

**Village of Glen Ellyn**

**Management Team Monthly  
Report Packet**

**May 2011**

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# MONTHLY REPORT

## May 2011

### PATROL

#### *Calls for Service*

Glen Ellyn Police handled 3478 calls for service during the month of May. 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.

	May 11	May 10	11 YTD	10 YTD
<b>Calls for service</b>	3478	3600	17,488	18,170

#### *Traffic*

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

	May 11	May 10	11 YTD	10 YTD
<b>Traffic Citations Issued</b>	303	347	1848	1827
<b>Traffic Warnings Issued</b>	359	388	2023	1997
<b>Traffic Crash Reports</b>	63	61	302	284
<b>DUI</b>	14	16	73	61

### INVESTIGATIONS

There were 45 new cases assigned to Detectives in the Investigations Division during the month of May. The chart below shows the case dispositions that were developed during the reporting month followed by a narrative sampling of the cases managed by the investigation division:

<b>Felony Arrests</b>	<b>Misdemeanor Arrests</b>	<b>Ordinance Tickets</b>	<b>Juvenile Dispositions</b>
15	7	8	2

#### *Residential Burglary*

On May 11, the resident in the 800 block of Seminary Street reported a burglary to his home. The offender forced entry into the home through the front door. Nothing was reported missing. This case is currently under investigation.

On May 12, a vacant property owned by the Village was burglarized. Unknown offenders took a heating circulation pump valued at \$800.00 and attempted to remove the boiler. This case is currently under investigation.

On May 31, Glen Ellyn Police took a report of a burglary to a vacant residence in the 300 block of Pennsylvania. Taken in the burglary were various work tools. This case is currently under investigation.

*Theft over \$100,000.00*

In February 2011 The Glen Ellyn Volunteer Fire Company reported a theft of funds from their business account. Our investigation revealed an extensive misappropriation of Fire Company funds dating back several years. After reviewing the case with the Dupage County State's Attorney's Office, an arrest warrant was authorized for the charges of theft, money laundering and forgery. The defendant, David Garmoe, was arrested without incident on May 13<sup>th</sup>. Garmoe was a member of the Glen Ellyn Volunteer Fire Company for 26 years and for the last 20 years he served as Treasurer on the Executive Board. He is currently free on bond.

*Found Currency*

On May 3, Glen Ellyn's Parking Control Officer found over a thousand dollars in cash lying in the street while conducting his duties. The currency was uniquely wrapped and one of the bills had unique characteristics. In the course of questioning local businesses the owner was located and the money returned.

*Motor Vehicle Theft*

On May 10, patrol officers took a report of a stolen motor vehicle in the 200 block of Sunset Ave. The victim reported their rental car had been stolen during the course of the night. The vehicle was recovered in the immediate vicinity. This case is currently under investigation.

*Disorderly Conduct*

On May 24, a Dean at Glenbard West contacted the police liaison officer reporting a student who admitted to defecating on the floor and smearing feces on the bathroom walls. The student was issued a Village Ordinance citation for Disorderly Conduct.

*Armed Robbery*

On May 16, the Walgreens at 324 Roosevelt reported an Armed Robbery. A suspect entered the pharmacy and approached the pharmacist. After inquiring if the pharmacy stocked a specified medication, the offender exited the store and then returned brandishing a knife and demanded the drugs. This incident was repeated on May 23 in Winfield, when the same offender entered a CVS Pharmacy and displayed a handgun, demanding the same medication. Detectives in Winfield developed a suspect. Winfield and Glen Ellyn investigators together questioned the suspect and he confessed to both robberies. The suspect is Wheaton resident Jason A. McGee. He has been charged with Armed Robbery in both incidents and is currently being held in the Dupage County Jail.

*Aggravated Battery*

On May 16, a Glen Ellyn resident drove to the police station after being beaten by her husband. Police responded to the 400 block of Kenilworth to speak with the victim's husband and discovered he had barricaded himself in his condominium. Members of the Dupage County Hostage Negotiation and Special Operations Teams assisted Glen Ellyn Police. The incident was resolved without further incident when 35 year-old Eric Rego was taken into custody. Rego was charged with Aggravated Domestic Battery, Aggravated Battery, Possession of a controlled substance, and Fugitive from Justice. Rego is being held at the Dupage County Jail awaiting trial.

### *Possession of Cannabis*

On May 31, a student at Glenbard West was found to be in possession of cannabis. The staff reported the incident to the police liaison officer and the student was cited under the Glen Ellyn Village ordinance.

### *Battery*

On May 12, two Glenbard West students were involved in a verbal altercation. One of the students allegedly spit in the face of another. A citation for disorderly conduct was issued to one of the students.

### *Criminal Sexual Abuse*

On May 11, Officers were alerted to an allegation from a third party that a child was being sexual assaulted by their parent. The Glen Ellyn Police, the Dupage County Children's Advocacy Center and Department of Children and Family Services investigated the allegations and determined the case was unfounded.

### *Fire Investigation*

On May 5, the Glen Ellyn Volunteer Fire Company and the Glen Ellyn Police responded to a dumpster fire at 800 Roosevelt. The cause of the fire is unknown however the Glen Ellyn Police are attempting to locate a suspicious person seen in the area just prior to the fire.

### *Unlawful Use of a Credit Card*

On May 2, a Chicago resident reported the unlawful use of his debit card. The victim reports his debit card was used at an ATM machine on Roosevelt Rd. in Glen Ellyn. At that time, \$1,000 was withdrawn from his account without his authorization. This case is currently under investigation.

On May 2, Investigators were assigned to a case involving the unlawful use of a credit card. The victim reported the illegal use of her credit card and identified various locations in Glen Ellyn where her card was used. The victim suspected an acquaintance. Upon reviewing video footage of the transactions the identity of the acquaintance was confirmed. The offender was identified and interviewed and admitted to the offenses. The offender was charged with the unlawful use of a credit card.

Between April 30 and May 4, the Glen Ellyn Police initiated eight reports from victims whose debit cards were unlawfully used at ATM machines in California and Illinois. All of the victims had reportedly used their debit cards at a Michaels (craft store) between December 2010 and April 2011. The eight victims were a part of thousands of victims who had their debit card and pin numbers compromised over the past several months. This particular crime is believed to have occurred in over 20 different states. The United States Secret Service is currently investigating the origin of the security breach and is seeking to develop suspects.

On May 3, a Glen Ellyn resident reported the unlawful use of their credit card. The credit card company discovered the illegal transactions and closed the account before further fraud could take place. The victim's credit card was used on two occasions in Hialeah, Florida. This case was referred to the jurisdiction of authority.

On May 5, a Glen Ellyn resident thought he'd lost his wallet and credit cards in Glen Ellyn. He later discovered his credit cards were used in Chicago. The unlawful use of the victim's credit card was reported to Chicago Police.

On May 21, a Glen Ellyn resident, while vacationing out of state, discovered her credit card account had been compromised. Her credit card had been used in Chicago and Dolton, Illinois and the credit card company closed the account. This case was forwarded to those jurisdictions.

### *Theft*

On May 5, two Glenbard West students left their backpacks in a locker during gym class. The students returned to find both of their I-Pods stolen. The incident was reported to the High School Liaison Officer.

On May 5, two Glenbard West students reported their I-Pods taken from their gym lockers while they were in class. The students returned to the lockers and discovered the thefts and reported it to the High School Liaison Officer.

On May 9, a business on Roosevelt Road contacted police after a subject walked into their office and removed cash from an unsecured safe. The suspect was recorded on video and bulletins were disseminated to other law enforcement jurisdictions to identify the offender. This case is still under investigation.

On May 11, a Glenbard West student reported his I-pod had been taken from his backpack while attending a track meet at Glenbard South High School. The incident was reported to the High School Liaison Officer.

On May 19, an employee of Glenbard West High School reported the theft of currency from her desk. The employee had currency stored in an envelope. The theft of the currency was reported to the High School Liaison Officer.

On May 20, a Glenbard West student had an I-pod taken from a backpack while in class. A student witnessed the theft and the suspect was questioned. She admitted to taking the property. The student was issued a quasi ticket for theft.

On May 23, a resident in the 100 block of Tanglewood Drive reported the theft of their prescription medication. The resident believed their cleaning lady was responsible for the theft and alerted police. This case is currently under investigation.

On May 25<sup>th</sup>, a Glenbard West student reported an I-pod was stolen while attending gym class. The incident was reported to the High School Liaison Officer.

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### **COMMUNITY EDUCATION**

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

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

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**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>	May 11	May 10	11 YTD	10 YTD
Homicide	0	0	0	0
Criminal Sexual Assault	0	1	1	1
Robbery	2	0	3	0
Battery	15	15	46	44
Burglary	5	2	20	17
Theft/Deception	35	48	151	172
Motor Vehicle Theft	1	1	7	2
Arson	0	0	0	0
Criminal Damage or Trespass	22	25	71	96
Deadly Weapons	0	0	0	0
Sex Offenses	4	0	8	3
Offenses Involving Children	4	6	23	25
Drug Offenses	20	7	72	37
Liquor Control Act	20	9	43	17
Disorderly Conduct	14	8	66	65
Other Criminal Offenses	20	24	101	120
Crisis Intervention	32	31	108	164
Death/Suicide Investigations	2	5	9	20
Missing Persons	4	2	9	6
Miscellaneous Services	77	71	265	332
Medical Assists	101	89	526	498

*\*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
5/2	Baki	ILEAS WMD/SRT	40	Leadership course
5/3	Hampel	Advanced DUI	16	Roadside sobriety testing
5/6	Cusack	ILEAS WMD/SRT	8	Monthly drills
5/9	Booton	Advance DUI		Dispelling DUI “myths”
5/11	Baki, Cusack, Holstead	DCSO Special Ops	8	Full team training
5/11	Flores	Advanced DUI	8	SFST Refresher
5/16	Smith	Homicide Investigation	40	Lead Inv. course
5/26	Holstead	DCSO Special Ops	8	Team training



# Month in Review

MAY 2011

## Andrew Lueck Completes Internship

Andrew Lueck will be completing his year long internship in the Department on June 2. During his internship Andy worked to renew annexation agreements in the Glen Crest South neighborhood, drafted an indoor live entertainment text amendment, followed up on utility connections, processed commission applications, and assisted with the creation of a redevelopment site map, as well as other special projects. Andy will be working with the Chicago Department of Housing and Economic Development over the summer and has a Graduate Assistantship in the UIC Office of Sustainability. In December Andy will graduate with a Masters degree in Urban Planning and Public Policy from UIC. Andy has made many contributions to the Department and will be greatly missed. Department staff wish him the best of luck on completing his Masters project and in his future endeavors.

## New Planning Intern Coming Aboard



Michael Strong begins a two year internship with the Village on June 1. For the first year, Michael will work in the Planning & Development Department. He will move to the Administration Department for his second year at the Village. He is pursuing a Masters degree in Public Administration from Northern Illinois University. Michael earned his undergraduate degree from the University of Wisconsin—La Crosse in Recreation Management with a minor in Business Administration. Prior to beginning graduate school Michael worked in the golf industry, most recently with a nonprofit junior golf organization in Sugar Grove. If you see Michael please introduce yourself and welcome him to the Village.

## Grant Programs Now Available from Department

On May 1 the Department took over administration of the Commercial Façade and Downtown Interior Retail Grant Programs from the Economic Development Corporation. The application requirements, review criteria and grant amounts have been slightly changed, streamlining the programs and allowing greater flexibility.

The grant applications were reviewed by the Village Board and have been finalized (attached). The applications can be found on the Village website. To date, the Department has been transferred two applications from the EDC, has received two additional applications and anticipates receiving two more in the near future. Submitted applications are currently under review by staff and will be forwarded to the Village Board for review and action.

### P&D COURT CASES FOR APRIL:

- 310 Taylor: 30 days to clean property. Court date in 6 months to check status. Case continued.
- 636 Harding: Building addition without a permit. Failed to show up for court. Case continued.

## Demolition and Visioning for 825 N. Main St.

The structure at 825 N. Main Street, formerly the Marathon Gas Station, has been demolished and the Department is preparing to host a visioning session for the site at the June 23 Plan Commission meeting. Several concept drawings have been prepared by an architect and will be presented at the June 23 meeting. The public will be invited to attend and share their ideas about how to redevelop the site at this important intersection. The feedback from this meeting will be used to develop a potential marketing plan for the property for review by the Village Board. The concept plans and further information about the meeting will be available on the Village website.





PLANNING AND DEVELOPMENT DEPARTMENT  
MONTHLY REPORT  
May 2011



	May 2011	2011 YTD	2010 Actual
<b>Total Building Permits Issued</b>	136	448	1231
New Single Family dwelling	0	4	13
New Multi-family dwelling	0	0	0
New Commercial building	0	2	4
Additions and Alterations Single-family	14	61	162
Additions and Alterations Multi-family	0	0	0
Demolitions	1	5	14
Additions and Alterations Commercial	2	17	38
Accessory Structure/Miscellaneous	119	359	1000
<b>Total Estimated Construction Value (millions)</b>	\$1.33	\$28.88	\$72.33
<b>Certificates of Occupancy (TCO &amp; CO)</b>	1 TCO; 5 CO	6TCO; 10CO	5-TCO; 14-CO
<b>Stormwater Permits Issued</b>	4	9	21
<b>Demolition Permit Applications</b>	3	10	16
<b>Sign Permits Issued</b>	1	8	35
<b>Banner Sign Permits Issued</b>	2	11	29
<b>Total Inspections Conducted</b>	395	2065	5197
Building Inspections	215	1359	3287
Exterior Appearance/Ordinance Inspections	0	3	15
Elevator Inspections	17	52	106
Fire Inspections	1	1	58
Grading/Stormwater Inspections	31	105	264
Drainage Inspections/Complaints	23	79	371
Landscape Inspections	0	2	18
Property Maintenance Inspections	63	260	1071
Site Inspections	45	204	378
<b>Total Development Applications Acted On</b>	1	6	33
Exterior Appearance	0	1	4
Planned Unit Development	0	0	1
Sign Variation	1	1	5
Special Use Permit	0	1	7
Stormwater Variation	0	0	0
Subdivision	0	0	0
Zoning Map Amendment	0	0	0
Zoning Text Amendment	0	0	4
Zoning Variation	0	3	10
<b>Administrative Approvals</b>	1	6	4
Consolidations, 2-Lot Subdivs & Land Transfers	1	4	1
Promotional Event	0	0	1
Ordinance Extension	0	0	2
Indoor Live Entertainment	0	2	NA
Pre-Existing Special Use	0	0	0
<b>Misc. Ordinances/Resolutions Acted On</b>	1	7	16
<b>FOIA Requests Processed by Department</b>	18	62	NA
<b>Annexations Approved</b>	0	1	0
<b>Annexation Agreements Approved</b>	0	90	34
<b>Recapture Agreements Approved</b>	0	0	0
<b>Violation Letters Issued (prior to citation)</b>	18	291	274
<b>Citations Issued</b>	22	23	13
<b>License Agreements Approved</b>	0	5	7



# PLANNING AND DEVELOPMENT DEPARTMENT

## MONTHLY DEMOLITION REPORT

MAY 2011



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

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

### DEMOLITION PERMIT APPLICATIONS DURING CALENDAR YEAR 2011

No.	Address	Date	Lot Size	Lot Area	Earliest Record	Historic	Action	Status	Applicant/Builder
1	680 Crescent	1/31/2011	66x248	16368	06/28/63	No	Demo & SFR	04/20/11	Tom Whalls
2	266 VanDamin	3/11/2011	67x247	16549	10/20/49	No	Demo only	04/11/11	Glen Ellyn Homes
3	336 N Main	3/17/2011	65x149	9685	08/12/64	No	Demo only	05/09/11	Michael Diletti Trust
4	772 Elm	03/23/11	50x320	16000	05/29/58	No	Demo only	Pending	Gregory Mathews
5	825 N Main	03/31/11	286x138	39468	02/02/67	No	Demo only	05/19/11	Village of Glen Ellyn
6	738 Grand	04/08/11	50X157	7850	4/29/1949	No	Demo & SFR	Pending	McMaster Custom Homes
7	553 Geneva	4/22/2011		7056	7/12/1960	No	Demo only	06/16/11	Village of Glen Ellyn
8	210 Regent	5/3/2011	70X179	12530	10/31/48	No	Demo & SFR	Pending	United Home Builders
9	301 Elm	5/5/2011	50x244	12200	05/20/71	No	Demo & SFR	Pending	Greenscape Homes
10	165 Exmoor	5/20/2011	100x125	12500	10/31/79	No	Demo	Pending	Ray Whalen Builders



**PLANNING AND DEVELOPMENT DEPARTMENT  
DEVELOPMENT CASE, ANNEXATION AND SPECIAL PROJECT STATUS**

**AS OF MAY 31, 2011**

CASE/DEV. NAME (APPLICANT)	DESCRIPTION OF PROPOSAL	ARC REVIEW (DATES/MTGS.)	PC REVIEW (DATES/MTGS.)	ZBA REVIEW (DATES/MTGS.)	VB REVIEW (DATES/MTGS.)	COMMENTS AND REVIEW STATUS
968 Chapel Court	Zoning Variation for new attached garage side yard setback	NA	NA	6/28/2011	Pending	Application received 5/19/2011
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 7/23/2010. On hold.
791 Crescent Boulevard	Zoning Variation for residential rear yard addition setback	NA	NA	6/14/2011	7/25/2011	
Deer Glen II	Extra-territorial subdivision approval	NA	Pending	NA	Pending	Met with new property owner in early 2011. Awaiting submittal. Following up with property owner about potential annexation.
350 Duane Street	Special Use for Outdoor Storage	NA	Est. 7/14/2011	NA	Pending	Partial application received 5/25/2011. Existing violations on property.
364 Hillside Avenue	Zoning Variation for residential second floor and attached garage addition	NA	NA	6/28/2011	Pending	Application revised and ZBA meeting rescheduled for 6/28/2011.
380 Linden	Zoning Variation for residential detached garage setback	NA	NA	6/14/2011	Pending	Request received 4/27/2011.
556 Lowden Avenue	Special Use Permit for Church	NA	Pending	NA	Pending	Illegal church operating in home. Awaiting submission.
488 Lowell	Zoning Variations for residential front yard fence	NA	NA	5/10/2011, recommended approval 5-0 to allow fence construction and recommended denial 4-1 for fence height.	6/27/2011 meeting	
460 Main Street, Sunshine Dance Studio	Special Use Permit	NA	Est. 7/14/2011	NA	Pending	Met with on 5/25/2011. Awaiting submittal.
Memorial Park	Variations for lights and accessory structures	NA	Pending	NA	Pending	Preliminary review comments on potential variations issued 12/21/2010. Awaiting submission of updated plans. Permit plans received in March for tennis court replacement. Variation application received 5/24/2011.
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.

Prairie Green (former Wahlgren Court site)	Extra-territorial subdivision approval for Habitat for Humanity townhome project.	NA	Pending	NA	Pending	Met with on 3/25/2011 and 4/9/2011. Awaiting submittal.
454 Roosevelt Road, Giordano's	Revised exterior appearance and sign variation application	4/13/2011 and 5/11/2011, ARC recommended approval 3-2.	NA	NA	6/27/2011	Building and signage not constructed in conformance with approved plans.
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.
650-690 Roosevelt Road, Pickwick Place Shopping Center	Reconstruction of front building	Pending	Pending	NA	Pending	Property owner reconsidering project due to floodplain issues. Met on site with owner on 4/4/2011 to discuss alternatives to move the project forward. Met with engineer again in May to review revised concept plan. Property owner following up with engineer about floodplain issues.
682 Roosevelt Road, Pickwick Place Shopping	Sign Variation to accommodate new tenant	4/13/2011, ARC recommended approval 5-1.	NA	NA	5/8/2011	Approved by Village Board on 5/8/2011.
696 Roosevelt Road, Advance Auto Parts	Sign Variation amendment	Pending	NA	NA	Pending	Awaiting submittal of request to amend condition restricting permitted window signage.
435 Taft Avenue, DuPage Family Eye Clinic	Exterior Appearance application for new eye clinic	Pending	NA	NA	Pending	Partial application received on 3/4/2011. Review letter sent 3/16/2011. Awaiting resubmittal.
<b>ANNEXATIONS</b>						
22W481 Ahlstrand	Annexation	NA	NA	NA	Pending	Desires to annex in order to connect to utilities. Awaiting formal application.
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. Meeting held on 3/24/2011 with Country Club representatives. Country Club proposing to pay 100% of cost of water main construction to their entrance.
Hill Avenue Annexations	Annexation agreements with Elliot Property located east of the Glen Oak Country Club and the industrial property across the street	NA	NA	NA	Pending	Draft agreement prepared for Elliot property and delivered on 7/16/2010. Draft agreements for the two industrial properties on the north side of Hill Avenue delivered on 8/30/2010. Staff met with Mr. Elliot on 8/18/2010 to discuss terms of agreement. Follow-up email sent to 3 property owners on 9/30/2010. Follow-up letters sent on 3/5/2011. Revised draft agreement for Elliot property submitted by owner's attorney on 4/15/2011 requesting multiple changes.

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 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	NA	3/28/2011 meeting	A total of 49 agreements were approved on 3/28/2011. Next phase to proceed with annexation.
Glen Crest Subdivision (South)	Renewal of previously approved but never fully executed annexation agreements for properties along Glen Crest Drive, Ridge Road and Danby Road being served by Village water and sanitary sewer since roughly 1975.	NA	NA	NA	NA	3/28/2011 meeting	A total of 40 of 41 agreements were approved on 3/28/2011. Staff continues to follow up with the remaining property owner.
Sunnybrook Estates	Annexation of Sunnybrook Estates Subdivision.	NA	NA	NA	NA	7/12/2009	Need to evaluate several potential annexation routes and select one to pursue. Amendment to Ordinance approving annexation agreement approved on 7/12/2010 allowing the agreement to be executed.
Swift Road	Annexation of properties contiguous to Glen Eilyn with annexation agreements.	NA	NA	NA	NA	Pending	
<b>SELECT SPECIAL PROJECTS</b>							
<b>COMMENTS AND REVIEW STATUS</b>							
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 8/23/2010 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 and residential codes were approved by the BBA and are scheduled for local builder and public comment at the next BBA meeting on 7/17/2011.						
College of DuPage	Department staff continues to provide ongoing information and support to the Village Board, Village Manager and Village Attorney regarding this issue.						
Community Branding	Discussed with Village Board at April 26 meeting as it relates to the implementation of the downtown plan. Direction received to begin research into undertaking a community branding effort.						
807-817 Crescent Right-of-Way Vacation	Vacation of improved right-of-way bisecting the rear yards of 807-817 Crescent Boulevard. Affected property owners planned to enter into a reciprocal access easement agreement and have reached an impasse in regard to the terms of the agreement. Staff from the Public Works and Planning and Development Departments met with the property owners on August 26, 2010 to answer questions about the impact various options would have on the properties and to try to facilitate an agreement. Public Works and Planning met with one of the property owners and their attorney on 3/31/2011. Attempting to set up meeting with remaining property owners.						
Downtown Historic District	Discussed at the 11/18/2010 Historic Preservation Commission meeting and decided to proceed with the creation of a national historic district in the downtown. A walk through of the downtown with a representative from the National Trust for Historic Preservation occurred in mid-December. A second walk through of the downtown with Historic Preservation Commission Chairman and one Commissioner took place in February. Other Commissioners hope to do a walk through in March and to take pictures and video of the downtown and downtown buildings.						

Evaluation of Northside Regional Detention Stormwater Alternatives	Revised report and analysis of potential alternate sites submitted by engineering consultant on 8/28/2009. Recommendation to be forwarded to Village Board in near future.
Glenbard Wastewater, Bemis Road, Clearwire Antenna	Draft license agreement prepared to allow antenna on GWA property which is owned by the City of Lombard and in Glen Ellyn's planning jurisdiction. Agreement was forwarded to Clearwire. Staff is awaiting a response.
Glenbard Wastewater, Bemis Road, AT&T Antenna	Awaiting submission of escrow. Village attorney will then draft a license agreement.
Lincoln Avenue Right-of-Way Vacation	Request received to consider vacation of Lincoln Avenue right-of-way located between 755 and 767 Chidester Avenue. The planning team met with one of the property owners on 10/11/2010 and reviewed the proposed terms of vacation. Village staff is awaiting a response.
Lombard Boundary Line Agreement	Discussed at 1/10/2011 Village Board workshop. Draft agreement sent to Lombard on 1/21/2011 and notice prepared and published in anticipation of potential Village Board action at 2/14/2011 meeting. Response letter from Lombard received on 1/27/2011. Amended request from Glen Ellyn sent to Lombard on 1/31/2011. Response received from Lombard on 3/9/2011 and under review.
Redevelopment Sites Map	Work continued in December on a new redevelopment site map. Creation of the map is one of the top strategic planning goals adopted by the Village Board. Draft maps completed in February and undergoing internal review.
RTA/CHAP Grant Application	<i>Work began on a grant application to complete a downtown streetscape plan and parking garage study. Application due 6/9/2011.</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. A majority of the property owners are working with Public Works and connection dates were extended until spring due to weather.
Utility Payments	Follow-up with 4 property owners on Valley Road and in Arboretum Estates East with past due utility payments. As of January, payment has been received from two properties.



VILLAGE OF GLEN ELLYN

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# **Commercial Façade Improvement Grant Program Application Packet**

*Planning & Development Department*

*535 Duane Street – Glen Ellyn, IL 60137 – Telephone 630.547.5250 – Fax 630.547.5370*

# VILLAGE OF GLEN ELLYN ECONOMIC Commercial Façade Improvement Grant Program

As of 5/23/2011

## Purpose

The Village of Glen Ellyn recognizes the positive impact that individual facade improvements can have on the overall appearance, quality and vitality of the Village's commercial districts. The Commercial Façade Improvement Grant Program was created to facilitate the private sector in making these desired exterior improvements. The Village Board reserves the sole right to amend, modify, add, or delete any part or subpart of this program.

## Assistance Available

Approved projects are eligible to receive reimbursement after project completion in the form of a matching grant of up to 50 percent of the actual improvement costs up to a maximum of \$10,000.

## Eligibility Requirements

Existing structures currently zoned commercial and in current commercial use or planned for commercial use within the corporate limits of the Village of Glen Ellyn are eligible for the grant. The exterior of the property must meet all Village of Glen Ellyn Codes and Ordinances. In the event that a violation is present, correction of the violation must be made prior to disbursement of grant monies.

Eligible applicants include the owner of a commercial building or the owner of a commercial business. All applications must be signed by the property owner to indicate consent for the proposed improvements.

All grant recipients are required to publicly display the Village of Glen Ellyn Grant Award Certificate in a conspicuous location in the building for a period of one year from the date of approval of the grant.

Financial assistance is available to business owners or property owners, for no more than \$10,000 every 3 years, per building.

The determination of eligibility and priority for assistance is at the discretion of the Village Board and is subject to funds availability. The Village Board may approve grants of less than a 50% match.

## Eligible Improvements

The primary goal of the Village of Glen Ellyn Commercial Façade Improvement Grant Program is to achieve significant visual improvements in commercial facade appearance. Projects that most meet the primary goal will be preferred. The determination of eligibility and priority for assistance is at the discretion of the Village Board.

Work which qualifies for assistance includes improvements to the exterior of a building which are visible from the public right-of-way. Applicants must plan to install at least \$1,000 of material improvements (excluding installation) to qualify. Work must be completed within one year of receiving the grant award. The list of qualifying exterior improvements appears below.

## **Eligible Uses**

- Facade repair and treatment
- Window frame replacement (non-repair)
- Doors
- Awnings (with or without signage)
- Exterior lighting
- Restoration of original architectural features
- Exterior building materials for building additions
- Streetscape enhancements
- Landscaping in conjunction with an improvement project involving any of the above activities
- Other permanent exterior improvements to property consistent with the architectural integrity of the building and the Village's *Appearance Review Guidelines*

## **Ineligible Uses**

- Working capital
- Property acquisition
- Equipment or inventory acquisition
- Refinancing of existing debt or private funding
- Interior remodeling
- Sprinkler systems
- Resurfacing of parking lots
- Replacement of private sidewalks
- Architectural design fees or other plan preparation costs
- Building permits and related costs

The Village of Glen Ellyn is not obligated to reimburse any approved application for reimbursement after one year from the date of the original approval of the grant application or exterior appearance, whichever date is later. Written requests for time can be considered by the Planning and Development Director.

## **Design Evaluation**

Design evaluation and approval will be handled by the Village of Glen Ellyn. This process may require the applicant to undergo exterior appearance review by the Architectural Review Commission if required by the Village Appearance Review Guidelines.

## **Application Requirements**

### **Required Submittals with Application:**

1. Current digital photos of all building facades visible from the public right-of-way which will receive improvements
2. A schematic drawing with enough detail to depict the proposed improvements
3. Signed vendor contract(s) with cost for proposed improvements
4. All applications must be signed by the property owner to indicate consent for the proposed improvements.
5. Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
6. Signed lease, committing to minimum of a 3-year lease term is required for all new businesses (if a lease has not yet been signed, disbursement of the approved funds will be contingent on the Village receiving a signed lease).

**Application and Approval Process**

Submission and approval of a complete grant application is required prior to the completion of any improvements eligible for assistance. The review process will normally take 3-4 weeks. The applicant must secure any required Village permits and exterior appearance approval by the Architectural Review Commission and the Village Board (if required) prior to starting improvements. The application process is outlined below:

1. Contact the Planning and Development Department for program information and to determine project eligibility.
2. Submit a grant application including all required submittals to the Planning and Development Department for funding assistance.
3. The Planning and Development Department will make a recommendation of approval, partial approval or denial to the Village Board. Village staff will attempt to review applications within 2 weeks of submittal.
4. Application is considered by the Village Board. Applicant's attendance is required at the Village Board meeting as part of the application review process. The Village Board meets the 2<sup>nd</sup> and 4<sup>th</sup> Monday evenings of every month.
5. Proposed improvements must be completed and the business must be operational within one year of grant approval.

**Reimbursement Process**

1. Once work is completed, the applicant submits copies of paid invoices from all contractors, proof of payment (copies of canceled checks or credit card receipts), a signed Reimbursement Request Certification (see attached form), a signed and notarized Affidavit for Reimbursement (see attached form), and photos of all improved façades to the Planning and Development Department.
2. The Planning and Development Department reviews the completed project to ensure that work was performed as outlined in application and in conformance with the Village Code.
3. Check is distributed.

**Pay Back Provision**

The following pay back schedule shall apply if a business closes or moves out of Glen Ellyn within 3 years of being awarded a Village grant.

Out of Business	< 1 year	1-2 years	2-3 years
% of Grant Repaid to the Village	75%	50%	25%

The applicant agrees to this provision when s/he signs the Reimbursement Request Certification and the Application Certification.

**VILLAGE OF GLEN ELLYN**  
**Commercial Façade Improvement Grant Application**

**REQUIRED SUBMITTALS WITH APPLICATION:**

1. Current digital photos of all building facades visible from the public right-of-way which will receive improvements
2. A schematic drawing with enough detail to depict the proposed improvements
3. Signed vendor contract(s) with cost for proposed improvements
4. Consent from the building owner for proposed improvements, by signature on this form
5. Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification

**BUSINESS OWNER INFORMATION**

Business Owner Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

If tenant, what is the expiration date of your current lease? \_\_\_\_\_

If buyer under contract or tenant, who is the property owner?

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_

Property Owner Fax: \_\_\_\_\_

Property Owner E-mail: \_\_\_\_\_



**APPLICATION CERTIFICATION**

I, the undersigned, certify that I have read the program description and requirements for the Village of Glen Ellyn Façade Improvement Grant Program. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that the improvements described in this application must receive all required permit approvals from the Village of Glen Ellyn prior to the commencement of construction.

Furthermore, I, the undersigned, my successors and assigns, hereby agree to save and hold harmless the Village of Glen Ellyn and any of its employees, officers and directors from all cost, injury and damage to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any project improvement included in my grant application. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys' fees. I understand that if my business moves out of the Village of Glen Ellyn within 3 years I will be required to repay the Village in an amount as described on page 3 of the grant packet.

\_\_\_\_\_  
Applicant Name (PRINT)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**CONSENT FROM PROPERTY OWNER (Required if different from Applicant)**

\_\_\_\_\_  
Property Owner Name (PRINT)

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\*\*\*\*\*Office Use Only\*\*\*\*\*

Application is: \_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_  
Village President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Planning and Development Director

\_\_\_\_\_  
Date

**VILLAGE OF GLEN ELLYN**  
**Commercial Façade Improvement Grant Program**  
**Reimbursement Request Certification**

**SUBMITTAL FOR REIMBURSEMENT**

Please submit the following information to the Planning and Development office once approved work is complete for grant payment:

- This signed Reimbursement Request Certification
- Copies of invoices stamped "PAID" from all contractors, companies, individuals
- Proof of payment (limited to copies of canceled checks and/or credit card receipts)
- Digital Photos of all building facades visible from the public right-of-way. A signed and notarized Applicant's Affidavit for Reimbursement form provided by the Village of Glen Ellyn
- Applicant's Affidavit for Reimbursement (Attached)

**CERTIFICATION**

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the Village of Glen Ellyn are true at the time they were made and shall remain true at the time of submittal for reimbursement under the program. I will display the Village of Glen Ellyn Grant Certification in public at my business/property for one year. I understand that if my business moves out of the Village of Glen Ellyn within 3 years I will be required to repay the Village in an amount as described on page 3 of the grant packet. The Village of Glen Ellyn may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this grant program or applicable Village Codes and Regulations.

\_\_\_\_\_  
Applicant Name (PRINT)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date





VILLAGE OF GLEN ELLYN

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## **Downtown Interior Improvement Grant Program Application Packet**

*Planning & Development Department*

535 Duane Street – Glen Ellyn, IL 60137 – Telephone 630.547.5250 – Fax 630.547.5370

# Village of Glen Ellyn Downtown Interior Improvement Grant Program

As of 5/23/2011

## Purpose

The goal of the Village of Glen Ellyn Downtown Retail Grant Program is to strengthen the downtown shopping district by attracting new retail businesses and by assisting existing retailers with eligible expansion plans in the downtown commercial district. The Village Board reserves the sole right to amend, modify, add, or delete any part or subpart of this program.

## Assistance Available

Approved projects are eligible to receive reimbursement after project completion in the form of a matching grant of up to 50 percent of the actual improvement costs up to a maximum of \$15,000.

## Eligibility Requirements

Commercial property owners or retail business owners in the downtown who are proposing a new or expanding business which meets the eligibility and application requirements are invited to submit applications.

An eligible business must generate retail sales tax. All applications must involve a new or expanding business within the downtown.

All new retail businesses that generate retail sales tax can be considered for the grant. Existing retail businesses in the Village must expand in the downtown to receive assistance. For the purpose of this program, "expansion" is defined as significantly increasing the retail sales area, enlarging the square footage of the retail space to include expanding into an adjacent space or relocating to a larger space or building an addition on an existing building to be used as additional retail space.

Grant applicants will be reviewed on a case by case basis. Uses that encourage pedestrian activity, improve the pedestrian environment and attract shoppers will be preferred.

*Desirable retailers suggested by residents include:*

Art Gallery	Apparel	Clothing Accessories
Crafts and Hobbies	Electronics	Entertainment (non-dining)
Garden	Home Furnishings	Home Décor & Entertainment
Kitchen Wares	Leather Goods and Luggage	Music
New Jewelry Sales	Pharmacy	Produce Market
Restaurants	Specialty Foods	Specialty Retail
Sporting Goods	Toys	

Financial assistance is available to property or business owners, for no more than \$15,000 every 3 years, per building.

All grant recipients are required to publicly display the Village of Glen Ellyn Grant Award Certificate in a conspicuous location in the building for a period of one year from the date of approval of the grant.

The determination of eligibility and priority for assistance is at the discretion of the Village Board and is subject to funds availability. The Village Board may approve grants of less than a 50% match.

### **Eligible Improvements**

This program funds permanent tenant and building code improvements necessary to open a new, or expand an existing, eligible downtown retail business. Eligible improvements must remain with the improved building to be considered permanent and may include:

#### **Eligible Uses**

- Walls
- Ceilings
- Floors
- Permanent shelving and cabinets
- Permanent fixtures
- Carpet
- Tile
- Display window enhancements (hanging grid system, lighting, display shelf, etc.)
- Interior lighting
- Interior signage
- Life safety upgrades (sprinkler and fire alarm systems)
- Utility related improvements (heating, air conditioning, plumbing, electrical)
- Major kitchen equipment

Projects not listed above will be considered on a case by case basis. In general, changes to the project scope will not be considered for supplemental assistance after grant approval is obtained. Unforeseeable changes will be considered on a case by case basis.

#### **Ineligible Uses**

- Façade improvements (see separate Village of Glen Ellyn Façade Improvement Grant Program)
- Acquisition of land or buildings
- Product inventory
- Rent
- Media marketing and advertising
- Payroll
- Day-to-day operational costs (e.g. utilities, taxes, maintenance, refuse)
- Moving expenses
- Business consulting expenses

- Exterminator services
- Landscaping

The Village of Glen Ellyn is not obligated to reimburse any approved application for reimbursement after one year from the date of the original approval of the grant application or exterior appearance, whichever date is later. Written requests for time can be considered by the Planning and Development Director.

### **Application and Approval Process**

Submission and approval of a complete grant application is required prior to the completion of any improvements eligible for assistance. The applicant must submit all required documents as outlined on the first page of the application. Applicants should expect the review and approval process to take approximately 3-4 weeks. The applicant must secure any required Village approvals, licenses or permits prior to starting improvements. The application process is outlined below:

1. Contact the Planning and Development Department for program information and to determine project eligibility.
2. Submit a grant application, including all required submittals, to the Planning and Development Department.
3. The Planning and Development Department will review the application and make a recommendation of approval, partial approval or denial of the grant application to the Village Board. Village staff will attempt to review applications within 2 weeks of submittal.
4. The application will be considered by the Village Board. The applicant's attendance is required at Village Board meeting as part of the application review process. The Village Board meets on the 2<sup>nd</sup> and 4<sup>th</sup> Monday evenings of every month.
5. Proposed improvements must be completed and the business must be operational within one year of grant approval.

### **Reimbursement Process**

1. Once work is completed, applicant submits copies of paid invoices from all contractors, proof of payment (copies of canceled checks and/or credit card receipts), a signed Reimbursement Request Certification form (attached) and Applicant's Affidavit for Reimbursement (attached) to the Planning and Development Department.
2. The Planning and Development Department reviews completed project and work for conformance to the application and the Village Code.
3. Check is distributed.

**Pay Back Provision**

The following pay back schedule will apply if a grant recipient business closes or moves out of Glen Ellyn within 3 years of receiving the grant.

Out of Business	< 1 year	1-2 years	2-3 years
% of Grant Repaid to the Village	75%	50%	25%

The applicant agrees to this provision when s/he signs the Application Certification and Reimbursement Request Certification.

**VILLAGE OF GLEN ELLYN**  
**Downtown Interior Improvement Grant Program Application**

**REQUIRED SUBMITTALS WITH APPLICATION:**

1. Signed lease, committing to minimum of a 3-year lease term is required for all new businesses (if a lease has not yet been signed, disbursement of the approved funds will be contingent on the Village receiving a signed lease)
2. Signed vendor contract(s) with detailed costs for each proposed improvement
3. Consent from the building owner for proposed improvements, by signature on this form
4. Digital photos depicting the interior areas where proposed improvements will take place
5. Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
6. A narrative as outlined below:
  - a) Description of your business and the related industry
  - b) Features and advantages of your product such as quality, competitive advantage, proprietary position, and future potential
  - c) Credentials and experience of business owner and management assistance
  - d) Timing of critical activities before opening/expanding such as company incorporation, space built-out, supplies ordered, employees hired, and opening date
  - e) Projected tangible benefits to Downtown Glen Ellyn from the business activity including how the business will contribute to the downtown retail mix, shopper traffic, extended store hours, number of jobs created, etc.
  - f) Market research and analysis including a definition of your customers and markets, market size, market trends, competition, and estimated market share

**BUSINESS OWNER INFORMATION**

Business Owner Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Other Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Estimated Opening Date of Business: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Property Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

**DESCRIPTION OF PROPOSED IMPROVEMENTS**

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

**ITEMIZED ACTIVITY DESCRIPTION**

**COST**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**TOTAL PROJECT COST:**

\_\_\_\_\_

**AMOUNT OF GRANT ASSISTANCE REQUESTED:**

\_\_\_\_\_

**APPLICATION CERTIFICATION**

I, the undersigned, certify that I have read the program description and requirements for the Village of Glen Ellyn Downtown Retail Grant Program. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that the improvements described in this application must receive all required permit approvals from the Village of Glen Ellyn prior to the commencement of construction. I further understand all eligible improvements assisted by the Retail Grant Program are permanent fixtures and will remain with the building.

Furthermore, I, the undersigned, my successors and assigns, hereby agree to save and hold harmless the Village of Glen Ellyn and any of its employees, officers and directors from all cost, injury and damage to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any project improvement included in my grant application. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys' fees. I understand that if my business closes or moves out of the Village of Glen Ellyn within 3 years I will be required to repay the Village in an amount as described on page 3 of the grant packet.

\_\_\_\_\_  
Applicant Name (PRINT)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**CONSENT FROM PROPERTY OWNER (Required if different from Applicant)**

\_\_\_\_\_  
Property Owner Name (PRINT)

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\*\*\*\*\*Office Use Only\*\*\*\*\*

Application is: \_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_  
Village President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Planning and Development Director

\_\_\_\_\_  
Date

**VILLAGE OF GLEN ELLYN  
Downtown Interior Improvement Grant Program  
Reimbursement Request Certification**

**SUBMITTAL FOR REIMBURSEMENT**

Please submit the following information to the Planning and Development Department office once approved work is complete for grant payment:

- This signed certification
- Copies of invoices stamped "PAID" from all contractors, companies, individuals
- Proof of payment limited to copies of canceled checks and/or credit card receipts
- Digital Photos depicting the interior improvements
- A signed and notarized Applicant's Affidavit for Reimbursement form

**CERTIFICATION**

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the Village of Glen Ellyn are true at the time they were made and shall remain true at the time of submittal for reimbursement under the program. I will display the Village of Glen Ellyn Grant Certification in public at my business for one year. I understand that if my business closes or moves out of the Village of Glen Ellyn within 3 years I will be required to repay the Village in an amount as described on page 3 of the grant packet. The Village of Glen Ellyn may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this grant program or applicable Village Codes and Regulations.

\_\_\_\_\_  
Applicant Name (PRINT)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



# VILLAGE OF GLEN ELLYN PUBLIC WORKS DEPARTMENT MONTHLY REPORT

**May 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:

- 25 tree preservation plans and parkway tree permit applications
- 6 plan re-submittals
- 9 tree fence and root pruning inspections
- 16 refunds of deposit

17 parkway trees were scheduled for removal; letters were prepared and mailed to residents informing them of the pending removals. The admin team updated tree inventory in Cartegraph and excel spreadsheets to reflect 21 parkway planting space additions, 26 completed stumps and 23 completed tree removals. The pending and completed removals were entered into CartêGraph and Excel spreadsheets.

The office team completed spring uniform orders.

The office team administered the successful planting of 117 parkway trees from May 18-24.

## **ENGINEERING**

### **Projects in Construction Phase**

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

Project work began in mid-May with installation of protective tree fence in selected locations and placement of rigid conduit at all road-crossing areas. Along Valley Road, concrete light pole foundations were formed and poured. The control cabinet foundation was poured on Briar between Londonberry and Heather.

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

Contractor: R.W. Dunteman  
(Value of Contract = \$2,400,000)

Project construction has been underway for approximately two months. In May, pavement removal began on Sunset along utility trench sections with excavation to sub-grade performed in the removal areas. Water main was installed on Sunset between Fairview and Turner and successfully pressure tested and disinfected. Water service line and intersecting main connections are currently being performed. New sanitary sewer was installed in the Sunset corridor per plan and sanitary sewer services replaced on Sunset. Water and sanitary sewer services have also been replaced on Turner between Main and Forest. The block of Turner between Main and Forest was cut to grade, poor sub-base areas removed and stoned, and the sub-base granular layer placed.

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

#### **CRESCENT BOULEVARD SIDEWALK EXTENSION** –

Engineer: Pavia-Marting

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

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

Engineer: Rezek, Henry

Plans and specifications were finalized in mid-June. The pre-bid meeting for the project will be conducted on June 23, 2011. The project bid opening will be on July 7, 2011.

**HAWTHORNE IMPROVEMENTS PROJECT -**

Engineer: ERA

Field surveying in the project area was completed. Base sheets have been prepared. Roadway layouts of a 21 ft. and 25 ft. back-to-back street footprint continue to be developed. The traffic count and speed report was prepared in draft form by the engineering team and is now being finalized. Village staff is preparing for the upcoming public information meeting scheduled for June 28 that will kick off the formal public interaction stage of the project.

**HILL AVENUE WATER MAIN EXTENSION –**

Engineer: Walter E. Deuchler

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

**LAKE ELLYN OUTFALL CHANNEL REHABILITATION –**

Engineer: Burns & McDonnell

Most of the reviews associated with the issuance of permits have been completed. Discussions with project property owners are continuing regarding various issues and needed easements. A land appraiser is being consulted regarding property values and impacts of the proposed project.

**NICOLL WAY LAND BRIDGE REPAIRS –**

Engineer: Walter E. Deuchler

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

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Engineer: Hampton Lenzini Renwick

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**Projects in Punch List / Closeout Phase**

**BRYANT AVENUE/THAIN'S ADDITION –**

Contractor: Martam Construction

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

Landscape restorations at sites not completed last year has been accomplished. Punch list items – especially related to landscaping – will be worked on through the balance of this month.

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Contractor: Brothers Asphalt

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

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

**RIFORD ROAD RECONSTRUCTION –**

Contractor: R.W. Dunteman

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

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

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

Contractor: Geneva Construction

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

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

**Other Projects Under Contract**

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Contractor: Gasvoda and Associates/Dixie Electric

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

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

**BACKUP WELL REHABILITATIONS** – Contractor: Well #5: Layne-Western; Well #6: Water Well Solutions (Value of Contracts: Well #5 = \$80,500; Well #6 = \$86,000) The IEPA permit for the planned installation of the permanent liner has been received. Needed materials have been ordered by the contractor.

**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 report is being revised with the final version to be completed in the next month.

**EQUIPMENT SERVICES**

In the month of May 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 1,933 days without a "lost time" accident.

The Equipment Services fuel island dispensed 6,790 gallons of fuel during the month of May. The total included 5,164 gallons of unleaded fuel and 1,626 gallons of diesel fuel.

Facilities repairs performed by the ESD during the month of May included the removal of the unleaded and diesel UST spill bucket lock lever covers. The covers were overhauled and resealed to prevent any infiltration from normal water runoff or from flood waters.

Equipment Services provided training for Operations seasonal team members. Fuel island safety and operation; wash bay safety and operation; and vehicle pre-trip inspection was covered.

In an effort to make the 1971 Chevrolet Camaro (Dare Car) more conducive to its current use, the

ESD tore down the 350 cubic inch Chevy engine to determine the specifications of the internal components. The high performance camshaft, lifters, pushrods, rocker arms, Holley electronic fuel



injection, aftermarket computer, electric fuel pump, timing chain, and gears are being replaced with milder street performance parts. These improvements are being paid for with funds obtained from drug enforcement efforts by the Police Department. This work will allow the car to



be safely driven to district schools for the DARE program; in Village parades; to local car shows; and to events such as The Taste of Glen Ellyn. These improvements will also make the car greener by reducing hydro carbon, carbon monoxide, and carbon dioxide emission gasses. This has been a great morale building exercise for the Equipment Services Division because it has allowed us to do things that we have a lot of passion for and it provides a great asset to the community! Stay tuned for next month's report that will provide the conclusion to this story with pictures of a lot of chrome and billet aluminum.

Ninety five work orders were related to the maintenance and repair of Police Department vehicles and equipment. New audio video systems;

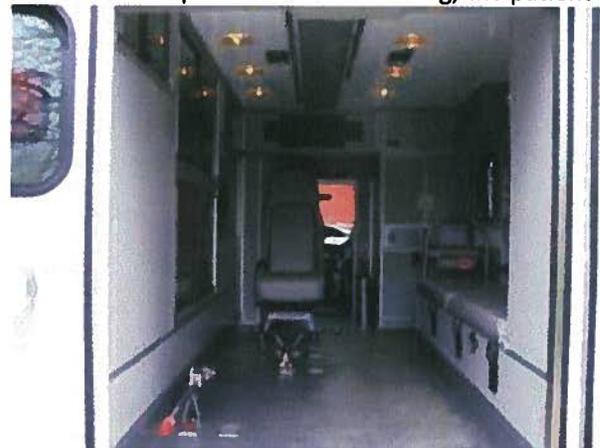


new laptop computers; and new dome lights were installed in patrol Squads 03, 09, and 19. The Public Works radio microphone was replaced in patrol Squad 02 and the spotlight handle was replaced in the CSO truck 011. The emission canisters purge and vent solenoids; the oxygen sensor; the spark plugs; and the drink holder were replaced in patrol Squad 03. The computer was also scanned on patrol Squad 03 and the fuel composition and fuel trim parameters were reset. The MAG light charger was replaced in patrol Squad 05 and the chipped window glass was ground smooth. The headlamp assembly and the evaporative system solenoids were replaced on patrol Squad 07 and the engine block heater wiring was replaced in patrol Squad 19. The front disc brakes and the A/V upload antenna were replaced in patrol Squad 08. The ignition coil; the fuel injector; and the window regulator were replaced on patrol Squad 18. The engine front crank seal; the intake manifold gasket; and the transaxle output shaft seal were 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.

Sixty eight work orders were related to the maintenance and repair of Public Works vehicles and equipment. The front timing cover and the crankshaft rear main seal were replaced on crane truck 228. The horizontal fuel conditioning (HFCM) module was rebuilt on lift gate truck 231 and the water platform battery was replaced on truck 248. The instrument cluster and the fuel filter were

replaced on dump truck 232 and the HFCM was also rebuilt. The work light chargers were rewired on flusher truck 242 and the gutter broom was replaced on street sweeper 259. The main broom, gutter broom, and dirt shoe rubbers were replaced on street sweeper 249 and the cab brush guard was straightened. A horizontal safety cone holder was installed on the forestry aerial bucket truck 250 and the PCM computers stop/start feature was reprogrammed. The hydraulic tank was reattached to the valve housing on dump truck 251. The carburetor was replaced on water trailer 508 and the ignition switch wiring was repaired. The hydraulic filter 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.

Fifty nine work orders were related to the maintenance and repair of the Glen Ellyn Volunteer Fire Company's vehicles and equipment. The charging and electrical systems were tested on Medic20. The patient module flooring; the patient



module bench seat latch; the patient module circuit protection device; and the engine oil return tube were replaced on Medic 21. The vehicle computers were scanned and two chassis batteries and one alternator were replaced on Medic 22. The equipment compartment door rollup drum was replaced on Engine 25 and a mud flap was reinstalled on Engine 26. The rear tires were replaced on Engine 27. The parking brake air valve and 4 batteries were replaced on Engine 28 and the rear STT light ground wiring was repaired on Tower 30. 110 volt electrical cord clips were installed in

Snorkel 31 and fire extinguisher brackets were



reinstalled in the equipment compartment. Numerous chassis and emergency lighting repairs were performed on Fire Company vehicles. All PM's were completed on time.

Fourteen work orders were related to the maintenance and repair of Glenbard Wastewater Authority vehicles and equipment. Service was performed on pickup truck 631, van 642, and pump 615. 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 Spring Planting was completed with the planting of 176 parkway trees. Fifty trees were planted to



replace infested ash trees with the aid of an EAB Reforestation grant.

The Village Forester worked with volunteers and Village Staff on the clean up and wood chip effort to reopen Manor Woods.

Two tree planting ceremonies occurred at Manor Woods for our Arbor Day Tree Planting Celebration.

The Village Forester worked on the Private Property Tree Ordinance.

The Village Forester attended a Glen Ellyn Lions Club meeting and presented information on EAB and Village Forestry Programs.

## OPERATIONS

May Rain = 4.86"

Weather is no longer average in Chicago. Although the monthly average temperatures were within 1° of the historical averages (70° for the high and 51° for the low), there was a large fluctuation in temperatures throughout the month. There were 4 days in the high 80's and low 90's in the first half of the month and 4 days in the 50's and high 40's the second half of the month; if anything, this pattern should be reversed. Glen Ellyn also received more than 1" above the average monthly rainfall with measurable rain recorded on 14 days. There were two larger rain events within three days of each other: 2.6" fell on 5/25-26 and 1.15" fell on 5/29. The rain on 5/29 fell in a one hour time period and created some minor issues in Glen Ellyn that were handled by on call employees.

Special event season in Glen Ellyn starts in earnest this month. Operations purchased 25 lit barricades,



50 regular barricades, 50 large cones and 50 small

cones both with reflective sheeting to supplement those already in stock. There are over thirty special events that require varying degrees of PW involvement throughout the year. Most times it is prepping before the event and picking up after, but some require extra shifts (usually during larger events). Before the Taste of Glen Ellyn and the Jaycee Fair, Operations concentrated on cleaning the CBD by trash picking planting beds and parking lots,



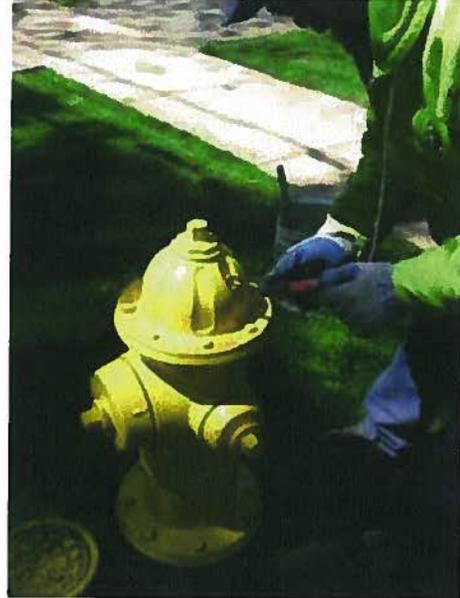
burning weeds along sidewalks, polishing all drinking fountains, cleaning storm grates, and trimming tree suckers. During the Taste, Operations street sweeps multiple mornings in an effort to keep downtown looking as good as possible. Other upcoming summer special events that will require substantial efforts from Operations are July 4<sup>th</sup>, Jazz Fest, the Sidewalk Sale, and Festival of the Arts.

Hydrant flushing is a major task during the month. First, Operations flushes all of the hydrants in the Village before returning to flow test 20% of all hydrants. Crews were out 14 of the first 15 workdays in May and completed the flushing that



began in April. The 1,265 hydrants get all their ports

greased and are opened fully and flushed until the flow is clear. The oil reservoir is filled to ensure that



the hydrant stem remains lubricated for ease of use in case of emergency. After the completion of flushing, crews were out only 3 of 7 workdays conducting flow testing due to rain on three of the last five workdays of the month. This yearly activity is vital in keeping hydrants in working order and maintaining a potable water system.

Manor Woods was reopened this month. Operations provided 300 cu yds of mulch to line the paths that were cleared by Bedrock Earthscapes in April. This was a highly publicized event that brought local residents, the Glen Ellyn Park District, PW employees (6) and volunteers from Lincoln School and BR Ryall YMCA together to participate in the reopening. The 'No Trespassing' signs were removed and the complete trail system was mulched. A brief press event was held with the Village President, a few Village Trustees, the Village Forester and key residents in attendance.

Employee happenings:

Seasonal employees –

- 7 employees started (and attended seasonal training)

Training –

- 3 employees – ½ day tree pruning seminar

- 3 employees (2 FT/1 Seasonal) - 1 day pesticide training and testing for general standards operator's license

Evaluations – none (3 overdue reviews)

Coverage/Assistance – (35 hrs)

Front Office –

1 employee – 1 morning (3 hrs)

Plant Operations –

2 employees – 2 days on Memory Ct pump issues (32 hrs)

Below is a list of projects completed in May 2011 not captured in the core function spread sheet:

#### Utilities

Bio Bags in Grease lines – 243

B-Box repairs – 2

Hydrant flushed – 739 (now 100% complete)

Hydrants flow tested - 49

Dust Suppression – 6 days

Misc. –

Disconnected water and sewer service at 553 Geneva

#### Forestry

Tree Planting – 11 (in house)

Tree Watering – 2 cycles

Weed Mows -

Inspections - 19

Notices – 17

Violation inspections - 10

Mows – 0

Misc. – Mulched all 176 tree planted this month  
Provided 20 10-Wheel dump loads of mulch for Manor Woods cleanup

#### Streets

Asphalt –

2 days pothole patching – 10 work orders closed (2.75 tons surface and 3 tons UPM)

3 days asphaltting – 14 water main break locations (23.75 tons surface)

CBD – Installed 75 American flags

Cleaned out parking lot corners

Polished 4 fountains

Weeded all sidewalks and flower beds

Electrical –

6 electrical work orders completed

4 bulbs replaced

2 fuses replaced

Flowers –

Took delivery of 7,178 summer plants

Removed spring and replanted summer plants:

12 concrete planters at Stacy's Corners

8 painted pots delivered to the CBD

Prepped and planted beds: platform, raised on Forest, train station beds (3), new bike rack area (SWC Park/Crescent)

Weeded: Stacy's Park circle bed, Theme Garden

Mulched Fire Station #1 bed

Planted a Viburnum in Volunteer Park

Hauling – 15.89 tons to Viola

Public Hearing Signs – 2 placed

4 retrieved

Signs –

15 fabricated for special events

12 installed (Farmer's Market)

1 marker posts (4 signs) replaced due to knockdown

1 replaced due to knockdown

Special Events – (57.25 OT hours)

Manor Woods Clean Up – 4 barricades w/ signs; 300 Cu. Yds of mulch (4 employees - 21 OT hrs plus Forester and Asst. PW Dir.)

Baseball parade –50 barricades, 17 barricades w/ signs

Jaycees Fair –28 barricades, 6 barricades w/ signs, 5 trash cans, 1 roll of caution tape

Taste of Glen Ellyn – 63 lit barricades, 58 signs on barricades, 25 trash cans, 2 generators, 4 extension cords, fenced off flower clock planting bed (5 employees – 36.25 OT)

Chase to the Taste – 43 barricades, 15 cones, 1 road closed 3 vehicles

Hephzibah Race – 93 barricades

Farmers Market – 8 barricades, 12 signs installed for season

#### PLANT OPERATIONS

##### Water Plants

No Report

##### Lift Stations

Surrey - Replaced motor starter on pump #2

##### Distribution System

30 routine bac-t samples

1 routine Bac-t sample - Well #5

TThm/Haa5 sample (21W551 Bemis)

New constructions samples passed on Sunset water main (Fairview to Turner)

New construction samples passed at Nicor (Part A)

**Administration**

Monthly State Report submitted to the IEPA

Continued updates to the 2010 Consumer Confidence Report

**ITEMS BEFORE THE VILLAGE BOARD**

**May 2011**

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

1. Approval of the acquisition of a parcel of land from the property at 339 Roosevelt Road in the amount of \$97,500 for the additional right-of-way required for the Lambert road Right-Turn Lane Project with the funds to be taken from the FY12 Capital Projects Fund.
2. The following Public Works Employee was recognized for an anniversary date at a May Village Board Meeting: Kathryn Horn.

**PW Budget Tracking**

**May '11**

**Operations and Maintenance**

	<b>FY12 Budget</b>	<b>FY12 Revised Budget</b>	<b>Spent YTD</b>	<b>% of FY12</b>	<b>% Spent</b>
Administration & Engineering	\$850,000	\$855,775	\$62,081	8.3%	7.3%
General Fund - Operations	\$2,111,400	\$2,280,312	\$143,682	8.3%	6.8%
Water Fund - O/M	\$3,643,700	\$3,783,096	\$240,670	8.3%	6.6%
Sanitary Sewer Fund - O/M	\$4,639,700	\$4,633,642	\$354,210	8.3%	7.6%
Parking Fund - O/M	\$383,800	\$386,385	\$29,706	8.3%	7.7%
Equipment Services Fund	\$1,219,300	\$1,219,300	\$41,929	8.3%	3.4%
Motor Fuel Tax Fund - O/M	\$756,000	\$756,000	\$62,427	8.3%	8.3%
<b>Total</b>	<b>\$13,603,900</b>	<b>\$13,914,510</b>	<b>\$934,705</b>	<b>8.3%</b>	<b>6.9%</b>

**Capital Program**

Water Fund - Capital	\$1,058,000	\$1,406,746	\$1,786	8.3%	0.2%
Sanitary Sewer Fund - Capital	\$1,280,000	\$1,762,528	\$7,161	8.3%	0.6%
Parking Fund - Capital	\$0	\$0	\$0	8.3%	0.0%
Motor Fuel Tax Fund - Capital	\$0	\$0	\$0	8.3%	0.0%
Capital Projects Fund	\$5,805,000	\$6,932,478	\$22,808	8.3%	0.4%
<b>Total</b>	<b>\$8,143,000</b>	<b>\$10,101,752</b>	<b>\$31,755</b>	<b>8.3%</b>	<b>0.4%</b>

**PW CORE FUNCTIONS**

	May 11	May 10	+/-	May11 YTD	May10 YTD	+/-
<b>Admin</b>						
Phone calls	1,175	981	194	4,899	4,186	713
Work Orders	163	158	5	550	506	44
Time Sheets	427	474	(47)	2,372	2,476	(104)
Invoices	152	127	25	744	639	105
Customer Service Appts	116	139	(23)	566	516	50
<b>ESD</b>						
Jobs	287	319	(32)	1,876	1,769	107
Scheduled	98	79	19	686	696	(10)
Non-Scheduled	0	1	(1)	2	7	(5)
Urgent	0	6	(6)	32	29	3
Routine	189	233	(44)	1,156	1,037	119
Total Fuel Pumped (gal)	6,790	7,395	(605)	39,589	40,004	(415)
<b>Forestry</b>						
Service Requests	92	94	(2)	197	143	54
<b>Operations - Utilities</b>						
Work Orders Completed	19	18	1	105	90	15
Water Main Breaks	2	0	2	23	5	18
Sanitary Sewer Back Ups	13	7	6	58	37	21
Sanitary Sewer Back Ups - Village	4	1	3	7	5	2
Sanitary Sewer Cleaned (feet)	0	720	(720)	26,700	12,300	14,400
Storm Sewer Structures Cleaned	0	22	(22)	45	121	(76)
Storm Sewer Cleaned (feet)	0	50	(50)	0	50	(50)
Storm Sewer Grates cleaned - cycles	2	4	(2)	9	6	3
Landscape Restorations (50/50)	28	9	19	54	30	24
JULIES	560	492	68	1,562	1,569	(7)
<b>Operations - Forestry</b>						
Work Orders Completed	14	44	(30)	78	135	(57)
Tree Removals	11	18	(7)	109	115	(6)
Tree Stump Grinding	27	0	27	72	94	(22)
Tree Cable Inspections	0	0	0	38	36	2
Mowing Cycles	3	2	1	4	4	0
<b>Operations - Streets</b>						
Work Orders Completed	54	34	20	271	202	69
Asphalt - Potholes (surface tons)	6	3	3	39	52	(13)
Asphalt - Patching (surface tons)	24	15	9	24	30	(6)
Block Party	0	1	(1)	1	3	(2)
Parking Meter Collections	4	4	0	21	21	0
Parkway Restorations	21	0	21	22	38	(16)
Signs - Fabricated	15	40	(25)	303	429	(126)
Signs - Installed	20	30	(10)	306	135	171
Signs - Rehabbed	0	45	(45)	173	130	43
Street Sweeping (days)	21	13	8	56	50	6
Street Sweeping (early AM)	9	8	1	24	23	1
Street Sweeping (extra)	3	2	1	3	2	1
Special Events	6	4	2	9	9	0

June 16, 2011

## CONSTRUCTION ACTIVITY / PROJECT REPORT

### CONSTRUCTION PROJECT PROGRESS REPORTS

#### Projects in Construction Phase

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

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

Project construction has been underway for approximately two months. In May, pavement removal began on Sunset along utility trench sections with excavation to sub-grade performed in the removal areas. Water main was installed on Sunset between Fairview and Turner and successfully pressure tested and disinfected. Water service line and intersecting main connections are currently being performed. New sanitary sewer was installed in the Sunset corridor per plan and sanitary sewer services replaced on Sunset. Water and sanitary sewer services have also been replaced on Turner between Main and Forest. The block of Turner between Main and Forest was cut to grade, poor sub-base areas removed and stoned, and the sub-base granular layer placed.

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

(Value of Contract = \$522,000)

Project work began in mid-May with installation of protective tree fence in selected locations and placement of rigid conduit at all road-crossing areas. Along Valley Road, concrete light pole foundations were formed and poured. The control cabinet foundation was poured on Briar between Londonberry and Heather.

#### Projects in Design / Bidding Phase

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

Plans and specifications were finalized in mid-June. The pre-bid meeting for the project will be conducted on June 23, 2011. The project bid opening will be on July 7, 2011.

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

Most of the reviews associated with the issuance of permits have been completed. Discussions with project property owners are continuing regarding various issues and needed easements. A land appraiser is being consulted regarding property values and impacts of the proposed project.

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

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**HAWTHORNE IMPROVEMENTS PROJECT - Engineer: ERA**

Field surveying in the project area was completed. Base sheets have been prepared. Roadway layouts of a 21 ft. and 25 ft. back-to-back street footprint continue to be developed. The traffic count and speed report was prepared in draft form by the engineering team and is now being finalized. Village staff is preparing for the upcoming public information meeting scheduled for June 28 that will kick off the formal public interaction stage of the project.

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

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

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

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

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

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

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

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

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

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

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

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

Landscape restorations at sites not completed last year has been accomplished. Punch list items – especially related to landscaping – will be worked on through the balance of this month.

**PARK/GE PLACE/PRAIRIE IMPROVEMENTS PROJECT – Contractor: Brothers Asphalt**

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

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

## Other Projects under Contract

### **SCADA SYSTEM UPGRADE PROJECT – Contractor: Gasvoda and Associates/Dixie Electric**

(Value of Contract = \$125,000 + \$18,800 for antenna installations)

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

### **BACKUP WELL REHABILITATIONS – Contractor: Well #6: Water Well Solutions**

(Value of Contract: Well #6 = \$86,000)

The IEPA permit for the planned installation of the permanent liner has been received. Needed materials have been ordered by the contractor.

## Maintenance Projects

Project awards in April:

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

## ENGINEERING PROJECTS

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

The report is being revised with the final version to be completed in the next month.

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

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

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

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

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# VILLAGE OF GLEN ELLYN RECREATION DEPARTMENT

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



## MANAGER'S REPORT FOR May 2011

Prepared by Matt Pekarek

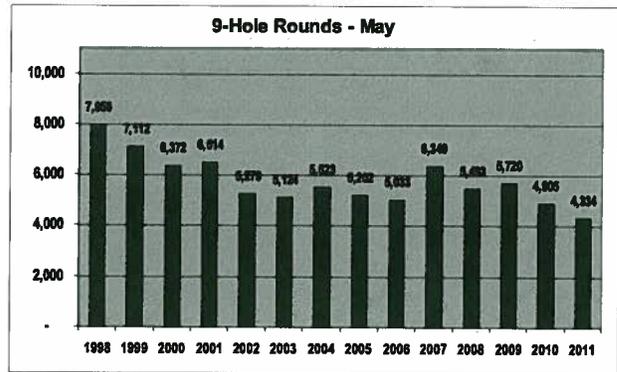
*Matt Pekarek*

May 2010 was fair for golf. The first two weeks were dry and generally cool, with only 0.2" of rain falling. The third week was the nicest week in May with cool temps never topping 76° F and only one day of significant rain. Week four was the only bad weather week, with five days of rain that brought 3.1" of rain. It felt worse for golfers than it was because most of the nice golf weather fell on less-popular Mondays and Tuesdays.

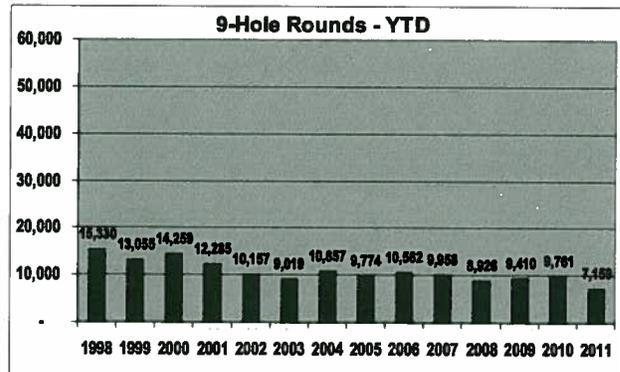
High Temperatures In May										
	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002
90° days	1	2				2				
80° days	5	7	3	2	13	4	2	8	1	3
70° days	9	9	14	11	8	11	13	8	14	8
60° days	7	6	13	11	10	9	11	10	10	9
50° days	8	7	1	7		3	3	4	6	9
40° days	1					2	2	1		2
30° days										
Rain	4.9"	5.2"	3.1"	4.7"	1.5"	4.0"	2.2"	5.4"	6.8"	4.2"

Rounds History By Course						
Year	18-Holes		9-Holes		Total	
	May	May YTD	May	May YTD	May	May YTD
1998	6,960	11,163	7,956	15,330	14,916	26,493
1999	6,322	9,843	7,112	13,055	13,434	22,898
2000	5,607	10,159	6,372	14,259	11,979	24,418
2001	5,513	8,948	6,514	12,285	12,027	21,233
2002	4,645	7,317	5,279	10,157	9,924	17,474
2003	0	0	5,124	9,019	5,124	9,019
2004	0	0	5,523	10,857	5,523	10,857
2005	4,957	7,956	5,202	9,774	10,159	17,730
2006	4,556	7,676	5,033	10,562	9,589	18,238
2007	5,559	8,007	6,349	9,958	11,908	17,965
2008	4,933	6,926	5,493	8,926	10,426	15,852
2009	4,796	7,423	5,720	9,410	10,516	16,833
2010	4,780	8,702	4,905	9,761	9,685	18,463
2011	4,283	7,096	4,334	7,159	8,617	14,255

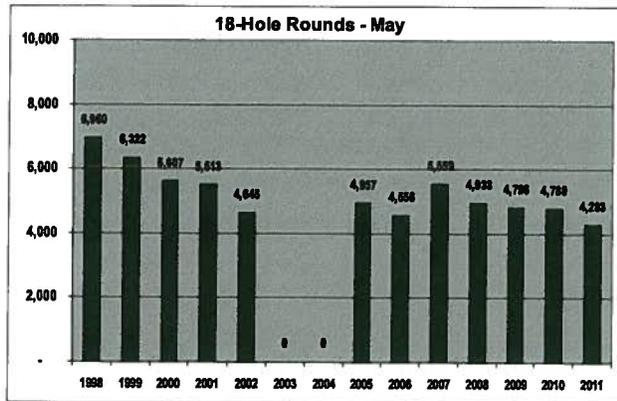
(Note: the 18-hole course was closed January 1, 2003 through June 23, 2004)



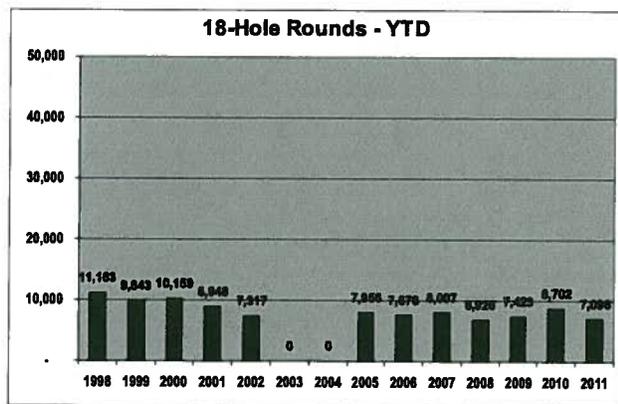
9-hole course rounds were down 12% from 2010.



Year-to-date 9-hole course rounds are down 27% from 2010.



May 18-hole rounds were down 10% 2010.



Year-to-date rounds on the 18-hole course are down 18% from last year.

## GOLF

**Rounds played** were down 11% in May and are down 23% for the year. Green fee revenue was down 18% in May and is down 26% for the year.

Half-price **Spring Special** weekday rounds almost doubled from the 369 rounds played last year to 645 in 2011.

96 golfers purchased the Spring Special, paying \$175 for unlimited free weekday golf in April and unlimited half price weekday golf in May. We extended the Spring Special benefit to include March. March through May a total of 1395 rounds were played at a net effective discount of 55% of posted fees. Total green fee revenue, including the initial \$175 payments totaled \$22,500, which is 5% of all green fee income in that period.

**Motorized cart** revenue was down 14% in May and is down 29% for the year. Carts were grounded two days this month due to wet grounds.

**Driving Range** revenue was down 14% in May and is down 27% for the year.

**Resident Cards** sales were down 7% in May. Year to date sales are down 13%.

### Outings

Outing bookings are about the same at this point as they were a year ago, when we finished the year with \$52,000 in sales - about half of what was originally scheduled.

### Outing Recap - May 2011

Scheduled This Month			Average	
#	# golfers	Revenue	# golfers	Revenue
2	108	\$ 6,166	54	\$ 3,083
Played This Month			Average	
#	# golfers	Revenue	# golfers	Revenue
2	88	\$ 4,942	44	\$ 2,471
Played Year-to-Date			Average	
#	# golfers	Revenue	# golfers	Revenue
2	88	\$ 4,942	44	\$ 2,471
Scheduled Rest of Year			Average	
#	# golfers	Revenue	# golfers	Revenue
18	1053	\$ 78,107	59	\$ 4,339
Played YTD & Scheduled ROY			Average	
#	# golfers	Revenue	# golfers	Revenue
20	1141	\$ 83,049	57	\$ 4,152

### Golf Events

An average of 37 golfers played in six golf events conducted during weekend **Permanent Times**. Three events were rained out.

Junior Golf After School (**G.A.S.**) concluded with **three** weeks of Monday Play in May. 4-8 juniors played each week in this 9-hole competition.

Twenty-three youngsters played in a **9-hole Junior** tourney on Sunday May 22.

Three 9-hole **Over 60** events were held on Wednesday mornings, with participation ranging from 42 to 90 players, depending on the weather. One event was washed out.

The **Swingin' Set League** began their season on Tuesday May 3. The women play every Tuesday morning through September, with separate divisions on the 9 and 18 hole courses.

Golf Instruction

The second wave of the **Adult Golf Lesson Program** was conducted during the month.

22 golfers participated in **Adult Golf Schools** in May.

**GROUNDS**

The golf course was in good condition. Rain fell on 14 days in May, but on six of those days less than 0.5" fell.

We applied **Plant Growth Regulator (PGR)** on our creeping bentgrass greens (twice), tees and fairways. The PGR puts annual bluegrass (*Poa Annua*) under stress, giving the desirable bentgrass a competitive advantage. Our long term goal is to have a pure stand of bentgrass, without *Poa Annua* that is prone to stress and disease. PGR also slows turf growth, allowing a reduction in mowing frequency. Reduced mowing lowers the cost of wages, fuel, and equipment wear and tear. A third benefit of PGR use is that it encourages lateral growth, helping recovery from ball mark damage on greens and divots on tees and fairways.

The first fungicide application of the season was made to tees, greens and fairways to prevent **Dollar Spot Disease** (*Sclerotinia Homoeocarpa*). At a cost of \$9,000, it is important to properly time this application properly. If the treatment is applied too early, the material is wasted. If treatment is delayed too long, a significant amount of turf damage occurs. The first outbreak of Dollar Spot typically begins when the average relative humidity is greater than 70% for a consecutive period of at least 5 days.

**Wetting agent** was applied to greens twice and tees and fairways once. The wetting agent helps even out rootzone moisture, reducing water logged soil and localized dry spots.

Greens

Greens were in very good condition in May.

The original green edges were re-established. The edges. These perimeter edges "move" imperceptibly

with each mowing. Over time, greens tend to get smaller and rounder.

Greens:	Number of times task was completed											
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Mowed		12	28									
Verticle Mowed												
Groomed												
Rolled		1	2									
Topdressed												
Aerated												
Fertilized		1	1									
Bio-Stimulants												
PGR			2									
Wetting Agent			2									
Fungicide			1									
Herbicide												
Insecticide												

Notably, we did not topdress greens even once in May. Topdressing requires dry conditions and moderate temperatures. The greens are slower a bit less smooth because we could not find a time window when we could safely topdress.

Tees

Tees were in very good condition.

Tees:	Number of times task was completed											
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Mowed		5	8									
Divots Seeded		1	1									
Aerated												
PGR			1									
Fertilized			1									
Wetting Agent			1									
Fungicide			1									
Herbicide												
Insecticide												

Fairways

Fairways were in very good condition. We began solid tine aeration on fairways. We have a little less than half of the fairways left to aerate. Aerating with solid tines is considerably less effective than pulling soil cores with hollow tines.

Fairways:	Number of times task was completed											
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Mowed		9	9									
Divots Seeded		1	2									
Aerated			part									
Sliced												
Fertilized			1									
PGR			1									
Wetting Agent			1									
Fungicide			1									
Herbicide												
Insecticide												

### Bunkers

Rain caused considerable sand erosion twice, requiring the labor intensive process of shoveling the bunkers by hand to redistribute the sand evenly. Each major storm requires about \$3,000 in extra labor expense to get the bunkers back in shape. Bunker edging was completed.

Bunkers:	Number of times task was completed											
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Raked		5	17									
Hand Raked												
Shovel & Pump		part	2									
Trim / Edge		part	1									

### Roughs

Roughs were in good condition.

Roughs	Number of times task was completed											
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Mowed		1	4									
Aerated												
Fertilized		part	1									
Insecticide												
Herbicide												

### Practice Tee

The practice tee was in good condition

Practice Tee:	Number of times task was completed											
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Mowed		4	11									
Divots Seeded		5	18									
Aerated												
Fertilized			2									
Herbicide												
Insecticide												

### Horticulture

Annual flower beds were prepared for planting and roto-tilled. 485 flats of annual flowers were installed. A landscape contractor planted 293 of the flats, primarily in the large display beds at the entrance and in the clubhouse vicinity.



*We hire a contractor to plant annual flowers in the entrance, parking lot and clubhouse areas - about 60% of the total. Our crew plants the remaining flowers, spread out at about 30 locations throughout the 240 acre property. We keep this work in house because the dispersed locations require more contractor supervision and because the contractor employees are prone to interfering with golfers.*



*The cost is roughly the same whether we plant the flowers with our staff or use a contractor. We use a contractor because they can accomplish their work in one day, while it would take us weeks to plant the same number of flowers.*

Our crew plants all of the smaller flower beds throughout the property.

The large bed on the peninsula right of #18 green was not planted with flowers, allowing us to eliminate \$2,000 in expense for the flowers, planting and weeding. The peninsula will be planted with a perennial wild flower mix this Fall.

Soaker hoses were installed at selective beds to improve the watering process.

A willow tree left of #5 fairway (18) was felled by high winds and removed.

Gypsy moth eggs began hatching May 7. Egg masses were discovered in two golf course locations last Fall. The egg masses were removed, except for one that we kept to monitor hatching this Spring.



**Gypsy moth eggs started hatching May 7.**



**Gypsy moth caterpillars are very small when they first hatch.**

Gypsy moths can damage trees directly or weaken trees to the point that they become vulnerable to other

pests. They pose a significant threat to our trees. We have been monitoring gypsy moth activity in the area for more than a decade so we can be ready when our trees are attacked.

Horticulture:	Number of times task was completed											
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Plant Flowers		1	1									
Remove Spent Flower Blooms												
Water Plant Containers			2									
Fertilize Flowers												
CleanOut Beds		1										
Water Select Beds			2									
Remove Weeds												
Spray Weeds			1									
Trim Bed Edges		part	1									
Repair Mulch Erosion			2									
Trim Clubhouse Shrubs			1									
Trim Shrubs in Planting Beds			1									
Plant Shrubs												
Trim Trees												
Plant Trees												
Fertilize Trees or Shrubs			1									

**Drainage and Irrigation**

The irrigation system was turned on May 3. Usually the system is activated earlier in the year, but the wet Spring caused us to hold off.

Two failed drain lines were repaired.

**Miscellaneous**

Other tasks accomplished during the month included:

1. Parkways along Lambert Road and Taft Avenue were cleared of litter twice.
2. Litter was removed from all 22 golf course ponds.
3. The grounds staff harvested the first lettuce crops in the experimental effort to provide the Village Links restaurant with organic locally grown produce. This lettuce is used on sandwiches and salads in May, supplementing our traditional wholesale sources.



**Wood trellises were installed to help hold up the tomato crop being grown at the Village Links.**



**Butter crunch lettuce, grown organically at the Village Links, without any fertilizers or pesticides, was served on sandwiches and salads in May.**

### Mechanical Maintenance

In addition to routine operations, the following mechanical maintenance tasks were performed:

1. The Ed Posh Scholarship display wall in the clubhouse was revamped.
2. A new oil pan was installed on the Dodge® dump truck.

3. The scoreboard was resurfaced with new plywood panels and painted.
4. The large boom fairway spray rig PTO (power take off) shaft was repaired.
5. Thirteen outdoor drinking fountains were put out on the golf course for the season.

### **PRO SHOP**

Sales were up 2% in May, and are up 11% for the year.

### **FOOD SERVICE**

Food service revenues were down 12% for the month, and are down 19% year-to-date.

### **PARKS**

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

Mow Parks:	Number of times park was mowed											
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Panfish Park		1	4									
Lambert Lake		1	3									
Co-op Park		1	4									

### **MISCELLANEOUS**

The water main serving the clubhouse developed a leak early Sunday May 22 before the course opened. The leak was located along the east side of the driving range tee, next to #1 tee of the 9-hole course. A repair was scheduled for and completed on Monday May 23. Water flowed in front of #1 tee all day Sunday. We placed wooden pallets on the path so golfers could pass without stepping in the water. We removed four sections of the protective driving range fence so a contractor could repair the leak. Clubhouse restaurant service was disrupted while the water was turned off to repair the break on Monday. Those fence sections will remain down until the soil dries out enough to support the fence. Meanwhile, we installed protective netting in the fence opening. This was the second time this water main has broken in 2011.

**FACILITY MASTER PLAN  
STEERING COMMITTEE**

The Facility Master Plan Steering Committee met on May 24 to review the final concepts and probable cost estimates prepared by golf course architect Gill Design, building architect PPK and civil engineer V3. The committee recommended 8-0 that the Master Plan concept be adopted, with the next step being contracting with three architects/engineers to develop a specific design, with bid and construction documents.

The Village Links has experience working with over 20 architects/engineers. The three firms working on this Master Plan have done superior work within their respective disciplines. Their performance in previous projects for the Recreation Department has allowed the Village Links to complete construction projects that provide Glen Ellyn residents exceptional value in a quality way, on time and on budget. They produce detailed bid and construction documents that minimize contractor uncertainty and minimize the need for change orders. They structure the bid documents to allow the Village to evaluate the cost effectiveness of different options. They resolve questions that arise during construction in ways that are fair to the contractor while minimizing the final cost to the Village. The Village Links has worked with many professional, reputable architect/engineers that do solid work, but do not perform at this high level.

Staff has solicited architects/engineer proposals to perform that design work. If the fees to do that design work are within industry norms, staff will recommend that the Village Board of Trustees hire the three firms that have helped develop the current Master Plan concept. Staff presented this strategy to the Steering Committee and asked for any alternate suggestions on the hiring of architect/engineers. The committee had no alternate suggestions.

The Steering Committee expressed concerns that the public might question the wisdom of undertaking this type of project in the current economic conditions. They suggested that the public be invited to the Recreation Commission meeting on June 15, 2011 to learn about the concept plan and have the opportunity to comment on it.

**ITEMS BEFORE THE VILLAGE BOARD**

Last Month

none

Up Coming

none

**THE MONTH AHEAD**

**Junior All Day Camps Begin**  
Monday June 6

**Junior Lessons Begin**  
Monday June 6

**U.S. Public Links Qualifying**  
Monday June 6

**Pro-Junior Qualifying**  
Sunday June 12

**Village Links Junior Match Play**  
Tuesday June 12 (Qualifying)

**"Have One On Us"**  
Friday, June 17 and Saturday, June 18

**Village of Glen Eilyn**  
**General Fund Budget Summary**  
**For the Month Ended May 31, 2011**

**MONTH**

	Current Year		Monthly Variance	
	May	YTD	\$	%
Property Tax	81	-	(81)	-100%
Econ Dev SSA Tax	-	-	-	0%
Fire SSA Tax	-	-	-	0%
Sales Tax	230,931	233,740	2,809	1%
Home Rule Sales Tax	109,541	119,921	10,380	9%
State Income Tax	266,823	251,173	(15,650)	-6%
Other Taxes	34,770	61,060	26,290	76%
<b>LICENSES &amp; PERMITS</b>				
Vehicle Licenses	34,168	39,780	5,612	16%
Business Registration	20,930	17,500	(3,430)	-16%
Liquor Licenses	36,540	22,000	(14,540)	-40%
Building Permits	106,798	53,738	(53,060)	-50%
<b>CHARGES &amp; FEES</b>				
Cable Franchise Fees	-	123,806	123,806	100%
Ambulance Service Fees	51,145	43,100	(8,045)	-16%
Police Service Reimbursements	706	1,307	601	85%
Service Fees - GWA/Library	10,675	10,675	-	0%
<b>OTHER</b>				
Police/Court Fines	36,280	43,492	7,212	20%
Investment Income	992	1,293	301	30%
Miscellaneous Income	24,394	27,664	3,270	13%
Transfers from Other Funds	135,500	132,541	(2,959)	-2%
<b>Revenue Totals</b>	<b>1,100,274</b>	<b>1,182,790</b>	<b>82,516</b>	<b>7%</b>

**YTD**

	Current Year		YTD Variance	
	YTD	YTD	\$	%
Property Tax	81	-	(81)	-100%
Econ Dev SSA Tax	-	-	-	0%
Fire SSA Tax	-	-	-	0%
Sales Tax	230,931	233,740	2,809	1%
Home Rule Sales Tax	109,541	119,921	10,380	9%
State Income Tax	266,823	251,173	(15,650)	-6%
Other Taxes	34,770	61,060	26,290	76%
<b>LICENSES &amp; PERMITS</b>				
Vehicle Licenses	34,168	39,780	5,612	16%
Business Registration	20,930	17,500	(3,430)	-16%
Liquor Licenses	36,540	22,000	(14,540)	-40%
Building Permits	106,798	53,738	(53,060)	-50%
<b>CHARGES &amp; FEES</b>				
Cable Franchise Fees	-	123,806	123,806	100%
Ambulance Service Fees	51,145	43,100	(8,045)	-16%
Police Service Reimbursements	706	1,307	601	85%
Service Fees - GWA/Library	10,675	10,675	-	0%
<b>OTHER</b>				
Police/Court Fines	36,280	43,492	7,212	20%
Investment Income	992	1,293	301	30%
Miscellaneous Income	24,394	27,664	3,270	13%
Transfers from Other Funds	135,500	132,541	(2,959)	-2%
<b>Revenue Totals</b>	<b>1,100,274</b>	<b>1,182,790</b>	<b>82,516</b>	<b>7%</b>

**BUDGET**

	Original Budget		Revised Budget		YTD Actual		Variance	
	Budget	Budget	Budget	Budget	Actual	\$	%	
Property Tax	2,888,000	2,888,000	-	-	-	-	0%	
Econ Dev SSA Tax	184,000	184,000	-	-	-	-	0%	
Fire SSA Tax	197,000	197,000	-	-	-	-	0%	
Sales Tax	3,190,000	3,190,000	236,060	233,740	(2,320)	(2,320)	-1%	
Home Rule Sales Tax	1,720,000	1,720,000	110,080	119,921	9,841	9,841	9%	
State Income Tax	2,160,000	2,160,000	289,440	251,173	(38,267)	(38,267)	-13%	
Other Taxes	1,011,000	1,011,000	48,836	61,060	12,224	12,224	25%	
<b>LICENSES &amp; PERMITS</b>								
Vehicle Licenses	380,000	380,000	31,294	39,780	8,486	8,486	27%	
Business Registration	42,000	42,000	15,750	17,500	1,750	1,750	11%	
Liquor Licenses	115,000	115,000	39,000	22,000	(17,000)	(17,000)	-44%	
Building Permits	604,000	604,000	70,528	53,738	(16,790)	(16,790)	-24%	
<b>CHARGES &amp; FEES</b>								
Cable Franchise Fees	460,000	460,000	115,000	123,806	8,806	8,806	8%	
Ambulance Service Fees	675,000	675,000	56,250	43,100	(13,150)	(13,150)	-23%	
Police Service Reimbursements	144,000	144,000	1,950	1,307	(643)	(643)	-33%	
Service Fees - GWA/Library	129,500	129,500	10,724	10,675	(49)	(49)	0%	
<b>OTHER</b>								
Police/Court Fines	500,000	500,000	41,637	43,492	1,855	1,855	4%	
Investment Income	20,000	20,000	1,579	1,293	(286)	(286)	-18%	
Miscellaneous Income	299,000	299,000	13,591	27,664	14,073	14,073	104%	
Transfers from Other Funds	1,390,500	1,390,500	132,565	132,541	(24)	(24)	0%	
<b>Revenue Totals</b>	<b>16,109,000</b>	<b>16,109,000</b>	<b>1,214,285</b>	<b>1,182,790</b>	<b>(31,495)</b>	<b>(31,495)</b>	<b>-3%</b>	

**REVENUES**

**TAXES**

Property Tax  
 Econ Dev SSA Tax  
 Fire SSA Tax  
 Sales Tax  
 Home Rule Sales Tax  
 State Income Tax  
 Other Taxes

**LICENSES & PERMITS**

Vehicle Licenses  
 Business Registration  
 Liquor Licenses  
 Building Permits

**CHARGES & FEES**

Cable Franchise Fees  
 Ambulance Service Fees  
 Police Service Reimbursements  
 Service Fees - GWA/Library

**OTHER**

Police/Court Fines  
 Investment Income  
 Miscellaneous Income  
 Transfers from Other Funds

**Revenue Totals**

**EXPENDITURES**

Village Board & Clerk

Village Manager's Office  
 Facilities Maintenance  
 Senior Services  
 History Park

**Finance**

Planning & Development  
 Economic Development

**Police**

Fire  
 Public Works - Admin & Engineering  
 Public Works - Operations

**Expenditure Totals**

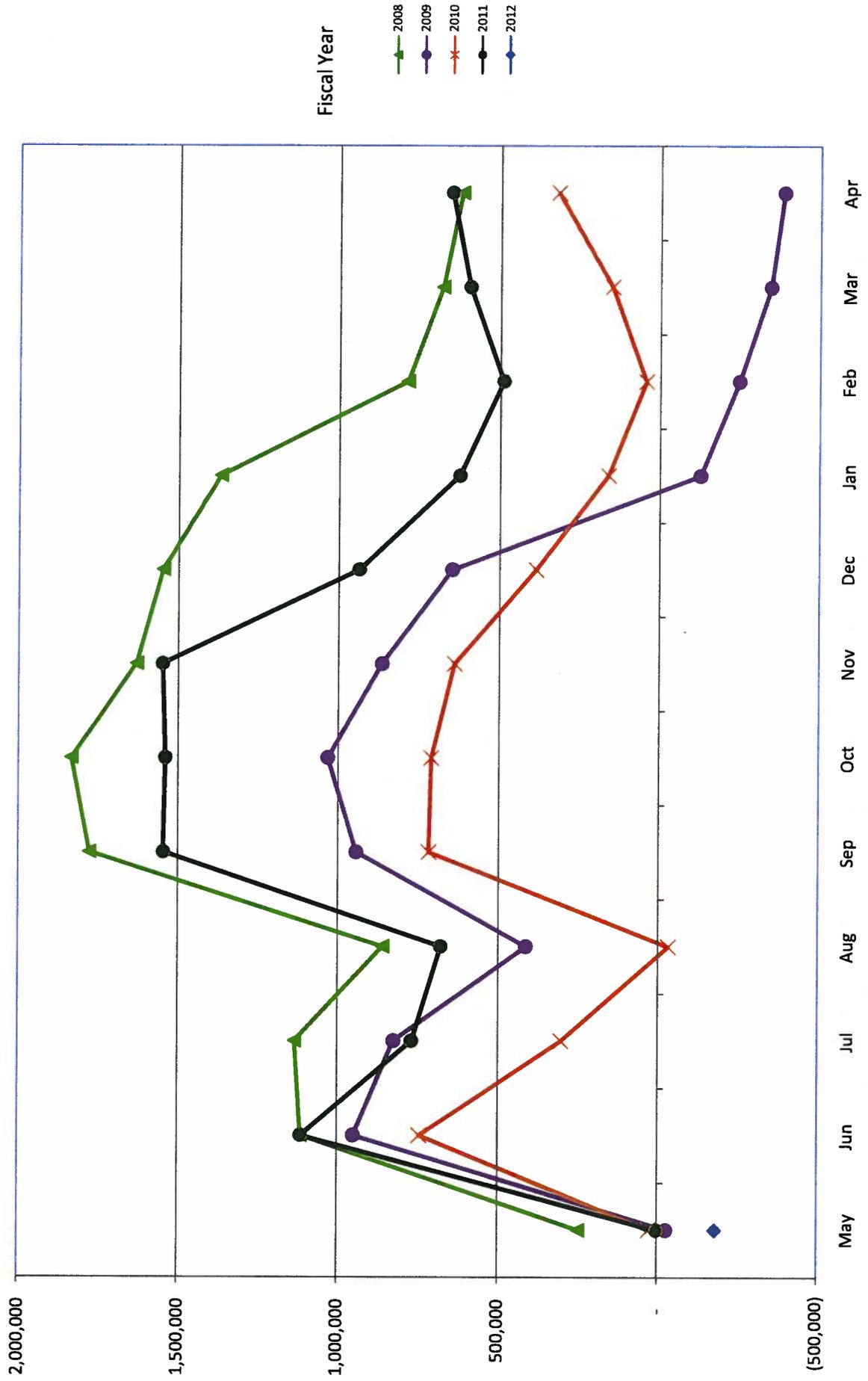
**Net Increase / (Decrease)**

Village Board & Clerk	54,500	26,427	25,408	(1,019)	-4%	
Village Manager's Office	1,026,100	1,030,486	81,792	76,058	(5,734)	-7%
Facilities Maintenance	402,700	402,700	31,959	24,015	(7,944)	-25%
Senior Services	118,200	118,200	10,000	4,360	(5,640)	-56%
History Park	51,900	64,051	16,476	7,292	(9,184)	-56%
<b>Finance</b>	1,071,000	1,088,733	92,057	93,808	1,751	2%
Planning & Development	1,176,600	1,176,600	92,772	88,565	(4,207)	-5%
Economic Development	391,000	427,841	171,382	141,418	(29,964)	-17%
<b>Police</b>	7,126,700	7,275,286	565,854	540,973	(24,881)	-4%
Fire	1,728,900	1,729,430	148,020	156,512	8,492	6%
Public Works - Admin & Engineering	850,000	855,775	66,485	62,081	(4,404)	-7%
Public Works - Operations	2,111,400	2,280,312	159,595	143,682	(15,913)	-10%
<b>Expenditure Totals</b>	<b>16,109,000</b>	<b>16,503,914</b>	<b>1,462,821</b>	<b>1,364,172</b>	<b>(98,649)</b>	<b>-7%</b>
<b>Net Increase / (Decrease)</b>	<b>-</b>	<b>(394,914)</b>	<b>(248,537)</b>	<b>(181,382)</b>	<b>67,154</b>	

Village Board & Clerk	26,552	25,408	(1,144)	-4%
Village Manager's Office	62,775	76,058	13,283	21%
Facilities Maintenance	27,349	24,015	(3,334)	-12%
Senior Services	-	4,360	4,360	100%
History Park	-	7,292	7,292	100%
<b>Finance</b>	90,483	93,808	3,325	4%
Planning & Development	74,710	88,565	13,855	19%
Economic Development	-	141,418	141,418	100%
<b>Police</b>	494,587	540,973	46,386	9%
Fire	137,497	156,512	19,015	14%
Public Works - Admin & Engineering	59,698	62,081	2,383	4%
Public Works - Operations	124,389	143,682	19,293	16%
<b>Expenditure Totals</b>	<b>1,098,040</b>	<b>1,364,172</b>	<b>266,132</b>	<b>24%</b>
<b>Net Increase / (Decrease)</b>	<b>2,234</b>	<b>(181,382)</b>	<b>(183,616)</b>	

Village Board & Clerk	26,552	25,408	(1,144)	-4%
Village Manager's Office	62,775	76,058	13,283	21%
Facilities Maintenance	27,349	24,015	(3,334)	-12%
Senior Services	-	4,360	4,360	100%
History Park	-	7,292	7,292	100%
<b>Finance</b>	90,483	93,808	3,325	4%
Planning & Development	74,710	88,565	13,855	19%
Economic Development	-	141,418	141,418	100%
<b>Police</b>	494,587	540,973	46,386	9%
Fire	137,497	156,512	19,015	14%
Public Works - Admin & Engineering	59,698	62,081	2,383	4%
Public Works - Operations	124,389	143,682	19,293	16%
<b>Expenditure Totals</b>	<b>1,098,040</b>	<b>1,364,172</b>	<b>266,132</b>	<b>24%</b>
<b>Net Increase / (Decrease)</b>	<b>2,234</b>	<b>(181,382)</b>	<b>(183,616)</b>	

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



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

<b>REVENUES</b>							
	Monthly Budget	Monthly Actual	Monthly Budget Variance	Cumulative Budget	Cumulative Actual	Cumulative Budget Variance	Positive (Negative) Variance
May	1,214,285	1,182,790	(31,495)	1,214,285	1,182,790	(31,495)	-3%
June	2,785,085			3,999,370			
July	1,090,354			5,089,723			
August	1,198,590			6,288,314			
September	2,583,914			8,872,228			
October	1,044,625			9,916,853			
November	1,152,135			11,068,989			
December	985,210			12,054,198			
January	864,572			12,918,771			
February	1,026,437			13,945,207			
March	1,027,239			14,972,447			
April	1,136,553			16,109,000			
	16,109,000	1,182,790	(31,495)				

<b>EXPENDITURES</b>							
	Monthly Budget	Monthly Actual	Monthly Budget Variance	Cumulative Budget	Cumulative Actual	Cumulative Budget Variance	(Positive) Negative Variance
May	1,462,821	1,364,172	(98,649)	1,462,821	1,364,172	(98,649)	-7%
June	1,703,483			3,166,305			
July	1,394,567			4,560,872			
August	1,304,624			5,865,496			
September	1,657,411			7,522,907			
October	1,310,047			8,832,954			
November	1,288,372			10,121,325			
December	1,386,886			11,508,212			
January	1,278,699			12,786,911			
February	1,348,739			14,135,650			
March	1,168,562			15,304,212			
April	1,199,702			16,503,914			
	16,503,914	1,364,172	(98,649)				

<b>NET INCOME / (LOSS)</b>				
	Monthly Net Income (Loss)	Monthly Budget Variance Pos. / (Neg)	Cumulative Net Income (Loss)	Cumulative Budget Variance Pos. / (Neg)
May	(181,382)	67,154	(181,382)	67,154
June	-	-		
July	-	-		
August	-	-		
September	-	-		
October	-	-		
November	-	-		
December	-	-		
January	-	-		
February	-	-		
March	-	-		
April	-	-		
	(181,382)	67,154		

Village of Glen Ellyn  
General Fund Property Tax Collections  
FY11/12

	FY11/12		3 Yr. Avg. %	
	Total Collections	% of Extension	Month	YTD
May	-	0.0%	0.0%	0.0%
Jun		0.0%	46.6%	46.6%
Jul		0.0%	2.7%	49.3%
Aug		0.0%	1.3%	50.6%
Sep		0.0%	41.8%	92.4%
Oct		0.0%	3.9%	96.3%
Nov		0.0%	1.9%	98.2%
Dec		0.0%	0.6%	98.9%
Jan		0.0%	1.0%	99.8%
Feb		0.0%	0.0%	99.8%
Mar		0.0%	0.0%	99.8%
Apr		0.0%	0.0%	99.8%
Total	-	0.0%	99.8%	
Extension	2,891,237			

	Last 3 Years of Collections			3 Year
	FY10/11	FY09/10	FY08/09	Average
May	81	16	-	32
Jun	1,307,114	1,215,144	1,144,074	1,222,111
Jul	53,541	95,771	62,807	70,706
Aug	36,908	32,841	29,972	33,240
Sep	1,176,444	1,100,903	1,013,076	1,096,808
Oct	79,338	108,827	114,606	100,924
Nov	48,834	49,935	51,901	50,223
Dec	19,049	18,865	12,749	16,888
Jan	21,962	24,943	29,396	25,434
Feb	37	-	-	12
Mar	-	-	-	-
Apr	8	-	-	3
	2,743,235	2,647,229	2,458,581	2,616,381
	2,746,263	2,651,419	2,465,305	2,620,996

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

Month Received by Village	FY07/08	FY08/09	FY09/10	FY10/11	FY11/12	% Change From Prior <u>Incr/(Decr)</u>	Monthly Budget	Monthly Budget Variance		YTD Budget Variance	
								\$	%	\$	%
May	219,626	227,039	199,934	230,931	233,740	1.2%	236,060	(2,320)	(1.0%)	(2,320)	(1.0%)
Jun	243,546	225,651	238,645	231,267							
Jul	223,624	240,130	242,671	272,791							
Aug	259,975	246,141	251,180	263,827							
Sep	251,937	255,210	250,496	273,893							
Oct	240,209	249,699	234,060	243,749							
Nov	270,617	277,470	268,810	274,209							
Dec	249,109	242,329	243,398	250,668							
Jan	246,659	237,604	249,003	248,628							
Feb	238,984	270,094	245,921	278,833							
Mar	283,239	281,229	289,305	298,781							
Apr	267,848	257,380	272,753	252,047							
<b>Total</b>	<b>2,995,373</b>	<b>3,009,976</b>	<b>2,986,176</b>	<b>3,119,624</b>	<b>233,740</b>						

Budget 3,000,000 3,136,000 3,000,000 3,000,000 3,190,000

% of Budget 100% 96% 99.5% 104.0% 7.3%

% Increase/ (Decrease) from Prior Year 4.0% 0.5% (0.3%) 4.5%

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	FY11/12	% Change From Prior Incr/(Decr)	Monthly Budget	Monthly Budget Variance		YTD Budget Variance	
									\$	%	\$	%
May	300,200	353,307	411,166	328,839	266,823	<b>251,173</b>	(5.9%)	289,440	(38,267)	(13.2%)	(38,267)	(13.2%)
Jun	214,514	225,351	219,791	175,582	142,274							
Jul	203,511	223,133	243,312	191,171	199,951							
Aug	126,311	133,935	141,873	130,133	131,089							
Sep	133,651	137,387	136,400	124,255	134,436							
Oct	228,600	234,067	242,598	191,473	195,387							
Nov	138,242	150,446	151,515	144,264	147,046							
Dec	135,568	137,102	118,018	113,400	162,625							
Jan	181,769	202,289	199,292	199,333	185,404							
Feb	252,099	298,927	250,579	211,259	<b>229,119</b>							
Mar	133,586	159,593	135,806	130,720	<b>114,275</b>							
Apr	227,518	230,351	209,659	203,935	<b>196,592</b>							
<b>Total</b>	<b>2,275,569</b>	<b>2,485,888</b>	<b>2,460,009</b>	<b>2,144,364</b>	<b>2,105,021</b>	<b>251,173</b>						

Budget	2,140,000	2,349,000	2,503,000	2,440,000	2,100,000	2,160,000
% of Budget	106%	106%	98%	87.9%	100.2%	11.6%
% Increase/ (Decrease) from Prior Year	10.3%	9.2%	(1.0%)	(13.7%)	(1.8%)	(88.1%)

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

# HUMAN RESOURCES DIVISION MONTHLY REPORT

**May 2011**

## **Senior Services**

Senior Service Team helped 46 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 2.00 hours verifying the Pace information for the transportation program. Our senior newsletter took 3.50 hours to compile and mail.

## **Human Resources**

- 542 contacts/responses broken down as follows:

- Benefits – 83
- Clerk - 262
- Other - 0
- Pay & Compensation Study – 11
- Payroll – 20
- Personnel - 99
- Risk Management - 31
- Vacancies – 36

- 50 Change of Status Forms broken down as follows:

- Adds – 17
- Changes – 30
- Terminations – 3

## **Special Projects:**

- 1.25 hours on MICA renewal
- 9.75 hours working on the Pay & Classification Study
- 0.75 hours on the Historical Society mailing
- 15.25 hours on the Health Insurance renewal

## **Other Items:**

- 31.50 hours doing Clerk items
- 1.75 hours on monthly reports
- 20.00 hours attending meetings
- 1.25 hours working on Unemployment Claims
- 0.50 working on a FOIA

- 7.25 hours working on surveys
- 4.00 hours working on vacancies