be filed with the investment work-up documents. The purpose of the wire must be noted as part of the transfer information.

## 3. Other Internal Controls

### a. Month end close

As part of the month end close procedures, transfers will be made between various IL Funds accounts for predetermined services or prior month activity.. The Assistant Finance Director will prepare calculations of these transfers and provide the amounts of the transfers and supporting documentation to the Finance Director. The Finance Director will verify these transfers and execute the transfers prior to the end of the month. If the Finance Director is unable to complete the transactions before the end of the month, the Finance Director may delegate the month end transfers to the Assistant Finance Director. The Finance Director will examine all transfers as a regular month end and bank reconciliation reviews.

### b. Bank reconciliations performed and reviewed on a monthly basis

All bank accounts are reconciled each month by the Assistant Finance Director. The Finance Director shall review the related bank statements, general ledger activity, and wire transfer documentation each month.

### c. Establishing and monitoring bank and investment activity by multiple individuals

New accounts will only be established when necessary, and with the following individuals as signers on the accounts: Village Manager, Finance Director and Assistant Finance Director. Accounts with new banks or institutions will only be established with written authority of management (Village Manager, Finance Director, or Assistant Finance Director), and at least one of the following elected or appointed individuals: Village President, Trustee liaison to the Finance Commission, Finance Commission chair, or a member of the Finance Commission Subcommittee~~Finance Commission Investment Subcommittee~~.

Multiple individuals shall have online account access to all Village accounts, with statement or transaction view access. Other employees may have access to various accounts that are necessary to conduct their work responsibilities.

d. Monthly financial reports provided to and reviewed by department managers

After each month has been closed and appropriate journal entries entered, the following reports will be provided to all department managers:

- current month and year to date revenue and expenditure/expense,
- current balance sheet with updated bank balances (other asset, liability and net position accounts are not updated monthly), and
- employee IMRF and health insurance hours report.

e. Establishing new wire transfer or ACH paths

No one individual will be permitted to establish new wire transfer or ACH paths for online banking. Safeguards will be established through financial institutions.

i. Domestic Wires and ACH paths – Funds are to be transferred to domestic banks only. New one time or recurring wire transfer or ACH path is required to be established to a bank or institution, express written authorization from two employees (Village Manager, Finance Director, and Assistant Finance Director) is required.

ii. International Wires and ACH paths – If, in the rare instance that a new one time or recurring wire transfer or ACH path is required to be established to a bank or institution that is not within the United States, express written authorization from two employees (Village Manager, Finance Director, and Assistant Finance Director) plus one elected or appointed official of the following shall be required: Village President, Trustee liaison to the Finance Commission, Finance Commission chair, or a member of the Finance Commission Subcommittee~~Finance Commission Investment Subcommittee~~.

iii. Employee direct deposits – Payments for employee pay or pension direct deposits are exempt from this provision, and may be established by employee or pensioner request to the Accounting Specialist.

iv. Vendor payments – Payments for vendor invoices, such as online account access and payments may be established by the Accounting Specialist, Assistant Finance Director, or Finance Director with approval by a different individual from the following: Village Manager, Finance Director, or Assistant Finance Director.

L. Accounting for Investment Transactions

When information is available, investments should be recorded at the end of each month at market value.

M. Investment policy and Investment Procedures and Internal Controls Manual

The current version of the Village's Investment Policy and this Investment Procedures and Internal Controls Manual shall be shared with the Village's banking and financial institutions. This includes banks and financial institutions with which the Village has a direct relationship with, and does not include banks whose CDs we have purchased as part of our investment portfolio, for example.

\_\_\_\_\_  
Mark Franz, Village Manager

\_\_\_\_\_  
Date

---

---

**MEMORANDUM**

---

---

**DATE:** November 6, 2013

**TO:** Village President and Village Board

**FROM:** Mark Franz, Village Manager

**RE:** Glen Ellyn Volunteer Fire Company

**CC:** Jim Bodony, Fire Chief; Kevin Wachtel, Finance Director; Al Stonitsch, Assistant Village Manager



At the Village Board Workshop on September 16 and October 21, Glen Ellyn Volunteer Fire Company (GEVFC) Fire Chief Jim Bodony discussed concerns with the current funding structure of the Volunteer Fire Company. He presented some background on the Department and how operations have changed over the years and explained how funding is not keeping up with the costs and future needs, particularly capital replacement needs, of the Fire Company. In addition, the donation program is no longer a fair and equitable approach to funding an essential service. The annual fund drive puts unnecessary pressure on a group of Volunteers to campaign for funds to meet critical needs of the community, and takes time away from simply providing that vital service on a volunteer basis.

**Issue**

The Village Board directed staff to review the Fire Company's needs and develop funding alternatives. Therefore, we examined revenue trends, audits, and budgets as well as reviewed the attached Fleet Replacement Schedule (Attachment 1), and 10-year Financial Forecast (Attachment 2) which were developed by the Fire Company and enhanced based on feedback from the Village Board. The attached Financial Support Summary (Attachment 3) provides the critical analysis of needs and new revenue projections. Please note, some modifications were made based on feedback from the Village Board including a reduction of \$100,000 in capital funding, the elimination of the ambulances from this assessment, and a more thorough analysis of SSA revenue which includes a lag of one year before new SSA revenue is generated.

**Background**

In January 2011, the Village completed a statistical comparison of Glen Ellyn to nine other comparable communities in the area. This analysis resulted in the 2011 Financial Scorecard which provided some insight as to how the GEVFC benefits the entire Glen Ellyn community. According to the study, the Volunteer Fire Company saves the Village over \$3M per year. In addition, Glen Ellyn has the lowest amount of unfunded pensions in the sample group on a per capita basis, which is a direct result of not having a career fire department. These benefits are substantial, but do not tell the entire story. The GEVFC is an ISO 3-rated department, which has provided emergency services for this community for over 100 years and oversees and supports EMS services that are provided on a contractual basis. Currently there are over 60 Volunteers that continue to provide this critical service to the community for \$1 per year.

**Fire Company Needs**

The Fire Company has developed a ten-year forecast which illustrates that costs are exceeding revenue, as the donation program and other misc. revenues continue to be static. The fund drive is the Company's main source of revenue and those revenues have been stagnant for some time, even with the water billing payment option. In addition, there is a growing concern about the inequity of those donations, as these costs are not spread among the entire community or spread equally among residents and businesses.

Furthermore, operational changes are impacting the sustainability of the Fire Company including calls for service, training needs, and administrative needs. Out of necessity, the Fire Company had to staff a “day engine” to handle calls for service Monday through Friday, from 6am to 6pm, due to the fact that the Volunteers are predominately working outside of the community rather than working in Public Works or for the Glen Ellyn News as was the case in the past. All these issues continue to put additional pressure on a voluntary organization with a Fire Chief as the only full-time administrative employee of the Company. A new revenue source would allow the Fire Chief and Village to provide some administrative support that is long overdue.

Additionally, capital costs continue to escalate. Funding for vehicle replacement costs have been used to staff the “day engine,” creating a gap in future funding. The Fleet Replacement Schedule identifies a plan to fund the needs of the Fire Company and sets a path towards sustainability. Lastly, both Fire Stations are over 40 years old, so there is growing need for major improvements. Most critical is an evaluation of Fire Station #1 and determine how to fund a new station at a new location within the next 10 years. Currently, there is no revenue stream to meet anticipated facility costs, so this revenue stream would begin to fund some of these facility needs. However, it should be noted, this funding would not allow us to fully fund our projected facility needs.

**Funding Alternatives**

To generate the \$870,000 necessary to meet the needs of the Fire Company, a new revenue source is necessary. As the financial summary indicates, the needs of the Fire Company are predominantly capital and facility, as more than 60% of new revenues would be dedicated to capital/facility needs. The Village Board has requested that we consider two different options, property tax and Village services (water) bill fee. Below is a summary of the pros and cons of the two options.

VFC FUNDING Utility Bill vs Property Tax	
Utility Bill (Water)	Property Tax
<p><b>PROS</b></p> <ul style="list-style-type: none"> <li>• Does not exempt churches</li> <li>• Not a progressive tax</li> <li>• Impacts businesses (large &amp; small) and residents (large &amp; small) equally</li> </ul>	<p><b>PROS</b></p> <ul style="list-style-type: none"> <li>• Income tax benefit (some)</li> <li>• Exempts churches and schools</li> <li>• Fire protection of property = property tax</li> <li>• Most common way to fund Public Safety</li> <li>• Least administrative cost (most efficient)</li> <li>• Revenue stream grows to meet ongoing costs of operating and capital needs</li> </ul>
<p><b>CONS</b></p> <ul style="list-style-type: none"> <li>• Regressive Tax</li> <li>• Flat revenue stream would require additional revenue in future</li> <li>• Lump sum tax may be best way to levy a service fee</li> <li>• Apartment buildings would be difficult to charge without knowing the # of units</li> <li>• Commercial units do not all have meters</li> <li>• Additional water rate increases will greatly impact this bill and provide more concerns with water billing</li> <li>• More of an administrative burden</li> </ul>	<p><b>CONS</b></p> <ul style="list-style-type: none"> <li>• Progressive tax may be perceived as unfair</li> <li>• Greater impact on higher property values – progressive tax</li> <li>• Impacts ability to increase taxes in future for Village purposes</li> </ul>

Either option would be established as revenue collected by the Village and provided to the Fire Company in quarterly payments. Each year, the Fire Company would be mandated to submit a budget and request funding similar to other Village departments, with a recommendation for funding to be included in the annual budget presented to the Village Board. Attached is a comparison of the property tax and utility bill options based on a variety of sample businesses and residents (Attachment 4). A property tax would be assessed next year and be a separate rate on individual tax bills delineating the funds from the rest of the bill. An increase to the Village services bill could be structured a number of different ways. A commercial rate could be established and tiered based on square footage and a residential rate could be established for single family versus multi-family with a rate per unit included to assess apartment complexes, etc. Below is a preliminary analysis of how this could be structured and estimated revenue based on estimates from Village billing records. We currently do not maintain this type of detail on accounts, so we need to further analyze and adjust these fees accordingly.

	Quantity	Units	Annual rate	Monthly rate	Annual revenue
<b>Residential</b>					
Single family homes *	7432	7432	\$ 96.00	\$ 8.00	\$ 713,472.00
2 units**		55	\$ 60.00	\$ 5.00	\$ 3,300.00
3 or 4 units**		163	\$ 60.00	\$ 5.00	\$ 9,780.00
5 to 9 units**		693	\$ 60.00	\$ 5.00	\$ 41,580.00
10 to 19 units**		502	\$ 60.00	\$ 5.00	\$ 30,120.00
20 or more**		2092	\$ 60.00	\$ 5.00	\$ 125,520.00
<b>Commercial</b>					
Commercial accounts***	350			\$ -	\$ -
Estimated commercial units***		400	\$ 150.00	\$ 12.50	\$ 60,000.00
<b>Other</b>					
Churches	?			\$ -	\$ -
Mixed Use	?			\$ -	\$ -
Government	19	19		\$ -	\$ -
				\$ -	\$ -
<b>Total</b>					\$ 983,772.00

Another way to assess the water bill would be to assign a fee based on the size of the meters. However, this is also data that would have to be audited and could be viewed as arbitrary.

Meter size	Estimated quantity	Annual rate	Monthly rate	Total
5/8"	3487	\$ 96.00	\$ 8.00	\$ 334,752.00
3/4"	2982	\$ 96.00	\$ 8.00	\$ 286,272.00
1"	1189	\$ 120.00	\$ 10.00	\$ 142,680.00
1 1/2"	220	\$ 240.00	\$ 20.00	\$ 52,800.00
2"	157	\$ 300.00	\$ 25.00	\$ 47,100.00
3"	49	\$ 420.00	\$ 35.00	\$ 20,580.00
4"	22	\$ 600.00	\$ 50.00	\$ 13,200.00
6"	2	\$ 900.00	\$ 75.00	\$ 1,800.00
Other				
	8108			\$ 899,184.00

Regardless of the option, new revenue could be collected beginning next calendar year. Water bills could be modified beginning January 1 and a property tax levy could be modified beginning with 2014 property tax bills. If the property tax is the preferred way to generate revenues, we would have to approve that as part of the tax levy ordinance over the next 30 days.

### **Summary**

The GEVFC continues to provide incredible service and benefits to the community. Providing a new dedicated revenue source will significantly improve our ability to sustain the Volunteer approach to providing fire services by addressing their capital and facility needs, creating more equity and fairness in who is paying for these services, and allowing the Fire Administration to provide better support services to the Company and therefore the community without having to campaign for their donations for critical needs.

### **Recommendation**

Staff is looking for direction from the Village Board on the preferred funding option and recommends providing a dedicated revenue stream to sustain the Fire Company. If the property tax option is selected as the revenue source, we will proceed with the levy process. If the water bill option is selected, staff will draft an ordinance as necessary for Board consideration later this year.

If you have any questions, please let me know.

### ***Attachments:***

- 1 – Fleet Replacement Schedule
- 2 – 10-Year Financial Forecast
- 3 – Financial Support Summary of GEVFC
- 4 – GEVFC Funding: Property Tax vs. Utility Bill comparison



# **Attachment 1**

## **Fleet Replacement Schedule**

**Fleet Replacement Schedule**

Current day cost Estimated Life	Engine		Truck		Brush A	Squad A	Buggy		Utility		SCBA A	Total Equip Purchase	Capital Contribution	Balance
	A	B	A	B			A	B	A	B				
1992	1992	2002	1989	2000	2003	1992	2000	2004	1996	2005	2005			\$755,000
2014	2014	2022	2016	2020	2023	2017	2015	2016	2016	2015	2020			\$755,000
\$505,000	\$505,000	\$505,000	\$1,339,391	\$1,393,776	\$77,324	\$416,242	\$45,905	\$46,364	\$46,364	\$45,905	\$235,870	\$0	\$490,000	\$235,000
2015												\$1,010,000	\$450,000	\$235,000
2016												\$91,809	\$450,000	\$593,191
2017												\$1,432,118	\$450,000	\$388,927
2018												\$416,242	\$450,000	\$355,169
2019												\$0	\$450,000	\$94,831
2020												\$0	\$450,000	\$544,831
2021												\$1,629,646	\$450,000	\$634,815
2022												\$48,729	\$450,000	\$233,543
2023												\$1,093,685	\$450,000	\$877,229
												\$77,324	\$450,000	\$504,552
<b>10 year total</b>	<b>\$505,000</b>	<b>\$505,000</b>	<b>\$1,339,391</b>	<b>\$1,393,776</b>	<b>\$77,324</b>	<b>\$416,242</b>	<b>\$45,905</b>	<b>\$46,364</b>	<b>\$46,364</b>	<b>\$45,905</b>	<b>\$235,870</b>	<b>\$5,799,552</b>	<b>\$4,540,000</b>	
2024												\$0	\$250,000	\$254,552
2025												\$0	\$250,000	\$4,552
2026												\$0	\$250,000	\$245,448
2027												\$51,726	\$250,000	\$443,722
2028												\$52,244	\$250,000	\$641,478
2029												\$0	\$250,000	\$891,478
2030												\$0	\$250,000	\$1,141,478
2031												\$0	\$250,000	\$1,391,478
2032												\$0	\$250,000	\$1,641,478
2033												\$54,909	\$250,000	\$1,836,569
<b>10 year total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$51,726</b>	<b>\$52,244</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$158,878</b>	<b>\$2,500,000</b>	
2034	\$616,196	\$616,196										\$1,232,392	\$250,000	\$854,177
2035												\$329,850	\$250,000	\$774,329
2036												\$1,690,894	\$250,000	\$666,556
2037												\$0	\$250,000	\$416,556
2038												\$0	\$250,000	\$166,556
2039												\$58,287	\$250,000	\$25,157
2040												\$1,759,541	\$250,000	\$1,484,384
2041												\$0	\$250,000	\$1,234,384
2042												\$1,334,504	\$250,000	\$2,318,888
2043												\$94,349	\$250,000	\$2,163,237
<b>10 year total</b>	<b>\$616,196</b>	<b>\$616,196</b>	<b>\$1,634,312</b>	<b>\$1,700,672</b>	<b>\$94,349</b>	<b>\$0</b>	<b>\$58,287</b>	<b>\$58,869</b>	<b>\$56,572</b>	<b>\$56,012</b>	<b>\$273,837</b>	<b>\$6,499,807</b>	<b>\$2,500,000</b>	
2044												\$0	\$250,000	\$1,913,237
2045												\$61,872	\$250,000	\$1,725,110
2046												\$0	\$250,000	\$1,475,110
2047												\$561,031	\$250,000	\$1,786,140
2048												\$0	\$250,000	\$1,536,140
2049												\$0	\$250,000	\$1,286,140
2050												\$317,917	\$250,000	\$1,354,057

Notes:  
 Replacement schedule and estimated lives provided by GEVFC.  
 This analysis assumes that all vehicles in the fleet remain.  
 Starting balance includes a \$500,000 contribution from the GEVFC plus \$255,000 in accumulated Fire SSA funds.  
 A 1% annual cost escalator is included.  
 Significant pent up need requires a higher contribution throughout the first 10 year, then moderates.  
 When available, grants and GEVFC cash reserves may be used towards the purchase of equipment.



# **Attachment 2**

## **10-Year Financial Forecast**

Glen Eilyn Volunteer Fire Company  
 Operating Expense Forecast  
 29-Oct-13

	2010-11 Final	2011-12 Final	2012-13 Final	2013-14 Final
Loose Equipment	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000
Hose & Appliances	\$ 6,000	\$ 5,000	\$ 3,000	\$ 3,000
Operating Supplies	\$ -	\$ -	\$ 3,000	\$ 3,000
EMS Supplies*	\$ 25,000	\$ 25,000	\$ -	\$ -
Personal Equipment	\$ 40,000	\$ 40,000	\$ 30,000	\$ 40,000
Officers Expense	\$ 1,300	\$ 1,500	\$ 1,300	\$ 1,300
Insurance	\$ 25,000	\$ 28,500	\$ 28,900	\$ 28,600
Market/Public Relations	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Fund Drive	\$ 12,965	\$ 11,800	\$ 10,000	\$ 9,000
M&R Airpaks	\$ -	\$ -	\$ -	\$ 7,500
M&R: Equipment	\$ 20,000	\$ 20,000	\$ 11,000	\$ 5,000
M&R: Pagers/Radios	\$ 2,500	\$ 2,500	\$ 4,000	\$ 3,750
Auditing	\$ 3,600	\$ 3,600	\$ 3,100	\$ 10,100
Banking Services	\$ -	\$ -	\$ -	\$ 500
Office Supplies	\$ 4,000	\$ 3,700	\$ 4,000	\$ 3,500
Death Benefit	\$ 22,000	\$ 16,000	\$ 10,000	\$ 10,000
Fire Prevention	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Drill, Training & Education	\$ 28,000	\$ 25,000	\$ 23,000	\$ 23,500
Scuba	\$ 4,000	\$ 4,000	\$ 2,000	\$ 1,500
Salaries	\$ 239,000	\$ 173,000	\$ 237,500	\$ 220,000
PT Clerical	\$ -	\$ -	\$ -	\$ -
Service & Rider: House	\$ 20,000	\$ 14,000	\$ 12,000	\$ 10,000
Service & Rider: Recreation	\$ 15,000	\$ 10,000	\$ 12,500	\$ 10,400
Service & Rider: Awards	\$ -	\$ -	\$ -	\$ 1,350
Historical	\$ -	\$ -	\$ -	\$ 1,500
Cellular	\$ 15,000	\$ 13,100	\$ 9,600	\$ 9,400
Telephone/Long Distance	\$ -	\$ -	\$ 3,000	\$ 2,500
Website/Technology	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Dues & Membership	\$ 3,000	\$ 3,800	\$ 4,000	\$ 4,000
Health & Wellness	\$ 15,000	\$ 15,000	\$ 15,000	\$ 13,000
Fire Prevention Bureau	\$ 36,000	\$ 25,000	\$ 16,000	\$ 16,000
Unallocated	\$ -	\$ 62,000	\$ 17,700	\$ 19,200
Building/Grounds	\$ -	\$ 2,500	\$ 6,000	\$ 6,000
Totals	\$ 560,365	\$ 528,000	\$ 494,600	\$ 492,100

	YR 1	YR 2	YR 3	YR 5	YR 6	YR 7	YR 8	YR 9	YR 10
\$ 20,000	\$ 20,600	\$ 21,218	\$ 21,865	\$ 22,510	\$ 23,185	\$ 23,881	\$ 24,597	\$ 25,335	
\$ 3,000	\$ 3,090	\$ 3,183	\$ 3,278	\$ 3,377	\$ 3,478	\$ 3,582	\$ 3,690	\$ 3,800	
\$ 3,000	\$ 3,090	\$ 3,183	\$ 3,278	\$ 3,377	\$ 3,478	\$ 3,582	\$ 3,690	\$ 3,800	
\$ 60,000	\$ 61,800	\$ 63,654	\$ 65,564	\$ 67,531	\$ 69,556	\$ 71,643	\$ 73,792	\$ 76,006	
\$ 1,300	\$ 1,339	\$ 1,379	\$ 1,421	\$ 1,463	\$ 1,507	\$ 1,552	\$ 1,599	\$ 1,647	
\$ 28,600	\$ 29,458	\$ 30,342	\$ 31,252	\$ 32,190	\$ 33,155	\$ 34,154	\$ 35,174	\$ 36,230	
\$ 3,000	\$ 3,090	\$ 3,183	\$ 3,278	\$ 3,377	\$ 3,478	\$ 3,582	\$ 3,690	\$ 3,800	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
\$ 12,000	\$ 12,360	\$ 12,731	\$ 13,113	\$ 13,506	\$ 13,911	\$ 14,329	\$ 14,758	\$ 15,201	
\$ 5,000	\$ 5,150	\$ 5,305	\$ 5,464	\$ 5,628	\$ 5,796	\$ 5,970	\$ 6,149	\$ 6,334	
\$ 3,750	\$ 3,863	\$ 3,978	\$ 4,098	\$ 4,221	\$ 4,347	\$ 4,478	\$ 4,612	\$ 4,750	
\$ 500	\$ 515	\$ 530	\$ 546	\$ 563	\$ 580	\$ 597	\$ 615	\$ 633	
\$ 5,000	\$ 5,150	\$ 5,305	\$ 5,464	\$ 5,628	\$ 5,796	\$ 5,970	\$ 6,149	\$ 6,334	
\$ 10,000	\$ 10,300	\$ 10,609	\$ 10,927	\$ 11,255	\$ 11,593	\$ 11,941	\$ 12,299	\$ 12,668	
\$ 1,500	\$ 1,545	\$ 1,591	\$ 1,639	\$ 1,688	\$ 1,739	\$ 1,791	\$ 1,845	\$ 1,900	
\$ 50,000	\$ 51,500	\$ 53,045	\$ 54,636	\$ 56,275	\$ 57,964	\$ 59,703	\$ 61,494	\$ 63,339	
\$ 2,000	\$ 2,060	\$ 2,122	\$ 2,185	\$ 2,251	\$ 2,319	\$ 2,388	\$ 2,460	\$ 2,534	
\$ 230,000	\$ 236,900	\$ 244,007	\$ 251,327	\$ 258,867	\$ 266,633	\$ 274,632	\$ 282,871	\$ 291,357	
\$ 10,000	\$ 10,300	\$ 10,609	\$ 10,927	\$ 11,255	\$ 11,593	\$ 11,941	\$ 12,299	\$ 12,668	
\$ 12,000	\$ 12,360	\$ 12,731	\$ 13,113	\$ 13,506	\$ 13,911	\$ 14,329	\$ 14,758	\$ 15,201	
\$ 1,350	\$ 1,391	\$ 1,432	\$ 1,475	\$ 1,519	\$ 1,565	\$ 1,612	\$ 1,660	\$ 1,710	
\$ 1,500	\$ 1,545	\$ 1,591	\$ 1,639	\$ 1,688	\$ 1,739	\$ 1,791	\$ 1,845	\$ 1,900	
\$ 9,400	\$ 9,682	\$ 9,972	\$ 10,272	\$ 10,580	\$ 10,897	\$ 11,224	\$ 11,561	\$ 11,908	
\$ 2,500	\$ 2,575	\$ 2,652	\$ 2,732	\$ 2,814	\$ 2,898	\$ 2,985	\$ 3,075	\$ 3,167	
\$ 10,000	\$ 10,300	\$ 10,609	\$ 10,927	\$ 11,255	\$ 11,593	\$ 11,941	\$ 12,299	\$ 12,668	
\$ 5,000	\$ 5,150	\$ 5,305	\$ 5,464	\$ 5,628	\$ 5,796	\$ 5,970	\$ 6,149	\$ 6,334	
\$ 30,000	\$ 30,900	\$ 31,827	\$ 32,782	\$ 33,765	\$ 34,778	\$ 35,822	\$ 36,896	\$ 38,003	
\$ 16,000	\$ 16,480	\$ 16,974	\$ 17,484	\$ 18,008	\$ 18,548	\$ 19,105	\$ 19,678	\$ 20,268	
\$ 6,000	\$ 6,180	\$ 6,365	\$ 6,556	\$ 6,753	\$ 6,956	\$ 7,164	\$ 7,379	\$ 7,601	
\$ 542,400	\$ 558,672	\$ 575,432	\$ 592,695	\$ 610,476	\$ 628,790	\$ 647,654	\$ 667,084	\$ 687,096	

\*Village pays invoices directly

Glen Ellyn Volunteer Fire Company  
 Operating Expense Forecast  
 29-Oct-13

	2010-11 Final	2011-12 Final	2012-13 Final	2013-14 Final
Loose Equipment	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000
Hose & Appliances	\$ 6,000	\$ 5,000	\$ 3,000	\$ 3,000
Operating Supplies	\$ -	\$ -	\$ 3,000	\$ 3,000
EMS Supplies*	\$ 25,000	\$ 25,000	\$ -	\$ -
Personal Equipment	\$ 40,000	\$ 40,000	\$ 30,000	\$ 40,000
Officers Expense	\$ 1,300	\$ 1,500	\$ 1,300	\$ 1,300
Insurance	\$ 25,000	\$ 28,500	\$ 28,900	\$ 28,600
Market/Public Relations	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Fund Drive	\$ 12,965	\$ 11,800	\$ 10,000	\$ 9,000
M&R Airpaks	\$ -	\$ -	\$ -	\$ 7,500
M&R: Equipment	\$ 20,000	\$ 20,000	\$ -	\$ 5,000
M&R: Pagers/Radios	\$ 2,500	\$ 2,500	\$ 4,000	\$ 3,750
Auditing	\$ 3,600	\$ 3,600	\$ 3,100	\$ 10,100
Banking Services	\$ -	\$ -	\$ -	\$ 500
Office Supplies	\$ 4,000	\$ 3,700	\$ 4,000	\$ 3,500
Death Benefit	\$ 22,000	\$ 16,000	\$ 10,000	\$ 10,000
Fire Prevention	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Drill, Training & Education	\$ 28,000	\$ 25,000	\$ 23,000	\$ 23,500
Scuba	\$ 4,000	\$ 4,000	\$ 2,000	\$ 1,500
Salaries	\$ 239,000	\$ 173,000	\$ 237,500	\$ 220,000
PT Clerical	\$ -	\$ -	\$ -	\$ -
Service & Rider: House	\$ 20,000	\$ 14,000	\$ 12,000	\$ 10,000
Service & Rider: Recreation	\$ 15,000	\$ 10,000	\$ 12,500	\$ 10,400
Service & Rider: Awards	\$ -	\$ -	\$ -	\$ 1,350
Historical Cellular	\$ 15,000	\$ 13,100	\$ 9,600	\$ 9,400
Telephone/Long Distance	\$ -	\$ -	\$ 3,000	\$ 2,500
Website/Technology	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Dues & Membership	\$ 3,000	\$ 3,800	\$ 4,000	\$ 4,000
Health & Wellness	\$ 15,000	\$ 15,000	\$ 15,000	\$ 13,000
Fire Prevention Bureau	\$ 36,000	\$ 25,000	\$ 16,000	\$ 16,000
Unallocated	\$ -	\$ 62,000	\$ 17,700	\$ 19,200
Building/Grounds	\$ -	\$ 2,500	\$ 6,000	\$ 6,000
Totals	\$ 560,365	\$ 528,000	\$ 494,600	\$ 492,100

	YR 1	YR 2	YR 3	YR 5	YR 6	YR 7	YR 8	YR 9	YR 10
\$ 20,000	\$ 20,600	\$ 21,218	\$ 21,855	\$ 22,510	\$ 23,185	\$ 23,881	\$ 24,597	\$ 25,335	
\$ 3,000	\$ 3,090	\$ 3,183	\$ 3,278	\$ 3,377	\$ 3,478	\$ 3,582	\$ 3,690	\$ 3,800	
\$ 3,000	\$ 3,090	\$ 3,183	\$ 3,278	\$ 3,377	\$ 3,478	\$ 3,582	\$ 3,690	\$ 3,800	
Village	Village								
\$ 60,000	\$ 61,800	\$ 63,654	\$ 65,564	\$ 67,531	\$ 69,556	\$ 71,643	\$ 73,792	\$ 76,006	
\$ 1,300	\$ 1,399	\$ 1,379	\$ 1,421	\$ 1,463	\$ 1,507	\$ 1,552	\$ 1,599	\$ 1,647	
\$ 28,600	\$ 29,458	\$ 30,342	\$ 31,252	\$ 32,190	\$ 33,155	\$ 34,150	\$ 35,174	\$ 36,230	
\$ 3,000	\$ 3,090	\$ 3,183	\$ 3,278	\$ 3,377	\$ 3,478	\$ 3,582	\$ 3,690	\$ 3,800	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
\$ 12,000	\$ 12,360	\$ 12,731	\$ 13,113	\$ 13,506	\$ 13,911	\$ 14,329	\$ 14,758	\$ 15,201	
\$ 5,000	\$ 5,150	\$ 5,305	\$ 5,464	\$ 5,628	\$ 5,796	\$ 5,970	\$ 6,149	\$ 6,334	
\$ 3,750	\$ 3,863	\$ 3,978	\$ 4,098	\$ 4,221	\$ 4,347	\$ 4,478	\$ 4,612	\$ 4,750	
Village									
\$ 500	\$ 515	\$ 530	\$ 546	\$ 563	\$ 580	\$ 597	\$ 615	\$ 633	
\$ 5,000	\$ 5,150	\$ 5,305	\$ 5,464	\$ 5,628	\$ 5,796	\$ 5,970	\$ 6,149	\$ 6,334	
\$ 10,000	\$ 10,300	\$ 10,609	\$ 10,927	\$ 11,255	\$ 11,593	\$ 11,941	\$ 12,299	\$ 12,668	
\$ 1,500	\$ 1,545	\$ 1,591	\$ 1,639	\$ 1,688	\$ 1,739	\$ 1,791	\$ 1,845	\$ 1,900	
\$ 50,000	\$ 51,500	\$ 53,045	\$ 54,636	\$ 56,275	\$ 57,964	\$ 59,703	\$ 61,494	\$ 63,339	
\$ 2,000	\$ 2,060	\$ 2,122	\$ 2,185	\$ 2,251	\$ 2,319	\$ 2,388	\$ 2,460	\$ 2,534	
\$ 230,000	\$ 236,900	\$ 244,007	\$ 251,327	\$ 258,867	\$ 266,633	\$ 274,632	\$ 282,871	\$ 291,357	
Village									
\$ 10,000	\$ 10,300	\$ 10,609	\$ 10,927	\$ 11,255	\$ 11,593	\$ 11,941	\$ 12,299	\$ 12,668	
\$ 12,000	\$ 12,360	\$ 12,731	\$ 13,113	\$ 13,506	\$ 13,911	\$ 14,329	\$ 14,758	\$ 15,201	
\$ 1,350	\$ 1,391	\$ 1,432	\$ 1,475	\$ 1,519	\$ 1,565	\$ 1,612	\$ 1,660	\$ 1,710	
\$ 1,500	\$ 1,545	\$ 1,591	\$ 1,639	\$ 1,688	\$ 1,739	\$ 1,791	\$ 1,845	\$ 1,900	
\$ 9,400	\$ 9,682	\$ 9,972	\$ 10,272	\$ 10,580	\$ 10,897	\$ 11,224	\$ 11,561	\$ 11,908	
\$ 2,500	\$ 2,575	\$ 2,652	\$ 2,732	\$ 2,814	\$ 2,898	\$ 2,985	\$ 3,075	\$ 3,167	
\$ 10,000	\$ 10,300	\$ 10,609	\$ 10,927	\$ 11,255	\$ 11,593	\$ 11,941	\$ 12,299	\$ 12,668	
\$ 5,000	\$ 5,150	\$ 5,305	\$ 5,464	\$ 5,628	\$ 5,796	\$ 5,970	\$ 6,149	\$ 6,334	
\$ 30,000	\$ 30,900	\$ 31,827	\$ 32,782	\$ 33,765	\$ 34,778	\$ 35,822	\$ 36,896	\$ 38,003	
\$ 16,000	\$ 16,480	\$ 16,974	\$ 17,484	\$ 18,008	\$ 18,548	\$ 19,105	\$ 19,678	\$ 20,268	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
\$ 6,000	\$ 6,180	\$ 6,365	\$ 6,556	\$ 6,753	\$ 6,956	\$ 7,164	\$ 7,379	\$ 7,601	
\$ 542,400	\$ 558,672	\$ 575,432	\$ 592,695	\$ 610,476	\$ 628,790	\$ 647,654	\$ 667,084	\$ 687,096	

\*Village pays invoices directly



# **Attachment 3**

## **Financial Support Summary of GEVFC**

## Glen Ellyn Volunteer Fire Company -- 5-Year Plan

Replacing donation efforts with property tax support (a) (b) (c)

	Projections				Notes
	2014/15	2015/16	2016/17	2017/18	
<b>Revenues</b>					
Existing SSA Revenues	\$ 168,000	\$ 168,000	\$ 168,000	\$ 168,000	\$ 168,000
Fire Company Existing Revenue (Foreign Fire, Impact Fees, Inspections, donations, others)	\$ 80,000	\$ 82,400	\$ 84,872	\$ 87,418	\$ 90,041
<b>Total Existing Revenue (not all GEVFC Revenue)</b>	<b>\$ 248,000</b>	<b>\$ 250,400</b>	<b>\$ 252,872</b>	<b>\$ 255,418</b>	<b>\$ 258,041</b>
New SSA revenues (no new SSA revenue in year 1)	\$ -	\$ 113,100	\$ 130,631	\$ 135,808	\$ 139,451
New Village property tax or Village Services Bill (c)	\$ 870,000	\$ 891,750	\$ 914,044	\$ 936,895	\$ 960,317
<b>Total New Revenue</b>	<b>\$ 870,000</b>	<b>\$ 1,004,850</b>	<b>\$ 1,044,674</b>	<b>\$ 1,072,702</b>	<b>\$ 1,099,769</b>
<b>Total Revenue</b>	<b>\$ 1,118,000</b>	<b>\$ 1,255,250</b>	<b>\$ 1,297,546</b>	<b>\$ 1,328,121</b>	<b>\$ 1,357,809</b>

13% of prior year new revenue.  
Earmarked for fire fleet  
87% of \$1M, increasing by 2.5%/yr.

	2014/15	2015/16	2016/17	2017/18	2018/19
<b>Expenditures</b>					
<b>Capital Contribution</b>					
Vehicle/Equipment Replacement Program (d)	\$ 490,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000
Fire Station funding (e)	\$ -	\$ 150,000	\$ 175,000	\$ 175,000	\$ 200,000
<b>Total capital contribution</b>	<b>\$ 490,000</b>	<b>\$ 600,000</b>	<b>\$ 625,000</b>	<b>\$ 625,000</b>	<b>\$ 650,000</b>
<b>New Operating Needs (f)</b>					
Operating Budget	\$ 538,000	\$ 554,140	\$ 570,764	\$ 587,887	\$ 605,524
2 Adm. Support Positions, plus IT/Accounting/Audit Services	\$ 90,000	\$ 92,700	\$ 95,481	\$ 98,345	\$ 101,296
<b>Total Funding Needs</b>	<b>\$ 1,118,000</b>	<b>\$ 1,246,840</b>	<b>\$ 1,291,245</b>	<b>\$ 1,311,233</b>	<b>\$ 1,356,820</b>
<b>Net (to be distributed to the GEVFC)</b>	<b>\$ -</b>	<b>\$ 8,410</b>	<b>\$ 6,301</b>	<b>\$ 16,888</b>	<b>\$ 990</b>

Village Equipment Reserve Fund  
Village Facilities Maint. Reserve Fund

GEVFC  
Village General Fund

<b>Where does the money go?</b>					
<b>Village Funds</b>					
Village General Fund	\$ 90,000	\$ 92,700	\$ 95,481	\$ 98,345	\$ 101,296
Village Equipment Reserve Fund	\$ 490,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000
Facilities Maintenance Reserve Fund	\$ -	\$ 150,000	\$ 175,000	\$ 175,000	\$ 200,000
<b>Total retained in Village Funds for fire purposes</b>	<b>\$ 580,000</b>	<b>\$ 692,700</b>	<b>\$ 720,481</b>	<b>\$ 723,345</b>	<b>\$ 751,296</b>
<b>Amount provided to GEVFC for operations</b>	<b>\$ 538,000</b>	<b>\$ 562,550</b>	<b>\$ 577,065</b>	<b>\$ 604,775</b>	<b>\$ 606,513</b>
<b>Total funding</b>	<b>\$ 1,118,000</b>	<b>\$ 1,255,250</b>	<b>\$ 1,297,546</b>	<b>\$ 1,328,121</b>	<b>\$ 1,357,809</b>

**Notes:**

- (a) This analysis does not include any EMS Costs, except an annual contribution to replace ambulances (see footnote c).
- (b) The Village contributes almost \$700,000 in additional costs associated with the GEVFC, outside of EMS, annually which does not include facility, fleet maintenance, IT, and finance support.
- (c) Either revenue includes a CPI increase annually (estimated at 2.5%)
- (d) \$450K dedicated for 10 years then \$250K; funds in the Village's Equipment Reserve Fund are set aside for the purchase of Fire vehicles/equipment.
- (e) \$150K dedicated in year 2, increasing as shown to 200K for years 5 through 10 years, then \$400K for years 10-20, funds in the Facilities Fund are set aside for future facility needs including new Station #1.
- (f) Assuming 3% increase each year for all expenditure projections.



**Attachment 4**

**GEVFC Funding:**

**Property Tax vs. Utility Bill**

**Comparison**

**Village of Glen Ellyn - GEVFC Funding  
Property tax versus utility bill comparison**

	EAV	2012 Total tax bill	Property tax	Income tax credit (30% est)	Net cost	Water bill count	Water bill	Difference
Rental Unit	\$ -	\$ -	\$ -	\$ -	\$ -	1	\$ 107.08	\$ 107.08
Condo Unit (\$150,000)	\$ 50,000	\$ 3,871	\$ 34.84	\$ 10.45	\$ 24.39	1	\$ 107.08	\$ 82.69
Single Family (\$425,000)	\$ 141,667	\$ 10,968	\$ 98.71	\$ 29.61	\$ 69.10	1	\$ 107.08	\$ 37.98
<b>Break Even Point (\$657,000)</b>	<b>\$ 219,108</b>	<b>\$ 16,997</b>	<b>\$ 152.97</b>	<b>\$ 45.89</b>	<b>\$ 107.08</b>	<b>1</b>	<b>\$ 107.08</b>	<b>\$ -</b>
Single Family (\$850,000)	\$ 283,333	\$ 21,936	\$ 197.42	\$ 59.23	\$ 138.19	1	\$ 107.08	\$ (31.11)
Single Family (\$1.275M)	\$ 419,000	\$ 32,903	\$ 296.13	\$ 88.84	\$ 207.29	1	\$ 107.08	\$ (100.21)
<b>Small main street business</b>	<b>\$ 168,571</b>	<b>\$ 12,631</b>	<b>\$ 113.68</b>	<b>\$ 34.10</b>	<b>\$ 79.58</b>	<b>1</b>	<b>\$ 107.08</b>	<b>\$ 27.50</b>
Medium downtown business	\$ 348,729	\$ 26,128	\$ 235.15	\$ 70.55	\$ 164.61	1	\$ 107.08	\$ (57.53)
Industrial property	\$ 3,862,580	\$ 326,994	\$ 2,942.95	\$ 882.88	\$ 2,060.06	1	\$ 107.08	\$ (1,952.98)
Large Roosevelt Road commercial property	\$ 11,406,820	\$ 863,827	\$ 7,774.44	\$ 2,332.33	\$ 5,442.11	20	\$ 2,141.60	\$ (3,300.51)

Notes:

Total revenue to be generated: \$ 870,000  
 Balance to be generated by SSAs: \$ 130,000  
 Number of utility accounts in the Village: 8,125

Comparison assumes that there would be a flat charge per utility account regardless of size or use.  
 Estimated a 30% credit for property taxes. This amount may vary depending on individual tax status and income levels.  
 Water and sewer rates are scheduled to increase by 9.5% as of January 1, 2014 and 2015.

Rental unit assumes that the taxes are paid/absorbed by the property owner.

Income tax credit is a conservative estimate based on 25% Federal and 5% State.

MEMORANDUM

TO: Mark Franz, Village Manager

*MF*

FROM: Kevin Wachtel, Finance Director

*KW*

DATE: November 5, 2013

RE: 2013 Property Tax Ordinance



**Background**

The Village Board will continue their consideration of the 2013 property tax levy at their November 12, 2013 meeting. This meeting will include the required public hearing. After the Village Board holds a discussion on funding of the Glen Ellyn Volunteer Fire Company, there will be a first reading of the levy ordinance with a non-binding "straw vote."

Provided Village Board consensus, the ordinance will be placed on the November 25, 2013, board meeting agenda for final adoption. Also at that meeting, ordinances relating to special service areas will be considered. The tax levy and special service area ordinances must be filed with DuPage County in December.

The property tax abatement ordinances for both Village Links bonds (2010 and 2012) and the Library's Build America Bonds will be considered in January. We like to consider all abatements at the same time. It is unlikely that we will receive the federal interest rebate (which determines the abatement amount for the Build America Bonds) until after our regular board meeting in December. The DuPage County Clerk's office prefers to have abatements filed no later than February, but sooner is preferred.

**Action Requested**

First reading of the attached ordinance by the Village Board at the November 12, 2013.

**Attachments**

- Proposed 2013 Property Tax Ordinance with \$870,000 funding for the Glen Ellyn Volunteer Fire Company
- Proposed 2013 Property Tax Ordinance without additional funding
- 2013 Property Tax Levy Summary

Ordinance No. \_\_\_\_\_

**An Ordinance for the Levy and Assessment of Taxes in the Amount of \$12,388,349  
for the Fiscal Year Beginning May 1, 2013 and Ending, April 30, 2014,  
of the Village of Glen Ellyn, DuPage County, Illinois**

**Whereas**, the Board of Trustees of the Village of Glen Ellyn, County of DuPage and the State of Illinois did on the 22<sup>nd</sup> day of April, 2013, pass the Annual Budget for the Village of Glen Ellyn, the amount of which is ascertained to be the aggregate of \$32,895,175 for operational purposes of the Village and \$15,235,698 for capital and debt expenditures, which said Budget was duly considered and heard by public hearing on the 8<sup>th</sup> day of April, 2013, in accordance with the provisions of Chapter 65, 5/8-2-9, Illinois Compiled Statutes; and

**Whereas**, the Board of Trustees of the Village of Glen Ellyn, County of DuPage and the State of Illinois have subsequently amended the budget for the Village of Glen Ellyn; and

**Whereas**, the Board of Directors of the Glen Ellyn Public Library determined on September 16, 2013, the financial requirements of the Library for the fiscal year beginning May 1, 2013, and ending April 30, 2014, the amount of which, in the judgement of the Board of Library Directors, would be necessary to levy for Library purposes in this annual Tax Levy Ordinance, in the amount of \$3,703,115 for general operational purposes; and

**Whereas**, the Board of Trustees of the Village of Glen Ellyn at an open meeting held on November 12, 2013, considered the Annual Budget heretofore adopted and amended, the request of the Board of Directors of the Glen Ellyn Public Library, and all sources of revenue available to the Village of Glen Ellyn and determined the amounts of money, exclusive of any cost of conducting an election required by the general election law and any debt service levies, estimated to be necessary to be raised by taxation for operating expenses for the fiscal year

ending April 30, 2014, upon the taxable property in the Village of Glen Ellyn to be \$11,221,425 (\$7,518,310 Village, \$3,703,115 Library), which is an increase from the amount of property taxes extended upon the levy of the preceding year, exclusive of debt service levies and levies for required election costs, by \$1,746,123 or 18.4%; and

**Whereas**, the Village of Glen Ellyn and the Glen Ellyn Public Library have financed the construction of significant capital projects through the issuance of General Obligation Bonds, debt service payments for which have been determined to be \$1,166,924 (\$647,946 Village, and \$518,978 Library) for the fiscal year 2013/14, which includes possible abatements totaling \$689,161 which will be considered by the Village Board prior to the extension of 2013 property taxes by DuPage County next spring; and

**Whereas**, a public hearing on the proposed tax levy was held on November 12, 2013 as required by the Truth in Taxation Law (35 ILCS 200/18-55);

**Now, therefore be it ordained 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:** That the amount of appropriations for all corporate purposes legally made, except debt service expenditures, to be collected from the tax levy of the current fiscal year is hereby ascertained to be \$11,221,425 and the total amount of debt service expenditures to be collected from the tax levy of the current fiscal year is hereby ascertained to be \$1,166,924 thereby resulting in the total amount of all appropriations, including debt service expenditures, to be collected from the tax levy of the current fiscal year to be \$12,388 ,348.

**Section Two:** That the sum of \$12,388 ,348, being the total amounts budgeted heretofore in accordance with law and which are to be collected from the tax levy of the current fiscal year

With \$870,000 fire funding

of the Village of Glen Ellyn for all corporate purposes of said Village of Glen Ellyn and for purposes of funding the General Corporate Fund, Capital Projects Fund, Bond and Interest Funds, and Public Library Fund, as heretofore legally budgeted for the current fiscal year by an Annual Budget Ordinance of the Village of Glen Ellyn for the 2014 fiscal year, passed and approved by the President and Board of Trustees of said Village at a legally convened meeting of April 22, 2013, and subsequently amended at legally convened meetings of the Village Board Trustees, and the same is hereby levied upon all the taxable real property in the Village of Glen Ellyn subject to taxation for the current year; the specific amounts as levied for the various funds heretofore named being included herein by being placed in separate columns under the heading "To Be Raised By Tax Levy" which appears over the same, the tax so levied being for the current fiscal year of said Village, and for said amounts budgeted to be collected from said tax levy, the total of which has been ascertained as aforesaid and being as follows:

SPECIAL PURPOSES TAX FUNDS

<u>LEVY</u>	<u>AMOUNT BUDGETED</u>	<u>TO BE RAISED BY TAX LEVY</u>
GENERAL PURPOSE: (Police)	\$7,612,800	\$3,217,843
GENERAL PURPOSE: (Capital Projects)	1,771,000	870,000
GENERAL PURPOSE: (Capital Projects)	5,739,000	3,430,467

With \$870,000 fire funding

G.O. BONDS, 2012:

General Obligation Bonds, 2012 Principal of \$210,000 and Interest of \$100,528 (Per Ordinance No. 6079, passed 09/25/12). (Village Links Clubhouse Renovation - \$5.0 million, to be abated from golf course revenues by separate Ordinance)

310,528                      310,528

G.O. REFUNDING BONDS, SERIES 2010:

General Obligation Refunding Bonds, 2010 Principal of \$260,000 and Interest of \$77,418 (Per Ordinance No. 5889, passed 10/11/10). (Village Links Renovation - \$4.58 million, to be abated from golf course revenues by separate Ordinance)

337,418                      337,418

TOTAL VILLAGE, ALL LEVIES

	\$15,770,746	\$8,166,256
--	--------------	-------------

ESTABLISHMENT AND MAINTENANCE OF  
FREE PUBLIC LIBRARY

Library General Purpose Levy	\$3,695,200	\$3,396,115
Library Social Security Contribution	140,000	117,000
Library IMRF Contribution	190,000	180,000
Library Audit Fund	6,000	4,000
Library Tort Liability and Insurance Premiums	13,000	6,000

G.O. BONDS, TAXABLE SERIES 2010:

General Obligation Corporate Purpose Bonds, Taxable 2010 Principal of \$390,000 and Interest of \$128,978 (Per Ordinance No. 5821, passed 11/23/09). (Library Building Repairs)

518,978                      518,978

TOTAL LIBRARY, ALL LEVIES

	\$4,563,178	\$4,222,093
--	-------------	-------------

With \$870,000 fire funding

SUMMARY OF TAX FUND LEVIES

General Purpose Levy (Police)	\$7,612,800	\$3,095,288
General Purpose Levy (Fire)	1,771,000	870,000
General Purpose Levy (Capital Projects)	5,739,000	3,430,467
2012 G.O. Bonds (Village Links Clubhouse Renovation)	310,528	310,528
2010 G.O. Refunding Bonds (Village Links Renovation)	337,418	337,418
Library General Purpose Levy	3,695,200	3,396,115
Library Social Security Contribution	140,000	117,000
Library IMRF Contribution	190,000	180,000
Library Audit Fund	6,000	4,000
Library Tort Liability and Insurance Premiums	13,000	6,000
2010 Taxable G.O. Bonds (Library Repairs)	518,978	518,978
TOTAL	<u>\$20,333,924</u>	<u>\$12,388,349</u>

RECAP OF TAX LEVIES

Village of Glen Ellyn General Levy	\$7,518,310
Village of Glen Ellyn Debt Service Levy	647,946
Glen Ellyn Public Library General Levy	3,396,115
Glen Ellyn Public Library Special Funds and Levies	307,000
Glen Ellyn Public Library Debt Service Levy	518,978
TOTAL	<u>\$12,388,349</u>

**Section Three:** That the amounts budgeted and not expressly itemized and carried forward in this Tax Levy Ordinance will be paid out of monies from sources other than the tax levy.

**Section Four:** That the total amount of \$12,388,349 ascertained as aforesaid, be hereby levied and assessed on all property subject to taxation within the Village of Glen Ellyn according to the value of said property as the same is assessed and equalized for state and county purposes for the current year.

**Section Five:** That it is hereby certified to the County Clerk of DuPage County, Illinois, the total amount of \$12,388,349 which the Village of Glen Ellyn requires to be raised by taxation for the current fiscal year of the Village, and the Village Clerk of the Village is hereby ordered and directed to file with the County Clerk of said county on or before the time required by law a certified copy of this ordinance.

**Section Six:** That it is hereby certified to the County Clerk of DuPage County, Illinois, that the President and Board of Trustees, acting as the corporate authorities of the Village of Glen Ellyn, DuPage County, Illinois, have complied and conformed with all the requirements of the Truth in Taxation Act, (Illinois Compiled Statues, Chapter 35, Sections 200/18-55 et seq.), where required, and the President of said Village is hereby ordered and directed to file with the County Clerk of said county, together with the certified copy of this ordinance as provided hereinabove, a certification that said Village complied with all requirements of the Truth in Taxation Act, if required by law or by the said County Clerk.

**Section Seven:** This ordinance shall take effect and be in full force and effect from and after its passage and approval, as provided by law.

With \$870,000 fire funding

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2013, on second reading, with first reading having occurred on November 12, 2013.

Ayes:

Nays:

Absent:

Approved by the President of the Village of Glen Ellyn, Illinois, this day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Village President of the  
Village of Glen Ellyn, Illinois

Attest:

\_\_\_\_\_  
Village Clerk of the  
Village of Glen Ellyn, Illinois  
(Published in pamphlet form and posted on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.)

With \$870,000 fire funding



STATE OF ILLINOIS)

COUNTY OF DU PAGE)

I, Alexander Demos, do hereby certify that I am the duly qualified and acting Village President of the Village of Glen Ellyn, DuPage County, Illinois.

I do further certify that the Village of Glen Ellyn, DuPage County, Illinois, has complied and conformed with all the requirements of the Truth in Taxation Act, (Illinois Compiled Statutes, Chapter 35, Sections 200/18-55 et seq.), in connection with its 2013 Tax Levy Ordinance (Ordinance No. \_\_\_\_\_).

IN WITNESS WHEREOF, I hereunto affix my official signature at Glen Ellyn, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Village President

(SEAL)



CERTIFICATION

I, Catherine Galvin, duly elected Village Clerk of the Village of Glen Ellyn, Illinois, do hereby certify that the attached is the true original copy of Ordinance No. \_\_\_\_\_, passed by the Board of Trustees of the Village of Glen Ellyn, Illinois, at the \_\_\_\_\_ Meeting of said Board held on the \_\_\_\_\_ day of \_\_\_\_\_, and that the same was signed and approved by the President of said Village on the \_\_\_\_\_ day of \_\_\_\_\_.

I do further certify that the original is entrusted to me as Village Clerk of said Village for safekeeping and that I am the lawful custodian and keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Glen Ellyn, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Village Clerk

CORPORATE SEAL

Ordinance No. \_\_\_\_\_

**An Ordinance for the Levy and Assessment of Taxes in the Amount of \$11,518,349  
for the Fiscal Year Beginning May 1, 2013 and Ending, April 30, 2014,  
of the Village of Glen Ellyn, DuPage County, Illinois**

**Whereas**, the Board of Trustees of the Village of Glen Ellyn, County of DuPage and the State of Illinois did on the 22<sup>nd</sup> day of April, 2013, pass the Annual Budget for the Village of Glen Ellyn, the amount of which is ascertained to be the aggregate of \$32,895,175 for operational purposes of the Village and \$15,235,698 for capital and debt expenditures, which said Budget was duly considered and heard by public hearing on the 8<sup>th</sup> day of April, 2013, in accordance with the provisions of Chapter 65, 5/8-2-9, Illinois Compiled Statutes; and

**Whereas**, the Board of Directors of the Glen Ellyn Public Library determined on September 16, 2013, the financial requirements of the Library for the fiscal year beginning May 1, 2013, and ending April 30, 2014, the amount of which, in the judgement of the Board of Library Directors, would be necessary to levy for Library purposes in this annual Tax Levy Ordinance, in the amount of \$3,703,115 for general operational purposes; and

**Whereas**, the Board of Trustees of the Village of Glen Ellyn at an open meeting held on November 12, 2013, considered the Annual Budget heretofore adopted, the request of the Board of Directors of the Glen Ellyn Public Library, and all sources of revenue available to the Village of Glen Ellyn and determined the amounts of money, exclusive of any cost of conducting an election required by the general election law and any debt service levies, estimated to be necessary to be raised by taxation for operating expenses for the fiscal year ending April 30, 2014, upon the taxable property in the Village of Glen Ellyn to be \$11,221,425 (\$7,518,310 Village, \$3,703,115 Library), which is an increase from the amount of property taxes extended

## Without fire funding

upon the levy of the preceding year, exclusive of debt service levies and levies for required election costs, by \$1,746,123 or 18.4%; and

**Whereas**, the Board of Trustees of the Village of Glen Ellyn during its deliberations determined that the amounts of money, exclusive of any cost of conducting an election required by the general election law and any debt service levies, estimated to be necessary to be raised by taxation for operating expenses for the fiscal year ending April 30, 2013, upon the taxable property in the Village of Glen Ellyn to be \$10,351,425 (\$6,648,310 Village, \$3,703,115 Library), which is an increase from the amount of property taxes extended upon the levy of the preceding year, exclusive of debt service levies and levies for required election costs, by \$876,123 or 9.2%; and

**Whereas**, the Village of Glen Ellyn and the Glen Ellyn Public Library have financed the construction of significant capital projects through the issuance of General Obligation Bonds, debt service payments for which have been determined to be \$1,166,924 (\$647,946 Village, and \$518,978 Library) for the fiscal year 2013/14, which includes possible abatements totaling \$689,161 which will be considered by the Village Board prior to the extension of 2013 property taxes by DuPage County next spring; and

**Whereas**, a public hearing on the proposed tax levy was held on November 12, 2013 as required by the Truth in Taxation Law (35 ILCS 200/18-55);

**Now, therefore be it ordained 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:** That the amount of appropriations for all corporate purposes legally made, except debt service expenditures, to be collected from the tax levy of the current fiscal year is

## Without fire funding

hereby ascertained to be \$10,351,425 and the total amount of debt service expenditures to be collected from the tax levy of the current fiscal year is hereby ascertained to be \$1,166,924 thereby resulting in the total amount of all appropriations, including debt service expenditures, to be collected from the tax levy of the current fiscal year to be \$11,518,348.

**Section Two:** That the sum of \$11,518,348, being the total amounts budgeted heretofore in accordance with law and which are to be collected from the tax levy of the current fiscal year of the Village of Glen Ellyn for all corporate purposes of said Village of Glen Ellyn and for purposes of funding the General Corporate Fund, Capital Projects Fund, Bond and Interest Funds, and Public Library Fund, as heretofore legally budgeted for the current fiscal year by an Annual Budget Ordinance of the Village of Glen Ellyn for the 2014 fiscal year, passed and approved by the President and Board of Trustees of said Village at a legally convened meeting of April 22, 2013, and the same is hereby levied upon all the taxable real property in the Village of Glen Ellyn subject to taxation for the current year; the specific amounts as levied for the various funds heretofore named being included herein by being placed in separate columns under the heading "To Be Raised By Tax Levy" which appears over the same, the tax so levied being for the current fiscal year of said Village, and for said amounts budgeted to be collected from said tax levy, the total of which has been ascertained as aforesaid and being as follows:

SPECIAL PURPOSES TAX FUNDS		
<u>LEVY</u>	<u>AMOUNT BUDGETED</u>	<u>TO BE RAISED BY TAX LEVY</u>
GENERAL PURPOSE: (Police)	\$7,612,800	\$3,217,843
GENERAL PURPOSE: (Capital Projects)	5,739,000	3,430,467

## Without fire funding

G.O. BONDS, 2012:

General Obligation Bonds, 2012 Principal of \$210,000 and Interest of \$100,528 (Per Ordinance No. 6079, passed 09/25/12). (Village Links Clubhouse Renovation - \$5.0 million, to be abated from golf course revenues by separate Ordinance)

	310,528	310,528
--	---------	---------

G.O. REFUNDING BONDS, SERIES 2010:

General Obligation Refunding Bonds, 2010 Principal of \$260,000 and Interest of \$77,418 (Per Ordinance No. 5889, passed 10/11/10). (Village Links Renovation - \$4.58 million, to be abated from golf course revenues by separate Ordinance)

	337,418	337,418
--	---------	---------

TOTAL VILLAGE, ALL LEVIES

	\$13,999,746	\$7,296,256
--	--------------	-------------

ESTABLISHMENT AND MAINTENANCE OF  
FREE PUBLIC LIBRARY

Library General Purpose Levy	\$3,695,200	\$3,396,115
------------------------------	-------------	-------------

Library Social Security Contribution	140,000	117,000
--------------------------------------	---------	---------

Library IMRF Contribution	190,000	180,000
---------------------------	---------	---------

Library Audit Fund	6,000	4,000
--------------------	-------	-------

Library Tort Liability and Insurance Premiums	13,000	6,000
---	--------	-------

G.O. BONDS, TAXABLE SERIES 2010:

General Obligation Corporate Purpose Bonds, Taxable 2010 Principal of \$390,000 and Interest of \$128,978 (Per Ordinance No. 5821, passed 11/23/09). (Library Building Repairs)

	518,978	518,978
--	---------	---------

TOTAL LIBRARY, ALL LEVIES

	\$4,563,178	\$4,222,093
--	-------------	-------------

## Without fire funding

### SUMMARY OF TAX FUND LEVIES

General Purpose Levy (Police)	\$7,612,800	\$3,095,288
General Purpose Levy (Capital Projects)	5,739,000	3,430,467
2012 G.O. Bonds (Village Links Clubhouse Renovation)	310,528	310,528
2010 G.O. Refunding Bonds (Village Links Renovation)	337,418	337,418
Library General Purpose Levy	3,695,200	3,396,115
Library Social Security Contribution	140,000	117,000
Library IMRF Contribution	190,000	180,000
Library Audit Fund	6,000	4,000
Library Tort Liability and Insurance Premiums	13,000	6,000
2010 Taxable G.O. Bonds (Library Repairs)	518,978	518,978
TOTAL	\$18,562,924	\$11,518,349

### RECAP OF TAX LEVIES

Village of Glen Ellyn General Levy	\$6,648,310
Village of Glen Ellyn Debt Service Levy	647,946
Glen Ellyn Public Library General Levy	3,396,115
Glen Ellyn Public Library Special Funds and Levies	307,000
Glen Ellyn Public Library Debt Service Levy	518,978
TOTAL	\$11,518,349

**Section Three:** That the amounts budgeted and not expressly itemized and carried forward in this Tax Levy Ordinance will be paid out of monies from sources other than the tax levy.

**Section Four:** That the total amount of \$11,518,349 ascertained as aforesaid, be hereby levied and assessed on all property subject to taxation within the Village of Glen Ellyn according to the value of said property as the same is assessed and equalized for state and county purposes for the current year.

**Section Five:** That it is hereby certified to the County Clerk of DuPage County, Illinois, the total amount of \$11,518,349 which the Village of Glen Ellyn requires to be raised by taxation for the current fiscal year of the Village, and the Village Clerk of the Village is hereby ordered and directed to file with the County Clerk of said county on or before the time required by law a certified copy of this ordinance.

**Section Six:** That it is hereby certified to the County Clerk of DuPage County, Illinois, that the President and Board of Trustees, acting as the corporate authorities of the Village of Glen Ellyn, DuPage County, Illinois, have complied and conformed with all the requirements of the Truth in Taxation Act, (Illinois Compiled Statutes, Chapter 35, Sections 200/18-55 et seq.), where required, and the President of said Village is hereby ordered and directed to file with the County Clerk of said county, together with the certified copy of this ordinance as provided hereinabove, a certification that said Village complied with all requirements of the Truth in Taxation Act, if required by law or by the said County Clerk.

**Section Seven:** This ordinance shall take effect and be in full force and effect from and after its passage and approval, as provided by law.

# Without fire funding

**Passed** by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2013, on second reading, with first reading having occurred on November 12, 2013.

**Ayes:**

**Nays:**

**Absent:**

**Approved** by the President of the Village of Glen Ellyn, Illinois, this day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Village President of the  
Village of Glen Ellyn, Illinois

**Attest:**

\_\_\_\_\_  
Village Clerk of the  
Village of Glen Ellyn, Illinois

(Published in pamphlet form and posted on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.)

Without fire funding



STATE OF ILLINOIS)

COUNTY OF DU PAGE)

I, Alexander Demos, do hereby certify that I am the duly qualified and acting Village President of the Village of Glen Ellyn, DuPage County, Illinois.

I do further certify that the Village of Glen Ellyn, DuPage County, Illinois, has complied and conformed with all the requirements of the Truth in Taxation Act, (Illinois Compiled Statutes, Chapter 35, Sections 200/18-55 et seq.), in connection with its 2013 Tax Levy Ordinance (Ordinance No. \_\_\_\_\_).

IN WITNESS WHEREOF, I hereunto affix my official signature at Glen Ellyn, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Village President

(SEAL)

Without fire funding



CERTIFICATION

I, Catherine Galvin, duly elected Village Clerk of the Village of Glen Ellyn, Illinois, do hereby certify that the attached is the true original copy of Ordinance No. \_\_\_\_\_, passed by the Board of Trustees of the Village of Glen Ellyn, Illinois, at the \_\_\_\_\_ Meeting of said Board held on the \_\_\_\_\_ day of \_\_\_\_\_, and that the same was signed and approved by the President of said Village on the \_\_\_\_\_ day of \_\_\_\_\_.

I do further certify that the original is entrusted to me as Village Clerk of said Village for safekeeping and that I am the lawful custodian and keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Glen Ellyn, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Village Clerk

CORPORATE SEAL

## VILLAGE OF GLEN ELLYN ESTIMATED 2013 PROPERTY TAX LEVY

(to be collected in 2014 as FY14/15 revenue)

	2012 Taxes Extended	2013 Proposed Levy	\$	Inc/(Dec)	%	2013 Proposed Levy with funding for Fire	\$	Inc/(Dec)	%
<b>VILLAGE LEVY:</b>									
Operating - General Fund	\$ 3,126,719	\$ 3,217,843	\$	91,124	2.9%	\$ 3,217,843	\$	91,124	2.9%
Fire Levy						870,000		870,000	100.0%
Operating - Capital Fund	2,749,832	2,829,971	80,139	2.9%	2,829,971	80,139	2,829,971	80,139	2.9%
Retired '10 bonds-now Capital	-	600,496	-	0.0%	600,496	-	600,496	-	0.0%
<b>Total Operating</b>	<b>5,876,551</b>	<b>6,648,310</b>	<b>771,759</b>	<b>13.1%</b>	<b>7,518,310</b>	<b>1,641,759</b>	<b>7,518,310</b>	<b>1,641,759</b>	<b>27.9%</b>
2010 bonds	600,496	-	(600,496)	-100.0%	-	(600,496)	-	(600,496)	-100.0%
<b>Bond Payments</b>	<b>600,496</b>	<b>-</b>	<b>(600,496)</b>	<b>-100.0%</b>	<b>-</b>	<b>(600,496)</b>	<b>-</b>	<b>(600,496)</b>	<b>-100.0%</b>
<b>Total</b>	<b>6,477,046</b>	<b>6,648,310</b>	<b>171,263</b>	<b>2.6%</b>	<b>7,518,310</b>	<b>1,041,263</b>	<b>7,518,310</b>	<b>1,041,263</b>	<b>13.8%</b>
<b>LIBRARY LEVY:</b>									
Operating	\$ 3,598,751	\$ 3,703,115	\$	104,364	2.9%	\$ 3,703,115	\$	104,364	2.9%
Bond Payments	472,212	477,763	5,551	1.2%	477,763	5,551	477,763	5,551	1.2%
<b>Total</b>	<b>4,070,962</b>	<b>4,180,878</b>	<b>109,916</b>	<b>2.7%</b>	<b>4,180,878</b>	<b>109,916</b>	<b>4,180,878</b>	<b>109,916</b>	<b>2.7%</b>
<b>TOTAL, VILLAGE AND LIBRARY</b>									
Operating	\$ 6,725,470	\$ 6,920,958	\$	195,488	2.9%	\$ 6,920,958	\$	195,488	2.9%
Fire Levy						870,000		870,000	100%
Operating - Capital	2,749,832	2,829,971	80,139	2.9%	2,829,971	80,139	2,829,971	80,139	2.9%
Reallocated debt-Capital	-	600,496	600,496	-	600,496	600,496	600,496	600,496	-
<b>Total Operating<sup>2</sup></b>	<b>9,475,301</b>	<b>10,351,425</b>	<b>876,123</b>	<b>9.2%</b>	<b>11,221,425</b>	<b>1,746,123</b>	<b>11,221,425</b>	<b>1,746,123</b>	<b>18.4%</b>
Bond Payments	1,072,707	477,763	(594,944)	-55.5%	477,763	(594,944)	477,763	(594,944)	-55.5%
<b>Total</b>	<b>\$ 10,548,009</b>	<b>\$ 10,829,188</b>	<b>\$</b>	<b>281,179</b>	<b>-</b>	<b>\$ 11,699,188</b>	<b>\$</b>	<b>1,151,179</b>	<b>-</b>
<b>Abatements<sup>3</sup></b>	<b>2010 Refunding Bonds</b>	<b>337,418</b>	<b>Village Links</b>	<b>337,418</b>	<b>-</b>	<b>337,418</b>	<b>337,418</b>	<b>337,418</b>	<b>-</b>
	<b>2012 Clubhouse Renovation Bonds</b>	<b>310,528</b>	<b>Village Links</b>	<b>310,528</b>	<b>-</b>	<b>310,528</b>	<b>310,528</b>	<b>310,528</b>	<b>-</b>
	<b>2010 Build America Bonds</b>	<b>41,215</b>	<b>Library - Amount may change</b>	<b>41,215</b>	<b>-</b>	<b>41,215</b>	<b>41,215</b>	<b>41,215</b>	<b>-</b>
		<b>689,161</b>		<b>689,161</b>	<b>-</b>	<b>689,161</b>	<b>689,161</b>	<b>689,161</b>	<b>-</b>
<b>Total Tax Levy Ordinance Amount</b>		<b>\$ 11,518,348</b>		<b>\$ 12,388,348</b>	<b>7.3%</b>	<b>\$ 12,388,348</b>		<b>\$ 12,388,348</b>	<b>7.3%</b>

1 Calculation is the difference from the 2012 levy for 2010 bonds (\$600,496) and the amount reallocated to capital (\$600,496)

2 Total operating increase is subject to required public hearing under the Truth in Taxation Act if percentage increase, excluding debt, is greater than 5.0% of taxes extended in prior year.

3 Abatement ordinances will be considered at a future meeting.

Note: There may be slight differences due to rounding

MEMORANDUM

TO: Mark Franz, Village Manager 4  
FROM: Phil Norton, Chief of Police  
DATE: November 5, 2013  
RE: Parking Ordinance Improvements



**Background**

In our ongoing efforts to maximize our parking opportunities in the Central Business District, in mid 2013, a Village work team began exploring potential parking improvements. After several meetings, the team's first recommendations for Village Board consideration are attached. Throughout the process our focus was to make parking more user-friendly while maintaining our longstanding primary parking objectives, which are:

- Separate commuters as much as practical from the Central Business District.
- Encourage employees and employers in the CBD to keep on-street parking available for customers by using specific lots.
- Provide maximum, convenient on-street parking and lot parking for customers in the CBD.

**Issues**

Attached are the three draft Ordinances for consideration, the first amends Section 9-2-12 (Municipal Permit Only Parking Lots), the second amends Section 9-5-19 (Schedule S, Customer Parking Only) and the third amends Section 9-2-11 (Leased Parking Rates).

The changes to Section 9-2-12 include:

- Reconfiguring the Main and Pennsylvania lot located behind Fire Station #1 by:
  - Realigning sections of the lot to make the lot easier to navigate.
  - Adding 10 Employee permit spaces.
  - Adding 9 Merchant leased spaces.
  - Reducing number of Commuter permits from 54 to 35, due to lack of use.
  - Making minor language adjustments to make it easier to understand.
- Adding the new Duane and Glenwood parking facility (45 new spaces) as commuter parking, customer parking allowed after 6 p.m.

The changes to Section 9-5-19 include:

- Creating 12 "Customer Only" parking spots where the parking meters were removed in the Main Street and Pennsylvania lot.
- Making the Union Pacific lot Customer Parking only after 11 a.m. until 6 p.m., Monday through Saturday.
- Making Schock Square Customer Parking only from 8 a.m. until 6 p.m., Monday through Saturday.

The changes to 9-2-11 include:

- Adding language to reflect current practice for leasing parking spaces to central business district owners.

In addition to the above proposed changes, the Village will be modifying handicap parking and adding handicapped spaces in many of our lots as recommended by our parking consultant. The Village has also added one additional electric car charging station at the Crescent/Glenwood parking lot. With regards to next steps for downtown parking, the Village plans to complete a parking fund rate analysis, evaluate mobile pay options, review our capital costs and implement upgrades to parking meters.

### **Recommendation**

By creating additional customer parking, promoting the commuter parking lots as additional customer parking after 11 a.m., and continuing to encourage employee parking in employee zones, the work team believes that the Village can shift the perception about parking in the downtown. With these changes, we are adding the following:

- Dedicating 46 parking spaces to customers
- Creating 45 new commuter spaces on Duane/Glenwood that will also be used for customers

Therefore, with the opening of the new Metra lot and some modifications to Village owned-lots, the Village has created 91 new parking spaces for customers, 45 on a limited basis, and 46 customer focused. These new spaces bring the Village's downtown parking space total to 1169, which does not generally include on-street parking.

### **Action Requested**

It is the work team's recommendation that the Village Board adopt the proposed changes as reflected herein. If you have any questions, please contact me.

### **Attachments**

- Ordinance draft 9-2-12
- Ordinance draft 9-5-19
- Ordinance draft 9-2-11
- Parking map for reference
- Color map showing proposed realignment

VILLAGE OF GLEN ELLYN

---

ORDINANCE NO. \_\_\_\_\_ -VC

AN ORDINANCE TO AMEND SECTION 9-2-12  
(MUNICIPAL PERMIT ONLY PARKING LOTS)  
OF THE VILLAGE CODE OF THE  
VILLAGE OF GLEN ELLYN, ILLINOIS  
REGARDING PARKING IN THE MUNICIAPL PARKING LOT LOCATED NORTH AND  
WEST OF PENNSYLVANIA AVENUE AND MAIN STREET

---

ADOPTED BY THE  
PRESIDENT AND THE BOARD OF TRUSTEES  
OF THE  
VILLAGE OF GLEN ELLYN  
DUPAGE COUNTY, ILLINOIS  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

---

Published in pamphlet form by the  
authority of the President and Board of  
Trustees of the Village of Glen Ellyn,  
DuPage County, Illinois, this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

ORDINANCE NO. \_\_\_\_\_ - VC

AN ORDINANCE TO AMEND SECTION 9-2-12  
(MUNICIPAL PERMIT ONLY PARKING LOTS)  
OF THE VILLAGE CODE OF THE  
VILLAGE OF GLEN ELLYN, ILLINOIS  
REGARDING PARKING IN THE MUNICIPAL PARKING LOT LOCATED NORTH AND  
WEST OF PENNSYLVANIA AVENUE AND MAIN STREET

NOW, THEREFORE, BE IT ORDAINED 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: Section 9-2-12 (MUNICIPAL PERMIT ONLY PARKING LOTS) of the Glen Ellyn Village Code is hereby amended by the following:

- (A) 5. That portion of the Main and Pennsylvania parking lot consisting of forty seven (47) parking spaces north and northeast of 510 Pennsylvania Avenue between the hours of six o'clock (6:00) A.M. and eleven o'clock (11:00) A.M. on Mondays through Fridays. (Ord. 6120, 4-8-2013)
6. That portion of the Main and Pennsylvania parking lot consisting of forty one (41) parking spaces directly north of 510 Pennsylvania Avenue shall be designated as employee parking only - permit required between the hours of six o'clock (6:00) A.M. and six o'clock (6:00) P.M. on Mondays through Saturdays.
- (E) Fees: The fee for the issuance of a parking permit shall be as follows:
1. For Glen Ellyn residents:
    - (a) Train station lot sections A, B, C and D: Eighty five dollars (\$85.00).
    - (b) All other lots: Seventy dollars (\$70.00).
    - (c) Permit parking spaces may be purchased annually based upon a calendar year at the rate of the quarterly fee times four (4). Prorated annual fees will be rounded to the nearest dollar. Refunds will be made for unused full months. A five dollar (\$5.00) processing fee will be deducted from the refund.
  2. For nonresidents:
    - (a) Train station lot sections A, B, C and D: One hundred forty five dollars (\$145.00).
    - (b) All other lots: One hundred thirty dollars (\$130.00).

(c) Permit parking spaces may be purchased annually based upon a calendar year at the rate of the quarterly fee times four (4). Prorated annual fees will be rounded to the nearest dollar. Refunds will be made for unused full months. A five dollar (\$5.00) processing fee will be deducted from the refund.

3. For central business district employees and business owners:

(a) Crescent and Glenwood lot: Forty dollars (\$40.00).

(b) Train station lot sections: A, B, C and D: Fifty dollars (\$50.00).

(c) Duane and Lorraine Lot: Twenty five dollars (\$25.00). (Ord 5101, 10-28-2002).

(d) Employee parking only portion of Main and Pennsylvania lot: Forty dollars (\$40.00). (Ord. 5560, 3-26-2007)

(e) Crescent Street parking: Forty dollars (\$40.00).

(f) Hillside Street parking: Forty dollars (\$40.00)

(g) All other lots: Seventy dollars (\$70.00).

(h) Permit parking spaces may be purchased annually based upon a calendar year at the rate of the quarterly fee times four (4). Prorated annual fees will be rounded to the nearest dollar. Refunds will be made for unused full months. A five dollar (\$5.00) processing fee will be deducted from the refund. (Ord. 5101, 10-28-2002; amd. Ord. 5560, 3-26-2007)

#### SECTION TWO: Section 9-2-12 (MUNICIPAL PERMIT ONLY PARKING LOTS)

of the Glen Ellyn Village Code is hereby amended by the addition of the following:

9. The Duane Street and Glenwood Avenue parking lot between the hours of six o'clock (6:00) A.M. and six o'clock (6:00) P.M. on Mondays through Fridays.

SECTION THREE: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION FOUR: This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form.

PASSED by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

AYES:

NAYS:

ABSENT:

APPROVED by the Village President of the Village of Glen Ellyn, Illinois, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Village President of the Village  
of Glen Ellyn, Illinois

ATTEST:

\_\_\_\_\_  
Village Clerk of the Village  
of Glen Ellyn, Illinois

(Published in pamphlet form and posted on the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.)

VILLAGE OF GLEN ELLYN

---

ORDINANCE NO. \_\_\_\_\_ -VC

AN ORDINANCE TO AMEND SECTION 9-5-19  
(SCHEDULE S; CUSTOMER PARKING ONLY)  
OF THE VILLAGE CODE OF THE  
VILLAGE OF GLEN ELLYN, ILLINOIS  
REGARDING CUSTOMER PARKING ONLY

---

ADOPTED BY THE  
PRESIDENT AND THE BOARD OF TRUSTEES  
OF THE  
VILLAGE OF GLEN ELLYN  
DUPAGE COUNTY, ILLINOIS  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

---

Published in pamphlet form by the  
authority of the President and Board of  
Trustees of the Village of Glen Ellyn,  
DuPage County, Illinois, this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

ORDINANCE NO. \_\_\_\_\_ - VC

AN ORDINANCE TO AMEND SECTION 9-5-19  
(SCHEDULE S; CUSTOMER PARKING ONLY)  
OF THE VILLAGE CODE OF THE  
VILLAGE OF GLEN ELLYN, ILLINOIS  
REGARDING CUSTOMER PARKING ONLY

NOW, THEREFORE, BE IT ORDAINED 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: Section 9-5-19 (SCHEDULE S; CUSTOMER PARKING ONLY) of the Glen Ellyn Village Code is hereby amended by the following:

(D) The following locations in the central business district shall be designated as customer parking only zones:

<u>Name Of Street</u>	<u>Direction</u>	<u>Location/Limitation</u>
That portion of the Main and Pennsylvania Parking lot consisting of 12 parking spots.		Immediately north of the north line of Pennsylvania, extending 160 feet north of that point.
Union Pacific West Lot		Immediately south and east of the intersection of Main Street and Crescent Boulevard between the hours of 11:00 A.M. and 6:00 P.M. Mondays through Saturdays.
The parking lot known as Schock Square		South of Pennsylvania Avenue, between Main Street and Forest Avenue between the hours of 8:00 A.M. and 6:00 P.M. Mondays through Saturday.

SECTION TWO: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION THREE: This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form.

PASSED by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

AYES:

NAYS:

ABSENT:

APPROVED by the Village President of the Village of Glen Ellyn, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Village President of the Village  
of Glen Ellyn, Illinois

ATTEST:

\_\_\_\_\_  
Village Clerk of the Village  
of Glen Ellyn, Illinois

(Published in pamphlet form and posted on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.)

VILLAGE OF GLEN ELLYN

---

ORDINANCE NO. \_\_\_\_\_ -VC

AN ORDINANCE TO AMEND SECTION 9-2-11  
(LEASED PARKING RATES)  
OF THE VILLAGE CODE OF THE  
VILLAGE OF GLEN ELLYN, ILLINOIS  
REGARDING LEASED PARKING IN THE CENTRAL BUSINESS DISTRICT

---

ADOPTED BY THE  
PRESIDENT AND THE BOARD OF TRUSTEES  
OF THE  
VILLAGE OF GLEN ELLYN  
DUPAGE COUNTY, ILLINOIS  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

---

Published in pamphlet form by the  
authority of the President and Board of  
Trustees of the Village of Glen Ellyn,  
DuPage County, Illinois, this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

ORDINANCE NO. \_\_\_\_\_ - VC

AN ORDINANCE TO AMEND SECTION 9-2-11  
(LEASED PARKING RATES)  
OF THE VILLAGE CODE OF THE  
VILLAGE OF GLEN ELLYN, ILLINOIS  
REGARDING LEASED PARKING IN THE CENTRAL BUSINESS DISTRICT

NOW, THEREFORE, BE IT ORDAINED 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: Section 9-2-11 (LEASED PARKING RATES) of the Glen Ellyn Village Code is hereby amended by the following:

(A) The following charges are hereby established for the use of designated leased parking spaces:

Sixty dollars (\$60.00) for the use by a resident of the village and one hundred twenty dollars (\$120.00) for use by a nonresident of the village for a three (3) month period of time of a designated leased parking space in a municipal parking lot located north and west of Pennsylvania Avenue and Main Street.

Central business district owners may lease spaces for an annual cost of two hundred forty dollars (\$240.00) for three permits to be used by the owner or employees of the business for the leased space.

Leased spaces may be purchased annually based upon a calendar year at the rate of the quarterly fee times four (4). Prorated annual fees will be rounded to the nearest dollar. Refunds will be given for unused full months. A five dollar (\$5.00) processing fee will be deducted from any refund.

SECTION TWO: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION THREE: This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form.

PASSED by the President and Board of Trustees of the Village of Glen Ellyn,  
Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

AYES:

NAYS:

ABSENT:

APPROVED by the Village President of the Village of Glen Ellyn, Illinois, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

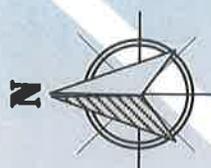
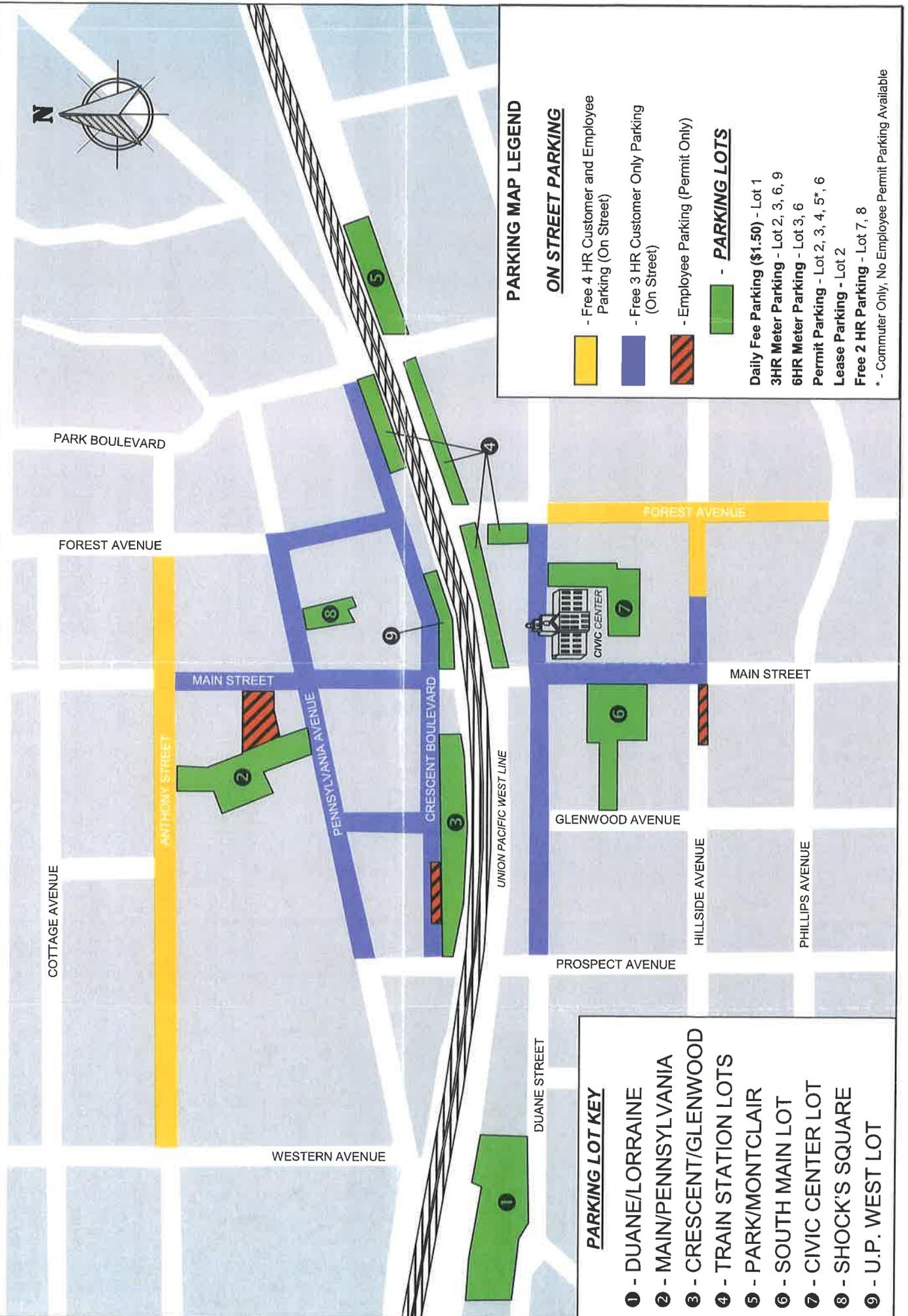
\_\_\_\_\_  
Village President of the Village  
of Glen Ellyn, Illinois

ATTEST:

\_\_\_\_\_  
Village Clerk of the Village  
of Glen Ellyn, Illinois

(Published in pamphlet form and posted on the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.)

# Downtown Glen Ellyn Parking Map



## PARKING MAP LEGEND

### ON STREET PARKING

- Free 4 HR Customer and Employee Parking (On Street)
- Free 3 HR Customer Only Parking (On Street)
- Employee Parking (Permit Only)
- **PARKING LOTS**

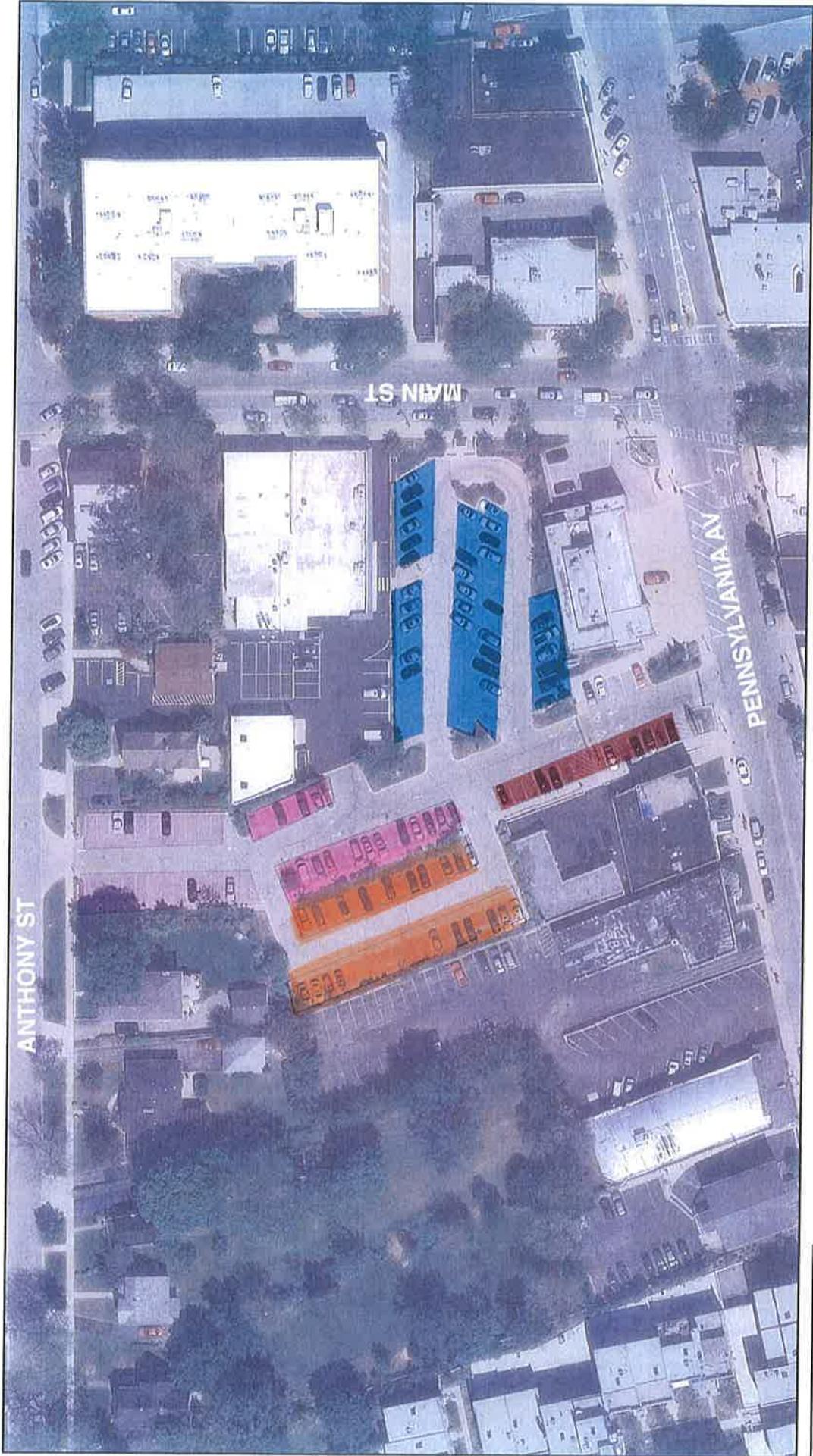
- Daily Fee Parking (\$1.50) - Lot 1
- 3HR Meter Parking - Lot 2, 3, 6, 9
- 6HR Meter Parking - Lot 3, 6
- Permit Parking - Lot 2, 3, 4, 5\*, 6
- Lease Parking - Lot 2
- Free 2 HR Parking - Lot 7, 8

\* - Commuter Only, No Employee Permit Parking Available

## PARKING LOT KEY

- ① - DUANE/LORRAINE
- ② - MAIN/PENNSYLVANIA
- ③ - CRESCENT/GLENWOOD
- ④ - TRAIN STATION LOTS
- ⑤ - PARK/MONTCLAIR
- ⑥ - SOUTH MAIN LOT
- ⑦ - CIVIC CENTER LOT
- ⑧ - SHOCK'S SQUARE
- ⑨ - U.P. WEST LOT

# Pennsylvania Parking Lot, Fire House



**Legend**

- Permit Daily
- CBD Employee
- Merchant Leased
- Permit Leased
- Free 3- Hour