

Village of Glen Ellyn

Management Team Monthly

Report Packet

February 2011

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MONTHLY REPORT

February 2011

PATROL

Calls for Service

Glen Ellyn Police handled 3136 calls for service during the month of February. 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.

	Feb 11	Feb 10	11 YTD	10 YTD
Calls for service	3136	3313	6658	6915

Traffic

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

	Feb 11	Feb 10	11 YTD	10 YTD
Traffic Citations Issued	324	393	713	763
Traffic Warnings Issued	320	342	751	726
Traffic Crash Reports	82	64	156	124
DUI	18	10	27	20

INVESTIGATIONS

There were 31 new cases assigned to Detectives in the Investigations Division during the month of February. 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:

Felony Arrests	Misdemeanor Arrests	Ordinance Tickets	Juvenile Dispositions
0	0	5	2

Residential Burglary

Between February 22 and 25, several residents reported their homes had been burglarized during the day. The burglaries occurred at single family homes in the vicinity of the 700 block of Meredith Place, the 200 block of Bryant Avenue, the 700 block of Riford Road, the 800 block of Crescent Boulevard and the 1000 block of Crescent Boulevard. Entry to the homes was gained by either forcing open a locked

door or through an unlocked door. Nobody was home at the time of the burglaries and it appears that jewelry and credit cards were targeted by the offender(s). All of the cases are currently under investigation.

Commercial Burglary

On February 8, Officers responded to the Verizon Cellular Store on Roosevelt. There, they discovered unknown offenders had smashed the store windows and removed cellular phones that were on display. A short time later, Wheaton Police responded to Radio Shack where unknown offender(s) smashed a storefront window and removed merchandise. Both cases are believed to be committed by the same suspects.

Forgery / Deceptive practice

On February 20, Detectives were assigned to a forgery case involving an offender who presented a fraudulent check to NAPA Auto Parts on Baker Hill Drive. It is suspected that this case is linked to another forgery that occurred in December of 2010. This investigation is ongoing.

Death Investigation

On February 8, Officers and Detectives responded to the 400 block of Raintree for the report of a subject who committed suicide. Witnesses and family members were interviewed and the scene was processed for evidence. At the conclusion of the investigation, the cause of death was confirmed to have been a suicide.

Motor Vehicle Theft

On February 13, a resident in the 500 block of Pershing reported his vehicle was stolen. Two days later the vehicle was recovered in the ANA Apartments parking lot. The subsequent investigation determined the victim had left his car at the apartment complex after visiting family there. The case was classified as unfounded.

Theft

In February 2011 Officers received reports of eight different thefts from students who attend Glenbard West High School and Hadley Junior High School. In each incident, students had left valuable items such as wallets, cell phones, and I-pods unattended at the time they were taken. Two of these incidents have been resolved and the victim's property returned. The others remain under investigation.

Identity Theft

On January 27, a resident contacted police after multiple cellular phones had been ordered and shipped to his address without his authorization. Investigators discovered the products were initially shipped to DeKalb before being shipped to the victim's residence in Glen Ellyn. The case was forwarded to the DeKalb Police Department for further investigation.

On February 19, a resident discovered that his personal identifiers were used to obtain prescription medications at Walgreens in Glen Ellyn. This case is currently under investigation.

Unlawful Use of a Credit Card

On February 18, a customer at House of Brides reported her purse was taken while shopping. Her credit cards were then used at locations in DuPage and Cook County. This case is currently under 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.

<i>Reporting Category*</i>	FEB 11	FEB 10	11 YTD	10 YTD
Homicide	0	0	0	0
Criminal Sexual Assault	1	0	1	0
Robbery	0	0	0	0
Battery	8	7	13	10
Burglary	6	7	11	8
Theft/Deception	26	34	49	65
Motor Vehicle Theft	1	0	3	1
Arson	0	0	0	0
Criminal Damage or Trespass	10	22	21	26
Deadly Weapons	0	0	0	0
Sex Offenses	1	1	2	2
Offenses Involving Children	6	4	7	9
Drug Offenses	10	10	19	12
Liquor Control Act	3	0	6	2
Disorderly Conduct	14	12	30	24
Other Criminal Offenses	19	23	41	46
Crisis Intervention	22	32	49	61
Death/Suicide Investigations	1	3	2	7
Missing Persons	1	2	4	2
Miscellaneous Services	52	47	108	100
Medical Assists	118	83	205	197

**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.*

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. During the month of February, Officer Staples:

- Taught DARE™ lessons at St. Petronille, Lincoln, and St. James schools.
- Attended SALT meeting at Milton Township.
- Completed a Residential Survey in the 900 block of Ellynwood.
- Proctored a “Too Good for Drugs” pretest at Parkview Elementary.

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.

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
2/1	All Sworn	In service	8	CPR recert, DV update
2/4	Baki, Cusack	ILEAS WMD/SRT	8	Monthly drills
2/8	All Sworn	In service	8	CPR recert, DV update
2/8	C. Nemchock	DUI Detection	24	Advanced field testing
2/9	Catalano	Drug Law Review	16	Patrol update
2/10	Baki/Holstead/Cusack	DCSO Special Ops	8	Team training
2/15	All Sworn	Active Shooter	8	Critical incident response
2/16	All CSO's	Wildlife Rescue	4	Annual update
2/17	Administration	IPELRA Conference	8	Employment Law update
2/18	Baki, Cusack, Holstead	ILEAS WMD/SRT	8	Monthly drills
2/21	Cusack	Officer in Charge	16	Supervisor training
2/24	Monson	Sexting	8	Investigative techniques



Month in Review

FEBRUARY 2011

CRS Application Submitted

The Planning and Development Department recently completed an application for 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. 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. The Village expects to receive a rating of 8 and to be entered into the program in October of 2011. This rating means that homeowners in the Village would be eligible for a 10% discount on flood insurance premiums through the National Flood Insurance Program. Once the Village is accepted into the program, it 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.

825 N. Main Demolition

The Department worked to complete the contract for demolition of the building at 825 N. Main Street (formerly the Marathon gas station) in February. At the February 14, 2011 Village Board meeting, the Village Board approved a contract with Phase I Excavation for the demolition. At that meeting, the Village Board also requested that the Department explore an amendment to the contract that would add the demolition of the vacant home at 553 Geneva Road. Phase I then submitted a revised bid to include this work. The Village Board will decide in March whether or not to accept the revised bid. Demolition of the two buildings is expected to occur in April.

License Agreement Application Completed

The Department completed work in February on a License Agreement Application for those property owners seeking permission to place tables and chairs in the public right-of-way. The new application packet provides information and standardizes the approval process. The application includes all the requirements for approval of a license agreement, including submittal of a site plan, requirement for landscape planters, trash receptacle regulations and payment of a license fee. The application is available on the Village website and at the front counter of the Department.

P&D COURT CASES FOR FEBRUARY:

•No case updates

Dark Windows Inspections

The Department recently began working with downtown property owners to assist them in conforming with the "Dark Windows" ordinance passed by the Village Board in November. The ordinance requires decorative displays in ground floor storefront windows of vacant commercial buildings in the central business district. Inspections in January found 6 vacant storefronts without decorative displays. A follow-up inspection in February found that 4 of these properties were still without displays and that 2 new storefronts had been vacated. Pictures of 2 properties with displays that conform to the ordinance are attached. Letters have been sent to all vacant properties without an appropriate display reminding them of the need to conform to the ordinance. A list of organizations and businesses willing to provide window displays for property owners is being maintained by the Chamber of Commerce and was sent out with all notification letters to property owners to assist them in coming into compliance.





PLANNING AND DEVELOPMENT DEPARTMENT
MONTHLY REPORT
February 2011



	February 2011	2011 YTD	2010 Actual
Total Building Permits Issued	33	73	1231
New Single Family dwelling	1	1	13
New Multi-family dwelling	0	0	0
New Commercial building	0	0	4
Additions and Alterations Single-family	8	15	162
Additions and Alterations Multi-family	0	0	0
Demolitions	2	2	14
Additions and Alterations Commercial	2	5	38
Accessory Structure/Miscellaneous	20	50	1000
Total Estimated Construction Value (millions)	\$1.32	\$1.94	\$72.33
Certificates of Occupancy (TCO & CO)	1 TCO; 0 CO	2 TCO; 3 CO	5-TCO; 14-CO
Stormwater Permits Issued	1	2	21
Demolition Permit Applications	0	1	16
Sign Permits Issued	0	2	35
Banner Sign Permits Issued	1	3	29
Total Inspections Conducted	387	820	5197
Building Inspections	296	610	3287
Exterior Appearance/Ordinance Inspections	1	1	15
Elevator Inspections	2	2	106
Fire Inspections	0	0	58
Grading/Stormwater Inspections	8	20	264
Drainage Inspections/Complaints	2	4	371
Landscape Inspections	0	1	18
Property Maintenance Inspections	32	85	1071
Site Inspections	46	97	378
Total Development Applications Acted On	0	2	33
Exterior Appearance	0	0	4
Planned Unit Development	0	0	1
Sign Variation	0	0	5
Special Use Permit	0	0	7
Stormwater Variation	0	0	0
Subdivision	0	0	0
Zoning Map Amendment	0	0	0
Zoning Text Amendment	0	0	4
Zoning Variation	0	2	10
Administrative Approvals	2	3	4
Consolidations, 2-Lot Subdivs & Land Transfers	1	1	1
Promotional Event	0	0	1
Ordinance Extension	0	0	2
Indoor Live Entertainment	1	2	NA
Pre-Existing Special Use	0	0	0
Misc. Ordinances/Resolutions Acted On	1	3	16
FOIA Requests Processed by Department	9	19	NA
Annexations Approved	0	0	0
Annexation Agreements Approved	0	0	34
Recapture Agreements Approved	0	0	0
Violation Letters Issued (prior to citation)	98	118	274
Citations Issued	0	1	13
License Agreements Approved	0	0	7



**PLANNING AND DEVELOPMENT DEPARTMENT
DEVELOPMENT CASE, ANNEXATION AND SPECIAL PROJECT STATUS
AS OF FEBRUARY 28, 2010**

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 a single family homes. Home proposed on rear lot is in floodplain/wetlands and zoned CR.	NA	Public hearings 7/13/2006, 8/10/2006 and 4/12/2007, 10-0 recommendation to deny	NA	5/24/2007 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 July 23, 2010. On hold.
578A Duane Street, DuPage Neurology & Wellness Center	Sign Variation	Est. 2/10/2010	NA	NA	Pending	Partial application received 12/11/2009. Awaiting Resubmittal.
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.
556 Lowden Avenue	Special Use Permit for Church	NA	Pending	NA	Pending	Illegal church operating in home. Awaiting submission.
488-490 Main Street, Marcel's Culinary Experience	Exterior Appearance application for facade	3/9/2011	NA	NA	Est. 4/11/2011	
Memorial Park	Variations for lights and accessory structures	NA	Pending	NA	Pending	Preliminary review comments on potential variations issued December 21, 2010.
333 N. Park Boulevard	Residential zoning variation for addition and porches	NA	NA	3/22/11	Est. 4/28/2011	Variation request received 2/18/2011. Submittal complete.
1182 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.
454 Roosevelt Road, Giordano's	Revised exterior appearance and sign variation application	Pending	NA	NA	Pending	Review letter issued November 30, 2010. Awaiting resubmission. Follow-up letter sent January 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.
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	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 move the Park Boulevard access drive further south.

631 Roosevelt Road, Shell/Circle K	Special Use Permit for Outdoor Sales and Storage	NA	Public hearing 3/10/2011	NA	Est. 4/11/2011	Partial application received 12/29/2010.
650-690 Roosevelt Road, Pickwick Place Shopping Center	Reconstruction of front building	Pending	Pending	NA	Pending	Property owner reconsidering project due to floodplain issues.
682 Roosevelt Road, Pickwick Place Shopping	Sign Variation to accommodate new tenant	1/12/2011 public hearing cancelled	NA	NA	Pending	Application put on hold due to lease issues. Expecting to receive formal request to reschedule in the near future.
Wahlgren Court	Subdivision approval for 16-unit workforce housing (CHAD) project in unincorporated DuPage County	NA	Pre-application 7/26/2007	NA	Pending	Awaiting submission of formal application. Have received preliminary County approvals. However, stormwater issues at County have caused the delay in submitting an application to the Village. Heard petitioner now looking to sell property and/or project. Met with CHAD and County Representative on July 30. Expect submission in near future. Property is for sale.
ANNEXATIONS						
22W500 Ahlstrand	Annexation	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	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	Pending	Property owner has expressed renewed interest in entering into an agreement and submitted a revised agreement to Village for review.
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	Pending	Draft agreement prepared for Elliot property and delivered on July 16, 2010. Draft agreements for the two industrial properties on the north side of Hill Avenue delivered on August 30, 2010. Staff met with Mr. Elliot on August 18, 2010 to discuss terms of agreement. Follow-up email sent to 3 property owners on 9/30/2010.
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, Lory Court and Crest Court being served by Village water and sanitary sewer since roughly 1975.	NA	NA	NA	3/21/2011 workshop and 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.
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	3/21/2011 workshop and 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.
Sunnybrook Estates	Annexation of Sunnybrook Estates Subdivision.	NA	NA	NA	7/12/09	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 Eilyn with annexation agreements.	NA	NA	NA	Pending	
COMMENTS AND REVIEW STATUS						
SELECT SPECIAL PROJECTS						
AEE Fire District Reimbursements	Letters sent in April of 2009 requested reimbursement from property owners for payments to Lisie 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 Eilyn	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.					
CMAP Application	Application submitted to CMAP for staff assistance with comprehensive update of downtown zoning district regulations and visioning and zoning amendments for Stacy's corners. Response expected in mid March.					
College of DuPage	Department staff continues to work with 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. Staff is waiting to hear back from the property owners regarding how they would like to proceed.					
Downtown Historic District	Discussed at the 11/8/2010 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.					
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, easement, parkway tree and other issues related to the associated construction of a new home on the property. Tentatively scheduled for April 13, 2011 Village Board meeting.					
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, Cleanwire Antenna	Draft license agreement prepared to allow antenna on GWA property which is owned by the City of Lombard and in Glen Eilyn's planning jurisdiction. Agreement was forwarded to Cleanwire. Staff is awaiting a response.					
Glenbard Wastewater, Bemis Road, A&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.
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 Arboetum Estates East with past due utility payments. As of January, payment has been received from two properties.

VILLAGE OF GLEN ELLYN PUBLIC WORKS DEPARTMENT MONTHLY REPORT

FEBRUARY 2011

ADMINISTRATION

Snow was definitely the focus of the first week of the month. The blizzard of February 1-2, 2011 accounted for many calls from residents and businesses requesting plowing assistance, information and updates. The office team was staffed with only one employee both Wednesday and Thursday during the busiest times.

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:

- 4 tree preservation plans and parkway tree permit applications
- 2 plan re-submittals
- 4 tree fence and root pruning inspections
- 1 refunds of deposit

Twenty-five parkway trees were scheduled for removal; letters were prepared and mailed to residents informing them of the pending removals. In addition, sixty-nine tree removals were completed as well as 270 trees pruned. The pending and completed removals as well as the 270 tree pruned were entered into CartêGraph and Excel spreadsheets.

The admin team updated tree inventory in Cartegraph and excel spreadsheets to reflect thirteen parkway planting space additions.

Twelve overhead sewer and sanitary sewer cost-share applications were processed.

The admin team created an informational postcard to send to residents who will be receiving a parkway tree this spring and a flyer for the May 2011 Landscaping seminar.

ENGINEERING

Projects in Design/Bidding Phase

BRAESIDE LIGHTING PROJECT –

Engineer: Pavia-Marting

Plans and specifications are nearly complete. The project will be ready for bidding this month, with the bid opening scheduled for March 31, 2011. Board award is anticipated in April.

CRESCENT BOULEVARD SIDEWALK EXTENSION –

Engineer: Pavia-Marting

Preliminary plans, specifications and cost estimate have been prepared by the consultant and submitted for Engineering Division review. The project will not proceed until adequate funding is confirmed.

ESSEX COURT/GRAND/LAKE IMPROVEMENTS –

Engineer: Rezek, Henry

In February, the engineer focused on stormwater improvements for Essex Court, including consideration of major storm sewer pipe routing and installation strategies. Project plans are nearing the pre-final stage with a submittal for staff comment expected this month.

HAWTHORNE IMPROVEMENTS PROJECT -

Engineer: to be determined

A Request for Qualifications has been prepared and sent to nine engineering consultants. Written qualifications materials will be submitted on March 18, with interviews – as required – conducted during the latter part of the month. A recommendation for the project will be made to the Village Board at the April 11 meeting.

HILL AVENUE WATER MAIN EXTENSION –

Engineer: Walter E. Deuchler

The IEPA is nearly complete with 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 April or May.

LAKE ELLYN OUTFALL CHANNEL REHABILITATION –
Engineer: Burns & McDonnell
Consultations with residents where easements are required will take place in March.

NICOLL WAY LAND BRIDGE REPAIRS –
Engineer: Walter E. Deuchler
Bidding will occur in 2011 pending availability of adequate monies in the capital project fund.

RIGHT TURN LANE ON LAMBERT AT ROOSEVELT –
Engineer: Hampton Lenzini Renwick
The land acquisition process is continuing. The negotiator reports that the offer based on the appraisal values has been sent to the BP Station land owner and is under consideration. A June letting date is feasible if negotiations are successful in the relatively near-term.

SUNSET/TURNER IMPROVEMENTS PROJECT –
Engineer: Kudrna & Associates
The project is now out for bid. The pre-bid conference will be held on March 9, 2011. The bid opening is set for March 17, 2011. Significant contractor interest has been reported to date. The project will be ready for award by the Village Board on March 28, 2011.

Projects in Punch List / Closeout Phase

BRYANT AVENUE/THAIN'S ADDITION –
Contractor: Martam Construction
(Value of Contract = \$6,000,000)

Start	Completion	%done	Contract
4/7/10	10/31/10	88%	\$5,709,918.85

All remaining work – consisting primarily of final restorations in some areas and final punch list items – will be performed in the early 2011 construction season. The construction engineer is continuing to finalize quantities and completing project documentation, including record drawings.

PARK/GE PLACE/PRAIRIE IMPROVEMENTS PROJECT –
Contractor: Brothers Asphalt
(Value of Contract = \$1,200,000)
Discussions are still continuing for 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.

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)
Project activity is done for the construction season, with some final fence and restoration work to be done in 2011. 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)
A meeting was held with the contractor in February. It was agreed that the final contract price will be \$21,000 for the project. Pending submittal of required documentation, the closeout paperwork will be prepared and final payment made.

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.

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)
For the Well #5 project, close-out paperwork is being prepared. The final project cost was \$55,000.

For Well #6, the first phase of the project has been successfully completed, with the proposed well protection method of a new and deeper casing pipe confirmed. In early March, Village staff met with the contractor to discuss implementation of the next phase of the project, including some additional well treatments to remove benign iron bacteria from the well and further improve water quality. Additional costs incurred by the contractor during Phase I work were also discussed. It was agreed that all the project elements – including liner installation, additional treatments, revised suction pipe installation and additional video inspection – will be completed at the not-to-exceed cost of \$86,000. Staff continues to update the IEPA regularly on the status of the work. The project should be completed by the end of April.

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.

The draft project report has been prepared and submitted to the Village.

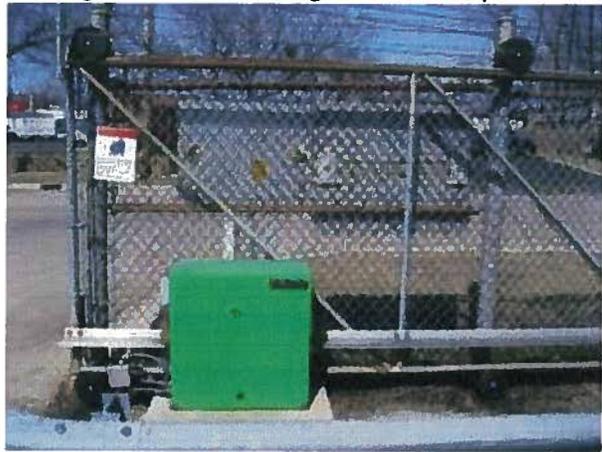
EQUIPMENT SERVICES

In the month of February, 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 1,841 days (**5 YEARS**) without a “lost time” accident. This month marked the five year anniversary of our current safety record. I would like to commend Rick Patsch, Reed Chandler and Larry Milhaupt for their ongoing efforts and commitment to safety. They take personal responsibility for the safety of each other and are empowered to do what is necessary to prevent personal injury. The Equipment Services Division will continue to promote an active culture in which safety is an

expectation and a core value. Frank Frasco, Equipment Services Supervisor, considers it an honor and pleasure to work with this group and congratulates them on their achievement.

The Equipment Services fuel island dispensed 10,243 gallons of fuel during the month of February. The total included 5,225 gallons of unleaded fuel and 5,018 gallons of diesel fuel.

Facilities repairs performed by the ESD during the month of February included the replacement of the Reno Center storage yard automatic gate rollers. The old steel rollers were replaced with high performance composite rollers containing sealed bearings that reduce rolling effort and require less



maintenance. The ESD also repaired a leaking water supply line to the shop water cooler. Equipment Services repaired the drag chain in the heavy duty in-ground truck hoist within the ESD shop. The ESD installed three CO detectors in the Reno Center Office to monitor air quality related to the possible existence of harmful carbon monoxide. Prior to the expected blizzard, Equipment Services transported and refueled the facility backup generators at the Civic Center and the Reno Center.

The ESD continued its rotating snow plan schedule throughout the month of February which provides for ESD staff to be available for twelve hour shifts and provide 24 hour continuous service during snow/ice events.

The February 2011 blizzard proved to be a real workout for the Village fleet of snow fighting vehicles and equipment. The ESD’s aggressive

preventive maintenance plan and proactive preparation of equipment allowed for the admirable



performance of the fleet throughout the blizzard and during the clean up. Unfortunately, there was approximately 5 hours of CBD blower down time as a

result of a break down. This was quickly and professionally diagnosed and repaired by Equipment Services ASE Certified Master Technicians. Police Department vehicles, Fire Company trucks and



equipment, Fire Company ambulances, and GWA vehicles also performed throughout the storm in a manor that we are proud of. Overall, the Village fleet of vehicles and equipment served the user departments, the residents, and the businesses of Glen Ellyn in a nearly flawless fashion.

The morning after the storm, the ESD transported a wheel loader and a plow truck to the CBD and assisted Police Department staff with the cleanup of the Civic Center parking lot. The ESD also opened up sub-divisions using the wheel loader. This allowed front line plows to clean roads without getting stuck in the drifts. ESD cleared the Reno Center storage lot, assisted with CBD cleanup, and assisted with movement of snow hauled to the ball fields. The ESD's dedication, hard work, and commitment to excellence were evident during this event.

The ESD completed the upfit of a 2010 Ford



Expedition Special Service Vehicle. This four wheel drive SUV will be used by the Police Department for general patrol. The upfit was performed 100% in-house which saved the Village thousands of dollars. This vehicle has "state of the art" equipment such as



a GPS vehicle location system; a digital audio/video system with 2 cameras and a remote microphone; a laptop computer system with cellular communication and an on-board printer; an electronic gun rack/lock system; a vehicle speed monitoring radar; two prisoner partitions; LED lighting; an LED light bar with traffic signal pre-emption; communication radios; and the latest graphics package.

Seventy two work orders were related to the maintenance and repair of Police Department vehicles and equipment. The A/V upload antenna was replaced on patrol Squad 02 and the electronic engine control system was scanned and an evaporative fuel system leak was repaired. The power train computerized control processor was scanned on patrol Squad 03. The front disc brakes were relined on patrol Squad 04 and the serpentine accessory drive belt idler pulley was replaced on patrol Squad 05. The EGR valve; the valve position sensor; the air bag instrument panel jewel; and the disc brake pads were replaced on patrol Squad 06. Drilled and slotted front disc rotors were also installed on Squad 6 to prevent warping due to severe duty braking. The battery; the stop light switch; and the front disc brakes were replaced on patrol Squad 18. The shift interlock and third brake light wiring systems were also repaired on Squad 18. 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.

Thirty Five work orders were related to the maintenance and repair of the Glen Ellyn Volunteer Fire Company's vehicles and equipment. Lock out service was provided for the Chief's buggy. The patient module floor and the 110v AC outlet were repaired on Medic 21 and the electrical charging system and chassis batteries were tested. The air brake chambers for the front disc brakes were replaced on Engine 25 and the cause of the check/stop engine light was repaired. The electrical charging system and batteries were tested on Engine 26 and the mechanical "Q" siren solenoid was replaced on Engine 27. The chassis batteries were recharged on Snorkel 31 and the shoreline circuit breaker was reset. Numerous chassis and emergency lighting repairs were performed on Fire Company vehicles. All PM's were completed on time.

Two hundred forty seven work orders were related to the maintenance and repair of Public Works vehicles and equipment. The majority of this month's work orders were related to the maintenance and repair of Public Works Operations Division snow/ice fighting vehicles and equipment. Both street sweepers received inspections and complete annual restorations during the month of February. The seat belt retractor was replaced on truck 204 and the step support straps were replaced on wheel loader 246. Front wheel hub oil caps were replaced on trucks 200 and 201. PTO coils and related wiring was replaced on trucks 203 and 251. The alternator; the exhaust system; and the warning beacon were replaced on loadall 265. The fuel injection shut off solenoid and window latch were replaced on wheel loader 214. 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.

The battery was replaced and the electrical charging system was tested on the Facility Maintenance van 223.

The battery was recharged and the electrical charging system was tested on the PW engineering

division car 222. The tires were replaced and the wheels were balanced on the utility inspector's van 245.

Twenty one work orders were related to the maintenance and repair of Glenbard Wastewater Authority vehicles and equipment. The V-mac drive belt was replaced crane truck 608 and the power steering system was bled. The loader bucket cutting edges were replaced on wheel loader 610. GWA salt spreaders were filled with salt throughout the month. 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 provided the Interim Public Works Director with a memo regarding options for re-opening the walking trail located in Manor Woods.

The Village Forester met with the sub-committee of the Environmental Commission to discuss the next Tree Education Meeting. The topic will be "Less is More Landscaping" and will be held May 7, from 9:00 am-1:00 pm at Glenbard West High School. Topics will include information on low maintenance plants, creative landscaping techniques, water conservation tips and more.

The Village Forester met with the sub-committee of the Environmental Commission to discuss the Private Property Tree Preservation Ordinance.

The Village Forester taught "Tree Pruning and Establishment" classes at an IAA Certification workshop.

The contractor, Steve Piper and Sons, completed the pruning all trees in Zone E for the Annual Winter Pruning Program.

OPERATIONS

February Snow = 26.75" Rain =1.53"

In February, the trend of increased main breaks returned to an average level (4) while snowfall was

dominated by the Blizzard of 2011, termed the third worst snow storm in Chicago history. Both the average high and low temperatures for the month remained 5° below normal. February 2011 was declared the snowiest February in Chicagoland history. Through February, Public Works has ordered 2450 of the available 3000 tons of salt for the snow season. This is only 5% more than the amount of salt ordered during the 2009/10 season.

Date	Snow	Events	Shifts	Labor(hrs)	Salt(tons)
2/08	22.75"	10	20.5	2,088	483
2/09	5"	3	4	470	314
2/10	20.75"	8	10	1,480	676
2/11	26.75"	9	15	2,280	852

(This chart is just for general comparison as no two snow events are the same and trucks remain on the streets until safe driving conditions are attained.)

A large portion of the Midwest was aware that a blizzard was predicted for Tuesday 2/1 into Wednesday 2/2. The National Weather Service stated that the blizzard would create life threatening situations for motorists and that no one should be travelling. A small snow event was predicted for Monday night (1/31) into Tuesday morning. A fair amount of salt was used in battling that snow of 1.5". Snow started to fall again at 2pm Tuesday and didn't stop until Wednesday morning. 21.75" of



(Main St looking north from Duane)

snow fell during that time accompanied by 30mph sustained winds and 50mph gusts.

Hotel rooms were offered to all FT day shift employees on Tuesday evening with no takers. The concern was how the day shift would return to work Wednesday morning if the blizzard made side streets

impassable. The high winds created 4'+ drifts as well as hazardous driving conditions during the evening. Night shift snow plow drivers were pulled off the



(Main St looking south from Main/Penn lot stairs)

roads twice to ensure driver safety. Good communication existed between the Police and Public Works regarding PW drivers on and off the road as well as stranded motorists. The snow hauling contractor, Marcott Enterprises, was unable to work during the night due to concern that high winds would tip trucks over while raising their beds to dump snow. This put the removal of snow from the CBD behind by 20 hours. Wednesday morning, PW plowed to four different addresses (Lombard, Wheaton, and unincorporated Glen Ellyn) to pick up day shift employees unable to make it to work due



to unplowed streets at their residences. Many state roads (Rt. 38 and Rt. 53) were in terrible shape. Again, hotel rooms were offered to all FT night shift employees. The concern was how long it would take some employees to get home, clear their residences of snow, get needed rest and return to work all within a 12 hour period. Two night shift employees took advantage of the hotel offer and spent the day

resting at the Crowne Plaza hotel on Finley and Roosevelt at a special discounted storm rate to government employees. Wednesday was an eerie day as most stores and businesses never opened. Twelve hours shifts continued through Wednesday



and Thursday as Chicagoland endeavored to dig itself out from the snow.

On Thursday evening (2/3), the night shift concentrated on widening roads and pushing corners. All mains routes were widened to maintain proper traffic flow as well as provide maneuverability for all emergency response vehicles. Drivers were instructed to widen all side streets. This was done using a 1 ton following behind a large truck assisting in clearing intersections of the extra snow. This was a new process that was well received by drivers. This widening of roadways was a management decision that would place more snow in resident driveways but was necessary for roadway safety as well as space for dealing with future snow events. Corners were also pushed back. The PD provided a list of 10 intersections where PW agreed to clear all pedestrian crossings to assist school

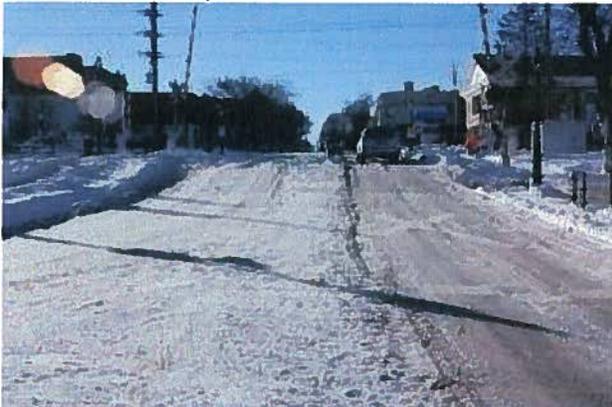


children who headed back to school on Friday, 2/4. PW also received a list of one block sections of roadways around schools that needed to be widened to the max to accommodate school vehicle traffic during drop off/pick up.

All in all, Operations worked eight consecutive 12 hours shifts with the night shift working 7 nights in a row. (The night shift worked Friday, 2/4 thru Sunday, 2/6 evening clearing parking lots and snow piles in the CBD.) The labor hours spent on this one



event were double that of any snow event of the last four seasons. There was also the need to adapt on the fly as the blizzard created snow removal conditions rarely encountered. In the CBD, PW abandoned windrowing snow in the center of the streets and pushed it to one curb. This created some shifting of vehicle traffic but kept all downtown roads functioning. Operations worked for 32 hours straight blowing snow out of the CBD. All roadways were cleared of windrows by 7am Friday morning when schools reopened and commuters returned to



work in force. 355 truck loads of snow hauled from the CBD during this event were more than the yearly total loads hauled for any snow season dating back to 2007. The blower is the key piece of equipment

for efficient snow removal in the CBD and Equipments Services (ESD) did a great job keeping the blower functioning. ESD also assisted in plowing efforts at PW, the Civic Center as well as blocking for the CBD hauling when the PD was unavailable. It was a team effort responding to the 2011 Blizzard. Operations continued to remove snow from corners, cul-de-sacs and dead ends and parking lots through Friday 2/11.

A full report on the blizzard was given to the Village Board by Interim Public Works Director, Jeff Perrigo at the February 14th workshop. Operations employees, Equipment Services employees, and PW front office employees should be commended for an outstanding response to the blizzard as well as working well with the Police in assisting motorists, clearing parking lots, and clearing 10 crucial intersections for the reopening of school on Friday. More details can be found in the minutes of the 2/14 workshop on Glen Ellyn's website. A report was sent to DuPage County OEM on Friday, 2/11 detailing blizzard costs during the worst 48 hours as part of the County's and State's attempt to receive Federal assistance with this storm event.

Employee happenings:

Training – 1 employee (lunch seminar on EAB)

1 employee (1 day pesticide training and testing or operator's license)

Evaluations – 0 completed

(2 overdue reviews – Jan and Feb due dates)

Coverage/Assistance –

Front Office – 1 employee - 1 full day

1 employee - morning/afternoon

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

Utilities

Bio Bags in Grease lines – 243

B-Box repairs – 3

Hydrant repairs - 3

Storm Sewer structure repairs – 2

Dust Suppression – 3 days

Misc. – Cleaned grease line at GWA

Televised sanitary sewer on Highland north of St. Charles – no failure found

Cleaned Surrey Lift Station (2/14 and 2/21)

Forestry –

Winter pruning – 2 days – 15 trees

Streets

Asphalt –

6 days pothole patching – 1 cycle of complete town completed (10 tons UPM mix)

Electrical –

21 electrical work orders completed

1 ballast replaced

18 bulbs replaced

2 fixtures replaced

3 fuses replaced

1 photo eye cleaned

2 photo eye replaced

Flowers –

Finished pruning roses at Volunteer Park

Hanging baskets taken to grower

Volunteer letters sent out

Christmas greens chipped when thawed

Soil and fertilizer price research

Hauling – n/a

Mailboxes –

3 temporary put out

1 temporary picked up

1 repaired

4 reported down but on non-compliant list

2 reported down but not hit by PW

Public Hearing Signs – 2 placed

1 retrieved

Misc. –

6 barricades delivered to Crescent per PD for no parking zone in front of Memorial Field at GBW

4 barricades delivered to Hawthorne per PD for no parking area at Hadley Jr High

Gate replaced by contractor at PD impound lot due to snow removal damage



PLANT OPERATIONS

Water Plants

Wilson Avenue Pump Station - Well # 6 - All test results or water below the packer are of good quality in all aspects except for iron content. Once the inner casing pipe and permanent pump are installed, chemicals will be injected to lower the iron levels and return the well to working order.

SCADA – Last month problems with severe pressure fluctuations from the DuPage Water Commission caused us to revert to a “Dump & Pump” scenario with our back-up pumps and reservoirs to try to minimize water main breaks. The system has since been put back into “Free – Flow” status.

Lift Stations

Surrey - Wet-well cleaning due to excessive pump fouling.

Distribution System

32 routine bac-t samples

1 Well bac-t sample (Well # 5)

Administration

Monthly State Report submitted to the IEPA

Updates to Cross-Connection records

Budget preparation

ITEMS BEFORE THE VILLAGE BOARD

February 2011

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

1. Approval to waive competitive bidding requirements and award a contract extension to Kramer Tree Specialists, Inc in the not-to-exceed amount of \$135,000 for the Branch and Brush Pickup Service work for FY 11/12.
2. Approval authorizing payment to Water Resources, Inc of Elgin, IL for material costs associated with water meter and associated water service line parts in the amount of \$11,248 expensed to the FY 10/11 Water Fund.
3. Approval to increase the value of the contract with Marcott Enterprises, Inc of

Villa Park for snow hauling services from \$20,000 to \$40,000 to accommodate additional expenses directly related to the blizzard of early February 2011, to be expensed to the FY 10/11 General Fund (143200-521060).

4. The following Public Works Employees were recognized for exceptional work and/or anniversary dates at a February Village Board Meeting: Dave Buckley, Joe Rein, and all PW employees connected with snow removal efforts during the February blizzard.

PW Budget Tracking

February '11

Operations and Maintenance

	FY11 Budget	FY11 Revised Budget	Spent YTD	% of FY11	% Spent
Administration & Engineering	\$812,200	\$813,729	\$682,202	83.3%	83.8%
General Fund - Operations	\$2,073,200	\$2,178,192	\$1,604,583	83.3%	73.7%
Water Fund - O/M	\$3,421,300	\$3,625,311	\$2,831,920	83.3%	78.1%
Sanitary Sewer Fund - O/M	\$4,501,300	\$4,524,536	\$3,615,096	83.3%	79.9%
Parking Fund - O/M	\$224,000	\$361,540	\$315,435	83.3%	87.2%
Equipment Services Fund	\$1,543,300	\$1,543,300	\$1,183,689	83.3%	76.7%
Motor Fuel Tax Fund - O/M	\$705,000	\$810,000	\$686,920	83.3%	84.8%
Total	\$13,280,300	\$13,856,608	\$10,919,845	83.3%	78.8%

Capital Program

Water Fund - Capital	\$1,711,000	\$1,817,900	\$1,398,825	83.3%	76.9%
Sanitary Sewer Fund - Capital	\$1,820,000	\$2,198,022	\$1,508,207	83.3%	68.6%
Parking Fund - Capital	\$0	\$0	\$0	83.3%	0.0%
Motor Fuel Tax Fund - Capital	\$0	\$0	\$0	83.3%	0.0%
Capital Projects Fund	\$7,094,000	\$7,558,604	\$4,580,764	83.3%	60.6%
Total	\$10,625,000	\$11,574,526	\$7,487,796	83.3%	64.7%

PW CORE FUNCTIONS

Admin	Feb 11	Feb 10	+/-	Feb 11 YTD	Feb 10 YTD	+/-
Phone calls	1,005	648	357	1,743	1,291	452
Work Orders	96	59	37	174	109	65
Time Sheets	676	594	82	1,118	1,137	(19)
Invoices	130	126	4	282	249	33
Customer Service Appts	92	77	15	184	147	37
ESD						
Jobs	423	342	81	773	770	3
Scheduled	171	158	13	319	359	(40)
Non-Scheduled	2	1	1	2	4	(2)
Urgent	19	9	10	27	20	7
Routine	231	174	57	425	387	38
Total Fuel Pumped (gal)	10,243	8,987	1,256	19,348	17,658	1,690
Forestry						
Service Requests	19	10	9	38	10	28
Operations - Utilities						
Work Orders Completed	23	12	11	46	25	21
Water Main Breaks	4	1	3	20	5	15
Sanitary Sewer Back Ups	11	8	3	18	15	3
Sanitary Sewer Back Ups - Village	0	2	(2)	0	3	(3)
Sanitary Sewer Cleaned (feet)	0	0	0	0	0	0
Storm Sewer Structures Cleaned	0	1	(1)	0	1	(1)
Storm Sewer Cleaned (feet)	0	0	0	0	0	0
Storm Sewer Grates cleaned - cycles	2	0	2	2	0	2
Landscape Restorations (50/50)	0	0	0	0	0	0
JULIES	85	117	(32)	198	242	(44)
Operations - Forestry						
Work Orders Completed	4	28	(24)	14	33	(19)
Tree Removals	21	4	17	50	5	45
Tree Stump Grinding	0	0	0	0	0	0
Tree Cable Inspections	0	0	0	0	0	0
Mowing Cycles	0	0	0	0	0	0
Operations - Streets						
Work Orders Completed	76	26	50	119	45	74
Asphalt - Potholes (surface tons)	10	20	(10)	18	40	(22)
Asphalt - Patching (surface tons)	0	0	0	0	0	0
Block Party	0	0	0	0	0	0
Parking Meter Collections	4	4	0	8	8	0
Parkway Restorations	0	0	0	0	0	0
Signs - Fabricated	8	87	(79)	24	266	(242)
Signs - Installed	20	9	11	44	27	17
Signs - Rehabbed	0	27	(27)	0	54	(54)
Street Sweeping (days)	0	0	0	0	0	0
Street Sweeping (early AM)	0	0	0	0	0	0
Street Sweeping (extra)	0	0	0	0	0	0
Special Events	0	0	0	0	0	0

VILLAGE OF GLEN ELLYN RECREATION DEPARTMENT

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



MANAGER'S REPORT FOR February 2011

Prepared by Matt Pekarek *Matt Pekarek*

Pre-season registration began in February, with golfers signing up for the 2011 Weekend Permanent Time Drawing. Resident Cards are on sale.

The 9-hole course is open on temporary tees and greens. The driving range is open on artificial turf mats.

The Pro Shop is open everyday. The Village Links Grill is open for lunch, and for Friday evening Fish Fry.

February brought some extreme weather. A severe blizzard kept all facilities closed on February 2 after dumping almost two-feet of snow. Temperatures dropped below zero later in the month, falling to -10° F.

February Weather

High Temperatures In February										
	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002
70° days										
60° days			1					1		1
50° days	3		5			1	3	1	2	3
40° days	2	2	4	3	4	10	9	7	4	8
30° days	13	17	7	12	9	13	13	10	11	9
20° days	7	9	9	10	5	2	3	10	10	7
10° days	2		2	4	8	1			1	
0° days	1				2	1				
Rain	0.4"		3.1"	1.5"	1.0"	1.5"	1.5"	0.3"	0.1"	0.4"
Snow	28"	16"	5"	25"	18"	1"	6"	6.1"	4"	2"

Rounds History By Course						
Year	18-Holes		9-Holes		Total	
	Feb	Feb YTD	Feb	Feb YTD	Feb	Feb YTD
1998	0	0	1,553	1,657	1,553	1,657
1999	0	0	554	604	554	604
2000	0	0	438	737	438	737
2001	0	0	76	77	76	77
2002	0	0	366	1,061	366	1,061
2003	0	0	113	185	113	185
2004	0	0	322	475	322	475
2005	0	0	160	175	160	175
2006	0	0	232	558	232	558
2007	0	0	2	212	2	212
2008	0	0	0	104	0	104
2009	0	0	86	93	86	93
2010	0	0	-		0	-
2011	0	0	43	55	43	55

GOLF

Resident Card sales are 6% ahead of last year. Residents are encouraged to buy their cards early and take advantage of discounted registration fees available through March 15.

Registration for Junior Group Lessons and All Day Camps began February 5.

GROUNDS

The grounds staff is focussed on renovating equipment. Tasks accomplished in February included:

1. Twenty wood tee benches were repaired, sanded, painted and stained.
2. Fifty-one litter caddy trash receptacles were cleaned and spray painted.

3. Superintendent Chris Pekarek and Assistant Golf Course Superintendent attended the **2011 Golf Industry Conference in Orlando, FL** where they attended more than 25 hours of seminars and met with golf course suppliers during a two day trade show.

MECHANICAL MAINTENANCE

Work accomplished in February included:

1. **Nine spare mower cutting reels** were serviced for the season and sharpened.
2. **Five tractors** were serviced for the season.
3. Twenty-one small **motorized pieces of equipment** were serviced.
4. **Pro Shop walls** were painted.
5. Eighty-six wood clubhouse restaurant **dining room chairs** were touched up with stain.
6. **Walls in the mechanic's shop** of the maintenance building were painted.
7. Three **mechanical sand bunker rakes** were serviced and rake teeth were replaced.



The February 2011 blizzard left close to 2-feet of snow on the ground. Assistant Golf Course Superintendent Mike Ludwig clears parking spaces in the clubhouse circle drive.



The golf cart fleet was covered with snow.



Ditto for the hand carts.

FOOD SERVICE

The Village Links Grill was open for lunch. We began Friday evening Fish Frys on February 25.

Sales were down 40% in February and are down 16% for the year.

PRO SHOP

Retail merchandise sales were up 109% for the month and are up 94% for the year.

Spring merchandise was received throughout the month. Merchandise was put into inventory, priced and displayed.

PROMOTION

The Village Links participated in the 28th Annual Chicago Golf Show at the Rosemont (IL) Convention Center February 25-27. Our booth at this three day consumer trade show was manned by Noel Allen, Mike Atkins, Mike Campbell, Mike Ludwig, Chris Pekarek, Matt Pekarek and Jeff Vesevick.

We gave away two-somes of golf to collect over 1,000 email addresses. We handed out thousands of brochures and connected with potential customers. We will assess the success of this effort during the year.



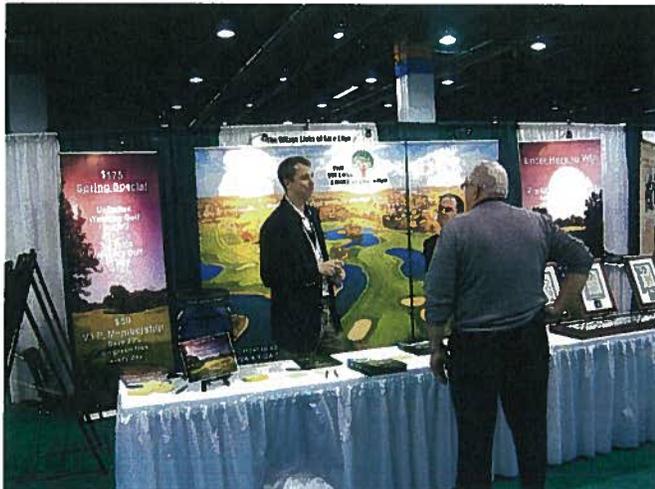
The 2011 Chicago Golf Show was the first time that the Village Links had a booth at a consumer trade show.



Professional graphics depicted the Village Links nicely. We also distributed a promotional brochure produced specifically for this event.



Professional graphics depicted the Village Links nicely. We also distributed a promotional brochure produced specifically for this event.



We connected with thousands of potential customers during the show. The show ran for 22 hours over three days.

FACILITY MASTER PLAN STEERING COMMITTEE

The Master Plan Steering Committee met in February. Staff updated the committee on preliminary cost estimates received from the civil engineer and building architect. Estimates from the golf course architect were expected shortly. Based on the estimates received to date, the annual debt service is expected to exceed the revenue expected to be generated from those facility improvements. Staff will go back to the designers and have them identify a smaller, more affordable project scope.

ITEMS BEFORE THE VILLAGE BOARD

Last Month

none

Upcoming

none

THE MONTH AHEAD

1. 2011 golf registration continues at the Village Links.
2. The 9-hole course typically opens for play in March, as soon as the frost is out of the greens.
3. Drawings for the 2011 Permanent Starting Times will be held Wednesday March 9.
4. Resident Cards are available at discount through Tuesday March 15.

Village of Glen Ellyn
 General Fund Budget Summary
 For the Month Ended
 February 28, 2011

MONTH

YTD

BUDGET

	MONTH			YTD			BUDGET				
	Last Year	Current Year	Monthly Variance \$ %	Last Year YTD	Current Year YTD	YTD Variance \$ %	Annual Budget	YTD Budget	YTD Actual	Variance \$ %	
REVENUES											
TAXES											
Property Tax	-	38	38	2,647,245	2,743,309	96,064	2,740,000	2,740,000	2,743,309	3,309	0%
Fire SSA Tax	-	7	7	-	190,310	190,310	190,000	190,000	190,310	310	0%
Sales Tax	245,921	278,833	32,912	2,424,118	2,568,796	144,678	3,000,000	2,443,000	2,568,796	125,796	5%
Home Rule Sales Tax	133,821	147,976	14,155	694,375	1,390,853	696,478	1,750,000	1,420,000	1,390,853	(29,147)	-2%
State Income Tax	211,259	229,119	17,860	1,809,709	1,794,154	(15,555)	2,100,000	1,779,000	1,794,154	15,154	1%
Other Taxes	23,169	31,716	8,547	776,021	824,795	48,774	838,000	1,779,000	824,795	74,795	10%
LICENSES & PERMITS											
Vehicle Licenses	3,927	4,268	341	116,317	101,948	(14,369)	425,000	80,000	101,948	21,948	27%
Business Registration	270	620	350	30,731	41,860	11,129	40,000	40,000	41,860	1,860	5%
Liquor Licenses	40	1,165	1,125	119,213	114,925	(4,288)	115,000	115,000	114,925	(75)	0%
Building Permits	19,083	19,620	537	327,479	475,495	148,016	460,000	402,000	475,495	73,495	16%
CHARGES & FEES											
Ambulance Service Fees	71,089	29,591	(41,498)	329,935	539,892	209,957	750,000	625,000	539,892	(85,108)	-14%
Police Service Reimbursements	1,965	15,749	13,784	123,023	137,612	14,589	141,000	135,500	137,612	2,112	2%
Accounting Fees - GWA/Library	20,258	10,675	(9,583)	202,580	106,750	(95,830)	128,000	106,600	106,750	150	0%
OTHER											
Police/Court Fines	23,003	30,220	7,217	359,789	366,985	7,196	640,000	533,000	366,985	(166,015)	-31%
Investment Income	1,996	1,092	(904)	18,629	11,941	(6,688)	19,000	15,800	11,941	(3,859)	-24%
Miscellaneous Income	13,045	8,840	(4,205)	263,115	252,163	(10,952)	238,000	207,500	252,163	44,663	22%
Transfers from Other Funds	89,457	85,500	(3,957)	1,294,570	1,255,000	(39,570)	1,426,000	1,255,000	1,255,000	-	0%
Revenue Totals	858,303	895,029	36,726	11,536,849	12,916,788	1,379,939	15,000,000	12,837,400	12,916,788	79,388	1%
EXPENDITURES											
Village Board & Clerk	729	968	239	67,560	43,544	(24,016)	53,000	48,100	43,544	(4,556)	-9%
Village Manager's Office	63,692	71,266	7,574	752,071	759,844	7,773	847,900	713,800	759,844	46,044	6%
Facilities Maintenance	28,398	28,732	334	315,328	293,814	(21,514)	400,700	336,600	293,814	(42,786)	-13%
Finance	69,415	61,464	(7,951)	800,940	843,705	42,765	1,071,500	912,700	843,705	(68,995)	-8%
Planning & Development	75,548	93,129	17,581	837,107	948,498	111,391	1,135,100	956,200	948,498	(7,702)	-1%
General Services	-	-	-	-	-	-	-	-	-	-	0%
Police	443,058	424,266	(18,792)	5,526,281	5,888,667	362,386	6,940,300	6,014,700	5,888,667	(126,033)	-2%
Fire	94,164	112,086	17,922	1,124,204	1,361,448	237,244	1,666,100	1,405,800	1,361,448	(44,352)	-3%
Public Works - Admin & Eng.	58,506	51,810	(6,696)	603,449	682,202	78,753	812,200	686,400	682,202	(4,198)	-1%
Public Works - Operations	142,895	186,501	43,606	1,466,348	1,604,584	138,236	2,073,200	1,777,000	1,604,584	(172,416)	-10%
Expenditure Totals	976,405	1,030,222	53,817	11,499,288	12,426,306	933,018	15,000,000	12,851,300	12,426,306	(424,994)	-3%
Net Increase / (Decrease)	(118,102)	(135,193)	(17,091)	43,561	490,482	446,921	(13,900)	(13,900)	490,482	504,382	

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

REVENUES							
	Monthly Budget	Monthly Actual	Monthly Budget Variance	Cumulative Budget	Cumulative Actual	Cumulative Budget Variance	Positive (Negative) Variance
May	1,146,550	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	-	-	13,845,850	-	-	0%
April	1,154,150	-	-	15,000,000	-	-	0%
	15,000,000	12,916,788	79,388				

EXPENDITURES							
	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	-	-	13,913,800	-	-	0%
April	1,086,200	-	-	15,000,000	-	-	0%
	15,000,000	12,426,306	(424,994)				

NET INCOME / (LOSS)				
	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	-	-	-	-
April	-	-	-	-
	490,482	504,382		

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

	FY10/11			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	38	0.0%	99.9%	0.0%	99.8%
Mar	-	0.0%	99.9%	0.0%	99.8%
Apr	-	0.0%	99.9%	0.0%	99.8%
Total	2,743,309	99.9%		99.8%	
Extension	2,746,263				

	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
	2,647,229	2,458,581	2,349,052	2,484,959	
	2,651,419	2,465,305	2,353,101	2,489,942	

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 Incr/(Decl)	Monthly Budget*	Monthly Budget Variance		YTD Budget Variance	
																							\$	%	\$			%			
May	223,492	219,626	227,039	199,934	230,931	225,000	5,931	2.6%	5,931	2.6%	15.5%	225,000	5,931	2.6%	5,931	2.6%	(8,733)	(3.6%)	(2,802)	(0.6%)											
Jun	222,303	243,546	225,651	238,645	231,267	240,000	(8,733)	(3.6%)	(8,733)	(3.6%)	(3.1%)	240,000	(8,733)	(3.6%)	(8,733)	(3.6%)	30,791	12.7%	27,989	4.0%											
Jul	247,526	223,624	240,130	242,671	272,791	242,000	30,791	12.7%	30,791	12.7%	12.4%	242,000	30,791	12.7%	30,791	12.7%	15,827	6.4%	43,816	4.6%											
Aug	245,798	259,975	246,141	251,180	263,827	248,000	15,827	6.4%	15,827	6.4%	5.0%	248,000	15,827	6.4%	15,827	6.4%	20,893	8.3%	64,709	5.4%											
Sep	234,778	251,937	255,210	250,496	273,893	253,000	20,893	8.3%	20,893	8.3%	9.3%	253,000	20,893	8.3%	20,893	8.3%	4,749	2.0%	69,458	4.8%											
Oct	228,002	240,209	249,699	234,060	243,749	239,000	4,749	2.0%	4,749	2.0%	4.1%	239,000	4,749	2.0%	4,749	2.0%	9,209	3.5%	78,667	4.6%											
Nov	250,565	270,617	277,470	268,810	274,209	265,000	9,209	3.5%	9,209	3.5%	2.0%	265,000	9,209	3.5%	9,209	3.5%	5,668	2.3%	84,335	4.3%											
Dec	221,387	249,109	242,329	243,398	250,668	245,000	5,668	2.3%	5,668	2.3%	3.0%	245,000	5,668	2.3%	5,668	2.3%	12,628	5.4%	96,963	4.4%											
Jan	222,929	246,659	237,604	249,003	248,628	236,000	12,628	5.4%	12,628	5.4%	(0.2%)	236,000	12,628	5.4%	12,628	5.4%	28,833	11.5%	125,796	5.1%											
Feb	252,740	238,984	270,094	245,921	278,833	250,000	28,833	11.5%	28,833	11.5%	13.4%	250,000	28,833	11.5%	28,833	11.5%															
Mar	280,122	283,239	281,229	289,305		290,000						290,000																			
Apr	250,552	267,848	257,380	272,753		267,000						267,000																			
Total	2,880,194	2,995,373	3,009,976	2,986,176	2,568,796																										
Budget	2,900,000	3,000,000	3,136,000	3,000,000	3,000,000	3,000,000						3,000,000																			
% of Budget	99%	100%	96%	99.5%																											
% Increase/ (Decrease) from Prior Year	(1.2%)	4.0%	0.5%	(0.8%)																											

* 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 Incr/(Decr)	Monthly Budget*	Monthly Budget Variance		YTD Budget Variance	
																							\$	%	\$			%			
May	300,200	353,307	411,166	328,839	266,823	(18.9%)	307,000	(40,177)	(13.1%)	(40,177)	(13.1%)																				
Jun	214,514	225,351	219,791	175,582	142,274	(19.0%)	185,000	(42,726)	(23.1%)	(82,903)	(16.9%)																				
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	(6,613)	(3.3%)	(58,040)	(5.1%)																				
Nov	138,242	150,446	151,515	144,264	147,046	1.9%	132,000	15,046	11.4%	(42,994)	(3.4%)																				
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	(7.0%)	177,000	8,404	4.7%	13,035	0.8%																				
Feb	252,099	298,927	250,579	211,259	229,119	8.5%	227,000	2,119	0.9%	15,154	0.9%																				
Mar	133,586	159,593	135,806	130,720			126,000																								
Apr	227,518	230,351	209,659	203,935			195,000																								
Total	2,275,569	2,485,888	2,460,009	2,144,364	1,794,154																										

Budget 2,140,000 2,349,000 2,503,000 2,440,000 2,100,000 2,100,000

% of Budget 106% 106% 98% 87.9%

% Increase/ (Decrease) from Prior Year 10.3% 9.2% (1.0%) (12.8%)

* 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

February 2011

Senior Services

Senior Service Team helped 41 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 2.75 hours verifying the Pace information for the transportation program. Our senior newsletter took 4.00 hours to compile and mail.

Human Resources

- 332 contacts/responses broken down as follows:

- Benefits – 43
- Clerk - 147
- Other - 1
- Pay & Compensation Study – 20
- Payroll – 9
- Personnel - 84
- Risk Management - 10
- Vacancies – 18

- 46 Change of Status Forms broken down as follows:

- Adds – 0
- Changes – 19
- Terminations – 1

Special Projects:

- 7.50 hours working on the insurance renewal
- 13.25 hours working on the Pay & Classification Study
- 8.00 hours at a seminar

Other Items:

- 0.75 hours doing Clerk items
- 1.50 hours on monthly reports
- 19.75 hours attending meetings
- 1.50 hours working on a job description
- 0.75 hours working on unemployment claims
- 8.50 hours filing

- 1.75 hours on an employee problem
- 1.25 hours on the budget