

Village of Glen Ellyn

**Management Team Monthly
Report Packet**

January 2011

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MONTHLY REPORT

JANUARY, 2011

PATROL

Calls for Service

Glen Ellyn Police handled 3522 calls for service during the month of January. 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.

	Jan 11	Jan 10	11 YTD	10 YTD
Calls for service	3522	3602	3522	3602

Traffic

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

	Jan 11	Jan 10	11 YTD	10 YTD
Traffic Citations Issued	389	370	389	370
Traffic Warnings Issued	431	384	431	384
Traffic Crash Reports	74	60	74	60
DUI	9	10	9	10

INVESTIGATIONS

There were 31 new cases assigned to Detectives in the Investigations Division during the month of January. 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	3	4	1

Residential Burglary

On January 12 a resident of Brookdale Meadows reported the burglary to her residence. According to the victim unknown persons entered her apartment and removed about \$100.00 in cash. Nothing else was reported missing or disturbed. This case is currently under investigation.

On January 26 three different homes in the 100 block of Spring, 800 block of Chancel, and 700 block of Parkview, were burglarized during the course of the day. The victim's reported jewelry, electronics and flat screen televisions among the numerous properties that were stolen.

During one of the burglaries, the homeowner's vehicle was taken from their garage. The stolen vehicle was stopped by the Chicago Police Department on January 30. A male driver and his two female companions were arrested and charged with possession of a stolen motor vehicle and criminal trespass to motor vehicle. Their connection to the three burglaries remains under investigation.

Missing Person

On January 25, a 24 year-old resident was reported missing by her husband. The husband made the report after picking up their oldest child from school and returning home, only to find youngest son sleeping and his wife gone. The investigation determined the woman was safe, and that she had decided to leave the family. No criminal charges were filed, and the children were left in the custody of their father.

Assist to other Agency

On January 20, patrol officers received a complaint alleging a 17 year-old student had inappropriately touched another student while on a school bus. The alleged incident was said to have occurred in an unknown location within DuPage County. Due to the ages of the accused and victim, along with the circumstances surrounding this incident, this investigation was referred to the DuPage County Children's Advocacy Center.

Deceptive practice

On January 13, a resident reported being victim of a fraud after selling an item on *Craigslist*. The victim was contacted by a potential buyer via the internet, and terms were agreed upon. The purchaser presented a personal check for more than the agreed price, and told the victim to send him the difference via Money Gram. After sending the purchaser the difference, the victim was notified that the check as presented was a fraudulent document. This case was referred to the jurisdiction of authority.

Theft

On January 12, Walgreens reported a "quick-change scam" at the Roosevelt Road location. A customer paid for an inexpensive item with a \$20 bill. The clerk was then repeatedly asked for change in different denominations and became confused, ultimately giving the suspect change in excess of the amount due. A critical reach bulletin was disseminated to other law enforcement jurisdictions in an attempt to identify the suspect.

On January 14, a Glenbard West student misplaced a cell phone. Another student found the phone and turned it in to staff at the school. Another student then approached the staff member and claimed the lost phone belonged to him. The staff member gave the student the phone, but later determined he was not the owner. The student was confronted and issued a ticket for theft under Glen Ellyn Village Ordinance.

On January 21, employees at the Walgreens on Roosevelt Road reported a customer had passed a counterfeit bill. The female customer reportedly purchased various items and presented the cashier with what appeared to be a \$50 bill. It was later determined the currency was actually a \$1 bill, chemically altered and reprinted to appear to be a \$50 denomination. This technique renders basic counterfeit detection efforts ineffective. This investigation remains open.

On January 27, a student at Glenbard West High School reported an I-pod stolen from his locker during gym class. This case remains under investigation.

Identity Theft

In July 2010 an elderly resident filed a police report alleging her granddaughter, who was caring for her, was taking financial advantage of her. The granddaughter reportedly opened credit card accounts in the victim's name and then charged purchases in excess of \$1,000. *Update:* In January 2011, the case was reviewed by the DuPage County States Attorney's office, resulting in a three-count complaint of Identity Theft against the victim's granddaughter.

Unlawful Use of a Credit Card

On December 27, a resident reported her debit ATM card had been compromised. The resident learned of the unlawful activity after her financial institution discovered suspicious withdrawals and "froze" her account. The unlawful ATM withdrawals occurred at various US Bank locations. This case is currently under investigation.

On January 14, a member at Cardinal Fitness had credit cards taken from their locker. A short time later, the credit cards were used to complete several transactions at the Yorktown Mall in Lombard. 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>	JAN 11	JAN 10	11 YTD	10 YTD
Homicide	0	0	0	0
Criminal Sexual Assault	0	0	0	0
Robbery	0	0	0	0
Battery	5	3	5	3
Burglary	5	1	5	1
Theft/Deception	23	31	23	31
Motor Vehicle Theft	2	1	2	1
Arson	0	0	0	0
Criminal Damage or Trespass	11	4	11	4
Deadly Weapons	0	0	0	0
Sex Offenses	1	1	1	1
Offenses Involving Children	1	5	1	5
Drug Offenses	9	2	9	2
Liquor Control Act	3	2	3	2
Disorderly Conduct	16	12	16	12
Other Criminal Offenses	22	23	22	23
Crisis Intervention	27	29	27	29
Death/Suicide Investigations	1	4	1	4
Missing Persons	3	0	3	0
Miscellaneous Services	56	53	56	53
Medical Assists	87	114	87	114

**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
1/5	All Sworn	Range	1	Pistol qualification/drills
1/7	Baki/Holstead/Cusack	ILEAS WMD/SRT	16	Annual Assessment
1/10	Pacyga	FTO instruction	40	Certification course
1/13	Baki/Holstead/Cusack	DCSO Special Ops	8	Team training
1/18	All Sworn	In service	8	CPR recert, DV update
1/19	All Sworn	Range	1	Monthly drills
1/25	All Sworn	In service	8	CPR recert, DV update
1/27	Baki/ Holstead	DCSO Special Ops	8	Blue team training

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 January, Officer Staples:

- Hosted a DARE graduation at Churchill Elementary School.
- Attended a Milton Township S.A.L.T. meeting.
- Hosted a DARE graduation at Benjamin Franklin Elementary School.
- Hosted a DARE graduation at Forest Glen Elementary School.
- Began new DARE course for 5th grade students at Abraham Lincoln, St. Petronille, and St. James elementary schools.

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

JANUARY 2011

CMAP Grant Application Submitted

The Planning and Development Department recently submitted an application to the Chicago Metropolitan Agency for Planning for local technical assistance with two projects. One project involves a comprehensive update of Glen Ellyn's downtown zoning district standards to further goals set forth in the 2009 Downtown Strategic Plan. The update would include an evaluation of the district boundaries, permitted and special uses, building heights, parking standards and building setbacks. The other project involves visioning and zoning amendments for Stacy's Corners. This would include a review of compatibility between the area's current C2 zoning designation and overall future goals. Such assistance would be through a grant recently received by CMAP to provide staff assistance to communities on projects that further the objectives of the agency's GO TO 2040 Plan. The assistance is being provided in recognition of budget and staff constraints faced by communities. CMAP has indicated that they received 220 applications from various organizations. The Village expects to hear in March if either of the projects were selected.

Lombard Boundary Line Discussion

The Village continued to work with Lombard on boundary line discussions throughout January. The discussions center around amending the existing line that serves as the eventual municipal boundary between the two communities. The Village sent a letter and draft agreement to Lombard in mid-January formally requesting the amendment of the boundary line between the two communities. An amended request was then sent on January 31 in response to concerns expressed by Lombard. These changes include allowing sections of Lombard's existing planning jurisdiction extending west of I-355 to be moved to Glen Ellyn's planning jurisdiction. The Village Board is expected to act on the amended boundary agreement in February or March.

Business Promotional Activity Brochure Updated

The Department recently began working to update the "Regulations for Business Promotional Activities" brochure. Updates were made to reflect recent changes in regulations for indoor live entertainment, portable signs, outdoor seating and outdoor promotional items. The new brochure (attached) is available on the Village website and is displayed at the front counter.

P&D COURT CASES FOR JANUARY:

•No case updates

Expired Permit Follow-Up Efforts

The Department increased efforts to follow-up on expired permits in January. These efforts included sending multiple letters to properties that never received a final inspection or final grading approval. This resulted in several permits being closed-out in January. This is an effort that occurs continually, but is increased during the winter months. The high number of violation letters issued shown in the monthly report reflects the Department's focus in January on closing out these files.

Fire Sprinkler Update

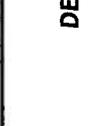
In January, the Village completed efforts to amend the recently adopted 2009 Fire Code. After discussion at 3 Building Board of Appeals meetings and 2 Village Board meeting between October 2010 and January 2011, the 2009 Fire Code was amended to require fire sprinklers in the remodeled area of one and two story homes when the cost of remodeling work exceeds \$300,000. The prior fire sprinkler regulations were more restrictive and required fire sprinklers throughout the home when the cost of the remodeling work exceeded \$200,000.



PLANNING AND DEVELOPMENT DEPARTMENT
MONTHLY REPORT
 January 2011



	January 2011	2011 YTD	2010 Actual
Total Building Permits Issued	40	40	1231
New Single Family dwelling	0	0	13
New Multi-family dwelling	0	0	0
New Commercial building	0	0	4
Additions and Alterations Single-family	7	7	162
Additions and Alterations Multi-family	0	0	0
Demolitions	0	0	14
Additions and Alterations Commercial	3	3	38
Accessory Structure/Miscellaneous	30	30	1000
Total Estimated Construction Value (millions)	\$0.62	\$0.62	\$72.33
Certificates of Occupancy (TCO & CO)	3 TCO; 1 CO	3 TCO; 1 CO	5-TCO; 14-CO
Stormwater Permits Issued	1	1	21
Demolition Permit Applications	1	1	16
Sign Permits Issued	2	2	35
Banner Sign Permits Issued	2	2	29
Total Inspections Conducted	433	433	5197
Building Inspections	314	314	3287
Exterior Appearance/Ordinance Inspections	0	0	15
Elevator Inspections	0	0	106
Fire Inspections	0	0	58
Grading/Stormwater Inspections	12	12	264
Drainage Inspections/Complaints	2	2	371
Landscape Inspections	1	1	18
Property Maintenance Inspections	53	53	1071
Site Inspections	51	51	378
Total Development Applications Acted On	2	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	2	2	10
Administrative Approvals	1	1	4
Consolidations, 2-Lot Subdivs & Land Transfers	0	0	1
Promotional Event	0	0	1
Ordinance Extension	0	0	2
Indoor Live Entertainment	1	1	NA
Pre-Existing Special Use	0	0	0
Misc. Ordinances/Resolutions Acted On	2	2	16
FOIA Requests Processed by Department	10	10	NA
Annexations Approved	0	0	0
Annexation Agreements Approved	0	0	34
Recapture Agreements Approved	0	0	0
Violation Letters Issued (prior to citation)	90	90	274
Citations Issued	1	1	13
License Agreements Approved	0	0	7



PLANNING AND DEVELOPMENT DEPARTMENT
DEVELOPMENT CASE, ANNEXATION AND SPECIAL PROJECT STATUS
AS OF January 31, 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 2 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	5/21/2007 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 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.
Memorial Park	Variations for lights and accessory structures	NA	Pending	NA	Pending	Preliminary review comments on potential variations issued December 21, 2010.
980 Oxford Road	Zoning variations for a gazebo, outdoor fireplace and patio that do not meet the minimum side yard setbacks and exceed the maximum permitted areas.	NA	NA	Public hearings 7/27/2010 and 11/23/2010, recommended approval 6-1	1/17/2011 workshop and 1/24/2011 meeting	Approved at 1/24/2011 Village Board meeting.
11182 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
538 Prince Edward	Zoning Variations for lot coverage ratio and rear yard setback of one-story addition	NA	NA	Public hearing 12/14/2010, recommended approval 6-0.	1/17/2011 workshop and 1/14/2011 meeting	Approved at 1/24/2011 Village Board meeting.
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.
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	NA	NA	Est. February 2011	Pending	Application received 12/29/2010.
650-690 Roosevelt Road, Pickwick Place Shopping Center	Reconstruction of front building	Pending	Pending	NA	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	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	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	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	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	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	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	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	NA	Pending	Some utility information and costs received.
Marston and Bemis Road Area	Annexation of properties with existing annexation agreements	NA	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	3/21/2011 workshop and 3/28/2011 meeting	Agreements mailed in early October. Neighborhood meeting held on 10/20/2010. By the end of December, 43 of 49 agreements had been signed and returned. Thirty day notices and 2 week notices sent in January warning of utility shut off after February 11, if signed agreements are not returned.
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. By the end of December, 36 of 40 agreements had been signed and returned. Thirty day notices and 2 week notices sent in January warning of utility shut off after February 11, if signed agreements are not returned.
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	
SELECT SPECIAL PROJECTS						
COMMENTS AND REVIEW STATUS						
AEE Fire District Reimbursements	Letters sent in April of 2009 requested reimbursement from property owners for payments to Lisie Woodhidge 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 8/03/2010 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 Village Board at the 3/21/2011 workshop meeting.					
CMAAP Application	Application submitted to CMAAP 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.					
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 11/18/2010 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 is tentatively scheduled for sometime in February.					
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.					
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, Bernis Road, Clearwire 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 Clearwire. Staff is awaiting a response.					
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 Eilyn 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. <i>A first draft of an overall map and separate maps for all potential redevelopment sites was completed in January. A second draft is in progress.</i>
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. <i>A majority of the property owners are working with Public Works and connection dates were extended until spring due to weather.</i>
Utility Payments	Follow-up with 4 property owners on Valley Road and In Arboretum Estates East with past due utility payments. <i>As of January, payment has been received from two properties.</i>

Indoor Live Entertainment:

Live entertainment is allowed inside businesses within the C2, C3, C4, C5A, C5B and C6 zoning districts upon approval of a permit by the Planning and Development Director. Live Entertainment permits are valid for a period of three (3) years. All live entertainment shall comply with the following provisions.

1. The designated entertainment space cannot exceed 25% of the gross floor area;
2. Live entertainment cannot be provided after 11 pm on Sunday through Thursday and 1 am Friday and Saturday; and
3. Live entertainment must be clearly incidental to the primary use.

Applications are available online and in the Planning and Development Department and cost \$150. Approval takes about 2 weeks once a complete application is submitted.

Portable Signs:

Portable temporary signage is allowed only in the C5A and C5B Downtown zoning districts. These signs are allowed only when the business is open and are subject to the following restrictions:

1. The sign cannot exceed six (6) square feet;
2. The sign cannot be greater than four (4) feet in height;
3. A single sign may be erected at a major entrance to the business, but not at more than two (2) different entrances; and
4. The sign must be located on private property and not on the public right-of-way (e.g. public sidewalk or road).

Outdoor Seating (Private Property):

Restaurants may provide outdoor seating for their patrons provided the seating is located on private property and in conformance with the following:

1. If the restaurant is located in a shopping center, the seating shall only be located at the front or side of the establishment unless otherwise approved as part of a Special Use Permit, Planned Unit Development, or Variation;
2. The seating must be located on a hard surface such as asphalt, concrete, brick or wood;
3. Such seating shall not be located in close proximity to parking or drive aisles; and
4. It shall not be located within a required landscape island or area.



Outdoor Seating (Public Property): Restaurants may request permission to locate outdoor seating on public property (i.e. public sidewalks) from the Village of Glen Ellyn. The application is available online and at the Planning and Development Department and costs \$50 annually. Approval takes about two months once a complete application is submitted.

The Village of Glen Ellyn



Regulations for
Business
Promotional
Activities



Planning & Development
Department

Village of Glen Ellyn
535 Duane Street
Glen Ellyn, IL 60137
Last Updated: Jan. 2011



The following is a summary of Village Code regulations pertaining to business advertising, displays and events. For a complete list of all applicable regulations please refer to the Sign Code, Zoning Code and Village Code on the Village's website at www.glenellyn.org. In the event of a conflict between this handout and the Village Code, the Village Code applies.

Banners:

Banner signs are temporary in nature and are generally constructed of cloth, canvas or other lightweight material. These signs are used to advertise special events, such as a grand opening or a sale. The banner signs are allowed only on the private property of the business that is advertising the event and only with a permit from the Village.



Applications are available online and at the Planning and Development Department and cost \$30. Applications generally take about five (5) days to process. After the permit is issued the banner can be displayed for up to thirty (30) days and it must be removed no later than three (3) days after the event. Each business is limited to two (2) banner permits in one calendar year.

Balloons:

The outdoor display of balloons in the C5A and C5B Downtown zoning districts is permitted in accordance with the following rules:

1. No more than one (1) bunch of six (6) balloons may be displayed at a business location;
2. Each balloon can be no greater than twenty-four inches (24") in diameter;
3. All balloons need to be attached to the building or placed within one (1) foot of the building;
4. Balloons must be affixed to private property and cannot exceed the height of the first floor of the building;
5. Balloons cannot be attached to structures, street furniture, utility poles or signs in the public right-of-way (i.e. public sidewalks, roads);
6. Balloons cannot be placed in a location which obstructs the vision of pedestrians or motorists, restricts access or creates a dangerous condition; and
7. In order to maintain accessibility, a minimum five (5) foot-wide area must remain free and clear of balloon encroachments on all adjacent sidewalks.

Outdoor Merchandise and Displays:

All outdoor merchandise, sales and displays require a special use permit. Applications are available online or in the Planning and Development Department. The application costs \$650 and a \$500 refundable escrow deposit is also required to cover Village out of pocket costs. The application process normally takes 3-4 months and involves meetings before the Plan Commission and the Village Board.

Outdoor Promotional Events:

A Special Use Permit is required for all outdoor tents and promotional activities. The Special Use Permit application costs \$650, requires a \$500 escrow deposit and typically takes 2-3 months. The application is reviewed by the Plan Commission and Village Board.

Alternatively, businesses may request a waiver from the Village Board for infrequent outdoor promotional events. Once the Village Board has approved a waiver, the Planning and Development Director may approve additional waivers for similar future events up to two (2) times per year.

Outdoor Beautification:

Outdoor beautification displays include live or imitation plant materials and any associated containers or support structures. Businesses in the C5A and C5B Downtown zoning districts are allowed to have no more than two (2) outdoor beautification displays without a permit that do not exceed ten (10) square feet. A Special Use Permit is required for a greater number and/or a greater total display area.

All displays must be adjacent to the first floor storefront and leave a five (5) foot-wide area free and clear on the sidewalk.

Outdoor Statues and Sculptures:

An annual permit is required for any statues, sculptures or similar works of art to be located outside of a business in the C5A and C5B zoning districts. The application can be found online and in the Planning and Development Department and costs \$25. The application process normally takes about 2 weeks.

VILLAGE OF GLEN ELLYN PUBLIC WORKS DEPARTMENT MONTHLY REPORT

January 2011

ADMINISTRATION

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:

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

Forty-six parkway trees were scheduled for removal; letters were prepared and mailed to residents informing them of the pending removals. In addition, fifty-seven tree removals were completed. The pending and completed removals entered into CartêGraph and Excel spreadsheets.

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

The admin team ordered 124 trees from four Suburban Tree Consortium nurseries for planting in the spring of 2011.

Planting addresses and tree species were provided to the Village Forester for a state grant application.

The admin team created the Fall 2011 Share-Cost Parkway Tree application and updated the list of available planting sites for publication on the Village website.

ENGINEERING

Projects in Design/Bidding Phase

BRAESIDE LIGHTING PROJECT –

Engineer: Pavia-Marting

The engineer has submitted the contract documents for review by the DuPage County Community

Development Commission. Final plans are nearly complete.

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.

ESSEX COURT DRAINAGE IMPROVEMENTS –

Engineer: Rezek, Henry

Design work is continuing on the project. The planned letting date is April for construction in the 2011 calendar year.

HILL AVENUE WATER MAIN EXTENSION –

Engineer: Walter E. Deuchler

As part of its loan process, the IEPA is soliciting public comment on proposed project impacts. A public hearing is required as part of the review process and must be conducted by March 14, 2011.

LAKE ELLYN OUTFALL CHANNEL REHABILITATION –

Engineer: Burns & McDonnell

The project permit review process is continuing and awaiting approvals from the Kane/DuPage Soil Conservation Service and US Army Corps of Engineers. Easement documents are being drafted; preliminary contact has been made with area residents where easements are needed.

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 parcel appraisal process is continuing; IDOT has approved the appraisals. Final plans have been

submitted to IDOT. An April 2011 IDOT letting is being targeted.

SUNSET/TURNER IMPROVEMENTS PROJECT –

Engineer: Kudrna & Associates
Engineering staff is completing the review of pre-final documents. The project will be out for bid in late February.

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. Quantities and project costs are being finalized. Record drawing preparations will be undertaken by the Phase III (construction) engineer.

ROSLYN & SCOTT SANITARY SEWER EXTENSION –

Contractor: Lifco Construction
(Value of Contract = \$21,000)

The project team is continuing to discuss final costs for the project with the contractor.

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. A contractor request for a cost adjustment for delayed start-up and training services is being reviewed by staff.

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, construction work is complete and close-out paperwork is being processed. The projected cost of the needed work is about \$58,000.

For Well #6, the packer and test pumping unit are still in place. The second part of water quality tests were completed in January with encouraging results. Village staff will be meeting to discuss the next phase of the project including some additional well treatments recommended by the contractor to remove benign iron bacteria from the well and further improve water quality.

Engineering Projects

CENTRAL BUSINESS DISTRICT TRAFFIC STUDY –

Engineer: KLOA
The next step in the process will be a meeting with business and institutional stakeholders to review project results and recommendations.

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 is being prepared and will be ready in mid-February.

EQUIPMENT SERVICES

In the month of January, 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 1,813 days without a "lost time" accident.

The Equipment Services fuel island dispensed 9,105 gallons of fuel during the month of January. The total included 5,644 gallons of unleaded fuel and 3,461 gallons of diesel fuel.

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

Sixty one work orders were related to the maintenance and repair of Police Department vehicles and equipment. The A/V monitor cable and the oxygen sensor were replaced on the Sergeants Squad 01 and the tire pressure monitor system was reset. The rear differential pinion seal was replaced on patrol Squad 02. The front fender graphics were replaced on patrol Squad 05 and the traffic director arrow stick was re-programmed. The gun lock cylinder was replaced on patrol Squad 06 and the map light lens was replaced. The alternator and spark plugs were replaced on CSO truck 11 and the battery was replaced on the detectives' vehicle 13. The engine cylinder #1 fuel injector; the ignition coil; the spark plug; and the cylinder #2 injector wire harness were replaced on patrol Squad 18. The inner edge emergency light bar mother board was replaced on the 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.

Forty four work orders were related to the maintenance and repair of the Glen Ellyn Volunteer Fire Company's vehicles and equipment. The Streamlight battery was replaced on Medic 21; a PM

service was performed; and the chassis batteries were recharged. The engines computer was also scanned on Medic 21. The Streamlight battery was replaced on Medic 22 and a PM service was performed. A quartz scene light was replaced on Engine 25 and the underbody work lights were replaced on Engine 26. The air horn solenoid was repaired on Snorkel 31 and Marion Body Works performed a factory recall related to the fire pump shift interlock. The manual gear box oil was replaced on scuba Squad 37 and the brakes were inspected and the weather-strip was repaired. The fire station 2 shops vice was repaired and welded. Numerous chassis and emergency lighting repairs were performed on Fire Company vehicles. All PM's were completed on time.

One hundred seventy 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. The air seat air bladder was replaced on plow truck 200. The pre-wet hydraulic pump seal and the wire harness for the electronic salt spreader control was replaced on plow truck 202. The plow hydraulic lift cylinder; the air brake dryer; and the dump body hydraulic hose were replaced on plow truck 203 and the dump body salt grates were straightened and welded. A pre-wet tank cap tether was fabricated and installed on plow truck 204 and the chassis frame wire harness was repaired. The back hoe bucket teeth were replaced on backhoe 210 and the rear window weather strip was repaired. The pre-wet anti-siphon valve and controller circuit breaker were replaced on plow truck 231. The front tires; the water pump, pump pulley and serpentine accessory drive belt; and the plow hydraulic couplers were replaced on plow truck 232 and the v-box drive chain was adjusted. The rear mud flap was reinstalled on dump truck 234 and the cab step straps were replaced on wheel loader 246. The pre-wet pump and the controller circuit breaker were replaced on plow truck 238 and the exhaust system tailpipes were repaired. The cup holder and seat trim were replaced on plow truck 248 and the front 4X4 wheel hubs were lubricated on plow truck 254. Seasonal repairs were performed on street sweeper 259. The serpentine accessory drive belts; the fan

shroud; the pre-wet pump; the controller circuit breaker; and the plow lift cylinder hydraulic couplers were replaced on plow truck 260 and the exhaust system tail pipes were repaired. The horn wiring was repaired on loadall 265 and the auto-feed computer was replaced on chipper 510. 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 one work orders were related to the maintenance and repair of Glenbard Wastewater Authority vehicles and equipment. The v-box auger bearing was replaced in salt spreader 635 and PM service was performed on vehicle 624. 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 EAB ash tree inspection in Zone C (West of Main, North of the tracks) was completed and 25 infested trees were marked for removal.

The Village Forester participated in the FY2011/12 budget meeting for Public Works.

Applications were completed for an Illinois Urban Forest Restoration Grant for Emerald Ash Borer and an Illinois Technical Assistance Grant for EAB.

The Village Forester met with members of the Environmental Commission to discuss the next Tree Education Committee Meeting. She also attended an Environmental Commission meeting to discuss the private property tree ordinance.

Steve Piper and Sons completed the majority of winter pruning. Only a few trees are left to prune through the Annual Winter Pruning Program.

The Village Forester participated in a conference call regarding the Valent Legacy Tree Project. This is the project where Valent USA Corp. is treating 250 of our parkway ash over a period of five years for free. Discussion centered on how Municipalities can

publicize the option of treating ash trees vs. removing them.

The Village Forester inspected approximately 268 trees pruned by the contractor.

OPERATIONS

January Snow = 10" Rain = .33"

Last month it was stated that Operations activities are controlled by two events in the winter months: snow/ice removal and water main breaks. January lived up to the claim. There were seven snow events (two more than the average of the last three years) and sixteen main breaks (eleven more than January's average). The cold temperature trend continued this month with both the high and low temps averaging 5° below normal. There were only 5 days when the temperature made it above freezing (32° is the average January high temperature). Less than 20% of the days in December and January were above freezing. Operations continues to emphasize to employees safe outdoor working procedures in extreme cold weather conditions as the majority of work is outside.

January 2011 had average snowfall for the month but it was 40% less than the average snowfall of the last three years. Through January, Public Works has ordered 1900 of the available 3000 tons of salt for the snow season. This matches the amount of salt ordered in the 2009/10 season. The major factor in salt use is not the amount of snow, but the number of snow events. Even though there has been less snow, there has been a 30% increase in snow events compared to the last three years. Public Works has been able to use less salt per event and still maintain safe roadways. More important than being good for the budget, this is good for the environment! The frequency of events does disrupt normal operations as the night shift was sent home 7 times this month.

Date	Snow	Events	Shifts	Labor(hrs)	Salt(tons)
1/08	17"	8	14	1,556	803
1/09	20"	5	14	1,744	908
1/10	13"	4	6	956	465
1/11	10"	7	7	1,170	760

(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.)

Operations experienced sixteen water main breaks during the month. This is eleven more than January's average (the yearly average is 29!). We experienced two breaks on 8" lines, eight breaks on 6" lines and six breaks on 4" lines. There were two Fridays (7th and 14th) with two main breaks as well as two days (15th and 26th) with three main breaks. Not only were there days with multiple main breaks, there were multiple main breaks on the same line within 150' of each other. Park Blvd just south of Sheehan experienced two main breaks on the east side of the road on a Friday afternoon and on then



the next day a main break was repaired on the west side of Park, north of Sheehan. The weekend of the 14th-16th, Operations repaired 6 main breaks and



two more on the 17th and 18th. It is a fact that cold weather creates more main breaks with freeze/thaw cycles, but there is a possibility that DuPage Water Commission (DWC) infrastructure work contributed to the increase of Glen Ellyn main breaks. The DWC

work resulted in uneven, substantially large, high and low pressure fluctuations throughout the entire DWC distribution system, as well as, Glen Ellyn's distribution system. On January 18th, Plant Operations reprogrammed the SCADA system controlling water flow. This isolated the distribution system from the radical pressure spikes due to the DWC work. In essence, Glen Ellyn's sophisticated multi function water system was converted to a simple "Dump and Pump" system. This change had little, to no effect, on the overall performance capability of the water production and distribution system, but it did reduce the frequency of the water main breaks for the remainder of the month.

Employee happenings:

Training – N/A

Evaluations - 2 completed

(1 January review not completed)

Coverage/Assistance –

Forester – 1 employee (1.5 days on EAB)

1 employee (1.5 days on grant info)

Front Office – 1 employee (2 days and 1 lunch)

Below is a list of projects completed in January 2010 not captured in the core function spreadsheet:

Utilities

Bio Bags in Grease lines – 243

B-Box repairs – 2

Storm Sewer repair – 1

Misc. – Loaded out 451 tons of spoil generated from utility digs (9 days including breaking up frozen spoil)

Forestry –

Winter pruning – 5 days - 174 trees

Misc. – N/A

Streets

Asphalt –

8 days pot hole patching (8 tons UPM mix)

CBD – trash picking – 4.5 hours

Electrical –

9 electrical work orders completed

2 bulbs replaced

2 fixtures replaced

1 igniter replaced

1 photo eye cleaned

1 photo eye replaced

Flowers –

2 days – finalizing costs for VB memo; picking replacement plants; researching perennials to substitute for annuals in CBD

Hauling – picked up – 12.67 tons UPM mix

Public Hearing Signs – 0 placed
0 retrieved

Misc. – 2 flags changed out at train station

Removed 2 Christmas trees

Split Rail Fence repair on Crescent, east of Plum Tree by contractor



PLANT OPERATIONS

Water Plants

Wilson Avenue Pump Station - Well # 6 - Collected final bacteriological and chemical analysis samples from the well. Good results from these samples will allow the village to proceed with casing liner installation and returning the well to back-up status.

SCADA – Due to abnormally high pressures received from the DWC, the village began using DWC water to replenish the reservoirs while we maintained system pressure by pumping exclusively from the pumping stations. This process is known as “Dump & Pump”. This strategy was useful in reducing the number of reported water main breaks.

Lift Stations

No Report

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

Developing cross-connection policy statement

ITEMS BEFORE THE VILLAGE BOARD

January 2011

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

1. Approval for payment to CBMT Greenhouse Inc. of Hampshire, IL for material costs associated with the summer 2011 Central Business District flower plantings in the amount of no more than \$17,000 to be expensed to the FY 11/12 General Fund.
2. Approval authorizing competitive bidding for the replacement of the underground fuel island located at the Public Works facility at 30 S Lambert Rd., Glen Ellyn.
3. Approval of Resolution No. 11-04, authorizing the Submission of an Application to the Illinois Department of Commerce and Economic Opportunity for the CDBG “IKE” Disaster Recovery Public Infrastructure (IKE-PI) Program in the amount of \$570,000 to aid in the funding of the Braeside Area Localized Drainage Improvements Project.
4. Approval of Resolution No. 11-05, committing local funds in the amount of \$190,000 to aid in the funding of the Braeside Area Localized Drainage Improvements Project.
5. The following Public Works Employees were recognized for exceptional work and/or anniversary dates at a January Village Board Meeting: Jen Brown, Dave Buckley, Greg Garcia, Rick Mascarella, and Mike Zitzka.

PW Budget Tracking

<u>January '11</u>	FY11	FY11 Revised		% of	%
<u>Operations and Maintenance</u>	Budget	Budget	Spent YTD	FY11	Spent
Administration & Engineering	\$812,200	\$813,729	\$630,392	75.0%	77.5%
General Fund - Operations	\$2,073,200	\$2,178,192	\$1,418,082	75.0%	65.1%
Water Fund - O/M	\$3,421,300	\$3,625,311	\$2,590,349	75.0%	71.5%
Sanitary Sewer Fund - O/M	\$4,501,300	\$4,524,536	\$3,242,513	75.0%	71.7%
Parking Fund - O/M	\$224,000	\$361,540	\$300,913	75.0%	83.2%
Equipment Services Fund	\$1,543,300	\$1,543,300	\$1,115,969	75.0%	72.3%
Motor Fuel Tax Fund - O/M	\$705,000	\$810,000	\$633,755	75.0%	78.2%
Total	\$13,280,300	\$13,856,608	\$9,931,973	75.0%	71.7%
 <u>Capital Program</u>					
Water Fund - Capital	\$1,711,000	\$1,817,900	\$1,260,121	75.0%	69.3%
Sanitary Sewer Fund - Capital	\$1,820,000	\$2,198,022	\$1,203,939	75.0%	54.8%
Parking Fund - Capital	\$0	\$0	\$0	75.0%	0.0%
Motor Fuel Tax Fund - Capital	\$0	\$0	\$0	75.0%	0.0%
Capital Projects Fund	\$7,094,000	\$7,558,604	\$4,057,352	75.0%	53.7%
Total	\$10,625,000	\$11,574,526	\$6,521,412	75.0%	56.3%

PW CORE FUNCTIONS

Admin	Jan 11	Jan 10	+/-	Jan 11 YTD	Jan 10 YTD	+/-
Phone calls	738	643	95	738	643	95
Work Orders	78	50	28	78	50	28
Time Sheets	442	543	(101)	442	543	(101)
Invoices	152	123	29	152	123	29
Customer Service Appts	92	70	22	92	70	22
ESD						
Jobs	350	428	(78)	350	428	(78)
Scheduled	148	201	(53)	148	201	(53)
Non-Scheduled	0	3	(3)	0	3	(3)
Urgent	8	11	(3)	8	11	(3)
Routine	194	213	(19)	194	213	(19)
Total Fuel Pumped (gal)	9,105	8,671	434	9,105	8,671	434
Forestry						
Service Requests	19	0	19	19	0	19
Operations - Utilities						
Work Orders Completed	23	13	10	23	13	10
Water Main Breaks	16	4	12	16	4	12
Sanitary Sewer Back Ups	7	7	0	7	7	0
Sanitary Sewer Back Ups - Village	0	1	(1)	0	1	(1)
Sanitary Sewer Cleaned (feet)	0	0	0	0	0	0
Storm Sewer Structures Cleaned	0	0	0	0	0	0
Storm Sewer Cleaned (feet)	0	0	0	0	0	0
Storm Sewer Grates cleaned - cycles	0	0	0	0	0	0
Landscape Restorations (50/50)	0	0	0	0	0	0
JULIES	113	125	(12)	113	125	(12)
Operations - Forestry						
Work Orders Completed	10	5	5	10	5	5
Tree Removals	29	1	28	29	1	28
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	43	19	24	43	19	24
Asphalt - Potholes (surface tons)	8	20	(12)	8	20	(12)
Asphalt - Patching (surface tons)	0	0	0	0	0	0
Block Party	0	0	0	0	0	0
Parking Meter Collections	4	4	0	4	4	0
Parkway Restorations	0	0	0	0	0	0
Signs - Fabricated	16	179	(163)	16	179	(163)
Signs - Installed	24	18	6	24	18	6
Signs - Rehabbed	0	27	(27)	0	27	(27)
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

February 2, 2011

CONSTRUCTION ACTIVITY / PROJECT REPORT

CONSTRUCTION PROJECT PROGRESS REPORTS

Projects in Design / Bidding Phase

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

Design work is continuing on the project. The planned letting date is April for construction in the 2011 calendar year.

SUNSET / TURNER IMPROVEMENTS PROJECT – Engineer: *Kudrna & Associates*

Engineering staff is completing the review of pre-final documents. The project will be out for bid in late February.

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The engineer has submitted the contract documents for review by the DuPage County Community Development Commission. Final plans are nearly complete.

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)

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

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

x:\publicwks\engineer\monthly construction report.doc

VILLAGE OF GLEN ELLYN RECREATION DEPARTMENT

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



MANAGER'S REPORT FOR January 2011

Prepared by Matt Pekarek

Matt Pekarek

In January, customer counts are at the lowest point of the year. Our attention is on the approaching outdoor season. 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 private parties.

GOLF

Preparations for the 2011 season are under way. We are updating the website, newsletters and other promotional materials for the new season.

The 2011 golf events and lesson programs have been scheduled. The Village Links has the most heavily programmed golf competition and lesson offering in the Illinois.

Rounds History By Course						
Year	18-Holes		9-Holes		Total	
	Jan	Jan YTD	Jan	Jan YTD	Jan	Jan YTD
1998	0	0	104	104	104	104
1999	0	0	50	50	50	50
2000	0	0	299	299	299	299
2001	0	0	1	1	1	1
2002	0	0	695	695	695	695
2003	0	0	72	72	72	72
2004	0	0	153	153	153	153
2005	0	0	15	15	15	15
2006	0	0	326	326	326	326
2007	0	0	210	210	210	210
2008	0	0	104	104	104	104
2009	0	0	7	7	7	7
2010	0	0	3	3	3	3
2011	-	-	12	12	12	12

Summary of 2011 Scheduled Programs

	# Dates	Student Hours of Instruction	Potential Rounds of Golf
Golf Tournaments	60		2,400
In-House League Events	81		3,716
Outside League Events	198		5,700
Group Lessons	168	1,620	
One Day Camps/Schools	145	6,616	
Total	652	8,236	11,816

The 2011 Junior Golf Lesson program will offer 15 four-lesson Classes and One All Day Golf Camps.

The Four Lesson Classes are geared to the beginning youngster, utilizing a one hour class format. Participants hit range balls at each session. Those who attend all four sessions also receive two free 9-hole rounds of golf during off hours. The program is conducted at the driving range and practice greens. The cost is \$50, which includes a T-shirt. There is a limit of 18 students per class, with two instructors at each session. Overall capacity is 270 students.

The One Day Golf Camps are geared to juniors who can play the course. These camps include three hours of clinic instruction at the driving range and practice greens, followed by lunch and an instructional nine holes of golf. This program offers schedule flexibility,

High Temperatures In January										
	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002
70° days										
60° days				2			1	1		
50° days	1			1	2	3	2		1	2
40° days		2		5	8	16	2	2	16	10
30° days	9	9	8	8	10	11	12	8	9	15
20° days	18	14	13	8	11	1	10	14	5	4
10° days	2	6	8	4			4	3		
0° days	1		2	3				3		
Rain	0.2"	0.6"		0.1"	1.1"	2.6"	2.9"	0.1"	1.9"	1.5"
Snow	6"	12"	22.3"	11"	3"	6"	28"	15"	2"	6"

allows for more personalized instruction, and gets the juniors on the course. The cost is \$50. Overall capacity is 816 students.

The Adult Group Lesson Program consists of 36 evening classes. Each class consists of three one-hour lessons, and including practice time on the driving range and practice greens. The cost is \$50. There is a limit of 5 students per class. Overall capacity is 180 students.

One Day Adult Golf Schools mirror the All Day Junior Golf Camps. Each of the 43 schools include three hours of clinic instruction at the driving range and practice greens, followed by lunch on their own, and an instructional nine holes of golf with on-course coaching. This new program is slotted into the Spring and Fall months. The cost is \$50. Overall capacity of the one day schools is 344 students.

279 league dates are scheduled for 2011. Five **in-house leagues** are scheduled for 81 separate days of competition, each requiring their own pairings, scoring and posting of results. Ten **outside leagues** play 198 dates.

2011 League Program

House Leagues					
<i>Open to the Public - Conducted by Village Links</i>					
Course	Day	League	# Dates	# Players	Potential Rounds
18	Monday	Monday Men	16	16	256
9	Mon & Thu	Golf After School	7	16	112
18	Tuesday	Tuesday Team Play	17	32	544
9	Wednesday	Wednesday Over 60	23	100	2,300
18	Wednesday	Wednesday Wagglers	18	28	504
Total - House Leagues			81		3,716
Outside Leagues					
<i>Not Open to the Public - Conducted by the league itself</i>					
Course	Day	League	# Dates	# Players	Potential Rounds
9	Monday	Bell Labs	18	24	432
18	Tuesday	Swingin' Set 18	22	40	880
9	Tuesday	Swingin' Set 9	22	60	1,320
9	Tuesday	Lucent	21	32	672
9	Wednesday	Knights of Columbus	25	20	500
9	Wednesday	Ladies of the Evening	15	24	360
18	Thursday	Ladies of the Links	20	16	320
9	Thursday	Freeloaders League	17	16	272
18	Thursday	Valley View	18	40	720
9	Thursday	Thursday Night Men	20	20	400
Total - Outside Leagues			198		5,876
Total - All Leagues			279		9,592

GROUNDNS

Most of our work was indoors in January. We have three full-time year round staff and two seasonal staff members working this off-season. Tasks and projects completed during the month included:

1. **Snow was plowed** 6 days during the month.
2. **Holiday decorations** were removed from the main entrance, circle drive and clubhouse exterior.
3. Twenty-eight **wood tee benches** were refurbished, stained and painted.

MECHANICAL MAINTENANCE

Staff is in the process of performing annual off-season maintenance on key equipment.

A key task at this time of year is maintaining the cutting reels used to mow bentgrass on greens, tees and fairways. These cutting units are high precision reels with independent drive systems that spin the reels at a constant speed, regardless of the speed at which the mower is traveling. These mowers have one, three, or five cutting reels each. Each reel has from eight to eleven cutting blades. The cutting reels are the guts of the mower, costing \$1,000 to \$2,000 each to replace.

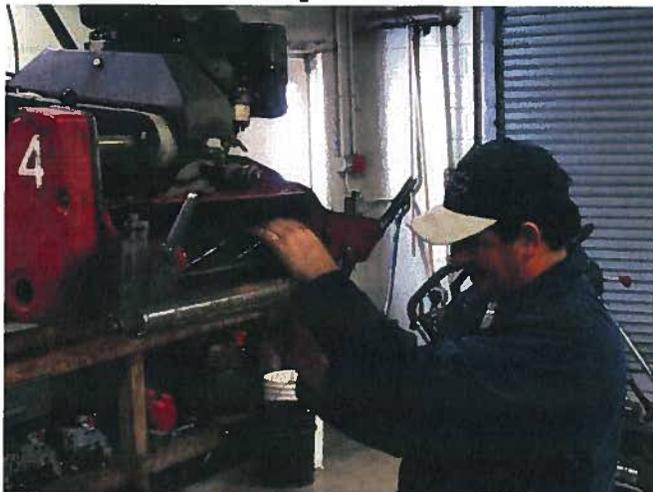
Maintaining the reels in sharp condition keeps the bentgrass on our greens, tees and fairways in healthy condition and produces superior playing conditions. We sharpen the reels with a spin grinder to maintain the reel in a perfect cylinder. While sharpening the reel, we grind off as little steel as possible to extend the useful life of the reel. We also insure that the blades and stationary bed knife are ground at the proper angle to create the best cutting action. Without a superior reel maintenance program, we would not have had excellent turf conditions during the harsh summer of 2010.

During our annual winter servicing we address other mechanical issues including drive systems and bearings. This work ensures that the reels spin properly and are seated properly against the stationary bed knife to create the scissor cutting motion.

The following mechanical maintenance tasks were accomplished in January:

1. Six Cushman® turf trucksters were serviced.
2. Two Toro 3100® Triplex greens mowers were serviced. Their six cutting reels were sharpened.

3. Five Toro Flex 21® walking greens mowers were serviced and their cutting reels were sharpened.
4. Five Toro 1000® walking greens mowers were serviced and their cutting reels were sharpened.
5. Four 5-gang fairway mowers were serviced and their 20 cutting reels were sharpened. Toro® fairway mower #3 had new cutting reels installed
6. Two 84" trim mowers were serviced and their cutting reels were sharpened. Toro® #2 had new cutting reels installed.
7. A door closer was replaced on the east Clubhouse Pro Shop entrance door.



Seasonal crew member Juan Garcia services a Toro® walking greens mower in preparation for the coming golf season.

PRO SHOP

January is the slowest month of the year in the Pro Shop. Retail merchandise sales were up 75%.

FOOD SERVICE

The Village Links Grill was open for lunch and private parties. Sales were up 11%.

PARKS

No activity.

FACILITY MASTER PLAN STEERING COMMITTEE

Staff met with three design professionals to help firm up staff's very preliminary cost estimates for two scenarios being pursued by the Steering Committee. V3 is the civil engineer, Perkins, Pryde, Kennedy is the building architect, and Gill Designs is the golf course architect.

We outlined the scope of the two scenarios being considered and asked the design professionals to estimate probable construction costs for planning purposes and to make any suggestions for design improvements. Each firm will submit their estimates and suggestions in coming weeks. Afterwards, they will review each other's submissions to look for overlaps or omissions.

The Steering Committee meeting scheduled for January 31 was moved to February 7 because several committee members had conflicts on the original date.

MISCELLANEOUS

A draft budget for FY 2011-12 was developed.

The 2011 preseason newsletter was prepared. It will be mailed to 4500 residences on our customer mailing list.

Information Brochures covering various topics are being updated. This information is also being updated on the website.

ITEMS BEFORE THE VILLAGE BOARD

Last Month

none

Upcoming

none

UPCOMING PROJECTS

1. Planning is underway for a Village Links booth at the Chicago Golf Show, February 25-27.

THE MONTH AHEAD

1. We are open for Winter Golf 9:00 AM - 5:00 PM on the 9 hole course and driving range every day. The Pro Shop is also open daily. The Village Links Grill is open for lunch.
2. Customers begin signing up for 2011 Resident Cards and for the 2011 Permanent Time Drawing.
3. Registration for the 2011 Junior Golf Lesson Program begins Saturday February 5.
4. Fish Frys held every Friday evening beginning February 25.

Village of Glen Ellyn
 General Fund Budget Summary
 For the Month Ended
 January 31, 2011

MONTH

	Last Year	Current Year	Monthly Variance	%
			\$	
Property Tax	24,943	21,962	(2,981)	-12%
Fire SSA Tax	-	1,628	1,628	0%
Sales Tax	249,003	248,628	(375)	-0%
Home Rule Sales Tax	140,395	135,813	(4,582)	-3%
State Income Tax	199,333	185,404	(13,929)	-7%
Other Taxes	45,363	55,196	9,833	22%
LICENSES & PERMITS				
Vehicle Licenses	2,519	4,331	1,812	72%
Business Registration	180	400	220	122%
Liquor Licenses	3,080	120	(2,960)	-96%
Building Permits	20,784	19,108	(1,676)	-8%
CHARGES & FEES				
Ambulance Service Fees	79,249	65,809	(13,440)	-17%
Police Service Reimbursements	(15,043)	2,306	17,349	-115%
Accounting Fees - GWA/Library	20,258	10,675	(9,583)	-47%
OTHER				
Police/Court Fines	24,655	52,938	28,283	115%
Investment Income	2,298	1,362	(936)	-41%
Miscellaneous Income	34,467	27,418	(7,049)	-20%
Transfers from Other Funds	89,457	85,500	(3,957)	-4%
Revenue Totals	920,941	918,598	(2,343)	0%

YTD

	Last Year	Current Year	YTD Variance	%
	YTD	YTD	\$	
	2,647,245	2,743,271	96,026	4%
	-	190,303	190,303	100%
	2,178,197	2,289,963	111,766	5%
	560,554	1,242,877	682,323	122%
	1,598,450	1,565,035	(33,415)	-2%
	752,852	793,079	40,227	5%
	112,390	97,680	(14,710)	-13%
	30,461	41,240	10,779	35%
	119,173	113,760	(5,413)	-5%
	308,396	455,875	147,479	48%
	258,846	510,301	251,455	97%
	121,058	121,863	805	1%
	182,322	96,075	(86,247)	-47%
	336,786	336,765	(21)	0%
	16,633	10,849	(5,784)	-35%
	250,070	243,323	(6,747)	-3%
	1,205,113	1,169,500	(35,613)	-3%
Totals	10,678,546	12,021,759	1,343,213	13%

BUDGET

	Annual Budget	YTD Budget	YTD Actual	Variance \$	%
	2,740,000	2,740,000	2,743,271	3,271	0%
	190,000	190,000	190,303	303	0%
	3,000,000	2,193,000	2,289,963	96,963	4%
	1,750,000	1,275,000	1,242,877	(32,123)	-3%
	2,100,000	1,552,000	1,565,035	13,035	1%
	838,000	725,500	793,079	67,579	9%
	425,000	78,000	97,680	19,680	25%
	40,000	40,000	41,240	1,240	3%
	115,000	115,000	113,760	(1,240)	-1%
	460,000	387,800	455,875	68,075	15%
	750,000	562,500	510,301	(52,199)	-7%
	141,000	133,150	121,863	(11,287)	-8%
	128,000	95,900	96,075	175	0%
	640,000	479,700	336,765	(142,935)	-30%
	19,000	14,100	10,849	(3,251)	-23%
	238,000	199,900	243,323	43,423	22%
	1,426,000	1,169,500	1,169,500	-	0%
Totals	15,000,000	11,951,050	12,021,759	70,709	1%

EXPENDITURES

	Last Year	Current Year	Monthly Variance	%
			\$	
Village Board & Clerk	10,551	4,886	(5,665)	-54%
Village Manager's Office	67,063	81,711	14,648	22%
Facilities Maintenance	40,950	26,293	(14,657)	-36%
Finance	59,843	65,702	5,859	10%
Planning & Development	70,189	83,045	12,856	18%
General Services	-	-	-	0%
Police	509,361	562,218	52,857	10%
Fire	144,477	166,664	22,187	15%
Public Works - Admin & Eng.	55,576	76,029	20,453	37%
Public Works - Operations	197,174	162,743	(34,431)	-17%
Expenditure Totals	1,155,184	1,229,291	74,107	6%
Net Increase / (Decrease)	(234,243)	(310,693)	(76,450)	

	Last Year	Current Year	YTD Variance	%
	YTD	YTD	\$	
	66,831	42,576	(24,255)	-36%
	688,379	688,578	199	0%
	286,930	265,082	(21,848)	-8%
	731,525	782,241	50,716	7%
	761,559	855,369	93,810	12%
	5,083,223	5,464,401	381,178	7%
	1,030,040	1,249,362	219,322	21%
	544,943	630,392	85,449	16%
	1,323,453	1,418,083	94,630	7%
Totals	10,516,883	11,396,084	879,201	8%
	161,663	625,675	464,012	

	Annual Budget	YTD Budget	YTD Actual	Variance \$	%
	53,000	45,700	42,576	(3,124)	-7%
	847,900	646,500	688,578	42,078	7%
	400,700	304,800	265,082	(39,718)	-13%
	1,071,500	838,100	782,241	(55,859)	-7%
	1,135,100	866,700	855,369	(11,331)	-1%
	6,940,300	5,461,900	5,464,401	2,501	0%
	1,666,100	1,260,300	1,249,362	(10,938)	-1%
	812,200	623,300	630,392	7,092	1%
	2,073,200	1,571,900	1,418,083	(153,817)	-10%
Totals	15,000,000	11,619,200	11,396,084	(223,116)	-2%
	-	331,850	625,675	293,825	

**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	-	-	12,837,400	-	-	0%
March	1,008,450	-	-	13,845,850	-	-	0%
April	1,154,150	-	-	15,000,000	-	-	0%
	15,000,000	12,021,759	70,709				

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	-	-	12,851,300	-	-	0%
March	1,062,500	-	-	13,913,800	-	-	0%
April	1,086,200	-	-	15,000,000	-	-	0%
	15,000,000	11,396,084	(223,116)				

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	-	-	-	-
March	-	-	-	-
April	-	-	-	-
	625,675	293,825		

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

		FY10/11		3 Yr. Avg. %	
Month	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	-	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	2,743,271	99.9%		99.8%	
Extension	2,746,263				

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

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

Month Received by Village	FY06/07					FY07/08					FY08/09					FY09/10					FY10/11					Monthly Budget*	Monthly Budget Variance		YTD Budget Variance	
																											\$	%	\$	%
May	223,492	219,626	227,039	199,934	230,931	223,492	219,626	227,039	199,934	230,931	223,492	219,626	227,039	199,934	230,931	223,492	219,626	227,039	199,934	230,931	223,492	219,626	227,039	199,934	230,931	225,000	5,931	2.6%	5,931	2.6%
Jun	222,303	243,546	225,651	238,645	231,267	222,303	243,546	225,651	238,645	231,267	222,303	243,546	225,651	238,645	231,267	222,303	243,546	225,651	238,645	231,267	222,303	243,546	225,651	238,645	231,267	240,000	(8,733)	(3.6%)	(2,802)	(0.6%)
Jul	247,526	223,624	240,130	242,671	272,791	247,526	223,624	240,130	242,671	272,791	247,526	223,624	240,130	242,671	272,791	247,526	223,624	240,130	242,671	272,791	247,526	223,624	240,130	242,671	272,791	242,000	30,791	12.7%	27,989	4.0%
Aug	245,798	259,975	246,141	251,180	263,827	245,798	259,975	246,141	251,180	263,827	245,798	259,975	246,141	251,180	263,827	245,798	259,975	246,141	251,180	263,827	245,798	259,975	246,141	251,180	263,827	248,000	15,827	6.4%	43,816	4.6%
Sep	234,778	251,937	255,210	250,496	273,893	234,778	251,937	255,210	250,496	273,893	234,778	251,937	255,210	250,496	273,893	234,778	251,937	255,210	250,496	273,893	234,778	251,937	255,210	250,496	273,893	253,000	20,893	8.3%	64,709	5.4%
Oct	228,002	240,209	249,699	234,060	243,749	228,002	240,209	249,699	234,060	243,749	228,002	240,209	249,699	234,060	243,749	228,002	240,209	249,699	234,060	243,749	228,002	240,209	249,699	234,060	243,749	239,000	4,749	2.0%	69,458	4.8%
Nov	250,565	270,617	277,470	268,810	274,209	250,565	270,617	277,470	268,810	274,209	250,565	270,617	277,470	268,810	274,209	250,565	270,617	277,470	268,810	274,209	250,565	270,617	277,470	268,810	274,209	265,000	9,209	3.5%	78,667	4.6%
Dec	221,387	249,109	242,329	243,398	250,668	221,387	249,109	242,329	243,398	250,668	221,387	249,109	242,329	243,398	250,668	221,387	249,109	242,329	243,398	250,668	221,387	249,109	242,329	243,398	250,668	245,000	5,668	2.3%	84,335	4.3%
Jan	222,929	246,659	237,604	249,003	248,628	222,929	246,659	237,604	249,003	248,628	222,929	246,659	237,604	249,003	248,628	222,929	246,659	237,604	249,003	248,628	222,929	246,659	237,604	249,003	248,628	236,000	12,628	5.4%	96,963	4.4%
Feb	252,740	238,984	270,094	245,921		252,740	238,984	270,094	245,921		252,740	238,984	270,094	245,921		252,740	238,984	270,094	245,921		252,740	238,984	270,094	245,921		250,000				
Mar	280,122	283,239	281,229	289,305		280,122	283,239	281,229	289,305		280,122	283,239	281,229	289,305		280,122	283,239	281,229	289,305		280,122	283,239	281,229	289,305		290,000				
Apr	250,552	267,848	257,380	272,753		250,552	267,848	257,380	272,753		250,552	267,848	257,380	272,753		250,552	267,848	257,380	272,753		250,552	267,848	257,380	272,753		267,000				
Total	2,880,194	2,995,373	3,009,976	2,986,176	2,289,963	2,880,194	2,995,373	3,009,976	2,986,176	2,289,963	2,880,194	2,995,373	3,009,976	2,986,176	2,289,963	2,880,194	2,995,373	3,009,976	2,986,176	2,289,963	2,880,194	2,995,373	3,009,976	2,986,176	2,289,963					

Budget 2,900,000 3,000,000 3,136,000 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			227,000				
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	1,565,035						

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

January 2011

Senior Services

Senior Service Team helped 44 seniors with their Medicare claims and the corresponding paperwork through the SHIP program, attended a 2.25 hour Medicare training program, and spent 1.75 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 3.75 hours. Our team is Chair and Co-chair for two different meetings. We spent 2.50 hours verifying the Pace information for the transportation program. Our senior newsletter took 4.00 hours to compile and mail.

Human Resources

- 494 contacts/responses broken down as follows:

- Benefits – 54
- Clerk - 167
- Other - 6
- Pay & Compensation Study – 2
- Payroll – 17
- Personnel - 99
- Risk Management - 26
- Vacancies – 123

- 46 Change of Status Forms broken down as follows:

- Adds – 4
- Changes – 42
- Terminations – 0

Special Projects:

- 3.25 hours working MICA renewal numbers
- 2.75 hours working on the insurance renewal
- 9.50 hours working on the Pay & Classification Study

Other Items:

- 7.00 hours doing Clerk items
- 0.50 hours printing, copying and reviewing resumes
- 1.00 reviewing and explaining tests
- 2.50 hours in interviews
- 1.25 hours on monthly reports
- 40.25 hours attending meetings

- 12.75 hours working on surveys
- 1.75 hours working on unemployment claims