

**Village of Glen Ellyn**

**Management Team Monthly  
Report Packet**

**April 2011**

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# MONTHLY REPORT

**April 2011**

## **PATROL**

### ***Calls for Service***

Glen Ellyn Police handled 3618 calls for service during the month of April. A call for service, simply put, is any sort of activity police personnel perform which is logged through DuComm (dispatch). Incidents in this category are representative of events, either dispatched or officer initiated. Calls for service include criminal, non-criminal and administrative activity.

|                          | <b>Apr 11</b> | <b>Apr 10</b> | <b>11 YTD</b> | <b>10 YTD</b> |
|--------------------------|---------------|---------------|---------------|---------------|
| <b>Calls for service</b> | 3618          | 3762          | 14,010        | 14,570        |

### ***Traffic***

The following table illustrates the traffic activity generated by the patrol division in April 2011.

|                                 | <b>Apr 11</b> | <b>Apr 10</b> | <b>11 YTD</b> | <b>10 YTD</b> |
|---------------------------------|---------------|---------------|---------------|---------------|
| <b>Traffic Citations Issued</b> | 397           | 330           | 1545          | 1480          |
| <b>Traffic Warnings Issued</b>  | 407           | 426           | 1664          | 1609          |
| <b>Traffic Crash Reports</b>    | 46            | 51            | 239           | 223           |
| <b>DUI</b>                      | 17            | 14            | 59            | 45            |

## **INVESTIGATIONS**

There were 21 new cases assigned to Detectives in the Investigations Division during the month of April. The chart below shows the case dispositions that were developed during the reporting month followed by a narrative sampling of the cases managed by the investigation division:

| <b>Felony Arrests</b> | <b>Misdemeanor Arrests</b> | <b>Ordinance Tickets</b> | <b>Juvenile Dispositions</b> |
|-----------------------|----------------------------|--------------------------|------------------------------|
| 2                     | 4                          | 5                        | 1                            |

### ***Battery, Unlawful Use of a Weapon***

On April 4 and April 8, two separate victims reported being shot by a bb-gun pellet while walking outside the 400 block of North Main St. No offender information is available. Both victims suffered minor injuries. A similar incident occurred in Wheaton during this same time period, however it is unknown if these cases are related. This case is currently under investigation.

### *Residential Burglary*

On April 23, a resident from the 200 block of Bryant reported a Residential Burglary. Unknown offender(s) entered the unoccupied home and removed various items. This case is currently under investigation.

### *Motor Vehicle Theft*

On April 12, a resident on Duane St. reported the theft of her motor vehicle. The victim reported she was attempting to sell her vehicle. A prospective buyer took it for a test drive and showed interest in purchasing the vehicle. Days later the vehicle was discovered missing. It is suspected the offender may have had a duplicate key made during the time he was test driving the victim's vehicle. This case is currently under investigation.

### *Disorderly Conduct*

On April 4, the Glen Ellyn Volunteer Fire Department responded to Glenbard West High School for an activated fire alarm. Police Officers assisted the Fire Department and determined the source of the fire alarm activation was a pull station just outside the school auditorium. While investigating, officers were advised a student had intentionally activated the alarm, knowing that no emergency existed. The student was charged with Disorderly Conduct as a Juvenile.

### *Theft*

On April 8, a Glenbard West student reported his I-pod had been taken while in class. Two weeks later the victim believed he saw another student in possession of his I-pod. The victim asked to inspect the phone confirmed the device was his. The school administration and the Police Liaison Officer intervened. Their investigation determined that the suspect was responsible for the theft, and the appropriate charge was filed under Village ordinance.

On April 18, a Glenbard West student had their cell phone taken while they attended prom in Westmont. The student suspected another prom attendee was responsible for the theft and reported it to the Police Liaison Officer. Westmont Police were informed of the theft as it had occurred in their jurisdiction.

On April 18, a teacher at Glenbard West reported her wallet and cell phone stolen. The teacher presumed her wallet and phone were taken while leading a field trip in Chicago. Her wallet was later recovered in a local garbage container. This case is currently under investigation.

### *Deceptive Practice*

On April 2, employees from the 7-Eleven filed a deceptive practice report, after an unknown subject phoned the business claiming to represent the corporate offices. The caller convinced the clerk to process several gift type cards into the system to "test" the register. It was later discovered the call did not originate from corporate headquarters. The gift cards were used online immediately after the call. This case is currently under investigation.

On April 13, two different merchants in the central business district reported receipt of counterfeit one-hundred dollar bills. The suspect in this case made small purchases and presented the fraudulent currency for payment. The suspect was described as a white male, approximately 50-60 years old, with a heavy set build and dirty blond hair. His face was pockmarked and covered with sores. This case is currently under investigation.

### *Fire Investigation*

On April 28, the Glen Ellyn Volunteer Fire Department and the Glen Ellyn Police Department responded for a structure fire at the America's Best Value Inn Hotel at 675 Roosevelt Rd. A fire was located in room 309. A 2 year-old occupant of the room sustained non-life threatening first and second

degree burns to his face and hands, and two other young children sustained smoke inhalation. The cause and origin of the fire is currently under investigation.

**Identity Theft**

April 26, a resident reported an identity theft when they discovered their credit card information had been used online. Upon further investigation, it appeared offender(s) had used the victim's credit to purchase and obtain additional credit cards. This investigation is currently ongoing.

**Unlawful Use of a Credit Card**

On April 4, a customer of Walgreens left her wallet in the shopping cart. An employee collected the wallet and phoned the victim alerting her that they had recovered her property. The victim later discovered unauthorized charges were posted to her credit card. The subsequent investigation revealed the employee used the victim's card to complete various unauthorized charges. The suspect was interviewed and confessed to the fraudulent use of the credit card. The offender was charged with identity theft and the theft of lost and mislaid property.

On April 8, a victim reported an identity theft when they discovered their credit card had been compromised and used on-line to purchase auto parts. The auto parts were ultimately shipped to a location in Florida. This case was forwarded to that jurisdiction for further investigation.

**CRIME REPORTING**

The following table further defines the Department's response to criminal activity. The data includes activity that is reported to the State of Illinois through monthly Uniform Crime Reports (UCR) as well as all other criminal and quasi-criminal activity that is not required for reporting to the State. The criteria used for UCR reporting is more restrictive and would not reflect the broad range of activity to which our personnel respond.

| Reporting Category*          | Apr 11 | Apr10 | 11 YTD | 10 YTD |
|------------------------------|--------|-------|--------|--------|
| Homicide                     | 0      | 0     | 0      | 0      |
| Criminal Sexual Assault      | 0      | 0     | 1      | 0      |
| Robbery                      | 0      | 0     | 1      | 0      |
| Battery                      | 9      | 12    | 31     | 29     |
| Burglary                     | 1      | 4     | 15     | 15     |
| Theft/Deception              | 33     | 29    | 116    | 124    |
| Motor Vehicle Theft          | 2      | 0     | 6      | 1      |
| Arson                        | 0      | 0     | 0      | 0      |
| Criminal Damage or Trespass  | 17     | 22    | 49     | 71     |
| Deadly Weapons               | 0      | 0     | 0      | 0      |
| Sex Offenses                 | 1      | 0     | 4      | 3      |
| Offenses Involving Children  | 4      | 6     | 19     | 19     |
| Drug Offenses                | 19     | 6     | 52     | 30     |
| Liquor Control Act           | 8      | 2     | 23     | 8      |
| Disorderly Conduct           | 10     | 14    | 52     | 57     |
| Other Criminal Offenses      | 20     | 22    | 81     | 96     |
| Crisis Intervention          | 20     | 33    | 98     | 133    |
| Death/Suicide Investigations | 3      | 2     | 8      | 15     |
| Missing Persons              | 0      | 1     | 6      | 4      |
| Miscellaneous Services       | 68     | 79    | 240    | 261    |
| Medical Assists              | 98     | 108   | 425    | 409    |

*\*The number of incidents within each category is determined by the most significant act as determined by the officer who documented the incident. For example, an armed robbery involving the use of a gun will only show as one offense within the robbery category; it will not also be counted as an event in the Deadly Weapons category and the Theft category.*

## TRAINING

The Department maintains a continuous commitment to providing training for all of our personnel in order to maintain present skills, develop specialized abilities, and to further educate and prepare them to maintain the highest standards of our profession. The Department training program is based upon a risk management perspective, prioritizing first the circumstances involving high risk/high frequency, and then addressing potential situations categorized as high risk/low frequency. The following chart records the training assignments for the reporting month.

| DATE | PERSONNEL              | COURSE TITLE                           | HOURS | TOPIC                                  |
|------|------------------------|--|-------|--|
| 4/1  | Baki, Cusack, Holstead | ILEAS WMD/SRT                          | 8     | Monthly drills                         |
| 4/4  | Harvey, Holmer         | Domestic Violence Update               | 8     | DuPage protocol training               |
| 4/6  | All Sworn              | Range                                  | 1     | Combat Qualification                   |
| 4/6  | Harvey                 | Managing the Legal Aspects of Training | 8     | Program Strategies, Liabilities        |
| 4/11 | Holstead               | SWAT Operator                          | 40    | ILEAS Team Training                    |
| 4/12 | Evidence Technicians   | Evidence Technician practical exercise | 8     | Annual in-service                      |
| 4/14 | Baki                   | DCSO Special Ops                       | 8     | Team training                          |
| 4/15 | Baki                   | ILEAS WMD/SRT                          | 8     | Monthly drills                         |
| 4/16 | Miko, Munch            | Truck Weight Refresher                 | 8     | Recertification Commercial Enforcement |
| 4/18 | Booton, Elmore         | Patrol Stops Strategies                | 16    | Advanced Patrol techniques             |
| 4/26 | King, Webber           | Pre-Retirement Planning                | 8     | Benefit review, strategies             |
| 4/27 | All Sworn              | Range                                  | 1     | Combat Qualification                   |
| 4/28 | Berger/Wilkens         | Gang Awareness                         | 8     | Local trends and strategies            |
| 4/28 | Duval/Pacyga           | Street Drugs                           | 8     | Trends, tactics for detection          |
| 4/28 | Monson, Munch          | Pension Conference                     | 16    | Annual training for trustees           |

## COMMUNITY EDUCATION

**Officer Tom Staples** continues to serve as the Department's Community Education Officer. His primary responsibilities include DARE™ instruction, facilitating the *Citizen Police Academy*, and the delivery of various *Elderly Service Officer* (ESO) programs. Officer Staples continued with DARE™ instruction at St. James, St. Petronille and Lincoln. He is also preparing for two Citizen Police Academy sessions for the summer.

**Chief Norton** hosts *Coffee with the Cops* on the first Saturday of each month. This is an informal public outreach opportunity for residents and other interested individuals to discuss neighborhood concerns, learn about other Department programs, or otherwise learn about specific police duties and responsibilities.



# Month in Review

APRIL 2011

## Andrew Letson Completes Internship with Department

Andrew Letson completes the Planning & Development Department portion of his two year internship with the Village in mid-May. Starting Monday, May 16th Andrew will begin his internship in the Village Manager's office. During his time in the Department, Andrew helped process various Commission applications, drafted a new "dark windows" ordinance, worked to renew 49 annexation agreements in the Glenbard North subdivision and assisted with a variety of other special projects. He also served as the staff liaison to the Historic Preservation Commission. Andrew was an asset to the Department and will be missed. Department staff wish him the best of luck in his new role in Administration.

## New Planning Intern Coming Aboard



Kasey Matthews begins a one year internship with the Department on May 9. She is pursuing a Masters in Urban Planning & Policy from UIC with a concentration in physical planning. Kasey earned her BA in Political Science and Environmental Studies from Iowa State University. Prior to attending UIC she worked as the Planning/Permit Technician for a small military town in North Carolina and completed a planning internship with the Village of Glenview. Kasey will be assisting the Department with downtown plan implementation, annexations, Code updates and a variety of special projects. If you see Kasey please introduce yourself and welcome her to the Village.

## Commission Workshops

Planning Consultant and AICP Fellow Pete Pointner conducted workshops for the ARC, ZBA and Plan Commission in April. A combined workshop was held Thursday, April 28 for the Zoning Board of Appeals and Plan Commission. The workshop focused on the role of the Commissions,

the legal basis for making findings and tips for reviewing projects. The Architectural Review Commission also participated in a workshop which took place on Wednesday, April 27 and focused on issues related to community character, the legal basis for design review, and included an opportunity for Commissioners to review sample projects. Copies of the PowerPoint presentations from both workshops are attached. Attendees also received a copy of Pete Pointner's new book entitled "Planning Connections: Human, Natural and Manmade."

### P&D COURT CASES FOR APRIL:

- 636 Harding: building addition without a permit. Case continued.

## CRS Rating Determined

Earlier this year the Department submitted an application to the National Flood Insurance program Community Rating System (CRS). The CRS program provides discounts on flood insurance premiums for homeowners within communities that go beyond the minimum requirements for floodplain management.

In April the Village received official word that we will be entered into the program with a rating of 8. The program will become effective October 1, 2011. This rating means that homeowners in the Village will be eligible for a 10% discount on flood insurance premiums through the National Flood Insurance Program. The level of discount is based on points the community receives for various activities, including public education and floodplain management. The program assigns ratings from 1-10 based on a community's efforts, with a rating of 1 being the highest. As a participant of the program, the Village will be required to conduct certain floodplain-related activities. These include continual updating of the floodplain map within the Village, mailing letters to properties with repetitive flood-related losses and placing of flood related articles in the Village newsletter, among others.



**PLANNING AND DEVELOPMENT DEPARTMENT  
MONTHLY REPORT  
April 2011**



|  | April 2011         | 2011 YTD          | 2010 Actual         |
|--|--------------------|-------------------|---------------------|
| <b>Total Building Permits Issued</b>                 | <b>133</b>         | <b>312</b>        | <b>1231</b>         |
| New Single Family dwelling                           | 2                  | 4                 | 13                  |
| New Multi-family dwelling                            | 0                  | 0                 | 0                   |
| New Commercial building                              | 2                  | 2                 | 4                   |
| Additions and Alterations Single-family              | 13                 | 47                | 162                 |
| Additions and Alterations Multi-family               | 0                  | 0                 | 0                   |
| Demolitions  | 2                  | 4                 | 14                  |
| Additions and Alterations Commercial                 | 3                  | 15                | 38                  |
| Accessory Structure/Miscellaneous                    | 111                | 240               | 1000                |
| <b>Total Estimated Construction Value (millions)</b> | <b>\$23.70</b>     | <b>\$27.55</b>    | <b>\$72.33</b>      |
| <b>Certificates of Occupancy (TCO &amp; CO)</b>      | <b>3 TCO; 2 CO</b> | <b>5TCO; 5 CO</b> | <b>5-TCO; 14-CO</b> |
| <b>Stormwater Permits Issued</b>                     | <b>1</b>           | <b>5</b>          | <b>21</b>           |
| <b>Demolition Permit Applications</b>                | <b>2</b>           | <b>7</b>          | <b>16</b>           |
| <b>Sign Permits Issued</b>                           | <b>4</b>           | <b>7</b>          | <b>35</b>           |
| <b>Banner Sign Permits Issued</b>                    | <b>3</b>           | <b>9</b>          | <b>29</b>           |
| <b>Total Inspections Conducted</b>                   | <b>359</b>         | <b>1670</b>       | <b>5197</b>         |
| Building Inspections                                 | 225                | 1144              | 3287                |
| Exterior Appearance/Ordinance Inspections            | 1                  | 3                 | 15                  |
| Elevator Inspections                                 | 1                  | 35                | 106                 |
| Fire Inspections                                     | 0                  | 0                 | 58                  |
| Grading/Stormwater Inspections                       | 23                 | 74                | 264                 |
| Drainage Inspections/Complaints                      | 19                 | 56                | 371                 |
| Landscape Inspections                                | 1                  | 2                 | 18                  |
| Property Maintenance Inspections                     | 58                 | 197               | 1071                |
| Site Inspections                                     | 31                 | 159               | 378                 |
| <b>Total Development Applications Acted On</b>       | <b>3</b>           | <b>5</b>          | <b>33</b>           |
| Exterior Appearance                                  | 1                  | 1                 | 4                   |
| Planned Unit Development                             | 0                  | 0                 | 1                   |
| Sign Variation                                       | 0                  | 0                 | 5                   |
| Special Use Permit                                   | 1                  | 1                 | 7                   |
| Stormwater Variation                                 | 0                  | 0                 | 0                   |
| Subdivision  | 0                  | 0                 | 0                   |
| Zoning Map Amendment                                 | 0                  | 0                 | 0                   |
| Zoning Text Amendment                                | 0                  | 0                 | 4                   |
| Zoning Variation                                     | 1                  | 3                 | 10                  |
| <b>Administrative Approvals</b>                      | <b>2</b>           | <b>5</b>          | <b>4</b>            |
| Consolidations, 2-Lot Subdivs & Land Transfers       | 2                  | 3                 | 1                   |
| Promotional Event                                    | 0                  | 0                 | 1                   |
| Ordinance Extension                                  | 0                  | 0                 | 2                   |
| Indoor Live Entertainment                            | 0                  | 2                 | NA                  |
| Pre-Existing Special Use                             | 0                  | 0                 | 0                   |
| <b>Misc. Ordinances/Resolutions Acted On</b>         | <b>2</b>           | <b>6</b>          | <b>16</b>           |
| <b>FOIA Requests Processed by Department</b>         | <b>15</b>          | <b>44</b>         | <b>NA</b>           |
| <b>Annexations Approved</b>                          | <b>1</b>           | <b>1</b>          | <b>0</b>            |
| <b>Annexation Agreements Approved</b>                | <b>1</b>           | <b>90</b>         | <b>34</b>           |
| <b>Recapture Agreements Approved</b>                 | <b>0</b>           | <b>0</b>          | <b>0</b>            |
| <b>Violation Letters Issued (prior to citation)</b>  | <b>10</b>          | <b>273</b>        | <b>274</b>          |
| <b>Citations Issued</b>                              | <b>0</b>           | <b>1</b>          | <b>13</b>           |
| <b>License Agreements Approved</b>                   | <b>0</b>           | <b>5</b>          | <b>7</b>            |



# PLANNING AND DEVELOPMENT DEPARTMENT

## MONTHLY DEMOLITION REPORT

APRIL 2011



### MONTHLY COMPARISON - DEMOLITION APPLICATIONS - 1994 to PRESENT

| Year | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | YTD |
|------|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|-----|
| 1994 | 1   | 0   | 4   | 3   | 0   | 1    | 7    | 4   | 3    | 1   | 1   | 1   | 26  |
| 1995 | 1   | 2   | 9   | 0   | 4   | 0    | 8    | 0   | 2    | 2   | 0   | 0   | 28  |
| 1996 | 2   | 0   | 1   | 2   | 2   | 0    | 1    | 2   | 2    | 2   | 1   | 0   | 15  |
| 1997 | 0   | 0   | 0   | 2   | 2   | 3    | 3    | 2   | 2    | 2   | 0   | 1   | 17  |
| 1998 | 3   | 2   | 3   | 5   | 0   | 2    | 3    | 0   | 4    | 10  | 6   | 6   | 44  |
| 1999 | 1   | 1   | 5   | 3   | 3   | 1    | 15   | 2   | 6    | 1   | 1   | 0   | 39  |
| 2000 | 2   | 2   | 4   | 10  | 3   | 4    | 4    | 8   | 8    | 3   | 2   | 0   | 50  |
| 2001 | 4   | 4   | 5   | 6   | 8   | 2    | 6    | 10  | 6    | 3   | 6   | 7   | 67  |
| 2002 | 5   | 28  | 1   | 1   | 5   | 2    | 3    | 2   | 4    | 2   | 5   | 2   | 60  |
| 2003 | 1   | 4   | 12  | 8   | 4   | 7    | 9    | 7   | 8    | 5   | 6   | 1   | 72  |
| 2004 | 3   | 16  | 4   | 5   | 3   | 4    | 1    | 4   | 7    | 10  | 4   | 3   | 64  |
| 2005 | 7   | 4   | 2   | 10  | 7   | 3    | 6    | 5   | 5    | 8   | 6   | 0   | 63  |
| 2006 | 7   | 4   | 4   | 4   | 6   | 5    | 3    | 0   | 1    | 7   | 0   | 0   | 41  |
| 2007 | 2   | 3   | 5   | 3   | 7   | 4    | 2    | 3   | 0    | 3   | 0   | 1   | 33  |
| 2008 | 1   | 0   | 7   | 5   | 5   | 4    | 0    | 1   | 3    | 2   | 1   | 0   | 29  |
| 2009 | 2   | 2   | 1   | 0   | 0   | 3    | 2    | 0   | 0    | 0   | 2   | 0   | 12  |
| 2010 | 0   | 0   | 2   | 0   | 0   | 1    | 3    | 2   | 5    | 0   | 1   | 2   | 16  |
| 2011 | 1   | 0   | 4   | 2   |     |      |      |     |      |     |     |     | 7   |

### DEMOLITION PERMIT APPLICATIONS DURING CALENDAR YEAR 2011

| No. | Address      | Date      | Lot Size | Lot Area | Earliest Record | Historic | Action     | Status   | Applicant/Builder     |
|-----|--------------|-----------|----------|----------|-----------------|----------|------------|----------|-----------------------|
| 1   | 680 Crescent | 1/31/2011 | 66x248   | 16368    | 06/28/63        | No       | Demo & SFR | 04/20/11 | Tom Whalls            |
| 2   | 266 VanDamin | 3/11/2011 | 67x247   | 16549    | 10/20/49        | No       | Demo only  | 04/11/11 | Glen Ellyn Homes      |
| 3   | 336 N Main   | 3/17/2011 | 65x149   | 9685     | 08/12/64        | No       | Demo only  | 05/09/11 | Michael Diletti Trust |
| 4   | 772 Elm      | 03/23/11  | 50x320   | 16000    | 05/29/58        | No       | Demo only  | Pending  | Gregory Mathews       |
| 5   | 825 N Main   | 03/31/11  | 286x138  | 39468    | 02/02/67        | No       | Demo only  | 05/19/11 | Village of Glen Ellyn |
| 6   | 738 Grand    | 04/08/11  | 50X157   | 7850     | 4/29/1949       | No       | Demo & SFR | Pending  | McMaster Custom Homes |
| 7   | 553 Geneva   | 4/22/2011 |          | 7056     | 7/12/1960       | No       | Demo only  | 05/31/11 | Village of Glen Ellyn |



**PLANNING AND DEVELOPMENT DEPARTMENT  
DEVELOPMENT CASE, ANNEXATION AND SPECIAL PROJECT STATUS  
AS OF APRIL 30, 2011**

| CASE/DEV. NAME (APPLICANT)                               | DESCRIPTION OF PROPOSAL   | ARC REVIEW (DATES/MTGS.)            | PC REVIEW (DATES/MTGS.)  | ZBA REVIEW (DATES/MTGS.)                    | VB REVIEW (DATES/MTGS.)                 | COMMENTS AND REVIEW STATUS  |
|--|---|-------------------------------------|--|---|---|---|
| 767 Chidester Avenue                                     | Special Use Permits, Zoning Variations, ZMA, Minor Subdivision, etc., to allow construction of 2 single family homes. Home proposed on rear lot is in floodplain/wetlands and zoned CR. | NA                                  | Public hearings 7/19/2006, 8/10/2006 and 4/12/2007, 10-0 recommendation to deny. | NA  | 5/21/2007 Work-shop                     | Waiting to hear how petitioner plans to proceed. Made inquiries about alternate proposals in 2007 and 2008. Property is currently for sale.                               |
| Cottage Avenue Water Tower, Public Works utility antenna | Special Use Permit for public utility antenna   | NA                                  | Pending  | NA  | Pending                                 | Submission received 7/23/2010. On hold.   |
| 791 Crescent Boulevard                                   | Zoning Variation for residential rear yard addition setback   | NA                                  | NA   | 6/14/2011                                   | Pending                                 | Request received 4/1/2011.  |
| Deer Glen II   | Extra-territorial subdivision approval  | NA                                  | Pending  | NA  | Pending                                 | Met with new property owner in early 2011. Awaiting submittal.  |
| Goodrich Court Subdivision                               | 5-lot Subdivision and Annexation  | NA                                  | Pre-ap 8/12/2004, Pre-ap 4/28/2005, Pre-ap 10/27/2005                            | NA  | Pending                                 | Awaiting Resubmittal. Last review sent 12/3/2007. Spoke to in mid July 2009, project on hold but does not currently plan to withdraw.                                     |
| 364 Hillside Avenue                                      | Zoning Variation for residential second floor and attached garage addition  | NA                                  | NA   | 5/24/2011                                   | Pending                                 | Request received 4/22/2011.   |
| 380 Linden   | Zoning Variation for residential detached garage setback  | NA                                  | NA   | 6/14/2011                                   | Pending                                 | Request received 4/27/2011.   |
| 556 Lowden Avenue  | Special Use Permit for Church   | NA                                  | Pending  | NA  | Pending                                 | Illegal church operating in home. Awaiting submission.  |
| 488 Lowell   | Zoning Variation for residential front yard fence   | NA                                  | NA   | 5/10/2011                                   | 6/20/2011 workshop<br>6/27/2011 meeting | Request received 4/7/2011.  |
| 488-490 Main Street, Marcel's Culinary Experience        | Exterior Appearance application for facade  | 3/9/2011, Recommended approval 7-0. | NA   | NA  | 4/11/2011                               | Approved by Village Board on 4/11/2011.   |
| Memorial Park  | Variations for lights and accessory structures  | NA                                  | Pending  | NA  | Pending                                 | Preliminary review comments on potential variations issued 12/21/2010. Awaiting submission of updated plans. Permit plans received in March for tennis court replacement. |
| 333 N. Park Boulevard                                    | Residential zoning variation for addition and porches   | NA                                  | NA   | 3/22/2011, unanimously recommended approval | 4/25/2011                               | Approved by Village Board on 4/25/2011.   |
| 1N182 Park Boulevard                                     | Annexation, Zoning Map Amendment, Zoning Text Amendment, Special Use and Right-of-Way vacations for Construction Company.   | NA                                  | Pending  | NA  | Pending                                 | Submittals list and applications sent to petitioner 1/26/2009, Waiting for submittal.   |
| 475 Pennsylvania Avenue, Barone's                        | Exterior Appearance and Sign Variations   | Pre-application meeting 3/24/2010   | NA   | NA  | Pending                                 | Awaiting submission of formal application.  |
| 501 Pennsylvania Avenue                                  | Special Use Permit for Office Center  | NA                                  | Pending  | NA  | Pending                                 | Partial application submitted 1/21/2011. Review letter sent 2/7/2011. Awaiting resubmission.  |

| <b>Prairie Green (former Wahlgren Court site)</b>      | <b>Extra-territorial subdivision approval for Habitat for Humanity townhome project.</b>  | <b>NA</b>                                | <b>Pending</b>                                      | <b>NA</b> | <b>Pending</b> | <b>NA</b> | <b>Pending</b> | <b>Met with staff 3/25/2011. Awaiting submittal.</b>  |
|--|---|--|---|-----------|----------------|-----------|----------------|---|
| 454 Roosevelt Road, Giordano's                         | Revised exterior appearance and sign variation application  | 4/13/2011, continued to 5/11/2011        | NA  | NA        | NA             | NA        | Pending        | Review letter issued 11/30/2010. Awaiting resubmission. Follow-up letter sent 1/3/2011. Three signs on property installed in violation of previously approved variations and building not constructed in accordance with approved exterior appearance. Follow-up letter mailed 2/28/2011 requiring submission by 4/1/2011 to avoid enforcement action. Submission received 3/23/2011.   |
| 631 Roosevelt Road, Shell/Circle K                     | Exterior Appearance and Sign Variations associated with rebranding of the site to recognize Circle K as the new owner of the convenience store. | Pending                                  | NA  | NA        | NA             | NA        | Pending        | Awaiting submission. The planning and police department teams met with a representative for the petitioner on January 19 to discuss the exterior appearance and sign variation process and encourage the owner to relocate the Park Boulevard access drive due to traffic safety issues. The owner has since verbally agreed to <b>Approved by Village Board on 4/11/2011.</b>  |
| 631 Roosevelt Road, Shell/Circle K                     | Special Use Permit for Outdoor Sales and Storage  | NA                                       | Public hearing 3/10/2011, recommended approval 10-1 | NA        | NA             | NA        | 4/11/2011      | <b>Approved by Village Board on 4/11/2011.</b>  |
| 650-690 Roosevelt Road, Pickwick Place Shopping Center | Reconstruction of front building  | Pending                                  | Pending   | NA        | NA             | NA        | Pending        | Property owner reconsidering project due to floodplain issues. <b>Met on site with owners on 4/4/2011 to discuss alternatives to move the project forward.</b>  |
| 681 Roosevelt Road, Pickwick Place Shopping            | Sign Variation to accommodate new tenant  | 4/13/2011, ARC recommended approval 5-1. | NA  | NA        | NA             | NA        | 5/8/2011       | Application originally scheduled for 1/21/2011 public hearing and put on hold due to lease issues. Received request on 3/16/2011 to reschedule hearing.   |
| 435 Taft Avenue, DuPage Family Eye Clinic              | Exterior Appearance application for new eye clinic  | Pending                                  | NA  | NA        | NA             | NA        | Pending        | Partial application received on 3/4/2011. Review letter sent 3/16/2011. Awaiting resubmittal.   |
| <b>771 Wingate</b>                                     | <b>Zoning Variation for residential front porch setback</b>   | NA                                       | NA  | NA        | NA             | NA        | NA             | <b>Request received 4/15/2011. Application recently withdrawn.</b>  |
| <b>ANNEXATIONS</b>                                     |   |  |   |           |                |           |                |   |
| 22W500 Ahlstrand                                       | Annexation  | NA                                       | NA  | NA        | NA             | NA        | Pending        | Part of AEE Subdivision, received partial application, fees and escrow. Plat has been revised. The renters are putting the material together, but we still need the owner's signature on a number of documents. A pending divorce between the owners has put the application on hold.   |
| NWC of Park and Butterfield                            | Annexation agreements to replace expired agreements with School District 87 office building and Village Theatre.                                | NA                                       | NA  | NA        | NA             | NA        | Pending        | Draft agreements for both properties prepared. Undergoing internal review.  |
| Glen Oak Country Club                                  | Annexation w/An Agreement for a strip of Country Club Property adjacent to Hill Avenue.   | NA                                       | NA  | NA        | NA             | NA        | Pending        | Property owner has expressed renewed interest in entering into an agreement and submitted a revised agreement to Village for review. Meeting held on 3/24/2011 with Country Club representatives. Country Club proposing to pay 100% of cost of water main construction to their entrance.  |
| Hill Avenue Annexations                                | Annexation agreements with Elliot Property located east of the Glen Oak Country Club and the industrial property across the street              | NA                                       | NA  | NA        | NA             | NA        | Pending        | Draft agreement prepared for Elliot property and delivered on 7/16/2010. Draft agreements for the two industrial properties on the north side of Hill Avenue delivered on 8/30/2010. Staff met with Mr. Elliot on 8/18/2010 to discuss terms of agreement. Follow-up email sent to 3 property owners on 9/30/2010. Follow-up letters sent on 3/3/2011. <b>Revised draft agreement for Elliot property submitted by owner's attorney on 4/15/2011 requesting multiple changes.</b> |

| 15760 Kenilworth Avenue                     | Annexation and Annexation Agreement.  | NA | NA | NA | 4/25/2011         | Approved by Village Board on 4/25/2011.  |
|---|---|----|----|----|-------------------|--|
| NEC of Five Corners                         | Annexation and Annexation Agreements for Properties in 4-block area northeast of 5-corners.   | NA | NA | NA | Pending           | Received 7 annexation petitions and interest from 9 other property owners. Decided on R2 zoning based on neighborhood input at previous Plan Commission meeting. Neighborhood meeting held on 3/15/2005 where conservative utility costs were shared. Need to set up another neighborhood meeting and prepare updated and more realistic utility costs.                                  |
| NWC Five Corners                            | Annexation of neighborhood north of St. Charles, south of the Great Western Trail, west of Evergreen and east of Mildred.   | NA | NA | NA | Pending           | Some utility information and costs received.   |
| Marston and Bemis Road Area                 | Annexation of properties with existing annexation agreements  | NA | NA | NA | Pending           | Annexation agreements with 32 properties approved in 2010. Next phase to proceed with annexation of properties.  |
| Glen Crest Subdivision (North)              | Renewal of previously approved but never fully executed annexation agreements for more than 40 properties along Marston Avenue, Marston Court, Brook Court, Lorry Court and Crest Court being served by Village water and sanitary sewer since roughly 1975.  | NA | NA | NA | 3/28/2011 meeting | Agreements mailed in early October. Neighborhood meeting held on 10/20/2010. Final notices sent to 3 property owners on 2/1/2011. By end of February 49 of 49 agreements signed and returned. Water turned off on one property before agreement signed. All 49 agreement approved on 3/28/2011.  |
| Glen Crest Subdivision (South)              | Renewal of previously approved but never fully executed annexation agreements for more than properties along Glen Crest Drive, Ridge Road and Danby Road being served by Village water and sanitary sewer since roughly 1975.   | NA | NA | NA | 3/28/2011 meeting | Agreements mailed in early October. Neighborhood meeting held on 10/21/2010. Final notice sent to one property owner on 2/4/2011. By end of February 40 of 41 agreements had been signed and returned. Outstanding property given an extension due until 4/14/2011 to ownership change. Forty agreements approved on 3/28/2011. Staff is following up with the remaining property owner. |
| Sunnybrook Estates                          | Annexation of Sunnybrook Estates Subdivision.   | NA | NA | NA | 7/12/2009         | Need to evaluate several potential annexation routes and select one to pursue. Amendment to Ordinance approving annexation agreement approved on 7/12/2010 allowing the agreement to be executed.  |
| Swift Road                                  | Annexation of properties contiguous to Glen Elym with annexation agreements.  | NA | NA | NA | Pending           |  |
| <b>COMMENTS AND REVIEW STATUS</b>           |   |    |    |    |                   |  |
| AEE Fire District Reimbursements            | Letters sent in April of 2009 requested reimbursement from property owners for payments to Lisle Woodridge Fire Protection district per the terms of annexation agreements. Follow-up letters sent. No payments received to date. Letters mailed on December 3, 2009 informing owners that payment must be received or payment arrangement entered into.  |    |    |    |                   |  |
| Brochure - Starting a Business in Glen Elym | Third draft complete. Awaiting review and finalization.   |    |    |    |                   |  |
| Building Code Updates 2009                  | Evaluate the existing building codes and identify new building, fire, and life safety codes that address the needs of the Village. Life safety code and property maintenance code approved by Village Board at 8/23/2010 meeting. Fire code approved at 10/25/2010 Village Board meeting. Fire sprinkler requirements approved at 1/24/2011 Village Board meeting. The 2009 building code and residential code adoption and amendments are scheduled for presentation to the BBA at the 4/4/2011 meeting. April BBA meeting cancelled due to lack of quorum. Next meeting 5/6/2011. |    |    |    |                   |  |
| College of DuPage                           | Department staff continues to provide ongoing information and support to the Village Board, Village Manager and Village Attorney regarding this issue.  |    |    |    |                   |  |
| Community Branding                          | Discussed with Village Board at April 26 meeting as it relates to the implementation of the downtown plan. Direction received to begin research into undertaking a community branding effort.   |    |    |    |                   |  |
| CRS Membership                              | An application for membership into FEMA's Community Rating System (CRS) program was submitted on February 2, 2011. Preliminary indication received that we will likely be approved to be entered into the program with a level 8 rating, which would translate into a 10% flood insurance rate reduction for residents.   |    |    |    |                   |  |

|  |   |
|--|---|
| 807-817 Crescent Right-of-Way Vacation                             | Vacation of improved right-of-way bisecting the rear yards of 807-817 Crescent Boulevard. Affected property owners planned to enter into a reciprocal access easement agreement and have reached an impasse in regard to the terms of the agreement. Staff from the Public Works and Planning and Development Departments met with the property owners on August 26, 2010 to answer questions about the impact various options would have on the properties and to try to facilitate an agreement. Public Works and Planning met with one of the property owners and their attorney on 3/31/2011 and will be contacting remaining owners to try to reconcile outstanding issues and move the project forward. |
| Downtown Historic District   | Discussed at the 11/18/2010 Historic Preservation Commission meeting and decided to proceed with the creation of a national historic district in the downtown. A walk through of the downtown with a representative from the National Trust for Historic Preservation occurred in mid-December. A second walk through of the downtown with Historic Preservation Commission Chairman and one Commissioner took place in February. Other Commissioners hope to do a walk through in March and to take pictures and video of the downtown and downtown buildings.   |
| Elevator Inspection BIDs   | RFP issued to three service providers on 3/11/2011. Bids due 4/1/2011. <b>Current inspection service provider submitted low bid.</b>  |
| Exmoor Right-of-Way Vacation                                       | Vacation of right-of-way to property at 165 Exmoor Avenue. Plat of vacation currently under review along with sidewalk, storm sewer, parkway tree and other issues related to the associated construction of a new home on the property. <b>Right of way vacation and associated Plat of Consolidation and Easements approved at 4/25/2011 Village Board meeting.</b>   |
| Evaluation of Northside Regional Detention Stormwater Alternatives | Revised report and analysis of potential alternate sites submitted by engineering consultant on 8/28/2009. Recommendation to be forwarded to Village Board in near future.  |
| Glenbard Wastewater, Bemis Road, Clearwire Antenna                 | Draft license agreement prepared to allow antenna on CWA property which is owned by the City of Lombard and In Glen Ellyn's planning jurisdiction. Agreement was forwarded to Clearwire. Staff is awaiting a response.  |
| Glenbard Wastewater, Bemis Road, At&T Antenna                      | Awaiting submission of escrow. Village attorney will then draft a license agreement.  |
| Lincoln Avenue Right-of-Way Vacation                               | Request received to consider vacation of Lincoln Avenue right-of-way located between 755 and 767 Chidester Avenue. The planning team met with one of the property owners on 10/11/2010 and reviewed the proposed terms of vacation. Village staff is awaiting a response.   |
| Lombard Boundary Line Agreement                                    | Discussed at 1/10/2011 Village Board workshop. Draft agreement sent to Lombard on 1/21/2011 and notice prepared and published in anticipation of potential Village Board action at 2/14/2011 meeting. Response letter from Lombard received on 1/27/2011. Amended request from Glen Ellyn sent to Lombard on 1/31/2011. Response received from Lombard on 3/9/2011 and under review.  |
| Redevelopment Sites Map  | Work continued in December on a new redevelopment site map. Creation of the map is one of the top strategic planning goals adopted by the Village Board. Draft maps completed in February and undergoing internal review.   |
| Sign Code Update   | ARC discussed potential amendments at June 3, 2009 meeting. Surrounding community survey complete. Second draft of Code complete and undergoing internal review.  |
| Utility Connections  | Reminder letters sent to 7 property owners required by annexation agreements to connect to Village utilities in February 2011 and one additional property owner with a past due connection date. A majority of the property owners are working with Public Works and connection dates were extended until spring due to weather.  |
| Utility Payments   | Follow-up with 4 property owners on Valley Road and in Arboretum Estates East with past due utility payments. As of January, payment has been received from two properties.   |

### A Rational Basis for Architectural Review in Glen Ellyn

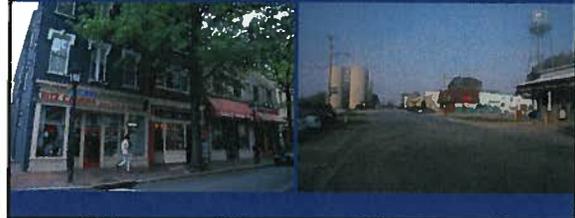


Wednesday April 27, 2011  
Glen Ellyn Civic Center

“Pete” Pointner  
FAICP, ALA, ITE

### Architectural Review in Glen Ellyn

What does the architecture of a town tell you about its values, history, resources and functions?



### Architectural Review in Glen Ellyn

Classical architecture reflects values deeply held and widely held



### Architectural Review in Glen Ellyn

Classical architecture reflects the way of life, the culture, technology, building materials, values and resources of the people that produced it.

The beauty of classical architecture is an expression of these genuine and significant realities that produced it.

### Architectural Review in Glen Ellyn

What are other sources of design character that can be used as an objective basis for evaluating new development in a particular area?

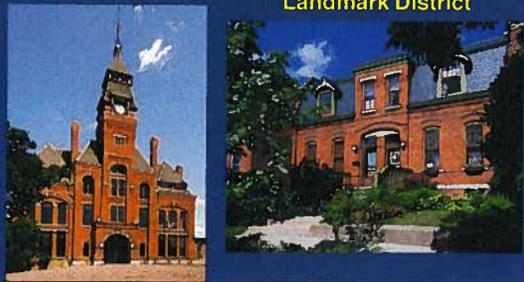
### Architectural Review in Glen Ellyn

Regional architecture      New Mexico



### Architectural Review in Glen Ellyn

Historic architecture      Pullman Historic Landmark District



This slide features two photographs of historic brick buildings. The left image shows a large, ornate brick building with a prominent clock tower and multiple gables. The right image shows a row of smaller, multi-story brick houses with varied window styles and porches.

### Architectural Review in Glen Ellyn

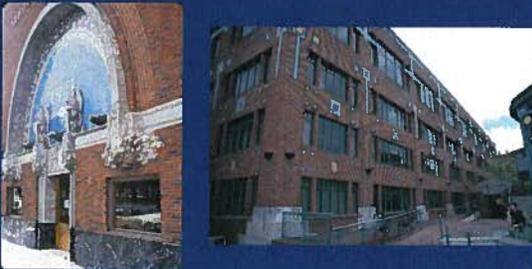
Commercial brick architecture      Vernacular of the times



This slide features two photographs. The left image shows a large, multi-story commercial brick building with arched windows and a prominent entrance. The right image shows a row of smaller, multi-story houses with varied window styles and porches, representing vernacular architecture.

### Architectural Review in Glen Ellyn

The art of architecture



This slide features two photographs. The left image shows a detailed archway with intricate carvings and a central figure. The right image shows a modern brick building with large windows and a prominent entrance.

### Architectural Review in Glen Ellyn

Modern rational architecture



This slide features two photographs. The left image shows a modern building with a large, open space and a prominent entrance. The right image shows a city skyline with many tall buildings, representing modern rational architecture.

### Architectural Review in Glen Ellyn

Post modernism



This slide features two photographs. The left image shows a modern building with a prominent archway and a large, open space. The right image shows a building with a prominent archway and a large, open space, representing post modernism.

### Architectural Review in Glen Ellyn

Classical revival



This slide features two photographs. The left image shows a tall, Gothic-style building with many windows and a prominent entrance. The right image shows the White House, representing classical revival.

### Architectural Review in Glen Ellyn

Local classical revival, good or bad?

### Architectural Review in Glen Ellyn

Classical revival?

### Architectural Review in Glen Ellyn

**Downtown** (Addressing historical styles)  
 If there is new construction or remodeling of a building of undistinguished style, the design should reflect one of the historic styles of adjacent or nearby buildings. Once a historical style has been determined, the petitioner should consider the characteristics of that style as described in various references in Appendix C, and demonstrate the compatibility and consistency of their proposals with the selected style.

### Architectural Review in Glen Ellyn

|   |   |
|---|---|
| <p>Architecture relates</p> <ul style="list-style-type: none"> <li>• Structure</li> <li>• Function</li> <li>• Site</li> </ul> | <p>Urban Design covers</p> <ul style="list-style-type: none"> <li>• Groups of structures</li> <li>• Streetscape</li> <li>• Public spaces</li> <li>• Public art</li> </ul> |
|---|---|

### Architectural Review in Glen Ellyn

The importance of character and image to a town

- Attract new citizens
- Stimulate new investment
- Attract customers and users
- Enhance quality of life
- Civic identity

### Architectural Review in Glen Ellyn

Authority for architectural review

- State Statutes
- Supreme Court 11-22-54
- *“The concept of the public welfare is broad and inclusive. The values it represents are spiritual as well as physical, aesthetic as well as monetary. It is within the power of the legislature to determine that the community should be beautiful as well as healthy, spacious as well as clean, well-balanced as well as carefully patrolled.”*

### Architectural Review in Glen Ellyn

#### CHARACTER COUNTS

- Ugliness, Visual Chaos And Disrepair Have A Negative Impact On People
- Beauty And Order Have A Positive Impact
- A Communities Identity, Character And Attractiveness Are A Function Of The Quality Of Both Private Property And Civic (urban) Design
- Streetscape Improvements Can Leverage And Stimulate Private Investment, Redevelopment, Community Pride And Identity

### Architectural Review in Glen Ellyn

#### Highlights of design controls in Glen Ellyn

### Architectural Review in Glen Ellyn

#### Sign Code controls signs



### Architectural Review in Glen Ellyn

#### The Comprehensive Plan controls use, Zoning controls "bulk"



### Architectural Review in Glen Ellyn

#### Zoning and/or Subdivision Ordinance control landscaping



### Architectural Review in Glen Ellyn

(1 of 2)

The objectives of design review are to:

- Protect existing development from negative impacts of new construction, including additions and rehabilitation, by promoting architectural compatibility;
- Encourage quality design which will enhance property values;

### Architectural Review in Glen Ellyn

(2 of 2)

• Reflect the unique identity of the Village's friendly, small town atmosphere and respect trees and historic structures...

• Foster site and building design which will enhance the proposed uses so that they may be economically viable and lend themselves to alternative uses in the future.

...these guidelines aim to reinforce these actions (public) and public investments by the Village.

### Architectural Review in Glen Ellyn

These guidelines are not standards or formulas but rather principles and approaches which should be applied with understanding and sensitivity, in context of the use of the site, its natural character, nearby buildings and the streetscape of the adjacent public rights-of-way.

### Architectural Review in Glen Ellyn

#### General Design Principles

- 1.1.4 Avoid architectural styles which harshly conflict with adjacent buildings.



### Architectural Review in Glen Ellyn

1.2 Brick and stone with natural and earth tone colors are preferred wall materials for their durability and quality. Materials and finishes not recommended include: rustic-finished wood; aluminum siding, trim or panel systems; exposed aggregate concrete wall panels; EIFS, Dryvit; glass storefront wall systems which extend to the ground; plastic trim elements; and mirrored or reflective glass. Ease of maintenance should also be considered. Also consult the Comprehensive Plan, page 45 for downtown buildings.

### Architectural Review in Glen Ellyn

1.3 Building design should not be so unique nor harshly different or exotic in its design so as to narrowly constrain potential reuse if the original use changes. Building design may be incompatible with alternative uses or nearby properties if dramatically different in shape, material, color or ornamentation. The entire facade of some buildings may include inappropriate non-structural and non-functional elements, designed to attract attention, that may be considered as signage.

### Architectural Review in Glen Ellyn

Public and institutional buildings are major contributors to the character of Glen Ellen. The Civic Center, high school and dozens of churches are prime examples of visual landmarks with which residents identify. Glen Ellen's character is strongly influenced by these key community buildings. A sense of stability, permanence and character should be projected by public and institutional buildings.

### Architectural Review in Glen Ellyn

Some key guidelines with examples of what they are meant to control.

### Architectural Review in Glen Ellyn

- 1.5 Roofs should be scaled to the building which they cover.



### Architectural Review in Glen Ellyn

- 1.5.2 The roof edge and wall face should be clearly differentiated.



### Architectural Review in Glen Ellyn

- 1.6 Entrances should be readily identifiable .... open, well lighted and highlighted by the building structure, awnings, canopies, lighting and/or architectural detailing.



### Architectural Review in Glen Ellyn

- 1.9 The apparent mass and bulk of a large building should be reduced by structural articulation, windows or other architectural and functional elements, and by landscaping.



### Architectural Review in Glen Ellyn

- 2.1 Landscaping, utilizing recommended plant materials ... should be provided to ...buffer utilitarian views, and screen ...nearby residential property from visual intrusion.



### Architectural Review in Glen Ellyn

2.1.5 Landscaping of an area at least five feet in width should be employed along blank building walls.



### Architectural Review in Glen Ellyn

2.2 The design of light fixtures should compliment the architecture and function of the principal building.



### Architectural Review in Glen Ellyn

2.3.3 The face of retaining walls should be a material with a texture and color that relates to the design of the principal building.



### Architectural Review in Glen Ellyn

2.4.1 Ground mounted signs are preferred to pylon signs.



### Architectural Review in Glen Ellyn

2.4.5 For wall signs not in historic districts, individual affixed letters...are suggested. Illuminated box signs are discouraged.



### Architectural Review in Glen Ellyn

2.6 Public art and amenities are encouraged including sculpture, plazas, pedestrian rest areas and design which creates a focal point for the development.



### Architectural Review in Glen Ellyn

Relating the architecture of a multi-story residential structure to the street level retail and pedestrian environment is a complex matter



### Architectural Review in Glen Ellyn

...redevelopment must fit with the nearby buildings and streetscape. While some of the existing buildings have little or no historic value, or are historic buildings which have been incompatibly remodeled, new construction must strive to reflect the best of the essential character of the overall downtown.

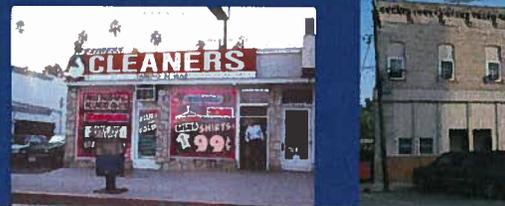
### Architectural Review in Glen Ellyn

3.1 For building in the C5A district, follow the "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" from the U.S. Department of the Interior, National Park Service.



### Architectural Review in Glen Ellyn

3.3.3 Windows and doors should be inset behind the plane of the wall, clearly defined by wood or masonry trim. The ground floor should emphasize window display area.



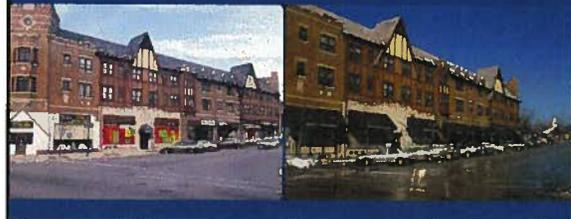
### Architectural Review in Glen Ellyn

3.4 Original building materials should not be covered and new construction should use the same or similar materials as on the original building in terms of type, texture and color.



### Architectural Review in Glen Ellyn

3.7 Awnings are encouraged and they should relate to the building facade and to awnings on adjacent buildings.



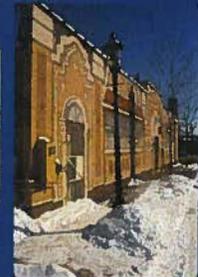
### Architectural Review in Glen Ellyn

3.7.2 Awnings should be made of fabric with no internal illumination, and with valances to complete a defined protective space.



### Architectural Review in Glen Ellyn

3.10 Rear customer entries should be enhanced.



### Architectural Review in Glen Ellyn

3.12 Wall signs should be placed so that they are surrounded by the wall surface on which they are placed.



### Architectural Review in Glen Ellyn

4.2 Views of parking, loading, trash pick-up and mechanical equipment should be buffered and screened from public view.



### Architectural Review in Glen Ellyn

4.3 Pedestrian pathways should be clearly and attractively defined.



### Architectural Review in Glen Ellyn

7.5 Townhomes should not create a monotonous or garage dominated streetscape.



### Architectural Review in Glen Ellyn

7.5.4 There should be space between driveways to each unit which is adequate to maintain grass or other landscape treatment.



### Architectural Review in Glen Ellyn

7.7 Entries should avoid the buried tunnel look which often occurs with projecting and visually dominant front garages.



### Architectural Review in Glen Ellyn

How does this fit our guidelines?



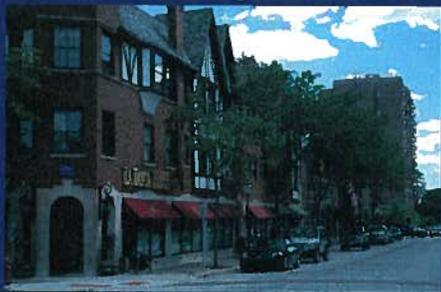
### Architectural Review in Glen Ellyn

How does this fit our guidelines?



### Architectural Review in Glen Ellyn

How does this fit our guidelines?



### Architectural Review in Glen Ellyn

How does this fit our guidelines?



**Architectural Review in Glen Ellyn**

How does this fit our guidelines?



**Architectural Review in Glen Ellyn**

How does this fit our guidelines?



**Architectural Review in Glen Ellyn**

How does this fit our guidelines?



**Architectural Review in Glen Ellyn**

How does this fit our guidelines?



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**Architectural Review in Glen Ellyn**

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**Architectural Review in Glen Ellyn**

How does this fit our guidelines?



**Architectural Review in Glen Ellyn**

How does this fit our guidelines?



**Architectural Review in Glen Ellyn**

How does this fit our guidelines?



## Thoughts on Issues for Plan Commission and ZBA Members

Glen Ellyn Civic Center  
Thursday April 28, 2011

"Pete" Pointner  
FAICP, ALA, ITE

## Introductions

- Questions or issues you would like covered
- Book for reference and expansion of workshop content
- Focus of the workshop, issues and trade offs
- Ask questions at anytime

## What is Good Development?

### What are "Good" Projects?

- Consistent with current plans, goals and objectives
- Positive impact on the community
- Enhance nearby properties
- Economically viable
- Attractive design, quality construction
- Clean, timely construction process
- Sustainable maintenance costs

## Common Perceptions Plan Commissioners... of Developers

### Common Perceptions of Developers by Municipal Officials?

- Not responsive to local objectives
- They want exceptions for higher density
- They want existing tax payers to bear the cost of their development
- Submittals are late, incomplete and inconsistent
- They do not live up to commitments
- Projects are often disappointing
- They are driven only by profit

## Common Perceptions Developer... of Plan Commissions

### Common Perceptions of Municipalities by Developers?

- Have no clearly stated objectives
- Arbitrary and capricious demands
- No single spokesperson
- Staff reviews are slow and nit picky
- Too much detail is required
- Municipalities are insensitive to costs and risks
- Rigid standards and fear of what is new
- Too responsive to citizen objections

## Common Objectives Developer and Municipality

### Common Objectives of the Municipality and Developer

- Speed up review and approval process
- Improve communication between the municipality, petitioner and public
- Enhance compatibility of recommendations (PC and ZBA with Board policies and actions)
- Better projects which are a community asset, a financial success, and compatible with adjacent land uses and support systems

## How is Plan Review Connected to Economic Development?

When the economy turns around, where will good developers go?

- The role of the market place
- The influence of competition
- The impact of reputation
- The importance of a plan, policies and ordinances – current, consistent, fair

## The Job of the Planning Commission

### ILLINOIS PLANNING AND ZONING STATUTES

65 ILCS 5 – 11- 12- 4 (Chapter 65, Act 5, Article 11, Division 12-4)

- Power to create a plan commission and planning department

65 ILCS 5 – 11- 12 – 5 *Plan commission, planning department*

- Recommend to corporate authorities
- Adopt in whole or functional parts
- Jurisdiction
- Promote the realization of the plan

## Roles of the Plan Commission & ZBA

10-10-3: Plan Commission

10-10-4 ZBA

### Plan Commission

- Amendments
- Special Use Permits and Variations
- Special Use Permits for Planned Unit Developments
- Zoning requests for newly annexed property
- Plats of subdivision
- Special Use Permits and Variations for Flood Hazard Regulations and Stormwater Variations

## Roles of the Plan Commission & ZBA

10-10-3: Plan Commission

10-10-4 ZBA

### Zoning Board of Appeals

- Zoning Variations for single-family and two-family dwellings
- To hear and decide Appeals
- To hear and decide all matters referred to it by the Village Board

## Variations



## Variations

65 ILCS 5 – 11- 13 – 5 *Variations*

- “Practical difficulties or particular hardship”



**10-10-12: VARIATIONS (1 of 5)**

Glen Ellyn Zoning Ordinance

Shall not vary provisions except where there are *practical difficulties or particular hardship* and, findings based upon the evidence in the following cases

- Property cannot yield a reasonable return if permitted to be used only under the conditions allowed and that the Variation will not alter the essential character of the locality or
- That the plight of the owner is due to unique circumstances and that the Variation will not alter the essential character of the locality

**10-10-12: VARIATIONS (2 of 5)**

In making a recommendation that there are *practical difficulties or particular hardships*, take into consideration the extent to which the evidence establishes the following facts

- The physical surroundings, particular hardship as distinguished from a mere inconvenience
- Conditions upon which the petition is based would not be applicable generally to other property within the same zoning district

**10-10-12: VARIATIONS (3 of 5)**

- Petition...not based exclusively upon a desire to make more money
- Difficulty or particular hardship has not been created by any person presently having an interest in the property or by the applicant
- Granting will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood

**10-10-12: VARIATIONS (4 of 5)**

Variation will not

- Impair light and air to adjacent property
- Substantially increase the hazard from fire or other dangers
- Otherwise impair the public health, safety, comfort, morals or general welfare of the inhabitants of the Village
- Diminish or impair property values within the neighborhood
- Unduly increase traffic congestion

**10-10-12: VARIATIONS (5 of 5)**

- Create a nuisance or
- Result in an increase in public expenditures

That the Variation is the minimum Variation that will make possible the reasonable use of the land, building or structure

**VARIATIONS HARDSHIP?**

- My family has outgrown our house and I can only expand into the minimum yard
- I can put on an addition without any variances but it will take down a 150 year old oak in good condition
- I can't get my money out of the property unless I can expand it into the minimum yard
- My residential property is better suited for commercial use, I need a use variation

### VARIATIONS CASE STUDY 1



### VARIATIONS CASE STUDY 2



### VARIATIONS CASE STUDY 3



### Process

**65 ILCS 5 – 11- 13 – 7A** *Rights of applicants, property owners*

- ⊙ Present and cross exam witnesses
- ⊙ Klaeren vs. Village of Lisle, right of cross exam

**65 ILCS 5 – 11- 13 – 10** *ZBA vote*

- ⊙ Negative vote requires 2/3 vote of elected body to approve

**65 ILCS 5 – 11- 13 – 18** *All testimony under oath*

### Special Uses

**65 ILCS 5 – 11- 13 – 1.1** *Special uses*

- Planned Unit Developments are a special use
- “Unique, special or unusual impact on neighboring property, and planned developments”
- “Subject to conditions reasonably necessary” to meet standards established for the zoning classification
- Negative recommendation requires majority vote of elected officials to pass, they may require 2/3<sup>rd</sup> vote
- Chicago Heights vs. Living Word

### 10-10-14: SPECIAL USES (1 of 5)

Zoning districts...essentially uniform...certain uses, because of their unique character cannot be properly classified in any particular district without consideration in each case of the impact of those uses upon the neighboring lands and upon the public need for the particular use at the particular location.

Such uses fall into two (2) categories:

### 10-10-14: SPECIAL USES (2 of 5)

1. Uses operated by a public agency or utility...review shall not be based on determining the necessity for the use but for assessing the impact upon neighboring lands, Village's streets and utilities (priority, expedited review)
2. Uses entirely private in character, but operation may give rise to unique problems with respect to impact upon neighboring property, public facilities, the Village or the natural environment

**Shall not recommend a Special Use unless it shall find, based upon the evidence presented that the Special Use ...**

### 10-10-14: SPECIAL USES (3 of 5)

- Is harmonious with the Comprehensive Plan and Zoning Code
- Is designed, constructed, operated, and maintained to be harmonious with existing or intended character of the general vicinity
- Will not be hazardous or disturbing to existing or future neighborhood uses
- Can be served adequately by public facilities and services and that the agencies responsible shall be able to provide adequately such services
- Will not create excessive additional requirements of public cost or be detrimental to the economic welfare of the Village

### 10-10-14: SPECIAL USES (4 of 5)

- Will not involve uses, activities, processes, materials, equipment or operations that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors
- Will have vehicular approaches designed as not to create an undue interference with traffic on surrounding public streets
- Will not increase the potential for flood damage to adjacent property or require additional public expense for flood protection
- Will not result in destruction, loss or damage of natural, scenic or historic features of major importance to the community

### 10-10-14: SPECIAL USES (5 of 5)

**The Plan Commission may require such conditions and restrictions upon the premises benefited as may be necessary to comply with the standards set and to reduce or minimize injurious effect upon other property in the neighborhood**

### Thoughts:

#### Based On Supreme Court Decisions in Illinois:

- Defer to the City Attorney on all legal questions
- Modify hearing procedures to permit cross-examination
- Carefully craft findings of fact relating decision to criteria and facts
- Don't list a use as a special use unless you are willing to accept it in a zoning district

### Planned Developments

- Deviations vs variations
- Evaluating Trade-Offs
- Special Use



## Planned Developments



## Highest & Best Use from The Appraisal Dictionary

- “The reasonably probable and legal use of vacant land or an improved property, which is physically possible, appropriately supported, financially feasible, and that results in the highest value. The four criteria the highest and best use must meet are legal permissibility, physical possibility, financial feasibility, and maximum profitability.”

## Hints for Plan Commission and ZBA

- Decisions Based on Rational criteria: Plan and Ordinances, Role of Precedent
- How to criticize and be nice about it
- Critical Documentation: Findings of Fact
- Follow-up Evaluation of Implemented Projects

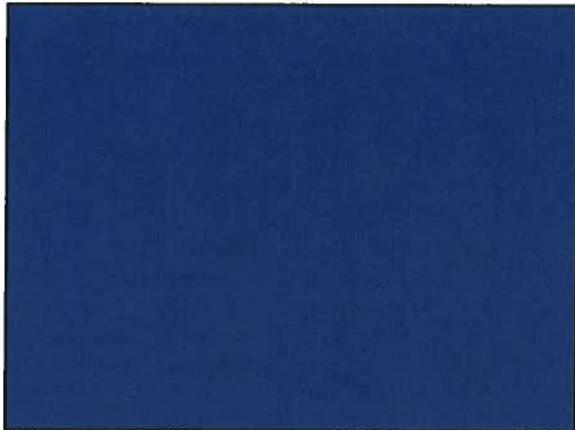
## Public Involvement Challenges

- Citizens, neighbors and interest groups
- Tyranny of the minority
- NIMBY, NIME, CAVE, even one car...
- Get petitioner together with neighbors
- Protect rights of property owners and petitioner, rule of law
- Respect all comments, keep your cool
- Negotiated mitigation, respond to legitimate concerns

## The PC and ZBA Should Lead Regardless of Public Opinion



| PLANNING AND ZONING WORKSHOP<br>PLAN COMMISSION/ZBA ACTIONS  |   |  |    |     |
|--|---|--|----|-----|
| Petition/Waiver/<br>Municipal Review   | Recommendations<br>By Plan Commission & ZBA   | Criteria, Factors and Standards Used<br>as Basis For Recommendation  | PC | ZBA |
| Alteration   | Zoning Classification<br>Plan or PUD (See Below)  | Consistency with Comprehensive Plan  |    |     |
| Variance   | Allow violation both state and<br>ZBA   | Zoning Ordinance, applicable hardship<br>requirement   |    |     |
| Zoning Amendment   | Change or amend text or map   | Zoning Ordinance   |    |     |
| Special Use (SU), nonstandard,<br>Collective residential use, listed<br>by zoning district<br>Re-evaluated annually with<br>conditions | Following use not in the<br>district, use is possible<br>except as allowed by law for use<br>designated in the plan commission<br>ordinances to assure<br>compatibility                           | Zoning Ordinance<br>Plan Commission<br>Plan and ZBA Director's application   |    |     |
| Planned Unit Development<br>(PUD)<br>Phases<br>Preventive/Color<br>Prohibition<br>Final<br>Changes - Minor<br>Major                    | Meet requirements by PUD<br>Evaluate exceptions<br>Staff and Consultants<br>Recommendation (table)<br>Consistency and Compatibility<br>Ordinance/Plan, role of<br>staff, PC list or village board | Zoning Ordinance PUD and special use<br>sections, especially PUD practices<br>Comprehensive Plan, issues to address<br>Note findings of fact and administrative<br>Substantial compliance with preliminary |    |     |
| Subdivision Plan   | Compliance with standards   | Subdivision Ordinance  |    |     |
| Comprehensive Plan<br>Amendment  | Change or amend text or<br>graphic  | Consistent with goals and objectives,<br>responsive to changing conditions   |    |     |



### Court Cases

*City of Chicago Heights v. Living Word Outreach Full Gospel Church & Ministries, Inc.*, 196 Ill. 2d 1 (2001)

- Special use permit review, legislative action, more difficult to challenge municipal decision
- Note: legislative versus quasi-judicial, ie administratively

### Court Cases

*LaSalle National Bank v. County of Cook*, 12 Ill. 2d 40, 145 N.E.2d 65 (1957)

- Courts will not interfere with legislative acts unless shown to be arbitrary, capricious or unrelated to the public health, safety and morals

### Court Cases

*People ex rel. Klaeren v. Village of Lisle*, 202 Ill. 2<sup>nd</sup> 164 (2002)

- Decisions by municipal government on special use permits are quasi-judicial, not legislative
- Parties interested in such proceedings cannot be denied the right to present evidence and cross-examine witnesses appearing at public hearings

# VILLAGE OF GLEN ELLYN

## PUBLIC WORKS DEPARTMENT

### MONTHLY REPORT

#### April 2011

##### ADMINISTRATION

There was a large increase in tree preservation submittals this month. The admin team processed and entered results into MUNIS and the Tree Preservation Tracking Program and provided copies to the applicant and/or the Building and Zoning Department for:

- 36 tree preservation plans and parkway tree permit applications
- 8 plan re-submittals
- 17 tree fence and root pruning inspections
- 7 refunds of deposit

Fifteen parkway trees were scheduled for removal; letters were prepared and mailed to residents informing them of the pending removals. The admin team updated tree inventory in Cartegraph and excel spreadsheets to reflect nineteen parkway planting space additions, forty-seven completed stumps and forty-two completed tree removals. The pending and completed removals were entered into CartêGraph and Excel spreadsheets.

The admin team compiled spring/summer uniform orders and updated employee databases.

An Arbor Day invitation was created.

##### ENGINEERING

###### Projects in Construction Phase

**BRAESIDE LIGHTING PROJECT** – Contractor: Utility Dynamics (Value of Contract = \$522,000)

In April, the Village Board approved award of a construction contract to Utility Dynamics and an engineering services agreement with Civiltech. The preconstruction conference was held on April 20 with representatives from the contractor, engineer, DuPage County Community Development

Commission and Village Public Works staff present. Conformed contract documents were developed and executed by both parties. Project shop drawings were submitted to the Village team by the contractor. Initial layout of the lights in the field was performed by the contractor and reviewed by the project team.

###### SUNSET/TURNER IMPROVEMENTS PROJECT –

Contractor: R.W. Dunteman

(Value of Contract = \$2,400,000)

Overall, the project is off to a reasonable start. In April, contractor paperwork was completed. Tree protection fencing, root pruning, tree trimming and needed tree removals were accomplished. Actual project construction started in late April with selected pavement removal (over trenches) and installation of water main on Sunset. A public information meeting was conducted on April 26 to discuss construction phase activities and issues; approximately 30 residents attended.

###### Projects in Design/Bidding Phase

**CRESCENT BOULEVARD SIDEWALK EXTENSION** –

Engineer: Pavia-Marting

The project could feasibly be constructed this year as the capital budget appears to be in good shape based on recent bidding; staff will wait until summer to decide. The plans still require final review.

**ESSEX COURT/GRAND/LAKE IMPROVEMENTS** –

Engineer: Rezek, Henry

Pre-final project plans are being reviewed by staff. A June letting is now being targeted.

**HAWTHORNE IMPROVEMENTS PROJECT** -

Engineer: ERA

The Village Board approved an engineering services agreement with ERA in April. Vehicle counts and

speed studies were performed on the Hawthorne corridor in late April. Field surveying is underway with the entire project area to be assessed by mid-May. Preliminary roadway layouts are now being crafted as the field data is obtained.

**HILL AVENUE WATER MAIN EXTENSION –**

Engineer: Walter E. Deuchler

The IEPA has completed its review of the sanitary sewer system facility and environmental impact plan. The public comment period for the sanitary sewer and water distribution system plans will be combined, with a public hearing to be conducted sometime in June.

**LAKE ELLYN OUTFALL CHANNEL REHABILITATION –**

Engineer: Burns & McDonnell

Most of the reviews associated with the issuance of permits have been completed. Discussions with project property owners are continuing regarding various issues and needed easements.

**NICOLL WAY LAND BRIDGE REPAIRS –**

Engineer: Walter E. Deuchler

Bidding will occur in 2011 following the letting of the Essex Court / Grand / Lake project.

**RIGHT TURN LANE ON LAMBERT AT ROOSEVELT –**

Engineer: Hampton Lenzini Renwick

The land acquisition process is ongoing: an acceptable counteroffer has been received from the property owner at the southeast corner of Lambert and Roosevelt and formal Village Board action on the pending land purchase will be considered on May 23. The Relocation Agreement with ComEd for the undergrounding of overhead utility wires on the east side of Lambert Road was signed; ComEd will begin that work in about 8 weeks. Current plans call for the project to be bid in November 2011 with construction starting in mid-May 2012.

**Projects in Punch List / Closeout Phase**

**BRYANT AVENUE/THAIN'S ADDITION –**

Contractor: Martam Construction

(Value of Contract = \$6,000,000)

Concrete patching work and miscellaneous construction has been completed. Landscape restorations at sites not worked on last year will be completed this week. Punch list work – especially

related to landscaping – will be worked on through the balance of the month.

**PARK/GE PLACE/PRAIRIE IMPROVEMENTS PROJECT –**

Contractor: Brothers Asphalt

(Value of Contract = \$1,200,000)

Discussions are still continuing related to an upcoming mediation session to resolve the issue of the appropriate level of liquidated damages and other project charges associated with the failure to complete the work in a timely fashion in 2009.

**RIFORD ROAD RECONSTRUCTION –**

Contractor: R.W. Dunteman

(Value of IDOT Contract = \$2,452,000; Federal Share = \$1,175,000; County Share = \$191,000; Village Share = \$1,086,000)

The contractor has completed miscellaneous construction and restoration; some warranty / follow-up work still needs to be completed. The engineer has requested additional compensation for needed re-design work undertaken early in the project; a contract amendment is being prepared for Board consideration.

**ROSLYN & SCOTT SANITARY SEWER EXTENSION –**

Contractor: Lifco Construction

(Value of Contract = \$21,000)

The closeout paperwork and final project payment have been prepared and distributed for appropriate staff signatures and final payment. The final cost of the project was \$21,000.

**SOUTH PARK BOULEVARD & LAMBERT ROAD LAPP –**

Contractor: Geneva Construction

(Value of Contract = \$627,000 = Bid Price, entirely funded by ARRA [stimulus] dollars)

All work is complete on the project. Close-out activities are continuing. It is anticipated that the final project cost will be close to or slightly under the bid price.

**Other Projects Under Contract**

**SCADA SYSTEM UPGRADE PROJECT –**

Contractor: Gasvoda and Associates/Dixie Electric

(Value of Contract = \$125,000 + \$18,000 for antenna installations)

The Public Works team is preparing a package for consideration of a special use permit for a Cottage Tank antenna, pending resolution of use issues associated with the high tank.

BACKUP WELL REHABILITATIONS – Contractor: Well #5: Layne-Western; Well #6: Water Well Solutions (Value of Contracts: Well #5 = \$80,500; Well #6 = \$86,000) The IEPA permit for the planned installation of the permanent liner has been prepared and submitted to Springfield for review.

### Engineering Projects

CENTRAL BUSINESS DISTRICT TRAFFIC STUDY – Engineer: KLOA

The engineer would like to review the project recommendations with staff before presenting the plan to various project stakeholders.

NORTH REGIONAL DETENTION FACILITY –

Engineer: A. McGurr, Ltd.

The CBBEL report on alternative locations should be updated in the near future.

SANITARY SEWER EVALUATION SURVEY –

Engineer: RJN Group, Inc.

A meeting to discuss the draft report was held on April 27.

### Maintenance Projects

Project awards in April:

- Concrete Spot Repair – Robert R. Andreas: \$36,000
- Pavement Line Striping – Marking Specialists: \$45,000
- Material Hauling / Stone Delivery – Koz Trucking: \$35,000 (Year 1 of contract)
- Pavement Saw Cutting – Diamond Coring: \$20,000 (Year 1 of contract)

### EQUIPMENT SERVICES

In the month of April the Equipment Services Division continued to maintain a safe work environment and to follow industry standard safety procedures and Village safety policies. The Division has achieved 1,902 days without a “lost time” accident.

The Equipment Services fuel island dispensed 6,553 gallons of fuel during the month of April. The total included 4,975 gallons of unleaded fuel and 1,578 gallons of diesel fuel.

Facilities repairs performed by the ESD during the month of April included the inspection and repair of

one in ground twin post truck hoist and one in ground single post car hoist. Post seals and control valve seals were replaced and safety locks were repaired.

The ESD repaired two clock hands from the Millennium Floral clock. Broken bolts due to dissimilar metals had to be cut and ground flush with the mounting flanges. The flanges were drilled, tapped, heli-coiled, and treated with anti-seize compound.

Equipment Services completed the conversion of four 1-ton dump trucks and six class 8 heavy duty



dump trucks from winter operations to summer



operations. Water pump engines were serviced and tuned.

On April 20<sup>th</sup> 2011, the Village of Glen Ellyn participated in an on-line vehicle and equipment

auction. The 15 day on-line auction was hosted by Obenauf Auction Service Inc., which is an Illinois licensed auction firm located in Round Lake Illinois. They specialize in municipal, industrial, and commercial vehicles and equipment. This auction was advertised on the Village web site; the eNewsletter; internal e-mail; and the Obenauf website. Collections were administered by the auctioneer and vehicle delivery was administered by



the Equipment Services Division. The sales for Village of Glen Ellyn Vehicles and Equipment totaled



\$24,150.00 (\$22,701.00 net). The sales for the Glen Ellyn Fire Company vehicles totaled \$6,661.79 (\$6,262.08 net). The sales for GWA vehicles totaled \$4,811.00 (\$4,522.34 net). Total sales were \$35,622.79 (\$33,485.42 net).

One hundred twenty three work orders were related to the maintenance and repair of Police Department vehicles and equipment. The power steering pressure line was replaced in the sergeants patrol Squad 01 and the emergency light bar power supply was replaced in patrol Squad 03. A new A/V system; a new laptop computer; and a new dome light were

installed in patrol Squad 04. Four tires were replaced on patrol Squad 09 and the MDT printer serial cable was repaired. The front disc brake pads and rotors; the transmission cooler line fittings; four tires; the steering linkage tie rod; ignition system spark plugs; and the Mag light charger were replaced on patrol Squad 07 and the wheels were realigned. The automatic transmission was rebuilt on CSO truck 11 and the power brake master cylinder was replaced. The A/V camera and the seat belt pre-tensioner were replaced on patrol Squad 18 and the driver's seat and engine valve train were repaired. The front bumper cover; the communication radio mic; and the emergency light flasher were replaced on patrol



Squad 19. The front disc brakes were replaced on patrol Squad 20 and the disc brakes and rotors were replaced on Deputy Chief's command Squad 26. Numerous chassis and emergency lighting repairs were made and a number of tire repairs were also performed on various police vehicles. All PM's were completed on time.

The ESD inspected and diagnosed two non-running article 36 seized vehicles and replaced two batteries.

Sixty Four work orders were related to the maintenance and repair of the Glen Ellyn Volunteer Fire Company's vehicles and equipment. The front bumper cover was repaired and refinished; vehicle graphics were installed; the interior was detailed; and a complete inspection was performed on the Chief's buggy. The shore line auto eject system was repaired and relocated on the Assistant Chief's buggy and the differential was inspected. The vehicle graphics were replaced on assistant Chief 03's buggy. The power train computer was scanned on Medic 22 and the batteries were tested. The air

brake reservoir tank check valve was replaced on Engine 25. The fire pump overheat indicator was replaced on Engine 26 and LED lighting was installed on the pump control panel. The fire pump cooler valve was replaced on Engine 27 and LED lighting was installed on the pump control panel. The front tires and turn signal switch were replaced on Squad 38 and the shore line auto eject was replaced on Squad 36. Numerous chassis and emergency lighting repairs were performed on Fire Company



vehicles. All PM's were completed on time.

The ESD hosted training for the new 55 foot forestry aerial bucket truck. Training was provided by Power



Equipment Leasing Company and each operator successfully demonstrated that they are proficient in the safe operation of the machine.

One hundred forty work orders were related to the maintenance and repair of Public Works vehicles and equipment. The front 4x4 hubs were repaired on truck 227 and the IMT crane computer harness was reinstalled on truck 228. The fuel filters and backup alarm was replaced on dump truck 233. Four rear

tires were replaced on dump truck 234 and the batteries were replaced on flusher truck 242. Seasonal repairs and annual maintenance was completed on mower 237. The dump body frame was straightened and the body up wiring harness was repaired on truck 243. The door sill was repaired and reattached on wheel loader 246 and a transmission leak was repaired on loadall 265. Gutter brooms and the broom light were replaced on street sweeper 249. The high pressure fuel rail; the air brake compressor; the air brake dryer; and the air module o-rings were replaced on dump truck 251 and a power steering oil leak was repaired. The trailer hitch electrical socket was replaced on truck 254 and the battery was replaced on stump grinder 509. The chipper knives were replaced on wood chipper 510 and the anvil and belt tension was adjusted. The sign pounder/puller attachments were repaired on sign truck 255. The front disc brakes were also replaced on truck 255 and power steering and PTO oil leaks were repaired. Numerous chassis and emergency lighting repairs were made and a number of tire repairs were also performed on various Public Works vehicles. All PM's were completed on time.

Twenty work orders were related to the maintenance and repair of Glenbard Wastewater Authority vehicles and equipment. The body tube steps and the unleaded transfer tank pump were replaced on truck 631. Preventive maintenance service was performed on vehicle 639. All PM's were completed on time.

The ESD continued to perform scheduled preventive maintenance for all Village departments including the Glen Ellyn Volunteer Fire Company and the Glenbard Waste Water Authority.

## **FORESTRY**

The Village Forester attended a Tree City USA Conference with Trustee Michelle Thorsell. The Village was presented with the award for the 27<sup>th</sup> year in a row. A CD with a variety of educational information was handed out to all participants. Glen Ellyn's EAB Management Plan was included with this information.

A walk-thru was performed for the Sunset/Turner Construction Project.

The Village Forester met with Valent representatives to discuss the upcoming EAB treatments that will be performed on parkway trees.

Contractor removals were inspected.

The Village Forester coordinated efforts to clean up and wood chip Manor Woods.

The Village Forester worked on the Private Property Tree Ordinance.

## OPERATIONS

April Rain = 4.42"

Although April's average temperatures matched the monthly mean, the month did not seem average with abnormal daily high temperatures. Public Works is not complaining as there was no snow in April, but the daily high was above 70° five of the first eleven days of April (average high is 58°) and then there were three days in the middle of the month when the daily high temperature struggled to make the average low of 42°! There was also 1" more rain than the monthly average with measurable rain falling 15 of 30 days this month.

Some minor infrastructure was installed/purchased this month. The final ten single- hoop bike racks from the DuPage County project were installed at



the southwest corner of Park and Crescent. Public Works negotiated with Union Pacific to install a concrete pad for the bike racks as part of the pedestrian diverters UP installed over the last year.

The installation of the bike racks were on hold until UP completed their work. There are now 46 single hoop bike racks spaced throughout the CBD, with 50% of them located near the railroad tracks and the Prairie Path. Operations also purchased and installed replacement concrete planters (rectangle



and circular) at the flower clock. These permanent planters are used for spring, summer and fall flowers and deteriorate over time due to exposure to the elements year round. Operations is also maintaining twelve stone flower pots that the Glen Ellyn Historical Society installed at the new park at Stacy's



Corners. These pots will also contain color during all seasons to provide a welcoming entry point to Glen Ellyn. In addition to the planting pots, Operations has also taken on the grounds responsibility for the majority of the property at the Glen Ellyn Historical Society including light poles, benches, trash cans, brick paths, landscaping, the irrigation system and tree maintenance.

April brings the start of the event season in Glen Ellyn. There were three major events this month: Illinois Prairie Path clean up, Recycling Extravaganza



and Touch-A-Truck. Operations took a street sweeper, a back hoe, and the aerial lift truck to Maryknoll Park where the Glen Ellyn Park District hosted the event. This is a popular event for the young kids in the village.

Last year Public Works purchased a new Bandit chipper for forestry work. This chipper came equipped with an electronic reversing auto feed system, a hydraulic winch, a wide profile in-feed hopper, almost double the horse power of the old chipper as well as lower emissions. The Bandit chipper's capabilities allow Operations to chip larger branches/trunks out in the field while reducing possible injuries from lifting and carrying heavier objects. The winch on the chipper pulls the log to the machine and loads it into the hopper, where it is



fed into the blades and chipped into the box on the back of the aerial truck. Not only does this reduce labor time and injury risk, but it reduces the need for Operations to return to large tree work sites where logs unable to be chipped were cut up and left for one week in the parkway for the public to take if they desired. Also, with increased removals due to

Emerald Ash Borer, all wood must be chipped and removed from the site on every ash removal.

During the month, Operations repaired a 6" valve for a bagged hydrant on Taft (this was originally called in as a water main break and turning off the valve to the hydrant stopped the leak). Operations used the Vector for excavating due to various factors:



multiple utilities located in the dig site, the perceived leak location being between the valve and the hydrant, and trying to keep the scope of the excavation within the parkway without cutting the road. Operations is always looking for ways to increase efficiency while maintaining high quality work and safety standards. Unfortunately, the leak turned out to be the valve itself and saw cutting the roadway was necessary for the repair.

Bedrock Earthscapes was contracted by Public Works to clear the path as well as the canopy over and within 10' of the path in Manor Woods. This work was completed in April in preparation for the community work day to mulch the paths in the beginning of May. This will reopen the woods to the public. Operations will provide the mulch as well as assist volunteers with mulching the paths in May.

**Employee happenings:**

Seasonal employees –

2 employees started

3 employees hired to start in May

Meetings –

2 employees attended the pre-con for Braeside Lighting Project

Training –

All employees – full day storm damage/safety and chain saw safety seminar

All employees – full day new aerial lift truck seminar  
2 employees – ½ day pavement maint. seminar  
1 employee - 1 day pesticide training and testing for general standards operator's license  
1 employee – ½ day perennial plant maintenance seminar

Evaluations – none (**NO** overdue reviews)

Coverage/Assistance – (82 hrs)

Front Office –

1 employee – 2 days (16hrs)  
1 employee - 3 lunches (3 hrs)  
1 employee – 2 morning/afternoon (7 hrs)

Plant Operations –

1 employee – customer service coverage(8 hrs)  
2 employees – 3 days on Memory Ct pump issues (48 hrs)

Below is a list of projects completed in April 2011 not captured in the core function spreadsheet:

#### **Utilities**

Bio Bags in Grease lines – 243

B-Box repairs – 4

Hydrant flushed – 625 (50%)

Storm Sewer cleanout repair – 1

Dust Suppression – 5 days

Valve repair – 1 (6" line)

Misc. –

Turned on Village water fountains  
Televised sanitary sewer on Bemis Rd near a sink hole (no failure found)  
Picked up 11 loads of topsoil for landscape renovations

#### **Forestry**

Misc. – 56 stump grinding sites from last November were reseeded

Three irrigation systems were started with minor repairs by the contractor

#### **Streets**

Asphalt –

1 day pothole patching – ½ cycle of town completed and top off 14 utility digs (2 tons UPM mix)

CBD – Reinstalled Horse Trough

Cleaned out and mulched tree grates  
Mulched Fire Station #1, Schock's Park, and Horse Trough, Crescent Island and Main/Penn Lot beds

Weed sidewalks (8 hrs)

Re-aligned all parking bumpers in Duane/Lorraine and South Main St parking lots

Replaced roof of Duane/Lorraine pay box  
10 bike racks installed at Park and Crescent

Electrical –

2 electrical work orders completed  
2 bulbs replaced

Flowers –

Took delivery of spring planting supplies and 2,596 spring plants

Filled with gravel, soil, manure and plantings:

12 concrete planters at Stacy's Corners  
39 pots delivered to the CBD  
27 pots (groupings) still at PW (partial planting)  
4 new planters at flower clock (2 rectangle planted in-house)

Contractor planted flower clock bed and 2 round bowl planters

Fertilized all roses at Volunteer Park, Fire Stat. #1, and east side of train station

Following beds prepped and planted for Spring: Horse Trough, Civic Center, Crescent Island, Penn Island, Schock's Park, Train Station

Hauling – 4.50 tons to Viola

Public Hearing Signs – 4 placed  
0 retrieved

Signs –

16 signs fabricated for special events  
3 signs replaced due to wind  
1 marker posts (4 signs) replaced due to vandalism

Special Events – (53 OT hours)

IPP Clean up –8 signs up on barricades for 2 weeks, 60 bags of trash collected

Recycle Extravaganza –40 barricades, 29 barricades with signs, 5 recycle bins, 20 safety vests, 2 rolls of caution tape, 20 cones (40 OT hrs – IPP/Recycle Events combined)

Soap Box Derby – 8 barricades (put out twice due to bad weather)

Touch-A-Truck – 3 vehicles (sweeper, back hoe, and aerial lift truck) (13 OT hours)

#### **PLANT OPERATIONS**

##### **Water Plants**

Wilson Avenue Pump Station - Submitted IEPA permits for the installation of a casing liner in Well #6.

### **Lift Stations**

Surrey – Operations crew & Joe Rein replaced impeller on pump #2.

Memory Ct - Operations crew & Joe Rein replaced defective check valve on Pump #2.

### **Distribution System**

32 routine bac-t samples

1 routine Bac-t sample - Well #5

### **Administration**

Monthly State Report submitted to the IEPA

Updates to Cross-Connection records

Began formulating the 2010 Consumer Confidence Report

### **ITEMS BEFORE THE VILLAGE BOARD**

#### **April 2011**

Public Works activity in front of the Village Board in April consisted of:

1. Approval of a contract with Utility Dynamics Corporation for installation of a new street lighting system associated with the Braeside Neighborhood Lighting Improvements Project, in the amount of \$522,000 (including a 10% contingency) to be expensed to the FY12 Capital Projects fund.
2. Approval of an agreement with Civiltech Engineering for construction engineering services for the Braeside Neighborhood Lighting Improvements Project, in the amount of \$65,000 (including a 10% contingency) to be expensed to the FY12 Capital Projects fund.
3. Approval of an engineering services agreement with Engineering Resources Associates (ERA) of Warrenville, IL for the design of water main, sanitary sewer, storm sewer and street improvements for Hawthorne Improvements Project in a not-to-exceed amount of \$290,000 (including a 10% contingency) to be expensed to the FY12 Water, Sanitary Sewer and Capital Projects funds.

4. Approval of a contract with Marking Specialists Corporation of Arlington Heights, IL for the 2011 Pavement Line Striping Program, in the not-to-exceed amount of \$45,000 to be expensed to the FY11 General Fund.
5. Approval to waive competitive bidding and approval of a contract for FY12 and FY13 Material Hauling/Gravel Delivery with Koz Trucking and Sons in the not-to-exceed amount of \$77,000; \$17,500 to be expensed to the FY12 Water Fund and \$17,500 to be expensed to the FY12 Sewer Fund for a total of \$35,000 for the first year of the contract.
6. Approval to waive competitive bidding and approval of a three year contract for FY12-14 Pavement Saw-Cutting Program to Diamond Coring Co., Inc. of Chicago, IL in the not-to-exceed amount of \$60,000; \$13,000 to be expensed to the FY12 Water Fund and \$7,000 to be expensed to the FY12 Sewer Fund for a total of \$20,000 for the first year of the contract.
7. Approval of a competitively bid contract for FY12 Concrete Spot Repair Program to Robert R. Andreas & Sons, Inc., of Cicero, IL in the not-to-exceed amount of \$36,000 to be expensed to the FY12 Water and Sanitary Sewer Funds.
8. Approval of the purchase of four pieces of equipment associated with our FY11 Equipment Service Replacement Program in the amount of \$99,227. All four of these vehicles are for the Police Department and three of them are purchased through the State of Illinois Joint Purchasing Program.
9. The following Public Works Employees were recognized for exceptional work and/or anniversary dates at an April Village Board Meeting: PW staff for the work they did on the 2010 Bryant Avenue/Thain's Addition Improvements Project.
10. A proclamation was made declaring Friday, April 29 as Arbor Day in Glen Ellyn. Village Forester Peggy Drescher accepted the proclamation and provided background information on the Village's Arbor Day activities

**PW Budget Tracking**

| <b><u>April '11</u></b>                  | <b>FY11</b>         | <b>FY11 Revised</b> |                     | <b>% of</b>   | <b>%</b>     |
|--|---------------------|---------------------|---------------------|---------------|--------------|
| <b><u>Operations and Maintenance</u></b> | <b>Budget</b>       | <b>Budget</b>       | <b>Spent YTD</b>    | <b>FY11</b>   | <b>Spent</b> |
| Administration & Engineering             | \$812,200           | \$813,729           | \$788,328           | 100.0%        | 96.9%        |
| General Fund - Operations                | \$2,073,200         | \$2,178,192         | \$2,102,067         | 100.0%        | 96.5%        |
| Water Fund - O/M                         | \$3,421,300         | \$3,625,311         | \$3,613,143         | 100.0%        | 99.7%        |
| Sanitary Sewer Fund - O/M                | \$4,501,300         | \$4,524,536         | \$4,344,455         | 100.0%        | 96.0%        |
| Parking Fund - O/M                       | \$224,000           | \$361,540           | \$343,058           | 100.0%        | 94.9%        |
| Equipment Services Fund                  | \$1,543,300         | \$1,543,300         | \$1,511,641         | 100.0%        | 97.9%        |
| Motor Fuel Tax Fund - O/M                | \$705,000           | \$810,000           | \$748,770           | 100.0%        | 92.4%        |
| <b>Total</b>                             | <b>\$13,280,300</b> | <b>\$13,856,608</b> | <b>\$13,451,462</b> | <b>100.0%</b> | <b>97.1%</b> |

**Capital Program**

|                               |                     |                     |                    |               |              |
|-------------------------------|---------------------|---------------------|--------------------|---------------|--------------|
| Water Fund - Capital          | \$1,711,000         | \$1,817,900         | \$1,650,628        | 100.0%        | 90.8%        |
| Sanitary Sewer Fund - Capital | \$1,820,000         | \$2,198,022         | \$2,025,269        | 100.0%        | 92.1%        |
| Parking Fund - Capital        | \$0                 | \$0                 | \$0                | 100.0%        | 0.0%         |
| Motor Fuel Tax Fund - Capital | \$0                 | \$0                 | \$0                | 100.0%        | 0.0%         |
| Capital Projects Fund         | \$7,094,000         | \$7,558,604         | \$5,834,219        | 100.0%        | 77.2%        |
| <b>Total</b>                  | <b>\$10,625,000</b> | <b>\$11,574,526</b> | <b>\$9,510,116</b> | <b>100.0%</b> | <b>82.2%</b> |

**PW CORE FUNCTIONS**

| <b>Admin</b>                        | <b>Apr 11</b> | <b>Apr 10</b> | <b>+/-</b> | <b>Apr11 YTD</b> | <b>Apr10 YTD</b> | <b>+/-</b> |
|-------------------------------------|---------------|---------------|------------|------------------|------------------|------------|
| Phone calls                         | 1,090         | 965           | 125        | 3,724            | 3,205            | 519        |
| Work Orders                         | 94            | 109           | (15)       | 387              | 348              | 39         |
| Time Sheets                         | 415           | 453           | (38)       | 1,945            | 2,002            | (57)       |
| Invoices                            | 184           | 145           | 39         | 592              | 512              | 80         |
| Customer Service Appts              | 133           | 122           | 11         | 450              | 377              | 73         |
| <b>ESD</b>                          |               |               |            |                  |                  |            |
| Jobs                                | 406           | 335           | 71         | 1,589            | 1,450            | 139        |
| Scheduled                           | 127           | 106           | 21         | 588              | 617              | (29)       |
| Non-Scheduled                       | 0             | 1             | (1)        | 2                | 6                | (4)        |
| Urgent                              | 0             | 2             | (2)        | 32               | 23               | 9          |
| Routine                             | 279           | 226           | 53         | 967              | 804              | 163        |
| Total Fuel Pumped (gal)             | 6,553         | 7,608         | (1,055)    | 32,799           | 32,609           | 190        |
| <b>Forestry</b>                     |               |               |            |                  |                  |            |
| Service Requests                    | 44            | 39            | 5          | 105              | 49               | 56         |
| <b>Operations - Utilities</b>       |               |               |            |                  |                  |            |
| Work Orders Completed               | 22            | 23            | (1)        | 86               | 72               | 14         |
| Water Main Breaks                   | 0             | 0             | 0          | 21               | 5                | 16         |
| Sanitary Sewer Back Ups             | 12            | 4             | 8          | 45               | 30               | 15         |
| Sanitary Sewer Back Ups - Village   | 0             | 0             | 0          | 3                | 4                | (1)        |
| Sanitary Sewer Cleaned (feet)       | 600           | 40            | 560        | 26,700           | 11,580           | 15,120     |
| Storm Sewer Structures Cleaned      | 9             | 11            | (2)        | 45               | 99               | (54)       |
| Storm Sewer Cleaned (feet)          | 0             | 0             | 0          | 0                | 0                | 0          |
| Storm Sewer Grates cleaned - cycles | 3             | 1             | 2          | 7                | 2                | 5          |
| Landscape Restorations (50/50)      | 15            | 21            | (6)        | 26               | 21               | 5          |
| JULIES                              | 500           | 473           | 27         | 1,002            | 1,077            | (75)       |
| <b>Operations - Forestry</b>        |               |               |            |                  |                  |            |
| Work Orders Completed               | 24            | 33            | (9)        | 64               | 91               | (27)       |
| Tree Removals                       | 19            | 13            | 6          | 98               | 97               | 1          |
| Tree Stump Grinding                 | 45            | 69            | (24)       | 45               | 94               | (49)       |
| Tree Cable Inspections              | 0             | 0             | 0          | 38               | 36               | 2          |
| Mowing Cycles                       | 1             | 2             | (1)        | 1                | 2                | (1)        |
| <b>Operations - Streets</b>         |               |               |            |                  |                  |            |
| Work Orders Completed               | 37            | 62            | (25)       | 217              | 168              | 49         |
| Asphalt - Potholes (surface tons)   | 2             | 2             | 0          | 33               | 49               | (16)       |
| Asphalt - Patching (surface tons)   | 0             | 15            | (15)       | 0                | 15               | (15)       |
| Block Party                         | 1             | 2             | (1)        | 1                | 2                | (1)        |
| Parking Meter Collections           | 4             | 5             | (1)        | 17               | 17               | 0          |
| Parkway Restorations                | 1             | 38            | (37)       | 1                | 38               | (37)       |
| Signs - Fabricated                  | 72            | 48            | 24         | 288              | 389              | (101)      |
| Signs - Installed                   | 56            | 63            | (7)        | 286              | 105              | 181        |
| Signs - Rehabbed                    | 41            | 0             | 41         | 173              | 85               | 88         |
| Street Sweeping (days)              | 18            | 21            | (3)        | 35               | 37               | (2)        |
| Street Sweeping (early AM)          | 9             | 9             | 0          | 15               | 15               | 0          |
| Street Sweeping (extra)             | 0             | 0             | 0          | 0                | 0                | 0          |
| Special Events                      | 3             | 5             | (2)        | 3                | 5                | (2)        |

May 11, 2011

## CONSTRUCTION ACTIVITY / PROJECT REPORT

### CONSTRUCTION PROJECT PROGRESS REPORTS

#### Projects in Construction Phase

##### **SUNSET / TURNER IMPROVEMENTS PROJECT – Contractor: R. W. Dunteman**

(Value of Contract = \$2,400,000)

Overall, the project is off to a reasonable start. In April, contractor paperwork was completed. Tree protection fencing, root pruning, tree trimming and needed tree removals were accomplished. Actual project construction started in late April with selected pavement removal (over trenches) and installation of water main on Sunset. A public information meeting was conducted on April 26 to discuss construction phase activities and issues; approximately 30 residents attended.

##### **BRAESIDE LIGHTING PROJECT – Contractor: Utility Dynamics**

(Value of Contract = \$522,000)

In April, the Village Board approved award of a construction contract to Utility Dynamics and an engineering services agreement with Civiltech. The preconstruction conference was held on April 20 with representatives from the contractor, engineer, DuPage County Community Development Commission and Village Public Works staff present. Conformed contract documents were developed and executed by both parties. Project shop drawings were submitted to the Village team by the contractor. Initial layout of the lights in the field was performed by the contractor and reviewed by the project team.

#### Projects in Design / Bidding Phase

##### **ESSEX COURT / GRAND / LAKE IMPROVEMENTS – Engineer: Rezek, Henry**

Pre-final project plans are being reviewed by staff. A June letting is now being targeted.

##### **LAKE ELLYN OUTFALL CHANNEL REHABILITATION – Engineer: Burns & McDonnell**

Most of the reviews associated with the issuance of permits have been completed. Discussions with project property owners are continuing regarding various issues and needed easements.

##### **RIGHT TURN LANE ON LAMBERT AT ROOSEVELT – Engineer: Hampton Lenzini Renwick**

The land acquisition process is ongoing: an acceptable counteroffer has been received from the property owner at the southeast corner of Lambert and Roosevelt and formal Village Board action on the pending land purchase will be considered on May 23. The Relocation Agreement with ComEd for the undergrounding of overhead utility wires on the east side of Lambert Road was signed; ComEd will begin that work in about 8 weeks. Current plans call for the project to be bid in November 2011 with construction starting in mid-May 2012.

**HAWTHORNE IMPROVEMENTS PROJECT - Engineer: ERA**

The Village Board approved an engineering services agreement with ERA in April. Vehicle counts and speed studies were performed on the Hawthorne corridor in late April. Field surveying is underway with the entire project area to be assessed by mid-May. Preliminary roadway layouts are now being crafted as the field data is obtained.

**CRESCENT BOULEVARD SIDEWALK EXTENSION – Engineer: Pavia-Marting**

The project could feasibly be constructed this year as the capital budget appears to be in good shape based on recent bidding; staff will wait until summer to decide. The plans still require final review.

**HILL AVENUE WATER MAIN EXTENSION – Engineer: Walter E. Deuchler**

The IEPA has completed its review of the sanitary sewer system facility and environmental impact plan. The public comment period for the sanitary sewer and water distribution system plans will be combined, with a public hearing to be conducted sometime in June.

**NICOLL WAYLAND BRIDGE REPAIRS – Engineer: Walter E. Deuchler**

Bidding will occur in 2011 following the letting of the Essex Court / Grand / Lake project.

**Construction Projects in Punch List or Closeout Phase**

**SOUTH PARK BOULEVARD & LAMBERT ROAD LAPP – Contractor: Geneva Construction**

(Value of Contract = \$627,000 = Bid Price, entirely funded by ARRA [stimulus] dollars)

All work is complete on the project. Close-out activities are continuing. It is anticipated that the final project cost will be close to or slightly under the bid price.

**RIFORD ROAD RECONSTRUCTION – Contractor: R. W. Dunteman**

(Value of IDOT Contract = \$2,452,000; Federal Share = \$1,175,000; County Share = \$191,000; Village Share = \$1,086,000)

The contractor has completed miscellaneous construction and restoration; some warranty / follow-up work still needs to be completed. The engineer has requested additional compensation for needed re-design work undertaken early in the project; a contract amendment is being prepared for Board consideration.

**BRYANT AVENUE – THAIN'S ADDITION – Contractor: Martam Construction**

(Value of Contract = \$6,000,000)

Concrete patching work and miscellaneous construction has been completed. Landscape restorations at sites not worked on last year will be completed this week. Punch list work – especially related to landscaping – will be worked on through the balance of the month.

**ROSLYN & SCOTT SANITARY SEWER EXTENSION – Contractor: Lifco Construction**

(Value of Contract = \$21,000)

The closeout paperwork and final project payment have been prepared and distributed for appropriate staff signatures and final payment. The final cost of the project was \$21,000.

**PARK/GE PLACE/PRAIRIE IMPROVEMENTS PROJECT – Contractor: Brothers Asphalt**  
(Value of Contract = \$1,200,000)

Discussions are still continuing related to an upcoming mediation session to resolve the issue of the appropriate level of liquidated damages and other project charges associated with the failure to complete the work in a timely fashion in 2009.

**Other Projects under Contract**

**SCADA SYSTEM UPGRADE PROJECT – Contractor: Gasvoda and Associates/Dixie Electric**  
(Value of Contract = \$125,000 + \$18,800 for antenna installations)

The Public Works team is preparing a package for consideration of a special use permit for a Cottage Tank antenna, pending resolution of use issues associated with the high tank.

**BACKUP WELL REHABILITATIONS – Contractor: Well #6: Water Well Solutions**  
(Value of Contract: Well #6 = \$86,000)

The IEPA permit for the planned installation of the permanent liner has been prepared and submitted to Springfield for review.

**Maintenance Projects**

Project awards in April:

- ❑ Concrete Spot Repair – Robert R. Andreas: \$36,000
- ❑ Pavement Line Striping – Marking Specialists: \$45,000
- ❑ Material Hauling / Stone Delivery – Koz Trucking: \$35,000 (Year 1 of contract)
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**ENGINEERING PROJECTS**

**SANITARY SEWER EVALUATION SURVEY – Engineer: RJN Group, Inc.**

A meeting to discuss the draft report was held on April 27.

**CENTRAL BUSINESS DISTRICT TRAFFIC STUDY – Engineer: KLOA**

The engineer would like to review the project recommendations with staff before presenting the plan to various project stakeholders.

**NORTH REGIONAL DETENTION FACILITY – Engineer: A. McGurr, Ltd.**

The CBBEL report on alternative locations should be updated in the near future.

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# VILLAGE OF GLEN ELLYN RECREATION DEPARTMENT

Village Links - Panfish Park - Lambert Lake Nature Preserve - Co-Op Park



## MANAGER'S REPORT FOR April 2011

Prepared by Matt Pekarek

*Matt Pekarek*

April was a poor month for golf. After a better than average start in the first two weeks, the weather turned for the worse and remained that way for much of the second half, leaving us with one of the worst Aprils in recent years.

allowed our daffodils to staff in bloom for the entire month of April, into May. Shrubs and trees are just starting to leaf out at the end of April. We all have a lot of catching up to do.

### APRIL WEATHER

| High Temperatures In April |      |      |      |      |      |      |      |      |      |      |
|----------------------------|------|------|------|------|------|------|------|------|------|------|
|                            | 2011 | 2010 | 2009 | 2008 | 2007 | 2006 | 2005 | 2004 | 2003 | 2002 |
| 90° days                   |      |      |      |      |      |      |      |      |      | 4    |
| 80° days                   | 1    | 4    | 2    | 1    | 2    | 1    | 3    | 2    | 4    | 3    |
| 70° days                   | 4    | 8    | 3    | 8    | 4    | 10   | 7    | 6    | 6    | 2    |
| 60° days                   | 4    | 12   | 6    | 5    | 7    | 9    | 7    | 6    | 9    | 7    |
| 50° days                   | 14   | 5    | 11   | 11   | 8    | 8    | 11   | 12   | 5    | 6    |
| 40° days                   | 6    | 1    | 6    | 5    | 3    | 2    | 2    | 4    | 2    | 8    |
| 30° days                   | 1    |      | 2    |      | 6    |      |      |      |      | 4    |
| Rain                       | 4.5" | 2.5" | 4.7" | 2.9" | 3.0" | 3.5" | 2.3" | 1.3" | 2.6" | 4.7" |
| Snow                       |      |      | 2"   |      | 2"   |      |      |      |      | 3"   |

April 2011 finished with a stretch of cool, overcast, persistently rainy days that made it seem worse than it was. Unfortunately, April success hinges much more on the last two weeks of the month than it does on the first part of the month.

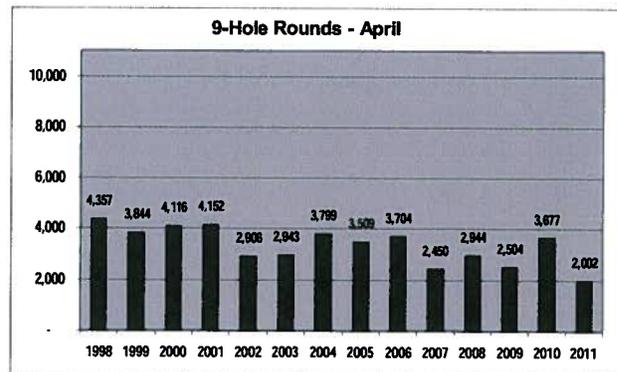
The result was a poor April on all fronts. The course is in fair shape, with cooler temperatures stunting the grow of most grass. Tees, greens, fairways and roughs were all in weak condition due to the cool, rainy, cloudy conditions. Play was at an all-time low.

Weathermen reported the sun was out only 29% of the time in April - a record low in the 118 years that weather records have been kept in Chicago.

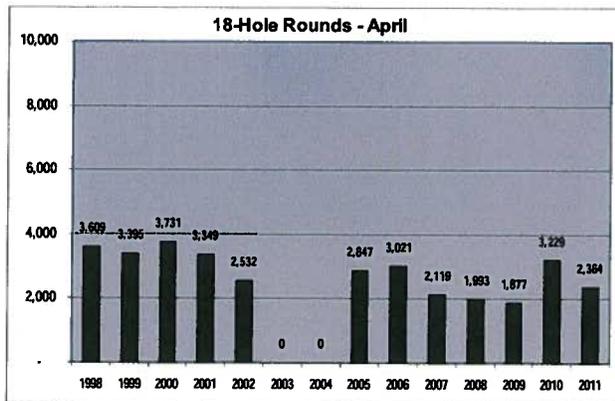
All plant life is behind due to the weather - not just turfgrass. The prolonged stretch of cool weather

### ROUNDS PLAYED

| Rounds History By Course |          |         |         |         |       |         |
|--------------------------|----------|---------|---------|---------|-------|---------|
| Year                     | 18-Holes |         | 9-Holes |         | Total |         |
|                          | Apr      | Apr YTD | Apr     | Apr YTD | Apr   | Apr YTD |
| 1998                     | 3,609    | 4,203   | 4,357   | 7,374   | 7,966 | 11,577  |
| 1999                     | 3,395    | 3,521   | 3,844   | 5,943   | 7,239 | 9,464   |
| 2000                     | 3,731    | 4,552   | 4,116   | 7,887   | 7,847 | 12,439  |
| 2001                     | 3,349    | 3,435   | 4,152   | 5,771   | 7,501 | 9,206   |
| 2002                     | 2,532    | 2,672   | 2,906   | 4,878   | 5,438 | 7,550   |
| 2003                     | 0        | 0       | 2,943   | 3,895   | 2,943 | 3,895   |
| 2004                     | 0        | 0       | 3,799   | 5,334   | 3,799 | 5,334   |
| 2005                     | 2,847    | 2,999   | 3,509   | 4,572   | 6,356 | 7,571   |
| 2006                     | 3,021    | 3,120   | 3,704   | 5,529   | 6,725 | 8,649   |
| 2007                     | 2,119    | 2,448   | 2,450   | 3,609   | 4,569 | 6,057   |
| 2008                     | 1,993    | 1,993   | 2,944   | 3,433   | 4,937 | 5,426   |
| 2009                     | 1,877    | 2,627   | 2,504   | 3,690   | 4,381 | 6,317   |
| 2010                     | 3,229    | 3,922   | 3,677   | 4,856   | 6,906 | 8,778   |
| 2011                     | 2,364    | 2,813   | 2,002   | 2,825   | 4,366 | 5,638   |



**9-hole course rounds played were down 46% in April.**



**18-hole course rounds played were down 27%.**

18-hole play was masked by a large number of Spring Special rounds. This was the second year for the Spring Special. It generated considerable play, but limited revenue.

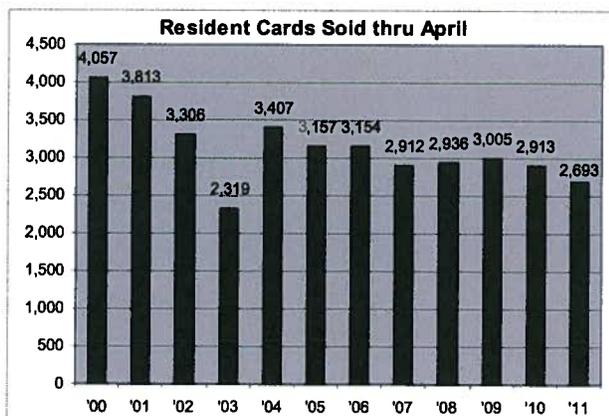
## GOLF

**Golf rounds** in April were down 37% and are down 36% for the year. Green fee revenue was down 34% for the month and is down 36% for the year

**Motorized cart** revenue was down 46% in April and is down 48% for the year.

**Driving range** sales were down 36% for the month, and are down 38% for the season.

**Resident Card** sales are down 14% through April.



● Four week night 9-hole golf leagues began play during April, with two leagues scheduled to begin play in May. This year's evening line up includes:

- Monday 4:28 PM (18 weeks)  
Bell Labs Ladies, 24 players
- Tuesday 4:14 PM (20 weeks)  
Lucent Technology, 32 players
- Wednesday 4:07 PM (24 weeks)  
Knights of Columbus, 20 players
- Wednesday 4:56 PM (25 weeks)  
Ladies of the Evening, 24 players
- Thursday 4:28 PM (20 weeks)  
Thursday Men, 24 players
- Thursday 5:10 PM (17 weeks)  
Freeloaders League, 16 players

- Two week night leagues began play on the front nine of the 18-hole course in April and early May:  
Thursday 4:30 PM (18 weeks)  
Valley View League, 40 players  
Thursday 4:54 PM (20 weeks)  
Ladies of the Links, 16 players

- The Village Links conducts two evening leagues that are open to the public. These leagues accommodate up to 32 players and begin play in April or early May:

- Tuesday Team Play, 4:30 PM, 17 weeks
- Wednesday Wagglers, 4:30 PM, 18 weeks

- The Monday Over 50 Men's League began Monday April 25. This 18-hole league plays most Mondays (16 weeks) at 8:00 a.m.

- 28 golfers played in the Spring Scramble on Saturday April 2. 11 golfers played in the Spring Chapman on Sunday April 3.

- Weekend Permanent Times began on April 9. Six Permanent Time events were scheduled in April, but one was cancelled due to bad weather. An average of 40 golfers played in each event.

- Over 60 play began Wednesday, April 13 on the 9-hole course. 80 golfers played in week one, but the next two events were rained out.

- G.A.S. (Golf After School), a junior golf league, began play April 4. They play twice a week over two months.

- A Junior 9-Hole Tournament kicked off the 2011 junior competition season with 19 youngsters competing on Saturday April 30.



**Roughs**

Roughs were mowed once. Weak areas in roughs were seeded and fertilized.

| Roughs      | Number of times task was completed |      |     |     |     |     |     |     |     |     |  |  |
|-------------|------------------------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|--|--|
|             | Mar                                | Apr  | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |  |  |
| Mowed       |                                    | 1    |     |     |     |     |     |     |     |     |  |  |
| Aerated     |                                    |      |     |     |     |     |     |     |     |     |  |  |
| Fertilized  |                                    | part |     |     |     |     |     |     |     |     |  |  |
| Insecticide |                                    |      |     |     |     |     |     |     |     |     |  |  |
| Herbicide   |                                    |      |     |     |     |     |     |     |     |     |  |  |

**Driving Range**

| Practice Tee: | Number of times task was completed |     |     |     |     |     |     |     |     |     |  |  |
|---------------|------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|--|
|               | Mar                                | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |  |  |
| Mowed         |                                    | 4   |     |     |     |     |     |     |     |     |  |  |
| Divots Seeded |                                    | 5   |     |     |     |     |     |     |     |     |  |  |
| Aerated       |                                    |     |     |     |     |     |     |     |     |     |  |  |
| Fertilized    |                                    |     |     |     |     |     |     |     |     |     |  |  |
| Herbicide     |                                    |     |     |     |     |     |     |     |     |     |  |  |
| Insecticide   |                                    |     |     |     |     |     |     |     |     |     |  |  |

**Irrigation System**

The irrigation system has not been turned on for the season. Leaving the system off during a wet April saves wear and tear on the two pump stations.

**Other Tasks**

1. Thirty one ballwashers were put out for the season.
2. Branches from winter storms were removed from the course.
3. Litter was removed from the golf course ponds.
4. Three acres of prairie sites were mowed down. A prescribed ecological burn was performed on four acres of prairie
5. Litter was picked up twice from the parkways.
6. Clubhouse patio umbrellas were installed for the season.

**Horticulture**

1. Pansy flowers were planted in Clubhouse exterior planters.
2. Landscape bed edging began. Fifty percent of the beds were completed.
3. Landscape beds were cleaned of debris from the previous growing season.
4. Two Cottonwood trees left of #18 tee were removed.

| Horticulture:                | Number of times task was completed |     |      |     |     |     |     |     |     |     |  |  |
|------------------------------|------------------------------------|-----|------|-----|-----|-----|-----|-----|-----|-----|--|--|
|                              | Mar                                | Apr | May  | Jun | Jul | Aug | Sep | Oct | Nov | Dec |  |  |
| Plant Flowers                |                                    | 1   |      |     |     |     |     |     |     |     |  |  |
| Remove Spent Flower Blooms   |                                    |     |      |     |     |     |     |     |     |     |  |  |
| Water Plant Containers       |                                    |     |      |     |     |     |     |     |     |     |  |  |
| Fertilize Flowers            |                                    |     |      |     |     |     |     |     |     |     |  |  |
| CleanOut Beds                |                                    | 1   |      |     |     |     |     |     |     |     |  |  |
| Water Select Beds            |                                    |     |      |     |     |     |     |     |     |     |  |  |
| Remove Weeds                 |                                    |     |      |     |     |     |     |     |     |     |  |  |
| Spray Weeds                  |                                    |     |      |     |     |     |     |     |     |     |  |  |
| Trim Bed Edges               |                                    |     | part |     |     |     |     |     |     |     |  |  |
| Repair Mulch Erosion         |                                    |     |      |     |     |     |     |     |     |     |  |  |
| Trim Clubhouse Shrubs        |                                    |     |      |     |     |     |     |     |     |     |  |  |
| Trim Shrubs in Planting Beds |                                    |     |      |     |     |     |     |     |     |     |  |  |
| Plant Shrubs                 |                                    |     |      |     |     |     |     |     |     |     |  |  |
| Trim Trees                   |                                    |     |      |     |     |     |     |     |     |     |  |  |
| Plant Trees                  |                                    |     |      |     |     |     |     |     |     |     |  |  |
| Fertilize Trees or Shrubs    |                                    |     |      |     |     |     |     |     |     |     |  |  |

**MECHANICAL MAINTENANCE**

Maintenance and repair tasks accomplished in April included:

1. The Ed Posh Scholarship Display Wall in the clubhouse entrance hall was patched and painted. The Tournament Trophy Wall was also patched and painted.
2. A new wait station pass-through counter was installed in the restaurant.
3. New tires were installed on E-plex #1 mower, an electric tri-plex greens mower.
4. New bathroom partitions were installed in the Halfway House Restrooms.
5. The privacy partition at the Halfway House restroom entrance was rebuilt and stained.
6. The North Entrance Sign light fixture was repaired.
7. The Clubhouse and Halfway House HVAC units were serviced.



**Our staff stays productive, even when it is too wet to work on the course. In April they replaced the privacy partition outside of the Halfway House restrooms. We are fortunate to have such a talented seasonal crew.**



**The new partition.**

### PRO SHOP

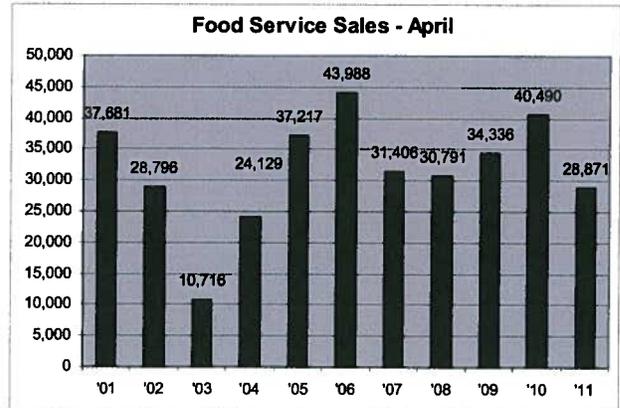
**Retail merchandise sales were up 1% in April and are up 19% for the year.**



**New spring merchandise is arriving daily. A fiscal year end inventory of Pro Shop merchandise was taken on Saturday April 30.**

### FOOD SERVICE

**Food service revenues were down 29% for the month, and are down 26% for the year.**



The grounds department has started a new initiative - organic golf course grown produce for the Village Links Grill. We are growing a small number of vegetables, including lettuce, tomatoes, basil and peppers. The produce is being grown in containers with a fertile soil, moisture control, without the need for pesticides. The produce will be fresher than that available from restaurant suppliers at a comparable cost. Using locally grown produce is an environmentally friendly practice that eliminates the use of fuel for harvest and delivery.

While growing produce on site is increasingly popular nationally, there are few restaurants doing so in DuPage County. Village Links Grill will be the only restaurant in Glen Ellyn serving food grown on site. We will promote the quality of vegetables served in the Village Links Grill and the environmental sustainability of this effort. We will experiment throughout 2011 and expand our efforts where it makes sense.



**Using these 24 Earth Box® containers, we can manage moisture and grow vegetables organically without chemical fertilizers or pesticides. With the containers on pallets we can move them inside if frost is predicted, giving us a month head start on conventional gardening.**



**Head Lettuce is one of the initial vegetable crops being grown at the Village Links.**



**The first tomato plants have flowered. We are only a piglet away from a truly homemade BLT!**

## PARKS

| Mow Parks:   | Number of times park was mowed |     |     |     |     |     |     |     |     |     |  |  |
|--------------|--------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|--|
|              | Mar                            | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |  |  |
| Panfish Park |                                | 1   |     |     |     |     |     |     |     |     |  |  |
| Lambert Lake |                                | 1   |     |     |     |     |     |     |     |     |  |  |
| Co-op Park   |                                | 1   |     |     |     |     |     |     |     |     |  |  |

Panfish Park, Co-Op Park and the picnic area at Lambert Lake, were mowed once. Litter was removed throughout.

Litter was removed from the ponds at Panfish Park and Lambert Lake.

The walking path at Lambert Lake was freshly dressed with recycled wood chips. Our wood chips come from tree debris from the Village Links and from Village Forestry operations.

Invasive non-native plants were removed north and west of the Lambert Lake parking lot.

The gravel parking lot at Lambert Lake was graded to smooth out erosion that occurred over the winter.

Staff is working with the Village Public Works Department to develop a long term maintenance plan for Manor Woods, a Village owned neighborhood open space parcel a little north of the B.R. Ryall YMCA. Staff has proposed that the Recreation Department provide long term maintenance of the property, with funding to be covered by the Village.

## PROMOTION

We sold 131 **Spring Specials** in 2011, generating \$22,925 in revenue for April and May. The \$175 Spring Special provides unlimited weekday golf in April and unlimited half price weekday golf in May. 722 rounds were played in April, an average of 34 per day. The Spring Special accounted for 30% of all rounds on the 18-hole course in April.

Our **mass mailing coupon** program began in April. We are distributing coupons to 50,000 residences each month through two distribution companies. These coupons target the Village Links Grill, the driving range and 9-hole golf course. The coupon program is marginally successful.

**Village Links e-News** were sent by email to about 2500 customers subscribing to this service. Emails are being sent on the first and third Wednesday of each month. In addition, emails are sent when something of note occurs.

### **FOUL MIGRATORY WATER FOWL**

Kudos to 1st Assistant Golf Professional Mike Campbell for getting us through the Canada Geese nesting season with no active nests on the golf course. Mike is the primary handler of our Border Collie, which is a significant additional effort to his golf business duties. In addition to caring for Dylan the Border Collie, who we keep away from the public because of the tendency to exhibit aggressive behavior without notice, Mike keeps track of the tendencies of the Canada Geese population. At key times of the year, this is a 24/7 job that finds Mike at work at any hour of the day or night.

A benefit to being without nests at this time of the year, is that the golf course will be generally goose free through late June. Adult geese stay near to their nests to protect and raise their goslings. Toward the end of the nesting period, they molt and lose the ability to fly. The only geese flying at this time of year is the small population of juveniles that are too immature to mate. Even if they visit the Village Links in small numbers, those juveniles won't cause too much of a problem.

Another advantage of being nest free is that we won't have to contend with geese returning to their Village Links birthplace in coming years. It is much easier to discourage geese from nesting when few if any of the geese know this to be "home". We have generally been nest free for well over a decade, with only the occasional stealth nest hidden from view.

Of course success during the nesting season means nothing when combating the August-September migration. Nor does it help prevent permanent resident geese from coming in to feed late at night, in October and November. Or the over-winter flocks that land in search of grass and open water in December and January.

And then February comes, the geese start pairing off again and we are back to square one. Enjoy a goose free April, May and June.

### **ITEMS BEFORE THE VILLAGE BOARD**

#### Last Month

none

#### Upcoming

none

### **THE MONTH AHEAD**

Planning for  
"Have One On Us"  
scheduled for June 17-80

Swingin' Set Ladies League begins - Tues. May 3

Tuesday Team Play begins - Tuesday May 3

Annual flowers - planting begins mid-May

Junior 9 Hole Event Sunday 23

Memorial Day Holiday - Monday May 30

**Memorandum**

**May 6, 2011**

**TO: RECREATION COMMISSION**  
**FROM: MATT PEKAREK, RECREATION DIRECTOR**  
**RE: Enclosed Materials**

*Matt Pekarek.*

Enclosed please find the following:

1. The Agenda for the Tuesday May 10, 2011 Recreation Commission meeting.
2. The Monthly Manager's Report for April 2011.

**Note:**

I have not yet received the draft minutes of the April 20, 2011 meeting of the Recreation Commission. I will forward them to you when I receive them.

I have not received the financial statements for April 2011. I will forward them to you when I receive them.

cc: Terry Burghard, Interim Village Manager

Village of Glen Ellyn  
General Fund Budget Summary  
For the Month Ended  
April 30, 2011

|                                  | MONTH            |                  |                          | YTD               |                   |                      | BUDGET            |                   |                   |                  |            |
|----------------------------------|------------------|------------------|--------------------------|-------------------|-------------------|----------------------|-------------------|-------------------|-------------------|------------------|------------|
|                                  | Last Year        | Current Year     | Monthly Variance<br>\$ % | Last Year YTD     | Current Year YTD  | YTD Variance<br>\$ % | Annual Budget     | YTD Budget        | YTD Actual        | Variance<br>\$ % |            |
| <b>REVENUES</b>                  |                  |                  |                          |                   |                   |                      |                   |                   |                   |                  |            |
| <b>TAXES</b>                     |                  |                  |                          |                   |                   |                      |                   |                   |                   |                  |            |
| Property Tax                     | -                | 8                | 8                        | 2,647,245         | 2,743,317         | 96,072               | 2,740,000         | 2,740,000         | 2,743,317         | 3,317            | 0%         |
| Fire SSA Tax                     | -                | -                | -                        | -                 | 190,310           | 190,310              | 190,000           | 190,000           | 190,310           | 310              | 0%         |
| Sales Tax                        | 272,753          | 252,047          | (20,706)                 | 2,986,176         | 3,119,624         | 133,448              | 3,000,000         | 3,000,000         | 3,119,624         | 119,624          | 4%         |
| Home Rule Sales Tax              | 151,258          | 148,985          | (2,273)                  | 1,013,460         | 1,713,720         | 700,260              | 1,750,000         | 1,750,000         | 1,713,720         | (36,280)         | -2%        |
| State Income Tax                 | 203,935          | 196,595          | (7,340)                  | 2,144,364         | 2,105,024         | (39,340)             | 2,100,000         | 2,100,000         | 2,105,024         | 5,024            | 0%         |
| Other Taxes                      | 46,872           | 54,461           | 7,589                    | 868,580           | 935,855           | 67,275               | 838,000           | 838,000           | 935,855           | 97,855           | 12%        |
| <b>LICENSES &amp; PERMITS</b>    |                  |                  |                          |                   |                   |                      |                   |                   |                   |                  |            |
| Vehicle Licenses                 | 127,943          | 153,930          | 25,987                   | 380,060           | 435,052           | 54,992               | 425,000           | 425,000           | 435,052           | 10,052           | 2%         |
| Business Registration            | 360              | 180              | (180)                    | 32,431            | 42,610            | 10,179               | 40,000            | 40,000            | 42,610            | 2,610            | 7%         |
| Liquor Licenses                  | 2,040            | 1,045            | (995)                    | 121,793           | 115,970           | (5,823)              | 115,000           | 115,000           | 115,970           | 970              | 1%         |
| Building Permits                 | 71,584           | 221,511          | 149,927                  | 441,205           | 734,253           | 293,048              | 460,000           | 460,000           | 734,253           | 274,253          | 60%        |
| <b>CHARGES &amp; FEES</b>        |                  |                  |                          |                   |                   |                      |                   |                   |                   |                  |            |
| Ambulance Service Fees           | 61,173           | 52,858           | (8,315)                  | 445,202           | 666,419           | 221,217              | 750,000           | 750,000           | 666,419           | (83,581)         | -11%       |
| Police Service Reimbursements    | 1,258            | 875              | (383)                    | 124,874           | 139,405           | 14,531               | 141,000           | 141,000           | 139,405           | (1,595)          | -1%        |
| Accounting Fees - GWA/Library    | 20,258           | 10,675           | (9,583)                  | 243,096           | 128,100           | (114,996)            | 128,000           | 128,000           | 128,100           | 100              | 0%         |
| <b>OTHER</b>                     |                  |                  |                          |                   |                   |                      |                   |                   |                   |                  |            |
| Police/Court Fines               | 30,821           | 48,596           | 17,775                   | 443,719           | 449,395           | 5,676                | 640,000           | 640,000           | 449,395           | (190,605)        | -30%       |
| Investment Income                | 1,023            | 1,121            | 98                       | 21,494            | 14,314            | (7,180)              | 19,000            | 19,000            | 14,314            | (4,686)          | -25%       |
| Miscellaneous Income             | 52,673           | 16,570           | (36,103)                 | 324,337           | 311,715           | (12,622)             | 238,000           | 238,000           | 311,715           | 73,715           | 31%        |
| Transfers from Other Funds       | 89,457           | 85,500           | (3,957)                  | 1,473,484         | 1,426,000         | (47,484)             | 1,426,000         | 1,426,000         | 1,426,000         | -                | 0%         |
| <b>Revenue Totals</b>            | <b>1,133,408</b> | <b>1,244,957</b> | <b>111,549</b>           | <b>13,711,520</b> | <b>15,271,083</b> | <b>1,559,563</b>     | <b>15,000,000</b> | <b>15,000,000</b> | <b>15,271,083</b> | <b>271,083</b>   | <b>2%</b>  |
| <b>EXPENDITURES</b>              |                  |                  |                          |                   |                   |                      |                   |                   |                   |                  |            |
| Village Board & Clerk            | 3,087            | 829              | (2,258)                  | 71,359            | 47,459            | (23,900)             | 53,000            | 53,000            | 47,459            | (5,541)          | -10%       |
| Village Manager's Office         | 37,731           | 115,514          | 77,783                   | 859,327           | 949,053           | 89,726               | 847,900           | 847,900           | 949,053           | 101,153          | 12%        |
| Facilities Maintenance           | 41,628           | 42,437           | 809                      | 384,128           | 365,904           | (18,224)             | 400,700           | 400,700           | 365,904           | (34,796)         | -9%        |
| Finance                          | 70,174           | 63,895           | (6,279)                  | 948,272           | 973,824           | 25,552               | 1,071,500         | 1,071,500         | 973,824           | (97,676)         | -9%        |
| Planning & Development           | 102,986          | 98,033           | (4,953)                  | 1,022,431         | 1,137,185         | 114,754              | 1,135,100         | 1,135,100         | 1,137,185         | 2,085            | 0%         |
| Police                           | 422,188          | 479,576          | 57,388                   | 6,333,584         | 6,775,262         | 441,678              | 6,940,300         | 6,940,300         | 6,775,262         | (165,038)        | -2%        |
| Fire                             | 115,192          | 171,415          | 56,223                   | 1,330,659         | 1,644,920         | 314,261              | 1,666,100         | 1,666,100         | 1,644,920         | (21,180)         | -1%        |
| Public Works - Admin & Eng.      | 59,593           | 49,765           | (9,828)                  | 728,402           | 782,552           | 54,150               | 812,200           | 812,200           | 782,552           | (29,648)         | -4%        |
| Public Works - Operations        | 117,490          | 156,804          | 39,314                   | 1,712,617         | 1,933,157         | 220,540              | 2,073,200         | 2,073,200         | 1,933,157         | (140,043)        | -7%        |
| <b>Expenditure Totals</b>        | <b>970,069</b>   | <b>1,178,268</b> | <b>208,199</b>           | <b>13,390,779</b> | <b>14,609,316</b> | <b>1,218,537</b>     | <b>15,000,000</b> | <b>15,000,000</b> | <b>14,609,316</b> | <b>(390,684)</b> | <b>-3%</b> |
| <b>Net Increase / (Decrease)</b> | <b>163,339</b>   | <b>66,689</b>    | <b>(96,650)</b>          | <b>320,741</b>    | <b>661,767</b>    | <b>341,026</b>       | <b>-</b>          | <b>-</b>          | <b>661,767</b>    | <b>661,767</b>   | <b>-</b>   |



**Village of Glen Ellyn  
Fiscal Year 2010/11 General Fund Budget  
Cumulative Budget Variances**

| <b>REVENUES</b> |                |                |                         |                   |                   |                            |                              |
|-----------------|----------------|----------------|-------------------------|-------------------|-------------------|----------------------------|------------------------------|
|                 | Monthly Budget | Monthly Actual | Monthly Budget Variance | Cumulative Budget | Cumulative Actual | Cumulative Budget Variance | Positive (Negative) Variance |
| May             | 1,146,550      | 1,100,274      | (46,276)                | 1,146,550         | 1,100,274         | (46,276)                   | -4%                          |
| June            | 2,595,150      | 2,559,965      | (35,185)                | 3,741,700         | 3,660,239         | (81,461)                   | -2%                          |
| July            | 1,043,550      | 1,034,918      | (8,632)                 | 4,785,250         | 4,695,157         | (90,093)                   | -2%                          |
| August          | 1,037,650      | 1,031,658      | (5,992)                 | 5,822,900         | 5,726,815         | (96,085)                   | -2%                          |
| September       | 2,358,050      | 2,374,612      | 16,562                  | 8,180,950         | 8,101,427         | (79,523)                   | -1%                          |
| October         | 1,002,250      | 1,023,164      | 20,914                  | 9,183,200         | 9,124,591         | (58,609)                   | -1%                          |
| November        | 997,150        | 1,057,551      | 60,401                  | 10,180,350        | 10,182,142        | 1,792                      | 0%                           |
| December        | 933,250        | 921,019        | (12,231)                | 11,113,600        | 11,103,161        | (10,439)                   | 0%                           |
| January         | 837,450        | 918,598        | 81,148                  | 11,951,050        | 12,021,759        | 70,709                     | 1%                           |
| February        | 886,350        | 895,029        | 8,679                   | 12,837,400        | 12,916,788        | 79,388                     | 1%                           |
| March           | 1,008,450      | 1,109,338      | 100,888                 | 13,845,850        | 14,026,126        | 180,276                    | 1%                           |
| April           | 1,154,150      | 1,244,957      | 90,807                  | 15,000,000        | 15,271,083        | 271,083                    | 2%                           |
|                 | 15,000,000     | 15,271,083     | 271,083                 |                   |                   |                            |                              |

| <b>EXPENDITURES</b> |                |                |                         |                   |                   |                            |                              |
|---------------------|----------------|----------------|-------------------------|-------------------|-------------------|----------------------------|------------------------------|
|                     | Monthly Budget | Monthly Actual | Monthly Budget Variance | Cumulative Budget | Cumulative Actual | Cumulative Budget Variance | (Positive) Negative Variance |
| May                 | 1,195,500      | 1,098,040      | (97,460)                | 1,195,500         | 1,098,040         | (97,460)                   | -8%                          |
| June                | 1,583,400      | 1,448,106      | (135,294)               | 2,778,900         | 2,546,146         | (232,754)                  | -8%                          |
| July                | 1,284,800      | 1,380,162      | 95,362                  | 4,063,700         | 3,926,308         | (137,392)                  | -3%                          |
| August              | 1,200,800      | 1,121,225      | (79,575)                | 5,264,500         | 5,047,533         | (216,967)                  | -4%                          |
| September           | 1,538,500      | 1,507,034      | (31,466)                | 6,803,000         | 6,554,567         | (248,433)                  | -4%                          |
| October             | 1,208,800      | 1,029,332      | (179,468)               | 8,011,800         | 7,583,899         | (427,901)                  | -5%                          |
| November            | 1,187,100      | 1,048,908      | (138,192)               | 9,198,900         | 8,632,807         | (566,093)                  | -6%                          |
| December            | 1,255,500      | 1,533,986      | 278,486                 | 10,454,400        | 10,166,793        | (287,607)                  | -3%                          |
| January             | 1,164,800      | 1,229,291      | 64,491                  | 11,619,200        | 11,396,084        | (223,116)                  | -2%                          |
| February            | 1,232,100      | 1,030,222      | (201,878)               | 12,851,300        | 12,426,306        | (424,994)                  | -3%                          |
| March               | 1,062,500      | 1,004,742      | (57,758)                | 13,913,800        | 13,431,048        | (482,752)                  | -3%                          |
| April               | 1,086,200      | 1,178,268      | 92,068                  | 15,000,000        | 14,609,316        | (390,684)                  | -3%                          |
|                     | 15,000,000     | 14,609,316     | (390,684)               |                   |                   |                            |                              |

| <b>NET INCOME / (LOSS)</b> |                           |                                      |                              |   |  |
|----------------------------|---------------------------|--------------------------------------|------------------------------|---|--|
|                            | Monthly Net Income (Loss) | Monthly Budget Variance Pos. / (Neg) | Cumulative Net Income (Loss) | Cumulative Budget Variance Pos. / (Neg) |  |
| May                        | 2,234                     | 51,184                               | 2,234                        | 51,184                                  |  |
| June                       | 1,111,859                 | 100,109                              | 1,114,093                    | 151,293                                 |  |
| July                       | (345,244)                 | (103,994)                            | 768,849                      | 47,299                                  |  |
| August                     | (89,567)                  | 73,583                               | 679,282                      | 120,882                                 |  |
| September                  | 867,578                   | 48,028                               | 1,546,860                    | 168,910                                 |  |
| October                    | (6,168)                   | 200,382                              | 1,540,692                    | 369,292                                 |  |
| November                   | 8,643                     | 198,593                              | 1,549,335                    | 567,885                                 |  |
| December                   | (612,967)                 | (290,717)                            | 936,368                      | 277,168                                 |  |
| January                    | (310,693)                 | 16,657                               | 625,675                      | 293,825                                 |  |
| February                   | (135,193)                 | 210,557                              | 490,482                      | 504,382                                 |  |
| March                      | 104,596                   | 158,646                              | 595,078                      | 663,028                                 |  |
| April                      | 66,689                    | (1,261)                              | 661,767                      | 661,767                                 |  |
|                            | 661,767                   | 661,767                              |                              |   |  |

Village of Glen Ellyn  
General Fund Property Tax Collections  
FY10/11

|                  |                   | <b>FY10/11</b> |       | 3 Yr. Avg %  |       |
|------------------|-------------------|----------------|-------|--------------|-------|
|                  | Total Collections | % of Extension |       | Month        | YTD   |
|                  |                   | Month          | YTD   |              |       |
| May              | 81                | 0.0%           | 0.0%  | 0.0%         | 0.0%  |
| Jun              | 1,307,114         | 47.6%          | 47.6% | 46.7%        | 46.7% |
| Jul              | 53,541            | 1.9%           | 49.5% | 2.6%         | 49.3% |
| Aug              | 36,908            | 1.3%           | 50.9% | 1.1%         | 50.4% |
| Sep              | 1,176,444         | 42.8%          | 93.7% | 42.4%        | 92.8% |
| Oct              | 79,338            | 2.9%           | 96.6% | 3.4%         | 96.2% |
| Nov              | 48,834            | 1.8%           | 98.4% | 2.0%         | 98.2% |
| Dec              | 19,049            | 0.7%           | 99.1% | 0.5%         | 98.8% |
| Jan              | 21,962            | 0.8%           | 99.9% | 1.0%         | 99.8% |
| Feb              | 37                | 0.0%           | 99.9% | 0.0%         | 99.8% |
| Mar              | -                 | 0.0%           | 99.9% | 0.0%         | 99.8% |
| Apr              | 8                 | 0.0%           | 99.9% | 0.0%         | 99.8% |
| <b>Total</b>     | <b>2,743,316</b>  | <b>99.9%</b>   |       | <b>99.8%</b> |       |
| <b>Extension</b> | <b>2,746,263</b>  |                |       |              |       |

|                  | Last 3 Years of Collections |                  |                  | 3 Year Average   |
|------------------|-----------------------------|------------------|------------------|------------------|
|                  | FY09/10                     | FY08/09          | FY07/08          |                  |
| May              | 16                          | -                | -                | 5                |
| Jun              | 1,215,144                   | 1,144,074        | 1,131,620        | 1,163,613        |
| Jul              | 95,771                      | 62,807           | 33,049           | 63,876           |
| Aug              | 32,841                      | 29,972           | 20,843           | 27,885           |
| Sep              | 1,100,903                   | 1,013,076        | 1,051,413        | 1,055,131        |
| Oct              | 108,827                     | 114,606          | 31,552           | 84,995           |
| Nov              | 49,935                      | 51,901           | 50,408           | 50,748           |
| Dec              | 18,865                      | 12,749           | 9,416            | 13,677           |
| Jan              | 24,943                      | 29,396           | 20,747           | 25,029           |
| Feb              | -                           | -                | -                | -                |
| Mar              | -                           | -                | -                | -                |
| Apr              | -                           | -                | 4                | 1                |
| <b>Total</b>     | <b>2,647,229</b>            | <b>2,458,581</b> | <b>2,349,052</b> | <b>2,484,959</b> |
| <b>Extension</b> | <b>2,651,419</b>            | <b>2,465,305</b> | <b>2,353,101</b> | <b>2,489,942</b> |

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

| Month Received by Village              | FY06/07          | FY07/08          | FY08/09          | FY09/10          | FY10/11          | % Change From FY09/10<br><u>Incr/(Decr)</u> | Monthly Budget* | Monthly Budget Variance |        | YTD Budget Variance |        |
|--|------------------|------------------|------------------|------------------|------------------|---|-----------------|-------------------------|--------|---------------------|--------|
|  |                  |                  |                  |                  |                  |   |                 | \$                      | %      | \$                  | %      |
| May                                    | 223,492          | 219,626          | 227,039          | 199,934          | 230,931          | 15.5%                                       | 225,000         | 5,931                   | 2.6%   | 5,931               | 2.6%   |
| Jun                                    | 222,303          | 243,546          | 225,651          | 238,645          | 231,267          | (3.1%)                                      | 240,000         | (8,733)                 | (3.6%) | (2,802)             | (0.6%) |
| Jul                                    | 247,526          | 223,624          | 240,130          | 242,671          | 272,791          | 12.4%                                       | 242,000         | 30,791                  | 12.7%  | 27,989              | 4.0%   |
| Aug                                    | 245,798          | 259,975          | 246,141          | 251,180          | 263,827          | 5.0%  | 248,000         | 15,827                  | 6.4%   | 43,816              | 4.6%   |
| Sep                                    | 234,778          | 251,937          | 255,210          | 250,496          | 273,893          | 9.3%  | 253,000         | 20,893                  | 8.3%   | 64,709              | 5.4%   |
| Oct                                    | 228,002          | 240,209          | 249,699          | 234,060          | 243,749          | 4.1%  | 239,000         | 4,749                   | 2.0%   | 69,458              | 4.8%   |
| Nov                                    | 250,565          | 270,617          | 277,470          | 268,810          | 274,209          | 2.0%  | 265,000         | 9,209                   | 3.5%   | 78,667              | 4.6%   |
| Dec                                    | 221,387          | 249,109          | 242,329          | 243,398          | 250,668          | 3.0%  | 245,000         | 5,668                   | 2.3%   | 84,335              | 4.3%   |
| Jan                                    | 222,929          | 246,659          | 237,604          | 249,003          | 248,628          | (0.2%)                                      | 236,000         | 12,628                  | 5.4%   | 96,963              | 4.4%   |
| Feb                                    | 252,740          | 238,984          | 270,094          | 245,921          | 278,833          | 13.4%                                       | 250,000         | 28,833                  | 11.5%  | 125,796             | 5.1%   |
| Mar                                    | 280,122          | 283,239          | 281,229          | 289,305          | 298,781          | 3.3%  | 290,000         | 8,781                   | 3.0%   | 134,577             | 4.9%   |
| Apr                                    | 250,552          | 267,848          | 257,380          | 272,753          | 252,047          | (7.6%)                                      | 267,000         | (14,953)                | (5.6%) | 119,624             | 4.0%   |
| <b>Total</b>                           | <b>2,880,194</b> | <b>2,995,373</b> | <b>3,009,976</b> | <b>2,986,176</b> | <b>3,119,624</b> |   |                 |                         |        |                     |        |
| Budget                                 | 2,900,000        | 3,000,000        | 3,136,000        | 3,000,000        | 3,000,000        |   |                 |                         |        |                     |        |
| % of Budget                            | 99%              | 100%             | 96%              | 99.5%            | 104.0%           |   |                 |                         |        |                     |        |
| % Increase/ (Decrease) from Prior Year | (1.2%)           | 4.0%             | 0.5%             | (0.8%)           | 4.5%             |   |                 |                         |        |                     |        |

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

Village of Glen Ellyn  
General Fund

State Income Tax - 5 Year History

| Month Received by Village              | FY06/07          | FY07/08          | FY08/09          | FY09/10          | FY10/11          | % Change From FY09/10<br>Incr/(Decr) | Monthly Budget* | Monthly Budget Variance |                | YTD Budget Variance |                |
|--|------------------|------------------|------------------|------------------|------------------|--------------------------------------|-----------------|-------------------------|----------------|---------------------|----------------|
|  |                  |                  |                  |                  |                  |                                      |                 | \$                      | %              | \$                  | %              |
| May                                    | 300,200          | 353,307          | 411,166          | 328,839          | 266,823          | <b>(18.9%)</b>                       | 307,000         | <b>(40,177)</b>         | <b>(13.1%)</b> | <b>(40,177)</b>     | <b>(13.1%)</b> |
| Jun                                    | 214,514          | 225,351          | 219,791          | 175,582          | 142,274          | <b>(19.0%)</b>                       | 185,000         | <b>(42,726)</b>         | <b>(23.1%)</b> | <b>(82,903)</b>     | <b>(16.9%)</b> |
| Jul                                    | 203,511          | 223,133          | 243,312          | 191,171          | 199,951          | 4.6%                                 | 193,000         | 6,951                   | 3.6%           | (75,952)            | (11.1%)        |
| Aug                                    | 126,311          | 133,935          | 141,873          | 130,133          | 131,089          | 0.7%                                 | 120,000         | 11,089                  | 9.2%           | (64,863)            | (8.1%)         |
| Sep                                    | 133,651          | 137,387          | 136,400          | 124,255          | 134,436          | 8.2%                                 | 121,000         | 13,436                  | 11.1%          | (51,427)            | (5.6%)         |
| Oct                                    | 228,600          | 234,067          | 242,598          | 191,473          | 195,387          | 2.0%                                 | 202,000         | <b>(6,613)</b>          | <b>(3.3%)</b>  | <b>(58,040)</b>     | <b>(5.1%)</b>  |
| Nov                                    | 138,242          | 150,446          | 151,515          | 144,264          | 147,046          | 1.9%                                 | 132,000         | 15,046                  | 11.4%          | <b>(42,994)</b>     | <b>(3.4%)</b>  |
| Dec                                    | 135,568          | 137,102          | 118,018          | 113,400          | 162,625          | 43.4%                                | 115,000         | 47,625                  | 41.4%          | 4,631               | 0.3%           |
| Jan                                    | 181,769          | 202,289          | 199,292          | 199,333          | 185,404          | <b>(7.0%)</b>                        | 177,000         | 8,404                   | 4.7%           | 13,035              | 0.8%           |
| Feb                                    | 252,099          | 298,927          | 250,579          | 211,259          | <b>229,119</b>   | 8.5%                                 | 227,000         | 2,119                   | 0.9%           | 15,154              | 0.9%           |
| Mar                                    | 133,586          | 159,593          | 135,806          | 130,720          | <b>114,275</b>   | <b>(12.6%)</b>                       | 126,000         | <b>(11,725)</b>         | <b>(9.3%)</b>  | 3,429               | 0.2%           |
| Apr                                    | 227,518          | 230,351          | 209,659          | 203,935          | <b>196,592</b>   | <b>(3.6%)</b>                        | 195,000         | 1,592                   | 0.8%           | 5,021               | 0.2%           |
| <b>Total</b>                           | <b>2,275,569</b> | <b>2,485,888</b> | <b>2,460,009</b> | <b>2,144,364</b> | <b>2,105,021</b> |                                      |                 |                         |                |                     |                |
| Budget                                 | 2,140,000        | 2,349,000        | 2,503,000        | 2,440,000        | 2,100,000        |                                      |                 |                         |                |                     |                |
| % of Budget                            | 106%             | 106%             | 98%              | 87.9%            | 100.2%           |                                      |                 |                         |                |                     |                |
| % Increase/ (Decrease) from Prior Year | 10.3%            | 9.2%             | (1.0%)           | (12.8%)          | (1.8%)           |                                      |                 |                         |                |                     |                |

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

**Amounts bolded and in italics have not yet been received from the State of Illinois.**

## **HUMAN RESOURCES DIVISION MONTHLY REPORT**

### **April 2011**

#### **Senior Services**

Senior Service Team helped 43 seniors with their Medicare claims and the corresponding paperwork through the SHIP program, attended a 1.75 hour Medicare training program, and spent 1.50 hours giving Medicare presentations to senior groups. We spent a total of 4 hours on our monthly social events (Bunco and Book Club). The team attended various Ride DuPage meetings for a total of 3.50 hours. Our team is Chair and Co-chair for two different meetings. We spent 2.00 hours verifying the Pace information for the transportation program. Our senior newsletter took 3.75 hours to compile and mail.

#### **Human Resources**

- 511 contacts/responses broken down as follows:

- Benefits – 61
- Clerk - 280
- Other - 0
- Pay & Compensation Study – 6
- Payroll – 22
- Personnel - 102
- Risk Management - 32
- Vacancies – 8

- 40 Change of Status Forms broken down as follows:

- Adds – 9
- Changes – 26
- Terminations – 5

#### **Special Projects:**

- 6.50 hours on insurance deductible credits
- 5.75 hours working on the Pay & Classification Study
- 10.50 hours on the Village Manager hiring

#### **Other Items:**

- 5.50 hours doing Clerk items
- 1.25 hours on monthly reports
- 33.25 hours attending meetings
- 1.25 hours on the employee orientations
- 5.25 hours working on unemployment claims
- 1.50 working on a FOIA

- 5.25 hours on a PDS
- 1.50 hours on insurance paperwork
- 2.25 hours working on surveys