

Village of Glen Ellyn

Management Team
Quarterly Report Packet

November 2011 – January 2012

Table of Contents

1. Finance Department *General Fund Budget Summary*
(Pages 3 - 8)
2. Planning and Development Department *Quarterly Report*
(Pages 9 - 19)
3. Police Department *Report of Activity*
(Pages 20 – 21)
4. Public Works Department *Quarterly Report (with Monthly Construction Reports Attached)*
(Pages 22 – 41)
5. Recreation Department *Manager's Reports*
(Pages 42 – 55)

General Fund Budget Summary
As of January 31, 2012

BUDGET

| | Original Budget | Revised Budget | YTD Budget | YTD Actual | Variance \$ | Variance % |
|--|-------------------|-------------------|-------------------|-------------------|------------------|-------------|
| REVENUES | | | | | | |
| Property Tax | 2,888,000 | 2,888,000 | 2,888,000 | 2,873,160 | (14,840) | -1% |
| Econ Dev SSA Tax | 184,000 | 184,000 | 184,000 | 166,866 | (17,134) | -9% |
| Fire SSA Tax | 197,000 | 197,000 | 197,000 | 199,023 | 2,023 | 1% |
| Sales Tax | 3,190,000 | 3,190,000 | 2,341,460 | 2,284,802 | (56,658) | -2% |
| Home Rule Sales Tax | 1,720,000 | 1,720,000 | 1,287,720 | 1,287,041 | (679) | 0% |
| State Income Tax | 2,160,000 | 2,160,000 | 1,596,240 | 1,612,122 | 15,882 | 1% |
| Other Taxes | 1,011,000 | 1,011,000 | 868,427 | 929,874 | 61,447 | 7% |
| Subtotal Taxes | 11,350,000 | 11,350,000 | 9,323,847 | 9,352,888 | 29,041 | 0% |
| LICENSES & PERMITS | | | | | | |
| Vehicle Licenses | 380,000 | 380,000 | 69,741 | 102,878 | 33,137 | 48% |
| Business Registration | 42,000 | 42,000 | 42,000 | 39,840 | (2,160) | -5% |
| Liquor Licenses | 115,000 | 115,000 | 115,000 | 123,221 | 8,221 | 7% |
| Building Permits/Registrations/Fees | 604,000 | 604,000 | 549,155 | 427,253 | (121,902) | -22% |
| Subtotal Licenses & Permits | 1,141,000 | 1,141,000 | 775,896 | 693,192 | (82,704) | -11% |
| CHARGES & FEES | | | | | | |
| Cable Franchise Fees | 460,000 | 460,000 | 345,000 | 374,623 | 29,623 | 9% |
| Ambulance Service Fees | 675,000 | 675,000 | 506,250 | 433,659 | (72,591) | -14% |
| Police Service Reimbursements | 144,000 | 144,000 | 139,500 | 131,543 | (7,957) | -6% |
| Service Fees - GWA/Library | 129,500 | 129,500 | 97,024 | 96,075 | (949) | -1% |
| Subtotal Charges & Fees | 1,408,500 | 1,408,500 | 1,087,774 | 1,035,900 | (51,874) | -5% |
| OTHER | | | | | | |
| Police/Court Fines | 500,000 | 500,000 | 374,735 | 378,775 | 4,040 | 1% |
| Investment Income | 20,000 | 20,000 | 16,526 | 11,426 | (5,100) | -31% |
| Miscellaneous Income | 299,000 | 299,000 | 238,449 | 314,192 | 75,743 | 32% |
| Transfers from Other Funds | 1,390,500 | 1,390,500 | 1,275,645 | 1,142,869 | (132,776) | -10% |
| Subtotal Other | 2,209,500 | 2,209,500 | 1,905,355 | 1,847,262 | (58,093) | -3% |
| Revenue Totals | 16,109,000 | 16,109,000 | 13,092,872 | 12,929,242 | (327,261) | -2% |

YTD

| | Last Year YTD | Current Year YTD | YTD Variance \$ | YTD Variance % |
|-------------------|-------------------|------------------|-----------------|----------------|
| 2,743,271 | 2,873,160 | 129,889 | 5% | |
| - | 166,866 | 166,866 | 100% | |
| 190,302 | 199,023 | 8,721 | 5% | |
| 2,289,963 | 2,284,802 | (5,161) | 0% | |
| 1,242,877 | 1,287,041 | 44,164 | 4% | |
| 1,565,035 | 1,612,122 | 47,087 | 3% | |
| 793,074 | 929,874 | 136,800 | 17% | |
| 8,824,522 | 9,352,888 | 528,366 | 6% | |
| 97,680 | 102,878 | 5,198 | 5% | |
| 41,240 | 39,840 | (1,400) | -3% | |
| 113,760 | 123,221 | 9,461 | 8% | |
| 455,874 | 427,253 | (28,621) | -6% | |
| 708,554 | 693,192 | (15,362) | -2% | |
| 10,893 | 374,623 | 363,730 | 3339% | |
| 510,301 | 433,659 | (76,642) | -15% | |
| 121,864 | 131,543 | 9,679 | 8% | |
| 96,075 | 96,075 | - | 0% | |
| 799,133 | 1,035,900 | 296,767 | 40% | |
| 336,768 | 378,775 | 42,007 | 12% | |
| 10,850 | 11,426 | 576 | 5% | |
| 232,429 | 314,192 | 81,763 | 35% | |
| 1,169,500 | 1,142,869 | (26,631) | -2% | |
| 1,749,547 | 1,847,262 | 97,715 | 6% | |
| 12,021,756 | 12,929,242 | 1,814,972 | 15% | |

MONTH

| | Last Year Month | Current Year Month | Monthly Variance \$ | Monthly Variance % |
|----------------|-----------------|--------------------|---------------------|--------------------|
| 21,962 | 22,232 | 270 | 1% | |
| - | 879 | 879 | 100% | |
| 1,628 | 1,767 | 139 | 9% | |
| 248,628 | 243,006 | (5,622) | -2% | |
| 135,813 | 139,324 | 3,511 | 3% | |
| 185,404 | 198,900 | 13,496 | 7% | |
| 55,196 | 60,751 | 5,555 | 10% | |
| 648,631 | 666,859 | 18,228 | 3% | |
| 4,331 | 3,907 | (424) | -10% | |
| 400 | 1,990 | 1,590 | 398% | |
| 120 | 3,560 | 3,440 | 2867% | |
| 19,108 | 18,552 | (556) | -3% | |
| 23,959 | 28,009 | 4,050 | 17% | |
| - | - | - | 0% | |
| 65,809 | 57,023 | (8,786) | -13% | |
| 2,306 | 395 | (1,911) | -83% | |
| 10,675 | 10,675 | - | 0% | |
| 78,790 | 68,093 | (10,697) | -14% | |
| 52,938 | 38,374 | (14,564) | -28% | |
| 1,362 | 1,325 | (37) | -3% | |
| 27,418 | 11,339 | (16,079) | -59% | |
| 85,500 | 82,541 | (2,959) | -3% | |
| 167,218 | 133,579 | (33,639) | -20% | |
| 918,598 | 896,540 | (44,085) | -5% | |

REVENUES

TAXES

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

LICENSES & PERMITS

Vehicle Licenses
Business Registration
Liquor Licenses
Building Permits/Registrations/Fees
Subtotal Licenses & Permits

CHARGES & FEES

Cable Franchise Fees
Ambulance Service Fees
Police Service Reimbursements
Service Fees - GWA/Library
Subtotal Charges & Fees

OTHER

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

NOTE: Additional detail on Revenues and Expenditures without former SPF activity will be provided in subsequent reports.

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% | 0.0% |
| Jun | 1,421,005 | 49.1% | 46.6% | 46.6% | 46.6% |
| Jul | 20,416 | 0.7% | 2.7% | 49.3% | 49.3% |
| Aug | 33,146 | 1.1% | 1.3% | 50.6% | 50.6% |
| Sep | 1,279,306 | 44.2% | 41.8% | 92.4% | 92.4% |
| Oct | 33,383 | 1.2% | 3.9% | 96.3% | 96.3% |
| Nov | 45,000 | 1.6% | 1.9% | 98.2% | 98.2% |
| Dec | 18,672 | 0.6% | 0.6% | 98.9% | 98.9% |
| Jan | 22,232 | 0.8% | 1.0% | 99.8% | 99.8% |
| Feb | | 0.0% | 0.0% | 99.8% | 99.8% |
| Mar | | 0.0% | 0.0% | 99.8% | 99.8% |
| Apr | | 0.0% | 0.0% | 99.8% | 99.8% |
| Total | 2,873,160 | 99.4% | 99.8% | | |
| Extension Total collected / Extension | 2,891,237 | 99.4% | | | |

| | Last 3 Years of Collections | | | 3 Year Average |
|--------------|-----------------------------|------------------|------------------|------------------|
| | FY10/11 | FY09/10 | FY08/09 | |
| 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 |
| Total | 2,743,235 | 2,647,229 | 2,458,581 | 2,616,381 |

| | | | |
|-----------|-----------|-----------|-----------|
| 2,746,263 | 2,651,419 | 2,465,305 | 2,620,996 |
|-----------|-----------|-----------|-----------|

| | | | |
|------------------------------|------------------|------------------|------------------|
| Total through January | 2,743,271 | 2,647,245 | 2,458,581 |
|------------------------------|------------------|------------------|------------------|

YTD Percent increase over prior year 4.7%

3.6% 7.7%

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

| Month Received by Village | FY07/08 | FY08/09 | FY09/10 | FY10/11 | FY11/12 | % Change From Prior Incr/(Decr) | Monthly Budget | YTD Budget | Monthly Budget Variance | | YTD Budget Variance | |
|---------------------------|------------------|------------------|------------------|------------------|------------------|---------------------------------|------------------|------------|-------------------------|---------|---------------------|--------|
| | | | | | | | | | \$ | % | \$ | % |
| May | 219,626 | 227,039 | 199,934 | 230,931 | 233,740 | 1.2% | 236,060 | 236,060 | (2,320) | (1.0%) | (2,320) | (1.0%) |
| Jun | 243,546 | 225,651 | 238,645 | 231,267 | 253,579 | 9.6% | 236,060 | 472,120 | 17,519 | 7.4% | 15,199 | 3.2% |
| Jul | 223,624 | 240,130 | 242,671 | 272,791 | 245,068 | (10.2%) | 277,530 | 749,650 | (32,462) | (11.7%) | (17,263) | (2.3%) |
| Aug | 259,975 | 246,141 | 251,180 | 263,827 | 249,021 | (5.6%) | 271,150 | 1,020,800 | (22,129) | (8.2%) | (39,392) | (3.9%) |
| Sep | 251,937 | 255,210 | 250,496 | 273,893 | 267,190 | (2.4%) | 280,720 | 1,301,520 | (13,530) | (4.8%) | (52,922) | (4.1%) |
| Oct | 240,209 | 249,699 | 234,060 | 243,749 | 254,511 | 4.4% | 248,820 | 1,550,340 | 5,691 | 2.3% | (47,231) | (3.0%) |
| Nov | 270,617 | 277,470 | 268,810 | 274,209 | 290,178 | 5.8% | 280,720 | 1,831,060 | 9,458 | 3.4% | (37,773) | (2.1%) |
| Dec | 249,109 | 242,329 | 243,398 | 250,668 | 248,509 | (0.9%) | 255,200 | 2,086,260 | (6,691) | (2.6%) | (44,464) | (2.1%) |
| Jan | 246,659 | 237,604 | 249,003 | 248,628 | 243,006 | (2.3%) | 255,200 | 2,341,460 | (12,194) | (4.8%) | (56,658) | (2.4%) |
| Feb | 238,984 | 270,094 | 245,921 | 278,833 | | | 283,910 | 2,625,370 | | | | |
| Mar | 283,239 | 281,229 | 289,305 | 298,781 | | | 306,240 | 2,931,610 | | | | |
| Apr | 267,848 | 257,380 | 272,753 | 252,047 | | | 258,390 | 3,190,000 | | | | |
| Total | 2,995,373 | 3,009,976 | 2,986,176 | 3,119,624 | 2,284,802 | | 3,190,000 | | | | | |

Total through

| | | | | | | | |
|---------|-----------|-----------|-----------|-----------|-----------|-----------|----------|
| January | 2,205,302 | 2,201,273 | 2,178,197 | 2,289,963 | 2,284,802 | 2,341,460 | (56,658) |
|---------|-----------|-----------|-----------|-----------|-----------|-----------|----------|

| | | | | | | |
|--------|-----------|-----------|-----------|-----------|-----------|-----------|
| Budget | 3,000,000 | 3,136,000 | 3,000,000 | 3,000,000 | 3,190,000 | 3,190,000 |
|--------|-----------|-----------|-----------|-----------|-----------|-----------|

YTD as a percent of annual total (a)

| | | | | |
|-----|-----|-----|-----|-----|
| 74% | 73% | 73% | 73% | 73% |
|-----|-----|-----|-----|-----|

YTD as a percent of annual budget PROJECTION:

| | | | | |
|-------|-------|-------|-------|-------|
| 73.5% | 70.2% | 72.6% | 76.3% | 71.6% |
|-------|-------|-------|-------|-------|

FY2012 YTD Total / Average of (a) for 2008-11

\$ 3,118,100

% Increase/ (Decrease) from Prior Year

| | | | |
|------|------|--------|------|
| 4.0% | 0.5% | (0.3%) | 4.5% |
|------|------|--------|------|

Village of Glen Ellyn
General Fund
HR Sales Tax - Three Year History

| Month Received by Village | FY09/10 | FY10/11 | FY11/12 | % Change From Prior Incr/(Decr) | % of State Sales Tax | Monthly Budget | | YTD Budget | |
|---|---------|------------------|------------------|---------------------------------|----------------------|------------------|----------|------------------|----------|
| | | | | | | Budget | Variance | Budget | Variance |
| | | | | | | \$ | % | \$ | % |
| May | | 109,541 | 119,921 | 9.5% | 51.31% | 110,080 | 8.9% | 110,080 | 8.9% |
| Jun | | 137,957 | 134,909 | (2.2%) | 53.20% | 139,320 | (3.2%) | 249,400 | 2.2% |
| Jul | | 133,493 | 133,295 | (0.1%) | 54.39% | 134,160 | (865) | 383,560 | 1.2% |
| Aug | | 141,563 | 148,605 | 5.0% | 59.68% | 142,760 | 4.1% | 526,320 | 2.0% |
| Sep | 42 | 146,323 | 152,970 | 4.5% | 57.25% | 146,200 | 6,770 | 672,520 | 2.6% |
| Oct | 122,144 | 132,611 | 143,217 | 8.0% | 56.27% | 132,440 | 10,777 | 804,960 | 3.5% |
| Nov | 156,497 | 161,725 | 173,486 | 7.3% | 59.79% | 161,680 | 11,806 | 966,640 | 4.1% |
| Dec | 141,476 | 143,851 | 141,314 | -1.76% | 56.86% | 144,480 | (3,166) | 1,111,120 | 3.3% |
| Jan | 140,395 | 135,813 | 139,324 | 2.59% | 57.33% | 137,600 | 1,724 | 1,248,720 | 3.1% |
| Feb | 133,821 | 147,976 | | | | 147,920 | | 1,396,640 | |
| Mar | 167,827 | 173,882 | | | | 173,720 | | 1,570,360 | |
| Apr | 151,258 | 148,985 | | | | 149,640 | | 1,720,000 | |
| Total | | 1,013,460 | 1,713,720 | | 56.33% | 1,720,000 | | 1,720,000 | |
| Total Through December | | 420,159 | 1,107,064 | | | 1,111,120 | | 38,321 | |
| Budget | | 875,000 | 1,750,000 | | | 1,720,000 | | | |
| % of Budget | | 116% | 98% | | | 75% | | | |
| % Increase/ (Decrease) from Prior Year | | NA | 69.1% | | | (24.9%) | | | |

Village of Glen Ellyn
 General Fund
 State Income Tax - 5 Year History

| Month Received by Village | % Change From Prior | | | | | Monthly Budget | YTD Budget | Monthly Budget Variance | | YTD Budget Variance | |
|---------------------------|---------------------|------------------|------------------|------------------|------------------|------------------|------------|-------------------------|---------|---------------------|---------|
| | FY07/08 | FY08/09 | FY09/10 | FY10/11 | FY11/12 | | | Incr/(Decr) | \$ | % | \$ |
| May | 353,307 | 411,166 | 328,839 | 266,823 | 251,173 | 289,440 | 289,440 | (38,267) | (13.2%) | (38,267) | (13.2%) |
| Jun | 225,351 | 219,791 | 175,582 | 142,274 | 163,860 | 194,400 | 483,840 | (30,540) | (15.7%) | (68,807) | (14.2%) |
| Jul | 223,133 | 243,312 | 191,171 | 199,951 | 212,271 | 200,880 | 684,720 | 11,391 | 5.7% | (57,416) | (8.4%) |
| Aug | 133,935 | 141,873 | 130,133 | 131,089 | 146,036 | 127,440 | 812,160 | 18,596 | 14.6% | (38,820) | (4.8%) |
| Sep | 137,387 | 136,400 | 124,255 | 134,436 | 140,565 | 129,600 | 941,760 | 10,965 | 8.5% | (27,855) | (3.0%) |
| Oct | 234,067 | 242,598 | 191,473 | 195,387 | 223,259 | 203,040 | 1,144,800 | 20,219 | 10.0% | (7,635) | (0.7%) |
| Nov | 150,446 | 151,515 | 144,264 | 147,046 | 142,185 | 136,080 | 1,280,880 | 6,105 | 4.5% | (1,530) | (0.1%) |
| Dec | 137,102 | 118,018 | 113,400 | 162,625 | 133,873 | 129,600 | 1,410,480 | 4,273 | 3.3% | 2,743 | 0.2% |
| Jan | 202,289 | 199,292 | 199,333 | 185,404 | 198,900 | 185,760 | 1,596,240 | 13,140 | 7.1% | 15,883 | 1.0% |
| Feb | 298,927 | 250,579 | 211,259 | 229,119 | | 224,640 | 1,820,880 | | | | |
| Mar | 159,593 | 135,806 | 130,720 | 114,275 | | 138,240 | 1,959,120 | | | | |
| Apr | 230,351 | 209,659 | 203,935 | 196,592 | | 200,880 | 2,160,000 | | | | |
| Total | 2,485,888 | 2,460,009 | 2,144,364 | 2,105,021 | 1,612,123 | 2,160,000 | | | | | |

| | | | | | | | |
|------------------------|-----------|-----------|-----------|-----------|-----------|-----------|--------|
| Total through Decmeber | 1,594,728 | 1,664,673 | 1,399,117 | 1,379,631 | 1,413,223 | 1,410,480 | 15,883 |
|------------------------|-----------|-----------|-----------|-----------|-----------|-----------|--------|

| | | | | | | |
|--|-----------|-----------|-----------|-----------|-----------|--|
| Budget | 2,349,000 | 2,503,000 | 2,440,000 | 2,100,000 | 2,160,000 | |
| % of Budget | 106% | 98% | 87.9% | 100.2% | 74.6% | |
| % Increase/ (Decrease) from Prior Year | 9.2% | (1.0%) | (13.7%) | (1.8%) | (23.4%) | |

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



Quarterly Report

Year In Review

Permitting and Construction

In 2011, more than 4,400 customers visited the Planning and Development Department counter, 1,403 permits were issued and over 5,000 building inspections were performed. The Department also coordinated the review of 39 petitions that were ultimately acted on by the Village Board.

Of the 1,403 permits issued in 2011, 21 new single-family homes and 162 residential additions or alterations were approved. The final unit of The Legacy development on Pennsylvania Avenue was also permitted and the project is expected to be completed in 2012. A chart illustrating the number of permits issued and the revenue generated per month from Fiscal Years 2010 through 2012 is attached.

2011 saw an increase in non-residential projects, with the most notable project being Nicor's new facility on Finley Road. The downtown district also saw an increase in commercial activity with the opening of many new businesses including Marcel's Culinary Experience, Subway, Northside Grill and the Sunshine Dance Studio.

The number of inspections increased in 2011 with a total of 5,285. 525 of the inspections were in response to general complaints or referrals and 291 were in response to drainage complaints.

Downtown Strategic Plan

In 2011, work continued on the implementation of the Downtown Strategic Plan. The Alliance of Downtown Glen Ellyn became fully operational, hired a full-time Executive Director, and took over responsibility for marketing the downtown, organizing special events, providing business support and advocating business retention.

Work has continued toward the goal of establishing a downtown historic district. The Village intends to apply to have the downtown placed on the National Register of Historic Places and was awarded a grant to assist with writing and submitting the nomination application.

Further activity took place toward the goal of creating a TIF district to support improvements in the downtown. A feasibility study was conducted in 2011, indicating the downtown met the required standards for TIF designation, and the Village Board is expected to consider whether to implement the TIF in early 2012.

2011 Citizen Response Card Survey

Throughout the year, the Department collects Citizen Evaluation Cards in order to gauge how well the Department is satisfying its customers. A citizen response card is given to all building permit applicants. Therefore,

approximately 1,400 cards were handed out. In 2011, 11 evaluation cards were returned. 100% of the responses were positive and the respondents had favorable comments for the Department and staff. Some of the comments were: "The staff was very helpful," "They were very professional and knowledgeable," and "Keep up the good work."

Memorial Field Variations Approved

Following a public hearing which spanned 11 meetings before the Plan Commission, Glenbard Township High School District 87's variation requests for Memorial Field were considered by the Village Board at meetings on January 23 and January 30, 2012. The Village Board unanimously voted to approve all the variation requests, including lights, a fence, an ornamental gate, impervious surfaces, bleachers and a batting cage. The approval for the lighting variations was contingent on several conditions such as, the lights may not be on when the field is not in use, they may not be used on Saturday or Sunday nights, they must be turned off by 9:00pm and they may not be used by any third party.

Business Registrations

All businesses in Glen Ellyn are required to obtain the appropriate business registration prior to opening their doors. Enforcement of business registration falls under the purview of the Department's Property Inspector, Bill Keel. Over the past several months Mr. Keel surveyed commercial office properties to determine where businesses were operating without proper registration. Doz-

P&D COURT CASES:

636 Harding Ave: work without a permit. Failed to show up for court. Case continued.

342 Hawthorne Blvd: demolition without dust control. Failed to show up for court. Warrant issued.

579 Newton Ave: illegal home occupation. Fined \$700.

683 Riford Rd: work without a permit. Fined \$250 and court supervision.

675 Roosevelt Rd: improper means of egress. Fined \$650

675 Roosevelt Rd: inoperable smoke detectors, unsanitary conditions. Requested bench trial scheduled for 2/16/12.

310/320 Taylor Ave: litter in yard. Deadline for clean up is June 5, 2012.

ens of businesses have been discovered in office buildings thus far and Mr. Keel has been working diligently with these businesses to bring them into compliance. The business registrations, obtained through Mr. Keel's hard work, have resulted in additional revenue for the Village.

Economic Incentive Guidelines

At the December 12, 2011 meeting, the Village Board discussed and approved updated Economic Incentive Guidelines. The previous incentive policy had not been revised since 1998. Given the current economic climate and the potential for incentive requests from developers, it was important to lay the framework for evaluating requests in a fair and consistent manner. The updated Guidelines identify goals, types of incentives, required submittals, and evaluation criteria.

Downtown Streetscape Plan and Parking Study Update

In August 2011 Glen Ellyn was awarded a \$50,000 Community Planning Grant from the Chicago Metropolitan Agency for Planning (CMAP) to fund a Downtown Streetscape and Parking Study. The Department has drafted an RFP to hire a consultant or consultants to assist with the study in 2012. A memo regarding the RFP was distributed to the Village Board in late January requesting the Board to review the RFP and provide feedback. The Department will be making amendments to the RFP based on Village Board feedback and hopes to issue the RFP in February.

Fuel Gas and Building Codes Approved

On January 9 the Village Board approved the adoption of the 2009 International Code Council (ICC) International Fuel Gas Code. The 2009 Fuel Gas Code and its local amendments will take effect on February 1, 2012. This Code prescribes the standards for design and installation of fuel gas equipment and appliances, fuel gas piping and venting systems, and gaseous hydrogen systems in new and existing buildings. One and two family dwellings and townhouses are not governed by this Code. Permit applications received prior to the effective date of the ordinance will not be subject to the updated regulations and consideration will be given to projects that are received shortly after the effective date, but were designed and engineered prior to it.

The 2009 ICC International Building Code and local amendments were approved by the Village Board on January 30, 2012. This Code will take effect on March 1, 2012, replacing the Village's current Building Code,

and is intended to ensure the health, safety and welfare of the public. The Fuel Gas and Building Codes are the sixth and seventh of eight new or updated Codes to be approved.

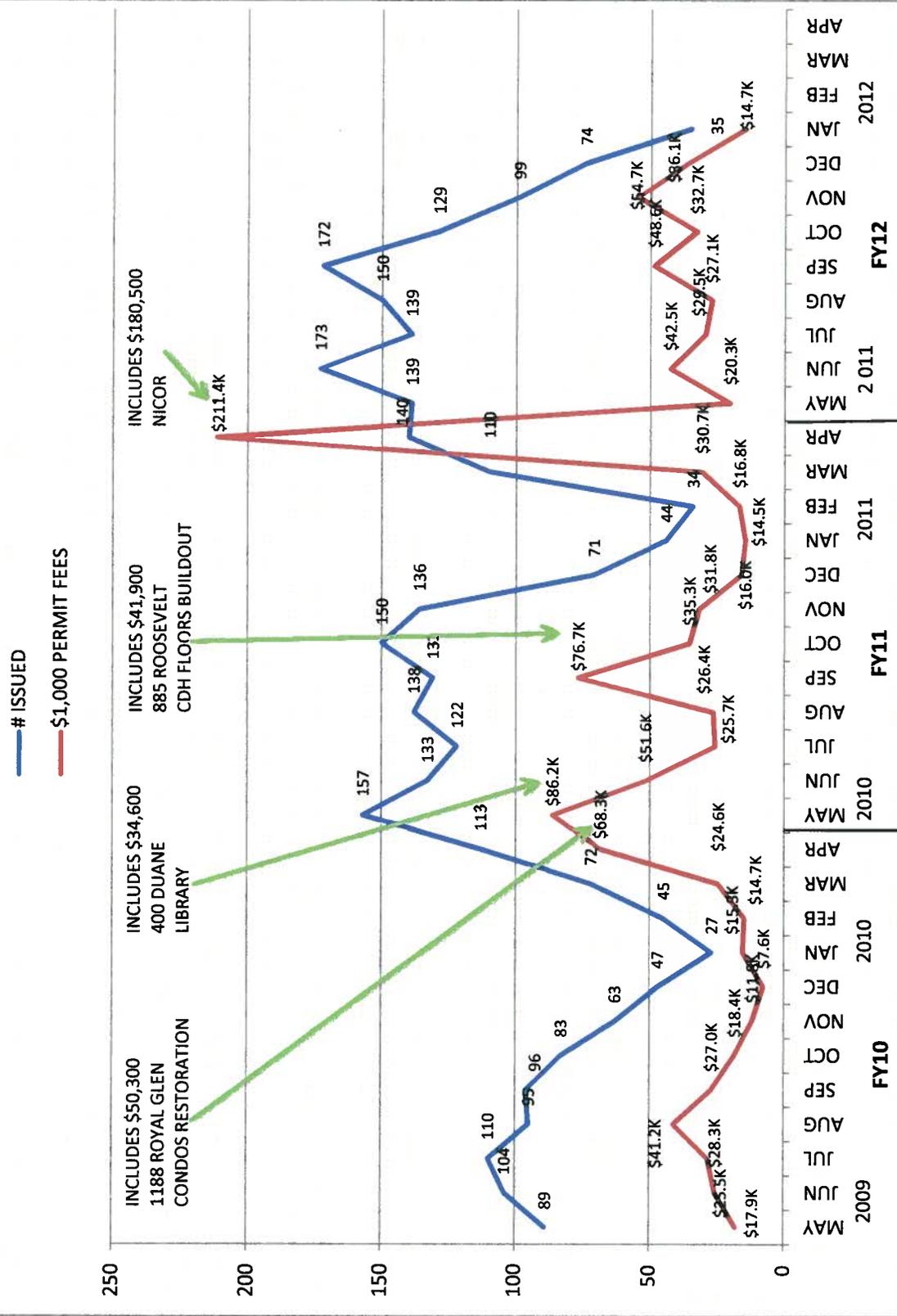
Upcoming Development Projects

2012 is looking to be a more active year for development in the Village with interest in larger projects increasing. At this time, the Department is expecting more projects requiring Commission review than in the last few years. Some projects already in the planning stages include:

- *Glen Ellyn Fresh Market*: a developer has come forward with plans to develop the former Webb Dodge property at 285 Roosevelt Road into a 32,000 square foot Fresh Market grocery store flanked by 10,000 square feet of retail space. A pre-application meeting was held with the Plan Commission on January 26, 2012.
- *Pickwick Place Front Building*: located at 650 Roosevelt Road, this building is planned to undergo extensive interior and exterior renovations to modernize the building and make it more compatible with modern business needs. A pre-application meeting with the Architectural Review Commission was held on October 26, 2011.
- *Deer Glen II*: consists of the annexation and development of a 9 acre, 23 lot subdivision located adjacent to Glen Ellyn in unincorporated DuPage County. The subdivision is roughly bounded by 1st Street to the south, 2nd Street to the north, Glenrise Avenue on the west and Deer Glen Court on the east. A pre-application meeting with the Plan Commission was held on January 12, 2012.
- *Willowbrook Wildlife Center Master Plan*: the DuPage County Forest Preserve is in the process of preparing a master plan for the Willowbrook Wildlife Center on Park Boulevard. The draft plan includes recommendations such as several new and renovated buildings, improved animal exhibits and enhanced stormwater management practices, all designed to improve the quality of the Center and provide for future needs.

Several other prime redevelopment opportunities remain available, including the former Marathon gas station property at 825 N. Main Street, the old Chase Bank site at 515 Roosevelt Road, and the Roosevelt Glen office complex at 779 Roosevelt Road. The Department will be working throughout 2012 to facilitate the redevelopment of these properties.

Permit Data Fiscal Years 2010 and 2011 and 2012



PLANNING AND DEVELOPMENT DEPARTMENT

MONTHLY DEMOLITION REPORT

NOVEMBER-DECEMBER 2011 & JANUARY 2012



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 | 2 | 0 | 5 | 3 | 4 | 0 | 0 | 24 |
| 2012 | 2 | | | | | | | | | | | | 2 |

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 | 06/22/11 | 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 | 04/29/49 | No | Demo & SFR | 06/13/11 | McMaster Custom Homes |
| 7 | 553 Geneva | 4/22/2011 | | 7056 | 07/12/60 | No | Demo only | 05/31/11 | Village of Glen Ellyn |
| 8 | 210 Regent | 5/3/2011 | 70X179 | 12530 | 10/31/48 | No | Demo & SFR | 07/13/11 | United Home Builders |
| 9 | 301 Elm | 5/5/2011 | 50x244 | 12200 | 05/20/71 | No | Demo & SFR | 07/26/11 | Greenscape Homes |
| 10 | 165 Exmoor | 5/20/2011 | 100x125 | 12500 | 10/31/79 | No | Demo only | 09/07/11 | Ray Whalen Builders |
| 11 | 300 Forest | 6/13/2011 | 64xx133 | 8512 | 08/30/60 | No | Demo only | 10/11/11 | Christensen Contracting |
| 12 | 342 Hawthorne | 6/27/2011 | 50x150 | 7500 | 06/21/60 | No | Demo & SFR | 07/25/11 | Greenscape Homes |
| 13 | 457 Whittier | 8/11/2011 | 59x185 | 10915 | 05/24/51 | NO | Demo & SFR | 10/05/11 | Malay Homes |
| 14 | 320 Taylor | 8/15/2011 | 50x145 | 7250 | 02/13/81 | No | Demo & SFR | 10/05/11 | Greenscape Homes |

DEMOLITION PERMIT APPLICATIONS DURING CALENDAR YEAR 2011

| | | | | | | | | | |
|----|-------------------|------------|---------|-------|----------|----|------------|----------|---------------------|
| 15 | 467 Anthony | 8/22/2011 | 45x330 | 14850 | | No | Demo only | 11/04/11 | Skarin Custom Homes |
| 16 | 702 Chidester | 8/25/2011 | 63x150 | 9450 | 12/02/55 | No | Demo & SFR | 11/28/11 | Concord Builders |
| 17 | 910 Ellynwood | 8/30/2011 | 50x180 | 9000 | 10/31/03 | No | Demo only | Pending | Michael Hornbrook |
| 18 | 765 Harding | 9/16/2011 | 260X167 | 46760 | 01/22/81 | No | Demo only | 10/25/11 | Tite Construction |
| 19 | 787 Harding | 9/16/2011 | 260X167 | 43420 | 11/21/84 | No | Demo only | 10/25/11 | Tite Construction |
| 20 | 466 Ridgewood | 9/29/2011 | | 6880 | 09/21/77 | No | Demo & SFR | 11/08/11 | Benkert Builders |
| 21 | 356 Taylor | 10/4/2011 | 87x140 | 12180 | 04/04/77 | No | Demo only | Pending | Lohrmann Design |
| 22 | 461 Greenfield | 10/14/2011 | | 24136 | 06/10/66 | No | Demo & SFR | 12/02/11 | Benkert Builders |
| 23 | 385 Windsor | 10/18/2011 | 70x180 | 12600 | 07/09/51 | No | Demo & SFR | 11/29/11 | Tony Moran |
| 24 | 220 N. Kenilworth | 10/26/2011 | 66x225 | 14850 | 10/19/71 | No | Demo & SFR | 12/15/11 | Breckenridge Homes |

DEMOLITION PERMIT APPLICATIONS DURING CALENDAR YEAR 2012

| No. | Address | Date | Lot Size | Lot Area | Earliest Record | Historic | Action | Status | Applicant/Builder |
|-----|----------------|-----------|----------|----------|-----------------|----------|------------|---------|-----------------------|
| 1 | 810 N. Main | 1/9/2012 | 80x202 | 16160 | 01/18/56 | | Demo only | Pending | Village of Glen Ellyn |
| 2 | 436 Longfellow | 1/11/2012 | 87x170 | 14790 | 09/28/83 | No | Demo & SFR | Pending | Tony Garvy |



**PLANNING AND DEVELOPMENT DEPARTMENT
MONTHLY REPORT
NOVEMBER - DECEMBER 2011 - JANUARY 2012**



| | NOV-DEC-JAN | 2011 YTD+(JAN) | 2010 Actual |
|--|-------------|----------------|--------------|
| Total Building Permits Issued | 194 | 1347 (30) | 1231 |
| New Single Family dwelling | 8 | 29 (0) | 13 |
| New Multi-family dwelling | 0 | 0 (0) | 0 |
| New Commercial building | 1 | 5 (0) | 4 |
| Additions and Alterations Single-family | 35 | 193 (7) | 162 |
| Additions and Alterations Multi-family | 0 | 0 (0) | 0 |
| Demolitions | 5 | 21 (0) | 14 |
| Additions and Alterations Commercial | 5 | 42 (3) | 38 |
| Accessory Structure/Miscellaneous | 140 | 1106 (20) | 1000 |
| Total Estimated Construction Value (millions) | \$6.90 | \$56.48 (.74) | \$72.33 |
| Certificates of Occupancy (TCO & CO) | 1TCO; 4 CO | 8TCO; 26 CO | 5-TCO; 14-CO |
| Stormwater Permits Issued | 6 | 33 (1) | 21 |
| Demolition Permit Applications | 6 | 26 (0) | 16 |
| Sign Permits Issued | 8 | 26 (2) | 35 |
| Banner Sign Permits Issued | 6 | 30 (3) | 29 |
| Total Inspections Conducted | 1400 | 5288 (491) | 5197 |
| Building Inspections | 930 | 3393 (324) | 3287 |
| Exterior Appearance/Ordinance Inspections | 1 | 5 (0) | 15 |
| Elevator Inspections | 47 | 156 (21) | 106 |
| Fire Inspections (by Village staff) | 7 | 18 (2) | 58 |
| Grading/Stormwater Inspections | 44 | 277 (7) | 264 |
| Drainage Inspections/Complaints | 38 | 291 (20) | 371 |
| Landscape Inspections | 2 | 5 (0) | 18 |
| Property Maintenance Inspections | 72 | 525 (18) | 1071 |
| Site Inspections | 260 | 620 (99) | 378 |
| Total Development Applications Acted On | 8 | 23 (3) | 31 |
| Exterior Appearance | 0 | 2 (0) | 4 |
| Planned Unit Development | 1 | 1 (0) | 1 |
| Sign Variation | 1 | 3 (0) | 5 |
| Special Use Permit | 3 | 4 (1) | 7 |
| Stormwater Variation | 0 | 0 (0) | 0 |
| Subdivision | 0 | 0 (0) | 0 |
| Zoning Map Amendment | 0 | 0 (0) | 0 |
| Zoning Text Amendment | 0 | 0 (0) | 4 |
| Zoning Variation | 3 | 13 (2) | 10 |
| Administrative Approvals | 0 | 8 (0) | 4 |
| Consolidations, 2-Lot Subdivs & Land Transfers | 0 | 6 (0) | 1 |
| Promotional Event | 0 | 0 (0) | 1 |
| Ordinance Extension | 0 | 0 (0) | 2 |
| Indoor Live Entertainment | 0 | 2 (0) | NA |
| Pre-Existing Special Use | 0 | 0 (0) | 0 |
| Misc. Ordinances/Resolutions Acted On | 4 | 13 (2) | 16 |
| FOIA Requests Processed by Department | 39 | 151 (15) | NA |
| Annexations Approved | 0 | 1 (0) | 0 |
| Annexation Agreements Approved | 0 | 91 (0) | 34 |
| Business Grants Acted On | 2 | 5 (0) | NA |
| Violation Letters Issued (prior to citation) | 93 | 406 (50) | 274 |
| Citations Issued | 2 | 26 (1) | 13 |
| License Agreements Approved | 1 | 5 (1) | 7 |



**PLANNING AND DEVELOPMENT DEPARTMENT
DEVELOPMENT CASE, ANNEXATION AND SPECIAL PROJECT STATUS
AS OF JANUARY 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 |
|---|---|--------------------------|---|--|-------------------------|---|
| 444 Arlington Avenue | Variation for side yard setback of attached garage addition | NA | NA | Public hearing scheduled for 2/28/2012. | Pending | |
| Brandon Court Apartments | Second Amendment to PUD to Allow Secondary Utility Wires to Remain Above Ground | NA | NA | NA | 11/14/2011 | Approved by Village Board on November 14, 2011. |
| Cottage Avenue Water Tower, DuComm | Special Use Permit for Existing DuComm Antennae | NA | Public hearing 10/12/2011, recommended approval 9-0 | NA | 12/12/2011 | Approved by Village Board on December 12, 2011. |
| Cottage Avenue Water Tower, SCADA Antenna | Special Use Permit for SCADA Antenna | NA | Public hearings 10/26/2011 and 12/8/2011, recommended approval 8-0. | NA | 12/12/2011 | Approved by Village Board on December 12, 2011. |
| Cottage Avenue Water Tower, AT&T | Special Use Permit amendment | NA | Pending | NA | Pending | Awaiting application. |
| 0N180 Cumnor Avenue (new address to be 498 Country Club Lane) | Land Transfer, Annexation, Annexation Agreement and Easement Acceptance | NA | NA | NA | Est. March 2012 | Revised application submitted in December 2011. |
| Deer Glen II | 24-lot subdivision, annexation and annexation agreement. | NA | Pre-application meeting 1/12/2012, formal review pending | NA | Pending | First submission received in December 2011 and reviewed. Awaiting resubmission. |
| 350 Duane Street | Special Use for Outdoor Storage | NA | Public hearings held on 7/14/2011 and 1/12/2011. | NA | 1/30/2012 | Denied by Village Board at January 30, 2012 meeting. The petitioner was given 45 days (until March 15) to bring the site into compliance with the Code. |
| 493 Forest Avenue, Grace Lutheran Church | Revised Exterior Appearance approval | Est. March 2012 | NA | Pending | NA | Requesting elimination of Ordinance condition related to window mullions |
| 621 Forest Avenue | Side yard setback variation | NA | NA | Public hearing 1/19/2012, recommended approval 7-0. | 2/27/2012 | |
| 885 Glen Oak | Construction necessitated variation for impervious surface associated with swimming pool | NA | NA | Public hearing 12/13/2012, recommended approval 4-0. | 2/13/2012 | |
| 240 Hawthorne Boulevard, Hadley Junior High School | Zoning variations for parking lot extension | NA | Pending | NA | Pending | Submitted and reviewed in January of 2012. Awaiting resubmittal. |
| 232 Hill Avenue | Construction necessitated zoning variation for partially constructed deck in a floodplain | NA | Pending | NA | Pending | |
| 567 Lake Street | Zoning variations for front yard setback, height and driveway approach requirements | NA | NA | 2/16/12 | Pending | |

| | | | | | | |
|--|---|-----------------------------------|--|--|--|---|
| 556 Lowden Avenue | Special Use Permit for Church | NA | Public hearing 1/26/2012, continued to 2/9/2012 | NA | Est. 3/12/2012 | illegal church operating in home. |
| 588 Maple | Variation for lot coverage ratio of addition | NA | NA | Public hearing 12/13/2011, recommended approval 4-0. | 1/30/2012 | Approved by Village Board at 1/30/2012 meeting. |
| Memorial Field | Variations for lights and accessory structures | NA | Public hearings held on 8/23/2011, 9/8/2011, 9/22/2011, 9/29/2011, 10/12/2011, 10/20/2011, 10/27/2011, 11/6/2011, 11/17/2011, 11/30/2011 and 12/20/2011. Recommended approval of all variation requests by way of four separate split votes. | NA | 1/23/2012 workshop and 1/30/2012 meeting | Approved by Village Board at January 30, 2012 meeting. |
| 603 Midway Park | Rear yard setback variation for addition | NA | NA | Public hearing scheduled for 2/28/2012. | Pending | |
| 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 1/31/2011. Review letter sent 2/7/2011. Awaiting resubmission. |
| 696 Plumtree | Special Use Permit and/or Variation for construction in/near floodplain | NA | Pending | NA | Pending | Staff has met with and discussed the project with several potential contractors. Awaiting submittal. |
| Prairie Green (former Wahlgren Court site) | Extra-territorial subdivision approval for Habitat for Humanity townhome project. | NA | Pre-application meeting 10/26/2011. Formal review est. 3/8/2012 | NA | Pending | County approval received. First submission received by Village in December of 2011 and reviewed. Second submission received January 2012 and reviewed. Awaiting likely final submission. |
| 1000 Oxford | Construction necessitated variation for patio | NA | NA | Public hearing 11/8/2011, recommended denial 3-3. | 12/12/11 | Approved by Village Board at December 12, 2012 meeting. |
| 285 Roosevelt Road, Glen Eilyn Market (former Webb Dodge property) | Special Use Permit, Zoning Variations, Sign Variations and Exterior Appearance approvals for new development | Pending | Pre-application meeting scheduled for 2/9/2012. | NA | Pending | Awaiting materials for ABC pre-application and formal submission. |
| 420 Roosevelt Road, Hertz Rental Car | Special Use Permit for Car Rental | NA | Pending | NA | Pending | Opened in late 2011/early 2012. Met with in January to discuss required Special Use Permit and process. Awaiting application. |
| 445 Roosevelt Road, McDonalds | Special Use Permit amendment for additional drive thru lane and possible parking and sign variations | Pending | Pending | NA | Pending | Awaiting submittal. |
| 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 | Exterior appearance and sign variation applications for renovation of front building | Pre-application meeting 10/26/2011. Formal review estimated in March of 2012. | Pending | NA | NA | Pending | Property owner originally planned to demolish existing building and construct a new building. Due to floodplain issues scope has been revised to include the renovation of the existing building. First application received January 19, 2012. and reviewed. Revised application received February 10, 2012. |
| 696 Roosevelt Road, Advance Auto Parts | Sign variation amendment | NA | NA | NA | NA | 12/12/2011 | Approved by Village Board on December 12, 2011. |
| Willowbrook Wildlife Preserve, Park Boulevard | Special Use Permit, Zoning Variations and Possible Exterior Appearance Approval for Master Plan | ? | Pending | NA | NA | Pending | Met with Forest Preserve for second time on January 17, 2012. Awaiting submission. |
| BUSINESS GRANTS | | | | | | | |
| 571 Crescent Boulevard, Subway | Interior Improvement and Façade Grant Applications | NA | NA | NA | NA | 10/24/2011 and 11/14/2011 | Interior Improvement grant awarded at November 14, 2011 meeting. Inspection conducted on December 12, 2011 and funds distributed. |
| 534 Duane Street, Veiled by Cha Cha | Façade Grant Application | NA | NA | NA | NA | NA | Application submitted. Did not meet minimum expenditure requirement. Review letter sent. No resubmission received. |
| 479 N. Main Street, Larc Jewelers | Façade Grant Application for exterior building improvements | NA | NA | NA | NA | NA | Incomplete application submitted in May of 2011. As part of review, staff encouraged the petitioner to expand the scope of work. No resubmittal received to date. |
| 490 N. Main, Marcel's Culinary Experience | Interior Improvement and Façade Grant Applications | NA | NA | NA | NA | 6/27/2011 | Approved by Village Board. Awaiting submission of receipts after which an inspection will occur. |
| 462 N. Park Boulevard, Glen Crossing | Façade Grant Application for new awnings | NA | NA | NA | NA | 7/25/2011 | Approved by Village Board. Awaiting submission of receipts after which an inspection will occur. |
| 499 Pennsylvania, Northside Grill | Interior Improvement and Façade Grant Application | NA | NA | NA | NA | 11/14/2011 | Interior Improvement and Façade grants awarded at November 14, 2011 meeting. |
| ANNEXATIONS | | | | | | | |
| 22W481 Ahlstrand | Annexation | NA | NA | NA | NA | Pending | Desires to annex in order to connect to utilities. Numerous conversations with the owner's attorneys occurred in December and January. Awaiting formal application. |
| NWC of Park and Butterfield | Annexation agreements to replace expired agreements with School District 87 office building and Village Theatre. | NA | Pending | NA | NA | Pending | Draft agreements amended and mailed on 8/1/2011. Follow-up meetings with the School District and Theatre Guild in December and January. Revised agreement sent to Theatre Guild in January. Revised agreement for School District 89 in progress. |
| Glen Oak Country Club | Annexation w/ an Agreement for a strip of Country Club Property adjacent to Hill Avenue. | NA | NA | NA | NA | Pending | Property owner has expressed renewed interest in entering into an agreement and submitted a revised agreement to Village for review. Meeting held on 3/24/2011 with Country Club representatives. Country Club proposing to pay 100% of cost of water main construction to their entrance. |
| Hill Avenue Annexations | Annexation agreements with Elliot Property located east of the Glen Oak Country Club and the industrial property across the street | NA | NA | NA | NA | Pending | Revised agreements for Noorling and Cuyler in progress. Awaiting submission of revised proposed agreement for Elliot property from his attorney. |

| | | | | | | |
|---|---|----|----|----|------------|---|
| NEC of Five Corners | Annexation and Annexation Agreements for Properties in 4-block area northeast of 5-corners. | NA | NA | NA | Pending | Received 7 annexation petitions and interest from 9 other property owners. Decided on Rz zoning based on neighborhood input at previous Plan Commission meeting. Neighborhood meeting held on 3/15/2005 where conservative utility costs were shared. Need to set up another neighborhood meeting and prepare updated and more realistic utility costs. |
| NWC Five Corners | Annexation of neighborhood north of St. Charles, south of the Great Western Trail, west of Evergreen and east of Mildred. | NA | NA | NA | Pending | Some utility information and costs received. |
| Marston and Bemis Road Area | Annexation of properties with existing annexation agreements | NA | NA | NA | Pending | Annexation agreements with 32 properties approved in 2010. Next phase to proceed with annexation of properties. |
| Marston and Bemis Road Area Connected Properties Without Agreements | New agreements with 6 property owners connected to Village utilities that do not have annexation agreements. | NA | NA | NA | 3/26/2012 | Signed agreements received from 5 property owners. Remaining property given final water shut-off notice. |
| Marston and Bemis Road Area Amendments to Existing Agreements | Amendments to 5 of the 148 agreements in the area to change the future zoning district designation upon annexation. | NA | NA | NA | Pending | Village Attorney consulted and draft amendments prepared. |
| Glen Crest Subdivision (North) | Renewal of previously approved but never fully executed annexation agreements for properties along Marston Avenue, Marston Court, Brook Court, Lorry Court and Crest Court being served by Village water and sanitary sewer since roughly 1975. | NA | NA | NA | NA | A total of 49 agreements were approved on 3/28/2011. Next phase to proceed with annexation. Next phase is to evaluate costs/benefits of proceeding 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 Annexation Agreement Amendment | NA | NA | NA | 7/25/2011 | A total of 40 of 41 agreements were approved on 3/28/2011. Outstanding annexation agreement approved by Village Board on 7/25/2011. Next phase to evaluate costs/benefits of proceeding with annexation. |
| 15701 Taylor Avenue | Annexation Agreement Amendment | NA | NA | NA | 12/12/2011 | Approved by Village Board at December 12, 2011 meeting. |
| 23W420 Trails End | Potential New Annexation Agreement | NA | NA | NA | Pending | Property owner interested in obtaining Village water and sanitary sewer. Staff met with property owner, provided cost estimates for utility extensions and is awaiting a decision. |
| Sunnybrook Estates | Annexation of Sunnybrook Estates Subdivision. | NA | NA | NA | 7/12/2009 | Need to evaluate several potential annexation routes and select one to pursue. Amendment to Ordinance approving annexation agreement approved on 7/12/2010 allowing the agreement to be executed. County approvals expired. The petitioner is in the process of requesting an extension of these approvals from the County. |
| Swift Road | Annexation of properties contiguous to Glen Eilyn with annexation agreements. | NA | NA | NA | Pending | |
| SELECT SPECIAL PROJECTS | | | | | | |
| COMMENTS AND REVIEW STATUS | | | | | | |
| AEI Fire District Reimbursements | Letters sent in April of 2009 requested reimbursement from property owners for payments to Lisle Woodridge Fire Protection district per the terms of annexation agreements. Follow-up letters have since been sent on a regular basis informing owners that payment must be received or payment arrangements entered into. Payment deferral agreements were recently signed by 2 of 6 of the property owners with overdue payments. | | | | | |
| Brochure - Starting a Business in Glen Eilyn | Third draft complete. Awaiting review and finalization. | | | | | |
| Building Code Updates 2009 | Eight new or updated building and fire codes were proposed for adoption in 2010. The eight codes, the 2009 Residential Code was presented for approval at the January 30, 2012 Village Board meeting and tabled for further discussion. Minor revisions will be made to the Code based on Trustee comments. | | | | | |

| | |
|--|--|
| Annual Census Boundary Update | Completed in January of 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. |
| CHAP Grant- Downtown Streetscape and Parking Study | Grant awarded for downtown streetscape and parking study. The grant was accepted and a intergovernmental agreement with CMAP was approved at the 9/12/2011 Village Board meeting. A draft RFP was completed in January of 2012 and discussed by the Village Board at their January 30, 2012 meeting. It is anticipated that the RFP will be issued in February of 2012. |
| 807-877 Crescent Right-of-Way Vacation | Vacation of improved right-of-way bisecting the rear yards of 807-877 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 March 31, 2011. Meeting with all three property owners held on July 12, 2011. As a follow-up to the July 12 meeting, the property owners will be surveying the existing driveway after which another meeting will be scheduled. |
| 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. Feedback on potential boundaries received from State. Proposed boundaries developed by Historic Preservation Commission. Grant awarded in January of 2011 to pay for preparation of national landmark district application. |
| Economic Incentive Policy | Updated guidelines approved at the December 12, 2012 Village Board meeting. |
| Evaluation of Grant Programs | Reviewing and evaluating the Facade Improvement and Downtown Interior Improvement Grant programs that the Village took over in May of 2011. The Village Board is anticipated to discuss these programs further at a February 2012 Village Board workshop. |
| 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 | License agreement approved at January 9, 2012 Village Board meeting. |
| 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 | Updated agreement approved by Glen Ellyn Village Board at November 26, 2011 meeting. First reading by the Village of Lombard scheduled for February 2, 2012. |
| 825 N. Main Street | Environmental remediation underway and being paid for by a federal grant. Property information posted on the Village's website. Village Board to discuss next steps at 1/14/2011 meeting. Sign marketing site has been posted on property. |
| Process Improvement Business Brochure | Brochure completed and posted on Village website. |
| Process Improvement Surveys | Draft surveys complete. Developing contact list. |
| Redevelopment Sites Map | Second draft of redevelopment site maps in progress. |
| 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. |
| TIF Incentive Policy | Draft of TIF Incentive Guidelines in progress. |
| 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. Getting prepared to send reminder letters out to property owners in Valley Road area with required June 2012 connection dates. |
| Zoning Code Text Amendments | Consideration of a handful of zoning code text amendments. Anticipated to be reviewed by the Plan Commission at their February 23, 2012 meeting. |



REPORT OF ACTIVITY

NOVEMBER - JANUARY 2011 - 2012

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.

Please note: The Q3 YTD statistical totals are 13 month totals. The Q3 11 totals reflect January 1, 2011 through January 31, 2012. The Q3 10 totals reflect activity from January 1, 2010 through January 31, 2011. The recent change from monthly reporting to quarterly reporting conflicted with the Police Department's practice of providing annual statistics based upon a calendar, not a fiscal year. Our next report will adjust for this, showing the YTD statistics starting January 1 and concluding December 31, 2012. This will also allow for comparison of YTD statistics over multiple years.

| Reporting Category [†] | Nov 11 – Jan 12 | Nov 10- Jan 11 | Q3 11 YTD | Q3 10 YTD |
|---------------------------------|--------------------|-------------------|-----------|-----------|
| Homicide | 0 | 0 | 1 | 0 |
| Criminal Sexual Assault | 3 | 1 | 9 | 4 |
| Robbery | 3 | 0 | 10 | 1 |
| Battery | 29 | 20 | 125 | 109 |
| Burglary | 14 | 15 | 54 | 65 |
| Theft/Deception | 121 | 87 | 467 | 479 |
| Motor Vehicle Theft | 4 | 3 | 16 | 8 |
| Arson | 1 | 0 | 2 | 1 |
| Criminal Damage or Trespass | 53 | 32 | 237 | 243 |
| Deadly Weapons | 3 | 3 | 5 | 4 |
| Sex Offenses | 2 | 1 | 12 | 10 |
| Offenses Involving Children | 14 | 4 | 69 | 51 |
| Drug Offenses | 40 | 29 | 183 | 103 |
| Liquor Control Act | 20 | 11 | 117 | 66 |
| Disorderly Conduct | 33 | 31 | 172 | 141 |
| Other Criminal Offenses | 62 | 62 | 267 | 286 |
| Crisis Intervention | 98 | 82 | 334 | 377 |
| Death/Suicide Investigations | 8 | 7 | 39 | 38 |
| Missing Persons | 2 | 3 | 21 | 21 |
| Miscellaneous Services | 164 | 202 | 827 | 970 |
| Medical Assists | 322 | 292 | 1391 | 1299 |

[†]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.

PATROL

Calls for Service

Glen Ellyn Police handled 9970 calls for service during from November 2011 through January 2012. 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.

| | Nov 2011- Jan 2012 | Nov 2010- Jan 2011 | Q3 11/12 YTD | Q3 10/12 YTD |
|--------------------------|-----------------------|-----------------------|-----------------|-----------------|
| Calls for service | 9970 | 10,951 | 51,310 | 47,442 |

Traffic

The following table illustrates the traffic activity generated by the patrol division from November 2011 through January 2012.

| | Nov 2011- Jan 2012 | Nov 2010- Jan 2011 | Q3 11/12 YTD | Q3 10/11 YTD |
|---------------------------------|-----------------------|-----------------------|-----------------|-----------------|
| Traffic Citations Issued | 9970 | 10,951 | 5220 | 5299 |
| Traffic Warnings Issued | 1432 | 1319 | 6444 | 6026 |
| Traffic Crash Reports | 199 | 223 | 988 | 987 |
| DUI | 38 | 28 | 182 | 160 |

INVESTIGATIONS

There were 98 new cases assigned to Detectives in the Investigations Division from November 2011 through January 2012. The chart below shows the case dispositions that were developed during the reporting period by the investigation division:

| Felony | Misdemeanor | Ordinance | Juvenile Dispositions |
|---------------|--------------------|------------------|------------------------------|
| 21 | 3 | 14 | 10 |

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 completed during the quarterly reporting period.

| Training Category | Total Hours |
|------------------------------------|--------------------|
| Firearms (Range) | 125 |
| Special Operations | 152 |
| Investigations | 56 |
| Criminal Procedure | 0 |
| Juvenile Law | 0 |
| Property & Evidence | 40 |
| Education & Safety | 40 |
| Defensive Tactics | 0 |
| Management & Leadership | 496 |
| Traffic and Crash Inv. | 40 |
| Other | 48 |
| In-service | 0 |
| Total Hours | 997 |

VILLAGE OF GLEN ELLYN PUBLIC WORKS DEPARTMENT QUARTERLY REPORT



November 2011 – January 2012

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:

- 16 tree preservation plans and parkway tree permit applications
- 12 plan re-submittals
- 30 tree fence and root pruning inspections
- 45 refunds of deposit

50 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 CartêGraph and excel spreadsheets to reflect 41 available parkway planting space, 29 completed stumps, 496 completed contractor parkway tree prunings and 48 completed tree removals. This data was entered into CartêGraph and Excel spreadsheets.

The admin team updated information and the maps for the CBD Snow Management Operation brochure. 284 brochures were mailed to property and business owners in the CBD. A letter from the Downtown Alliance explaining the sidewalk snow removal program was included with a map of the sidewalks that the contractor will be maintaining.

The admin team revised the Tree Preservation Plan packet to reflect changes in the Tree Preservation Ordinances.

The Spring and Fall 2012 parkway tree planting lists were completed; a request for proposal was submitted to 13 nurseries for the 2012 reforestation

program. The resident fee for the cost share tree program for Fall 2012 and Spring 2013 has been reduced as Public Works will now plant the tree at no charge to the resident. Three new cost share tree applications were created to reflect this change in the Parkway Tree program.

The revision of the Clearwater Inspection form was completed.

The admin team met with Bradford Systems to secure a proposal for additional storage shelves needed for past Engineering project materials.

The admin team completed CPR training, attended training on Village purchasing policies and procedures, attended a webinar on APWA Accreditation, and attended Cartegraph meetings regarding the tree inventory program being implemented.

A new Public Works Director, Julius Hansen, was hired in November. He was previously the PWD in



LaGrange Park for eight years. When asked why he chose to come to Glen Ellyn, he said "The more I looked into the possibility of becoming a member of the public works department the more appealing the thought became. The elements that make up the public works department, the entire professional management team, the citizens who volunteer their time and expertise and the character of the village impressed me. I am very enthusiastic about being able to work toward helping the village become an even better place to live. I take my responsibility seriously as part of the public works team that provides service to citizens who care about their community and want it to be a great place to live. The challenge and accomplishment of that appeals to me." Welcome to Glen Ellyn, Julius.

ENGINEERING

See the extensive Monthly Construction Activity/Project Reports published on the Village of Glen Ellyn website.

EQUIPMENT SERVICES

In the third quarter of FY11/12 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 2,178 days without a "lost time" accident.

The Equipment Services fuel island dispensed 21,816 gallons of fuel during the third quarter of FY11/12. The total included 14,827 gallons of unleaded fuel and 6,989 gallons of diesel fuel.

Equipment Services staff attended the annual health fair and "right to know" training. The annual Village Health Fair which is conducted by Wellness Inc. specializes in the area of Wellness screenings through the use of specialized laboratory testing, PalmOS based health risk assessments, and educational materials designed to detect diseases in their earliest stages.

ESD Master Certified technicians also attended International truck "Advanced Brake" training in Joliet IL. This was free training sponsored by Chicago International Truck. Equipment Services also demonstrated a leaf vacuum trailer and a

regenerative vacuum street sweeper in the "woods" section of the Village.

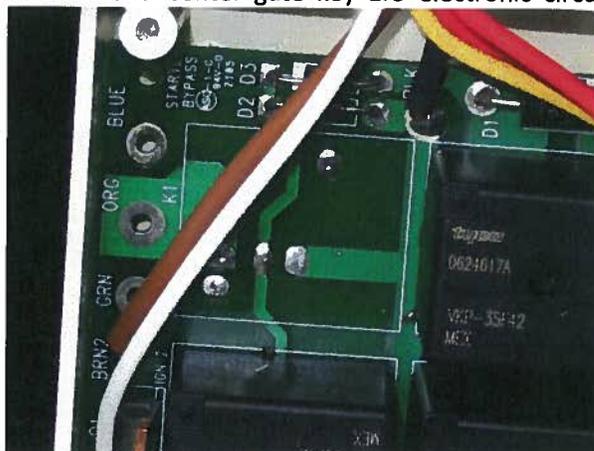
The ESD provided training to Operations Division winter seasonal team members. Vehicle pre-trip; general safety; fuel island and wash bay procedures; operator maintenance; and snow removal equipment operation was covered. The operators were all given hands on training in pickup trucks with plows; small dump trucks with salt spreaders and plows; and the skid steer loader. Side walk crews were trained with snow blowers, salt spreaders, and the walk behind power rotary broom

Beginning in third quarter of FY11/12, the ESD implemented its rotating snow plan schedule which provides for ESD staff to be available for twelve hour shifts and provide continuous service during snow/ice events.

Facility repairs performed by the ESD during the month of November included the replacement of the Public Works washing machine soap injection motor/pump assembly and the machine on/off switch. The fuel island unleaded pump #2 nozzle was also replaced.

The Equipment Services Supervisor completed the FY13 budget for the Equipment Services Division of the Public Works Department. It was presented to the Village Manager and the Finance Director at an ESD equipment meeting and a Public Works budget meeting.

Facility repairs performed by the ESD during the month of December included the removal and repair of the Reno Center gate key EIU electronic circuit



board. The in-ground truck lift's pneumatic safety lock cylinder was replaced and the in-ground



twin post car lift equalizer was temporarily repaired.

Facility repairs performed by the ESD during the month of January included the fabrication of 2 steel low pressure water hose wall hangers and the fabrication and installation of a wash bay basin cover support channel. Equipment Services replaced and installed 2 shop drop cord lights and reels

The ESD completed the conversion of 6 class 8 trucks, 7 DRW trucks and 5 pick-up trucks over to winter operations. Twenty one snow plows were



installed, tested and serviced. Four removable salt spreader v-boxes were repaired and serviced. The electronic ground speed spreader controls were inspected and calibrated. Pre-wet systems were installed, tested and serviced as required. The CBD sidewalk tractor/snow blower was repaired and maintenance service was performed. The CBD snow blower (Bertha) was repaired and serviced. Walk behind snow blowers and salt spreaders were inspected and serviced.



The ESD completed the upfit of a 2012 Chevrolet Impala Police Patrol car. This unmarked slick top



vehicle will be used by the Police Department for traffic enforcement and general patrol. The upfit was performed 100% in house which saved the Village



thousands of dollars. This vehicle has "state of the art" equipment such as a GPS vehicle location system; a digital audio/video recording system with

two cameras and a remote microphone; a laptop



computer with cellular communication and an on-board printer; an electronic gun rack/lock system; a vehicle speed monitoring radar; a prisoner partition; LED lighting; strobe lights with traffic signal preemption; and communication radios.

The ESD took delivery of a 52 inch rotary broom implement for the new John Deere tractor that



will be used to clean and maintain sidewalks in the CBD and walks adjacent to other village owned



properties. The broom was disassembled, modified and re-engineered to a specification of 44 inches. Drive hubs; bearing retainer plates; bearing shafts; the main frame; and the deflector shield were all shortened to meet the needs of the Department. This was all done in-house by a highly skilled ASE Certified Master Technician.

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

FORESTRY

The Forester attended a wood utilization seminar in St. Charles. The seminar focused on urban wood removal and usages.

A report was provided to IDOA on Glen Ellyn's EAB Program.

The Forester met with a representative from the Prairie Path to discuss the planting of an evergreen tree at Main St. and an Arbor Day Project.

A presentation of the updated EAB Management Program was made to the Village Board.

The Village Forester applied for Tree City USA and Growth Awards.

A substantial amount of time was dedicated to budget preparations in light of EAB response.

The Forester presented Glen Ellyn's EAB Awareness Campaign at the Naperville Homeowners Association EAB Workshop in Naperville on December 8, 2011. Over 80 attendees were present.

The Forester held an Administrative safety meeting and attended CPR training.

OPERATIONS

November Rain = 3.39"
 December Snow = 1.75" Rain = 2.46"
 January Snow = 13.5" Rain = .97"

December Snow Comparisons:

| Date | Snow | Shifts | Labor (hrs) | Salt (tons) |
|-------|------|--------|-------------|-------------|
| 12/07 | 16" | 22 | 2,103 | 1,231 |
| 12/08 | 25" | 22 | 2,664 | 1,039 |
| 12/09 | 28" | 16 | 2,162 | 1,150 |
| 12/10 | 15" | 11 | 1,835 | 1,025 |
| 12/11 | 2" | 1 | 143 | 139 |

January Snow Comparisons:

| Date | Snow | Events | Shifts | Labor(hrs) | Salt(tons) |
|------|------|--------|--------|------------|------------|
| 1/08 | 17" | 8 | 14 | 1,556 | 803 |
| 1/09 | 20" | 5 | 14 | 1,744 | 908 |
| 1/10 | 13" | 4 | 6 | 956 | 465 |
| 1/11 | 10" | 7 | 7 | 1,170 | 760 |
| 1/12 | 14" | 6 | 7 | 1,177 | 725 |

The mild start to winter in December can possibly provide a cost savings to the Village if the remainder of the 2011/12 winter has average snow fall as experienced in January. Actual cost savings can be calculated once the snow season is over in mid-Spring, but comparing December 2011 to December 2010, Public Works spent \$82,000 less on bulk road salt, \$2,000 less on sidewalk salt and \$27,500 less on labor (full time OT and seasonal snow). If you add \$5,500 savings in fuel, the total potential savings for December is \$117,000. If the remainder of the winter stays mild, Public Works will need to store salt creatively. Through January only 1200 of the 1600 ton required minimum purchase have been procured and currently there are 700 tons of salt in storage Public Works can store 800 tons of salt at any one time, but prefers to store only 400 tons during the summer as storage is needed for dirt and other materials during spring, summer and fall.

For the 2011/12 snow season, the snow/ice removal management team decided to start using the pre-wet liquid used on the salt trucks as a test for an anti-icing program. The liquid is a salt brine solution consisting of 80% salt brine, 10% fusion beet juice and 10% calcium chloride. As described in the October Quarterly report, a 1 ton pick-up was set up



by the ESD as the anti-icing vehicle. Operations established the critical roadways in the Village for anti-icing and then drove those lane miles to determine the actual distance that the 400 gallon sprayer would cover. A route was then created comprising hills, curves, concrete streets, and dangerous intersections. There were also a few test sites established on remote secondary roads where one side of the roadway will receive the application while the other will not. The anti-icing route was efficiently mapped and a copy was laminated for all



drivers to use during anti-icing operations. The training was provided to 7-8 employees for both the operation and cleaning of the equipment. The management team uses an Anti-icing Application Decision Flowchart to determine if an application is needed as well as the best time to spray the roadways. When conditions warrant, roadways are sprayed 1 to three days in advance of a snow event.



Anti-icing is used in the snow removal industry to combat frozen precipitation from bonding to the roadway. Those communities using an anti-icing program have reduced labor hours and salt use. The goal of this test is to determine if an anti-icing program could do the same for Glen Ellyn. Adopting a complete anti-icing program will include retrofitting or purchasing more application equipment as well as increasing liquid storage and/or liquid production equipment.

One large project that Operations tackled in December was restoration work at the Nicoll land



bridge just north of Roosevelt Rd. Engineering has this bridge scheduled for restoration work in the spring of 2012, but there were voids along the side of the roadway that needed to be addressed beyond the current plywood and barricades. Operations excavated along the bridge and pounded in 12' sign posts at 2' spacing to reinforce plywood used to hold soil in place along a 50' stretch. This is a short term solution to ensure pedestrian and vehicle safety along the land bridge. Operations will continue to



monitor and maintain the parkway grade along the bridge throughout the winter. Further information



on this issue can be found in the December Engineering report under Projects in Design/Bidding Phase.

Other landscaping projects addressed by Operations



during the mild December were restoration along the sidewalk on Riford Rd near St. Charles as well as re-grading the parkway along Sunnybrook and Chapel Ct. to relieve poor drainage issues on the roadway. It is rare for Operations to accomplish this level of landscaping work in December when the ground is usually covered in snow.

Every year there are high manhole structures that cause damage to snow plows. Snow plows blades on the large trucks can weigh up to 3000lbs and some blades have 800-1200lbs of down pressure. When these blades come in contact with metal structures



in the roadway that are slightly raised, damage occurs to both the structure and the plow. Equipment Services does an excellent job repairing the plow blades and keeping all truck operational. Operations uses specially formulated rubber rings as a short term solution to the problem.



The roadway and structure are heated to remove any moisture and the ring is then put in place where the manhole is high and heated and melted on to the roadway. Some structures are ringed completely as plows cross the structure from both directions

while others are partially ringed as plows only cross them from one direction. Layers of rings are used to ramp the roadway so that plows do not make contact with the metal. These rings last years, but the long term solution is to adjust the structure so that it is flush with the roadway: Operations will prioritize this work during the coming year.

Employee happenings:

Coverage/Assistance – (25 man hours)

| <u>Place</u> | <u>Events</u> | <u>(# of employees)</u> | <u>Hours</u> |
|--------------|---------------|-------------------------|--------------|
| Front Office | 8 | 1 | 9 |
| Engineering | 1 | 2 | 8 |
| Plant Ops | 1 | 2 | 8 |

Training – (230.5 man hours)

| <u>Topic</u> | <u>Length</u> | <u>(# of employees)</u> |
|---|---------------|-------------------------|
| (Right-to-Know, Blood-borne pathogens Confined Space Entry PPE) (Yearly) | 2.5 hrs | 16 |
| CPR/AED (bi-annual) | 2 hrs | 15 |
| Electrical Safety and Awareness | half day | 3 |
| Seasonal Snow | 3.5 hrs | 15 |
| CPR/AED (bi-annual) | 2 hrs | 15 |
| Trench Box Demo | 2 hrs | 15 |
| Supervisory training | 4 hrs | 1 |
| Water License | 2 days | 2 |

Evaluations – 3 completed (1 overdue)

Safety Meetings – 2

Snow – Night shift sent home – 3 times

Cartograph live meetings – (16 man hours)

4 employees–TreeView module implementation

Below is a list of projects completed not captured in the quarterly core function spread sheet found at the end of this report:

Utilities

Bio Bags in Grease lines – 702

B-Boxes raised - 2

B-Box repairs – 6

Dust Suppression – 12 days

Fire Hydrant repair – 1

Fire Hydrant flags installed –

Manhole lids replaced – 2 (1 water, 1 sewer)

Spoil loaded out – 368 tons

Storm Sewer repair (confined space entry) - 1

Valve repair (confined space entry) – 2
 Misc. –
 Repaired brick pavers:
 Park Blvd south of Rt. 38
 Sanitary sewer:
 Center St – Televised section
 Lake Rd – uncovered manhole 3’ deep under asphalt
 Water:
 Picked up 3 hydrants for spare parts from new Nicor building
 Installed 2 water lines and spigots in wash bay
 Wilson Pump Station:
 Demolished and disposed of wooden shed
 Reno Center:
 Rearranged and reorganized utility room
 Reorganized utility storage shelves in garage

Forestry

Tree Pruning (In-House) –
 Zone A (2,056 trees) – 25% completed
 Misc. –
 Tree watering bags were picked up and placed in storage
 Retrieved gypsy moth traps; count and tally results

Streets

Asphalt –
 11 days pothole patching (17 tons UPM)
 Banners – season change out
 CBD – 60
 Stacy’s Corners – 32
 Roosevelt Rd - 56
 Electrical –
 31 electrical work orders completed
 21 bulbs replaced
 6 fixtures replaced
 2 fuses replaced
 2 photo eyes replaced
 2 gas mantles replaced
 2 wire issues repaired
 1 shroud replaced (decorative base)
 1 pole and fixture replaced (damaged)
 Contractor – called in for traffic signal issue
 Misc. – Removed Flower Clock hands for winter

Flowers –
 Planted groupings and pots at 30 S Lambert
 Pulled fall plants from 5 beds and all planters (Fire Station #2, Train Station, Flower Clock

Volunteer Park, Reno Center and GEHS Park)
 Added and removed holiday greens to Horse Trough and Stacy’s Tavern Christmas Trees, Civic Center, Fire Station #2, and Flower Clock/Train Station/Reno planters)
 Picked up, emptied, and stored 39 large pots, 8 Painted pots, and 9 groupings (27 pots) from CBD for winter
 Worked on Spring, Summer and Fall flower orders
 Hauling –
 280 yards to DuPage Yard waste (35 truck loads)
 Holiday Season Work –
 Kim Oldis and Co. redecorated the CBD Tree
 Horse Trough removed and reinstalled
 CBD and Stacy’s Tavern Christmas Trees installed and removed
 TerraScape Designs installed holiday tree lights in the CBD and garland and bows on streetlight poles in the CBD and Stacy’s Corners

Public Hearing Signs – 7 placed
 9 retrieved

Road kill - 25
 Signs –
 30 signs replaced as rehab
 2 signs replaced (vandalism)
 5 signs fabricated for special events
 26 signs installed due to new ordinance
 9 signs replaced due to knockdown
 2 Village directional signs repaired
 1 Village entrance sign repaired

Special Events (4) – (12 OT hours)
 Sleep Out Saturday – 30 barricades, 3 signs
 Holiday Walk – 44 barricades, 6 lit barricades, 22 barricades w/ signs, 25 cones, 24 wire
 Trash cans (4 employees for early sweeping on Friday and Saturday)
 Carriage Rides – 1 barricade and 2 cones provided For 3 Fridays
 Recycling Event (Duane/Lorraine Lot) –
 12 barricades, 2 barricades with signs

Misc. –
 Reinstalled parking meter due to damage

PLANT OPERATIONS

Water Plants

Well #6 – Work continues on to increase flow following the installation of the casing liner. This process called for injecting 2,000 gallons of

hydrochloric acid to break up lime deposits and excess grout.

SCADA System – Installed radio panel at the Civic Center. Completed Civic Center radio by installing power, coaxial cable, and terminating CATS from radio panel to RTU in the Equipment room.

Mounted Omni antenna and coaxial cable on the Cottage Ave water tower.

Ran conduits to connect the radio panel and the RTU at the North Pass Adjusting Station with CATS cable.

Installed 50' free-standing tower at the West Pressure Adjusting Station.

Lift Stations

Surrey - Replaced impellor on Pump #2 with the help of Operations personnel.

Distribution System

90 routine Bac-t water samples

1 routine Bac-t sample - Well # 5

(2) Hydrant flow tests for contractors:
Crescent & Taylor
Exmoor & Fairview

Administration

Submitted Monthly State Reports to the IEPA

FOIA request for information regarding Cottage water tower completed.

IEPA Public Water Supply Pre-Inspection questionnaire completed.

ITEMS BEFORE THE VILLAGE BOARD

November 2011 – January 2012

Public Works activity in front of the Village Board during this time consisted of:

1. Motion to confirm appointment and conduct Oath of Office to new Public Works Director Julius Hansen.
2. Approval of Ordinance No. 5991, an Ordinance Approving a Special Use Permit to Allow a Supervisory Control and Data Acquisition System (SCADA) Antenna to be Installed on the Cottage Avenue Water Tower Located at 439-447 Cottage Avenue.
3. Approval of a contract with Utility Services Co., Inc. for the Cottage Avenue Water Tower annual maintenance agreement in the amount of \$22,000, to be expensed to the FY11/12 Water Division Fund.
4. The following Public Works Employees were recognized for exceptional work and/or anniversary dates at a Village Board Meeting: the PW Department for a speedy resolution of a problem involving a large tree branch which had blocked the street and downed a power line; Bob Minix for his assistance with the Braeside Lighting Project; the Public Works Staff was complimented by a resident for filling a pothole in a timely manner after she called the office; Village Forester Peggy Drescher gave a presentation recently on the Emerald Ash Borer to the Naperville Area Homeowners Confederation, and she received a letter of thanks from the president of the group; and years of Service Awards: Ken Major(40) and Jeff Perrigo (5).

PW Budget Tracking**January '12****Operations and Maintenance**

| | FY12 Budget | FY12 Revised Budget | Spent YTD | % of FY12 | % Spent |
|------------------------------|------------------------|--------------------------------|--------------------|----------------------|--------------------|
| Administration & Engineering | \$850,000 | \$855,775 | \$579,947 | 75.0% | 68.2% |
| General Fund - Operations | \$2,111,400 | \$2,280,312 | \$1,458,360 | 75.0% | 69.1% |
| Water Fund - O/M | \$3,643,700 | \$3,783,096 | \$2,763,210 | 75.0% | 75.8% |
| Sanitary Sewer Fund - O/M | \$4,639,700 | \$4,633,642 | \$3,296,710 | 75.0% | 71.1% |
| Parking Fund - O/M | \$383,800 | \$386,385 | \$157,063 | 75.0% | 40.9% |
| Equipment Services Fund | \$1,219,300 | \$1,219,300 | \$753,682 | 75.0% | 61.8% |
| Motor Fuel Tax Fund - O/M | \$756,000 | \$756,000 | \$531,872 | 75.0% | 70.4% |
| Total | \$13,603,900 | \$13,914,510 | \$9,540,844 | 75.0% | 70.1% |

Capital Program

| | | | | | |
|-------------------------------|--------------------|---------------------|--------------------|--------------|--------------|
| Water Fund - Capital | \$1,058,000 | \$1,406,746 | \$702,381 | 75.0% | 66.4% |
| Sanitary Sewer Fund - Capital | \$1,280,000 | \$1,762,528 | \$530,438 | 75.0% | 41.4% |
| Parking Fund - Capital | \$0 | \$0 | \$0 | 75.0% | 0.0% |
| Motor Fuel Tax Fund - Capital | \$0 | \$0 | \$0 | 75.0% | 0.0% |
| Capital Projects Fund | \$5,805,000 | \$6,932,478 | \$3,600,649 | 75.0% | 62.0% |
| Total | \$8,143,000 | \$10,101,752 | \$4,833,468 | 75.0% | 59.4% |

PW CORE FUNCTIONS

| | 3Q 11/12 | 3Q 10/11 | +/- | 3Q 11/12 YTD | 3Q 10/11 YTD | +/- |
|-------------------------------------|-------------|-------------|---------|-----------------|-----------------|----------|
| Admin | | | | | | |
| Phone calls | 2,166 | 2,220 | (54) | 8,965 | 8,953 | 12 |
| Work Orders | 316 | 248 | 68 | 1,479 | 1,475 | 4 |
| Time Sheets | 1,104 | 1,421 | (317) | 3,942 | 4,446 | (504) |
| Invoices | 465 | 452 | 13 | 1,448 | 1,355 | 93 |
| Customer Service Appts | 279 | 272 | 7 | 1,001 | 999 | 2 |
| ESD | | | | | | |
| Jobs | 1,085 | 1,142 | (57) | 3,067 | 3,074 | (7) |
| Scheduled | 331 | 384 | (53) | 976 | 1,086 | (110) |
| Non-Scheduled | 0 | 0 | 0 | 2 | 3 | (1) |
| Urgent | 27 | 18 | 9 | 35 | 63 | (28) |
| Routine | 727 | 740 | (13) | 2,054 | 1,922 | 132 |
| Total Fuel Pumped (gal) | 21,816 | 25,605 | (3,789) | 69,200 | 72,060 | (2,860) |
| Forestry | | | | | | |
| Service Requests | 50 | 118 | (68) | 643 | 670 | (27) |
| Operations - Utilities | | | | | | |
| Work Orders Completed | 73 | 58 | 15 | 229 | 249 | (20) |
| Water Main Breaks | 17 | 25 | (8) | 32 | 35 | (3) |
| Sanitary Sewer Back Ups | 26 | 21 | 5 | 96 | 58 | 38 |
| Sanitary Sewer Back Ups - Village | 5 | 1 | 4 | 13 | 5 | 8 |
| Sanitary Sewer Cleaned (feet) | 4,030 | 4,300 | (270) | 53,030 | 74,580 | (21,550) |
| Storm Sewer Structures Cleaned | 18 | 0 | 18 | 215 | 280 | (65) |
| Storm Sewer Cleaned (feet) | 0 | 0 | 0 | 1,210 | 1,095 | 115 |
| Storm Sewer Grates cleaned - cycles | 4 | 3 | 1 | 17 | 20 | (3) |
| Landscape Restorations (50/50) | 1 | 7 | (6) | 72 | 62 | 10 |
| JULIES | 645 | 563 | 82 | 3,617 | 3,543 | 74 |
| Operations - Forestry | | | | | | |
| Work Orders Completed | 107 | 77 | 30 | 628 | 603 | 25 |
| Tree Removals | 41 | 34 | 7 | 128 | 221 | (93) |
| Tree Stump Grinding | 8 | 51 | (43) | 227 | 254 | (27) |
| Tree Cable Inspections | 0 | 0 | 0 | 0 | 0 | 0 |
| Mowing Cycles | 1 | 0 | 1 | 18 | 10 | 8 |
| Operations - Streets | | | | | | |
| Work Orders Completed | 175 | 118 | 57 | 449 | 382 | 67 |
| Asphalt - Potholes (surface tons) | 17 | 11 | 6 | 33 | 70 | (37) |
| Asphalt - Patching (surface tons) | 0 | 14 | (14) | 137 | 90 | 47 |
| Block Party | 0 | 0 | 0 | 73 | 62 | 11 |
| Parking Meter Collections | 13 | 13 | 0 | 39 | 40 | (1) |
| Parkway Restorations | 2 | 0 | 2 | 23 | 12 | 11 |
| Signs - Fabricated | 190 | 65 | 125 | 520 | 229 | 291 |
| Signs - Installed | 62 | 60 | 2 | 261 | 146 | 115 |
| Signs - Rehabbed | 17 | 16 | 1 | 97 | 133 | (36) |
| Street Sweeping (days) | 25 | 20 | 5 | 138 | 131 | 7 |
| Street Sweeping (early AM) | 11 | 7 | 4 | 64 | 58 | 6 |
| Street Sweeping (extra) | 2 | 2 | 0 | 10 | 9 | 1 |
| Special Events | 3 | 2 | 1 | 34 | 24 | 10 |

January 6, 2012

CONSTRUCTION ACTIVITY / PROJECT REPORT

CONSTRUCTION PROJECT PROGRESS REPORTS

Projects in Design / Bidding Phase

HAWTHORNE IMPROVEMENTS PROJECT - Engineer: ERA

(Anticipated Construction in 2012)

Design work is continuing on all elements of the project, with a current focus on the layout of underground improvements. Intersection geometries have been finalized and roadway profiles are being developed. Sidewalk ramp designs are underway. A meeting was held with District 41 representatives in late December to discuss proposed parking lot changes at Hadley. Additional research into the configuration of the Ellyn Avenue right-of-way is being conducted. Soil boring work was done in December and the geotechnical report will be available in mid-January. IEPA water and sanitary sewer permits are being readied.

LAKE ELLYN OUTFALL CHANNEL REHABILITATION – Engineer: Burns & McDonnell

(Anticipated Construction in Spring of 2012)

A response letter with a second revision to easement documents was completed and distributed to the 725 Riford property owner and Village Attorney in late December. Follow-up with a firm to provide land appraisal services to assist in easement negotiations was performed.

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

(Anticipated Construction in May 2012)

Undergrounding work by WOW began. Various project requirements for land acquisition and assessment of soils have resulted in the rescheduling of the project for the IDOT letting in April.

CRESCENT BOULEVARD SIDEWALK EXTENSION – Engineer: Pavia-Marting

(Anticipated Construction in Summer 2012)

Project plans have been reviewed and comments shared with the engineer.

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

(Construction Date Unknown, no sooner than Fall 2012)

A follow-up to the November 30th public meeting will be sent to area residents in January. Environmental clearances have been received for the project.

NICOLL WAY LAND BRIDGE REPAIRS – Engineer: Walter E. Deuchler

(Anticipated Construction in Spring 2012)

The consultant is reviewing the project plans prior to submittal to staff. Bidding will occur in 2012 for the project to repair curbs and portions of the roadway on Nicoll Way north of Roosevelt Road.

BRAESIDE AREA DRAINAGE IMPROVEMENTS PROJECT – Engineer: Pavia-Marting

(Anticipated Construction in Summer 2012)

The initial draft of the project plans and specifications was completed by the consultant in early December. Comments on the design plans have been discussed with the design engineer. No inputs

on the project environmental impact assessment were received during the comment period. Quarterly reports were reviewed, signed and returned to the IKE-PE team in Springfield.

Construction Projects in Punch List or Closeout Phase

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

(Value of Contract = \$2,400,000 Contract Completion Date of September 2, 2011 – a time extension has been requested)

Some force account items are still being finalized by the engineer and contractor. Final contract costs are anticipated to be about 5% above the original contract price of \$2,240,000 but within the current authorization level for the project.

BRAESIDE LIGHTING PROJECT – Contractor: Utility Dynamics

(Value of Contract = \$522,000 Contract Completion Date of September 30, 2011; work substantially completed in August 2011)

A final and balancing change order for the project has been approved administratively and the final contractor invoice approved for payment (final project cost is \$471,420). Project closeout is expected in early January including all Block Grant paperwork and reimbursement requests. Total grant reimbursements will be 50% of construction costs (\$235,710).

ESSEX COURT / LAKE / OAK / GRAND (ELOG) IMPROVEMENTS – Contractor: Pirtano

(Value of Contract = \$1,785,000 Contract Substantial Completion Dates: Phase I August 27, 2011; Phase II October 27, 2011 with an extension of three additional weeks due to sanitary sewer easement negotiations)

The only principal item of work remaining is the replacement of the Essex Court sanitary sewer, now slated for springtime construction once the necessary easement is obtained. Concrete surfaces received a protective coat treatment in early December. A preliminary punch list was developed and all items addressed by the contractor.

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

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

Close-out activities are continuing. The IDOT audit of construction records was successfully completed.

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 pavement smoothness issue has been resolved and project close-out is expected in 2012. Costs associated with the sanitary sewer service problem at 715 St. Charles are now under review. The IDOT audit of construction records was successfully completed.

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

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

The updated punch list of project landscaping deficiencies has been addressed by the contractor. Project close-out should take place in early 2012.

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. No date for the session has been established yet.

Other Projects under Contract

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

Village staff has received quotes to install the antenna on the Cottage Avenue tank and construct the concrete foundation for the antenna tower at the West Pressure Adjusting Station; work will be performed as soon as possible, weather permitting.

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

The air-burst process was performed last month in the attempt to recover adequate well delivery rates; the process resulted in restoring the useable flow rate to 800 gallons per minute but with pumping equipment placed deeper in the well. The situation is being assessed by staff in consultation with the contractor as part of a proposal to lower the well-pumping equipment by 100 ft.

ENGINEERING PROJECTS

CENTRAL BUSINESS DISTRICT TRAFFIC STUDY – Engineer: KLOA

The consultant completed the draft report and transmitted the document to the Village for comment in late November.

LAKE ELLYN DRAINAGE AREA STUDY – Engineer: RHMG

(Anticipated Completion Date: now revised to February 2012)

A project progress meeting has been scheduled for January 13, 2012.

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

December 7, 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 Contract Completion Date of September 2, 2011 – a time extension has been requested)

All punch list work has been performed by the contractor and is being field-verified by the engineer. Final quantities have been substantially determined, with a few force account items to finalize. Final contract costs are anticipated to be about 5% above the original contract price of \$2,240,000 but within the current authorization level for the project.

BRAESIDE LIGHTING PROJECT – Contractor: Utility Dynamics

(Value of Contract = \$522,000 Contract Completion Date of September 30, 2011; work substantially completed in August 2011)

All parkway restoration work has been completed and accepted. All construction work is complete on the project. A final and balancing change order for the project will be handled administratively; as the final project cost is \$471,420 (original contract cost was \$474,535). Project closeout is expected in December including all Block Grant paperwork.

ESSEX COURT / LAKE / OAK / GRAND (ELOG) IMPROVEMENTS – Contractor: Pirtano

(Value of Contract = \$1,785,000 Contract Substantial Completion Dates: Phase I August 27, 2011; Phase II October 27, 2011 with an extension of three additional weeks due to sanitary sewer easement negotiations)

2011 construction work was substantially finished by Thanksgiving. All water main and storm sewer improvements have been completed. Most of the roadway reconstruction is done – including restorations – except for the final surface course of asphalt in Essex Court. The only principal item of work remaining is the replacement of the Essex Court sanitary sewer, now slated for 2012 construction once the necessary easement is obtained. All rejected excavation material previously stockpiled has been removed from the project area; twelve loads were sent to the Laraway disposal facility, a significant decrease in volume from earlier estimates due to the efforts of the field engineer to minimize off-site removals.

Projects in Design / Bidding Phase

HAWTHORNE IMPROVEMENTS PROJECT - Engineer: ERA

(Anticipated Construction in 2012)

Roadway, utility and drainage design work is continuing along the Hawthorne corridor. Intersection layouts have been reviewed by staff and comments discussed with the consultant. Power pole relocations have been finalized. Soil borings will be taken in December. The engineer has completed an initial review of the Ellyn Avenue corridor for possible sidewalk installation on the west side to improve the functionality of potential new sidewalk on the south side of Hawthorne east of Park; the concept plan will be reviewed with the Capital Improvements Commission in December.

Drainage improvements, including installation of a BMP at the east end of the Hawthorne corridor, are being developed by the engineer.

LAKE ELLYN OUTFALL CHANNEL REHABILITATION – Engineer: Burns & McDonnell
(Anticipated Construction in Spring of 2012)

A response letter with a second revision to easement documents is being prepared for distribution to the 725 Riford property owner and Village Attorney.

RIGHT TURN LANE ON LAMBERT AT ROOSEVELT – Engineer: Hampton Lenzini Renwick
(Anticipated Construction in May 2012)

Undergrounding of overhead cable TV wires along Lambert Road near Roosevelt by Comcast is nearly complete. Work by WOW is pending; a utility construction permit is currently under review. Various project requirements for land acquisition and assessment of soils have resulted in the rescheduling of the project for the IDOT letting in April.

CRESCENT BOULEVARD SIDEWALK EXTENSION – Engineer: Pavia-Marting
(Anticipated Construction in Summer 2012)

Project plans are substantially complete but still require final review and modification prior to bidding.

HILL AVENUE WATER MAIN EXTENSION – Engineer: Walter E. Deuchler
(Construction Date Unknown, no sooner than Fall 2012)

A public hearing was conducted on November 30, 2011 to accept comments on the anticipated environmental impacts associated with water and sanitary sewer utility construction in the project area. At the same meeting, corridor residents in attendance were advised of current project status and issues. It appeared that a substantial majority of residents at the meeting do not favor moving ahead with the project at this time; a more formal polling of the area residents will take place this month as a follow-up to the November 30th meeting.

NICOLL WAY LAND BRIDGE REPAIRS – Engineer: Walter E. Deuchler
(Anticipated Construction in Spring 2012)

The consultant is reviewing the project plans prior to submittal to staff. Bidding will occur in 2012 for the project to repair curbs and portions of the roadway on Nicoll Way north of Roosevelt Road.

BRAESIDE AREA DRAINAGE IMPROVEMENTS PROJECT – Engineer: Pavia-Marting
(Anticipated Construction in Summer 2012)

The initial draft of the project plans and specifications will be completed by the consultant in early December for staff review. The project environmental impact assessment is currently available for public review, with comments to be received through mid-December.

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)

Close-out activities are continuing.

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 pavement smoothness issue has been resolved and project close-out is expected in 2011. Costs associated with the sanitary sewer service problem at 715 St. Charles are now under review.

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

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

The updated punch list of project landscaping deficiencies has been addressed by the contractor. Project close-out should take place in early 2012.

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. No date for the session has been established.

Other Projects under Contract

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

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

Village staff continues to assess the feasibility and issues associated with antenna installation at the Cottage Avenue tank site.

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

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

The contractor has been on-site to perform acidizing and phosphate treatments to improve well delivery rates, with limited success so far. An air-burst process will now be attempted this month in lieu of a second acidizing treatment, with all contractor charges to be within the current value of the change order.

ENGINEERING PROJECTS

CENTRAL BUSINESS DISTRICT TRAFFIC STUDY – Engineer: KLOA

A meeting with the entire Village team occurred on November 9, 2011. The consultant completed the draft report and transmitted the document to the Village for comment in late November.

LAKE ELLYN DRAINAGE AREA STUDY – Engineer: RHMG

(Anticipated Completion Date: now revised to February 2012)

Flow tests and monitoring of Lake Ellyn is finished. Model development work is continuing and is expected to be completed in December. A project progress meeting will be scheduled for early January 2012.

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

November 5, 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 Contract Completion Date of September 2, 2011 – a time extension has been requested)

All original project work is now complete. A punch list has been developed and distributed to the contractor. Final contract costs are anticipated to be about 5% above the original contract price of \$2,240,000 but within the current authorization level for the project.

BRAESIDE LIGHTING PROJECT – Contractor: Utility Dynamics

(Value of Contract = \$522,000 Contract Completion Date of September 30, 2011; work substantially completed in August 2011)

All parkway restoration work has been completed and project construction is effectively done. Final project costs are anticipated to be slightly below the original contract price of \$475,000.

ESSEX COURT / LAKE / OAK / GRAND (ELOG) IMPROVEMENTS – Contractor: Pirtano

(Value of Contract = \$1,785,000 Contract Substantial Completion Dates: Phase I August 27, 2011; Phase II October 27, 2011 with an extension of three additional weeks due to sanitary sewer easement negotiations)

All project storm sewer work was substantially completed in October and the system is functional; the Essex Court area drainage capabilities are now about 500% improved. All junction chamber work has been completed. Site restorations have been initiated. Roadway construction work in Essex Court is now underway. Easement negotiations have been positive and are nearly concluded, but the timing for sanitary sewer main work that serves the Essex Court area is still to be determined.

Projects in Design / Bidding Phase

HAWTHORNE IMPROVEMENTS PROJECT - Engineer: ERA

(Anticipated Construction in 2012)

Roadway, utility and drainage design work is continuing along the Hawthorne corridor. The engineer has also performed additional field work along Ellyn Avenue associated with possible sidewalk extensions.

LAKE ELLYN OUTFALL CHANNEL REHABILITATION – Engineer: Burns & McDonnell

(Anticipated Construction in Spring of 2012)

Comments have been received from the 725 Riford property owner regarding easement language.

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

(Anticipated Construction in May 2012)

Undergrounding of electrical overhead utility wires along Lambert Road near Roosevelt is substantially complete. Work by Comcast on cable undergrounding is expected to occur this month.

Various project requirements for land acquisition and assessment of soils have resulted in the rescheduling of the project for the IDOT letting in April.

CRESCENT BOULEVARD SIDEWALK EXTENSION – Engineer: Pavia-Marting

(Anticipated Construction in Summer 2012)

Project plans are substantially complete but still require final review and modification prior to bidding.

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

(Construction Date Unknown, no sooner than Fall 2012)

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 WAY LAND BRIDGE REPAIRS – Engineer: Walter E. Deuchler

(Anticipated Construction in Spring 2012)

The consultant is reviewing the project plans prior to submittal to staff. Bidding will occur in 2012 for the project to repair curbs and portions of the roadway on Nicoll Way north of Roosevelt Road.

BRAESIDE AREA DRAINAGE IMPROVEMENTS PROJECT – Engineer: Pavia-Marting

(Anticipated Construction in Summer 2012)

Project field work has been completed. Base plans have been developed. A progress meeting with the engineer is scheduled for the week of November 7.

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)

Close-out activities are continuing.

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 pavement smoothness issue has been resolved and project close-out is expected in 2011. Sanitary sewer service work was performed at 715 St. Charles.

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

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

Original punch list items – especially related to landscaping – have been completed; an updated punch list was transmitted to the contractor to rectify other deficiencies that developed in 2011.

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. No date for the session has been established.

Other Projects under Contract

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

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

Awaiting approval of antenna construction on the Cottage Avenue elevated storage tank.

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

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

A change order for continued work on the well to restore flow capacities was approved by the Village Board on October 10, 2011. The contractor is now performing remediation measures including well acidizing.

SUNSET PARK STORM SEWER REPAIR – Contractor: Muehlfelt Enterprises

(Value of Contract: \$4,800)

All work is now complete. The contractor installed the flap gate. Concrete and asphalt restorations at the sport repair location are done.

ENGINEERING PROJECTS

CENTRAL BUSINESS DISTRICT TRAFFIC STUDY – Engineer: KLOA

The consultant met with the technical team on November 3; a meeting with the entire Village team is slated for November 9, 2011.

LAKE ELLYN DRAINAGE AREA STUDY – Engineer: RHMG

(Anticipated Completion Date: December 2011)

Flow monitoring of Lake Ellyn will be wrapped up in early November. The initial outlet flow test was not successful and will be repeated on November 9 with a modified testing regimen designed to provide increased outflow. Model development work is continuing.

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

VILLAGE OF GLEN ELLYN RECREATION DEPARTMENT

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



MANAGER'S REPORT FOR January 2012

Prepared by Matt Pekarek

Matt Pekarek

In January, customer counts are at the lowest point of the year. Our attention is on the approaching outdoor season, as we schedule lessons, leagues and tournaments. We also prepare marketing information for brochures, newsletters and the website.

The 9-hole course is open on temporary tees and greens. The driving range is open on artificial turf mats. The Pro Shop is open everyday. The Village Links Grill is open for lunch and for private parties.

| Rounds History By Course | | | | | | |
|--------------------------|----------|---------|---------|---------|-------|---------|
| Year | 18-Holes | | 9-Holes | | Total | |
| | Jan | Jan YTD | Jan | Jan YTD | Jan | Jan YTD |
| 1998 | 0 | 0 | 104 | 104 | 104 | 104 |
| 1999 | 0 | 0 | 50 | 50 | 50 | 50 |
| 2000 | 0 | 0 | 299 | 299 | 299 | 299 |
| 2001 | 0 | 0 | 1 | 1 | 1 | 1 |
| 2002 | 0 | 0 | 695 | 695 | 695 | 695 |
| 2003 | 0 | 0 | 72 | 72 | 72 | 72 |
| 2004 | 0 | 0 | 153 | 153 | 153 | 153 |
| 2005 | 0 | 0 | 15 | 15 | 15 | 15 |
| 2006 | 0 | 0 | 326 | 326 | 326 | 326 |
| 2007 | 0 | 0 | 210 | 210 | 210 | 210 |
| 2008 | 0 | 0 | 104 | 104 | 104 | 104 |
| 2009 | 0 | 0 | 7 | 7 | 7 | 7 |
| 2010 | 0 | 0 | 3 | 3 | 3 | 3 |
| 2011 | 0 | 0 | 12 | 12 | 12 | 12 |
| 2012 | - | - | 405 | 405 | 405 | 405 |

Weather

January 2012 was marked by several days of unseasonably warm weather, with a high of 55°. The warm weather made it easier for winter golfers to get outside, but in many respects the weather was not entirely

unusual. January had 16 days with a high temperature of 40° or above, compared to 19 days in 2006 and 17 days in 2003. January had 12-inches of snow, but that was still more snow than we received in five of the last ten years. The month's low temperature of 2° was hardly noticed. The mean high temperature of 35° was 12° warmer than average.

| High Temperatures In January | | | | | | | | | | |
|------------------------------|------|------|------|-------|------|------|------|------|------|------|
| | 2012 | 2011 | 2010 | 2009 | 2008 | 2007 | 2006 | 2005 | 2004 | 2003 |
| 70° days | | | | | | | | | | |
| 60° days | | | | | 2 | | | 1 | 1 | |
| 50° days | 5 | 1 | | | 1 | 2 | 3 | 2 | | 1 |
| 40° days | 11 | | 2 | | 5 | 8 | 16 | 2 | 2 | 16 |
| 30° days | 7 | 9 | 9 | 8 | 8 | 10 | 11 | 12 | 8 | 9 |
| 20° days | 6 | 18 | 14 | 13 | 8 | 11 | 1 | 10 | 14 | 5 |
| 10° days | 2 | 2 | 6 | 8 | 4 | | | 4 | 3 | |
| 0° days | | 1 | | 2 | 3 | | | | | 3 |
| Rain | 0.8" | 0.2" | 0.6" | | 0.1" | 1.1" | 2.6" | 2.9" | 0.1" | 1.9" |
| Snow | 12" | 6" | 12" | 22.3" | 11" | 3" | 6" | 28" | 15" | 2" |

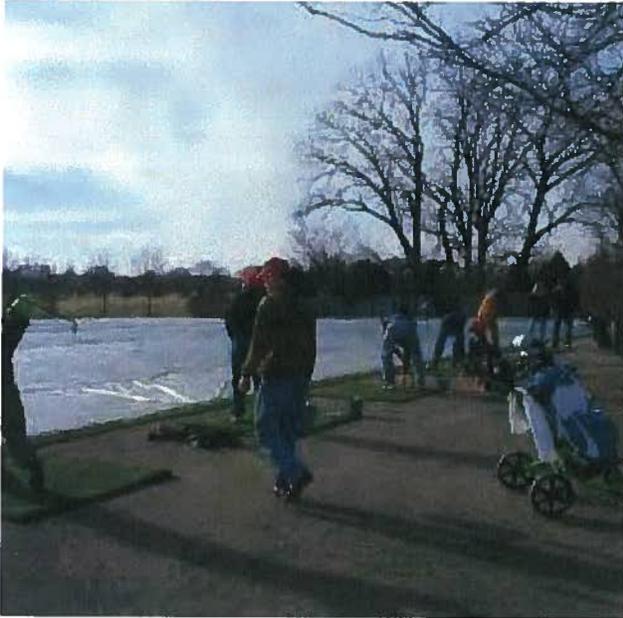
Cold weather is not bad for a golf course because it kills bugs and eliminates weak grass plants. Without a stretch of near-zero winter temperatures, we should expect a summer with more insect damage - and higher treatment costs to control that damage. We should also expect more of the weed grass *Poa Annua* to survive in tees, greens and fairways. Golf courses will try to nurse the weakened grass with reduced mowing and increased watering, but *Poa Annua* does not tolerate heat and humidity. Summer weather will kill it, leaving dead spots in key play areas.

The warm weather had a minor impact on revenue, generating a few thousand dollars that we would not normally see. We could spend ten times as much dealing with an abundance of insects and *Poa Annua*.

GOLF

Several warm days brought out more winter golfers than we have seen in the last decade. It seemed like it was nice every day, when in fact, on only seven days did we have ten or more golfers.

The nicest day was Friday January 6. 55° temperatures attracted 97 golfers, equal to three busy hours in mid-season.



Golfers lined up to hit off mats at the driving range.



The parking lot was half full on a Friday in January.



ABC Channel 7 News spent the day at the Links, with live reports at 4:00 pm and 6:00 pm.

Preparations for the 2012 season are under way. We are updating the website, newsletters and other promotional materials for the new season.

The 2012 golf events and lesson programs have been scheduled. The Village Links has the most heavily programmed golf competition and lesson offering in Illinois.

Summary of 2012 Scheduled Programs

| | # Dates | Student Hours of Instruction | Potential Rounds of Golf |
|------------------------|------------|------------------------------|--------------------------|
| Golf Tournaments | 67 | | 2,680 |
| In-House League Events | 83 | | 3,976 |
| Outside League Events | 220 | | 6,828 |
| Group Lessons | 168 | 1,944 | |
| One Day Camps/Schools | 99 | 4,752 | |
| Total | 637 | 6,696 | 13,484 |

The 2012 Junior Golf Lesson program will offer 15 four-lesson Classes and 65 One Day Golf Camps.

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

The One Day Golf Camps are geared to juniors who can play the course. These camps include three hours of clinic instruction at the driving range and practice

greens, followed by lunch and an instructional nine holes of golf. This program offers schedule flexibility, allows for more personalized instruction, and gets the juniors on the course. The cost is \$50. Capacity is 520 students.

The Adult Group Lesson Program consists of 36 evening classes. Each class consists of three one-hour lessons, and including practice time on the driving range and practice greens. The cost is \$50. Limit 5 students per class. Capacity is 288 students.

One Day Adult Golf Schools mirror the All Day Junior Golf Camps. Each of the 34 schools include three hours of clinic instruction at the driving range and practice greens, followed by lunch on their own, and an instructional nine holes of golf with on-course coaching. This program is held in the Spring and Fall months. The cost is \$50. Capacity is 272 students.

303 league dates are scheduled for 2012. Five **in-house leagues** are scheduled for 83 separate days of competition, each requiring their own pairings, scoring and posting of results. Eleven **outside leagues** play 220 dates.

2012 League Program

| House Leagues | | | | | |
|--|-----------|-----------------------|------------|-----------|------------------|
| <i>Open to the Public - Conducted by Village Links</i> | | | | | |
| Course | Day | League | # Dates | # Players | Potential Rounds |
| 18 | Monday | Monday Men | 17 | 16 | 272 |
| 9 | Monday | Golf After School | 7 | 16 | 112 |
| 18 | Tuesday | Tuesday Team Play | 17 | 32 | 544 |
| 9 | Wednesday | Wednesday Over 60 | 24 | 100 | 2,400 |
| 18 | Wednesday | Wednesday Wagglers | 18 | 36 | 648 |
| Total - House Leagues | | | 83 | | 3,976 |
| Outside Leagues | | | | | |
| <i>Not Open to the Public - Conducted by the league itself</i> | | | | | |
| Course | Day | League | # Dates | # Players | Potential Rounds |
| 9 | Monday | Beil Labs | 19 | 24 | 456 |
| 18 | Monday | Navistar | 21 | 40 | 840 |
| 18 | Tuesday | Swingin' Set 18 | 22 | 40 | 880 |
| 9 | Tuesday | Swingin' Set 9 | 22 | 60 | 1,320 |
| 9 | Tuesday | Lucent | 21 | 32 | 672 |
| 9 | Wednesday | Knights of Columbus | 24 | 20 | 480 |
| 9 | Wednesday | Ladies of the Evening | 14 | 24 | 336 |
| 18 | Thursday | Ladies of the Links | 20 | 12 | 240 |
| 9 | Thursday | Freeloaders League | 17 | 16 | 272 |
| 18 | Thursday | Valley View | 19 | 48 | 912 |
| 9 | Thursday | Thursday Night Men | 21 | 20 | 420 |
| Total - Outside Leagues | | | 220 | | 6,828 |
| Total - All Leagues | | | 303 | | 10,804 |

GROUNDS

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

1. **Snow was plowed and shoveled** 3 days during the month.
2. **Holiday decorations** were removed from the main entrance, circle drive and clubhouse exterior.
3. Thirty-two wood **tee benches** were refurbished, stained and painted.
4. Thirty-eight **golf ball washers** were repainted.
5. Litter was picked from **parkways** three times.
6. Golf balls were hand picked from the **driving range**.

MECHANICAL MAINTENANCE

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

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

Maintaining the reels in sharp condition keeps the bentgrass on our greens, tees and fairways in healthy condition and produces superior playing conditions. We sharpen the reels with a spin grinder to maintain the reel in a perfect cylinder. While sharpening the reel, we grind off as little steel as possible to extend the useful life of the reel. We also insure that the blades and stationary bed knife are ground at the proper angle to create the best cutting action. Without a superior reel maintenance program, we would not have had excellent turf conditions during the harsh summer of 2011.

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

The following mechanical maintenance tasks were accomplished in January:

1. The greens vibratory triplex rollers were rebuilt.
2. Seventy mowing reels were sharpened on various mowers, including **two Toro 3100® Triplex greens mowers, five Toro Flex 21® walking greens mowers, five Toro 1000® walking greens mowers, four 5-gang fairway mowers and two Toro® 84" trim mowers.**
3. Eighteen pieces of equipment were serviced including **six Cushman® turf trucksters.**
4. The clubhouse restaurant sewer line was cleaned.



Seasonal crew member Juan Garcia servicing a Toro® walking greens mower last winter.



Five Toro® walking greens mowers fully serviced and ready for the 2012 season.

PRO SHOP

Retail merchandise sales were up 48%.

FOOD SERVICE

The **Village Links Grill** was open for lunch and private parties. Sales were up 7%.

PARKS

Snow was removed from sidewalks at Panfish Park and along Lambert Road three times.

MISCELLANEOUS

A draft budget for FY 2012-13 was developed.

The 2012 preseason newsletter was prepared. It will be mailed to 4500 residences on our customer mailing list.

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

ITEMS BEFORE THE VILLAGE BOARD

Last Month

January 9, 2012 - Village Board Meeting - Approval of Contracts to design Village Links Facility Improvements:

Golf Course Architect - Gill Designs, Inc.

River Falls, WI

Building Architect - PPK Architects, Glen Ellyn, IL

Engineer - V3 Companies, Woodridge, IL

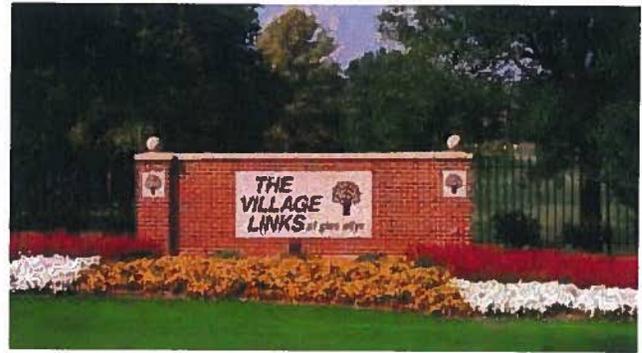
Upcoming

none

UPCOMING PROJECTS

1. Planning is underway for a Village Links booth at the Chicago Golf Show, February 24-26 at the Rosemont Convention Center.

PERSONNEL



Horticulturist Mike Moriarity is retiring effective February 15, 2012. Mike joined the Village Links staff in 1988 and was hired as our first full-time Horticulturist in 1990. Over 23+ years, Mike established the extensive planting program that became an important part of our over-all look and feel. He designed and built all of the large planting beds at the Village Links. He planted, watered, fertilized, weeded, and pruned flowers, trees and shrubs throughout out the property. He gave us daffodils in early spring, flowering patio baskets in the summer, mums in the fall, and holiday pointsettias over the winter. The Village Links is a beautiful property today and will be a beautiful property in the future because of Mike's efforts.





Mike will be missed.

Golf Course Superintendent Chris Pekarek and Assistant Golf Course Superintendent Mike Ludwig attended the Midwest Association of Golf Course Superintendents January meeting and the Mid-Am Horticulture Seminar and Trade Show.

THE MONTH AHEAD

1. We are open for Winter Golf 9:00 AM - 5:00 PM on the 9 hole course and driving range every day. The Pro Shop is also open daily. The Village Links Grill is open for lunch.
2. Customers begin signing up for 2012 Resident Cards and for the 2012 Permanent Time Drawing.
3. Registration for the 2012 Junior Golf Lesson Program begins Saturday February 4.
4. Fish Frys held every Friday evening beginning February 24.

VILLAGE OF GLEN ELLYN RECREATION DEPARTMENT

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

MANAGER'S REPORT FOR November and December 2011

Prepared by Matt Pekarek

Matt Pekarek



November 2011 was good for golf. Regardless of how good or bad the weather is in November, the short days and onset of winter results in a month that has limited impact on annual revenue. The golf courses closed for the season on Sunday December 4.

| High Temperatures in November | | | | | | | | | | |
|-------------------------------|------|------|------|------|------|------|------|------|------|------|
| | 2011 | 2010 | 2009 | 2008 | 2007 | 2006 | 2005 | 2004 | 2003 | 2002 |
| 70° days | 1 | 1 | 2 | 3 | | | 1 | | | |
| 60° days | 5 | 5 | 3 | 2 | 2 | 7 | 11 | 4 | 6 | 6 |
| 50° days | 11 | 10 | 14 | 3 | 11 | 6 | 4 | 12 | 8 | 4 |
| 40° days | 11 | 9 | 11 | 10 | 8 | 15 | 8 | 12 | 10 | 15 |
| 30° days | 2 | 5 | | 11 | 9 | 2 | 3 | 2 | 6 | 5 |
| 20° days | | | | 1 | | | 3 | | | |
| 10° days | | | | | | | | | | |
| 0° days | | | | | | | | | | |
| Rain | 3.4" | 2.5" | 1.5" | 1.0" | 1.3" | 3.3" | 2.1" | 3.0" | 5.4" | 1.0" |
| Snow | | | | | | | | 5.8" | | 3.5" |

| High Temperatures in December | | | | | | | | | | |
|-------------------------------|------|------|------|------|------|------|------|------|------|------|
| | 2011 | 2010 | 2009 | 2008 | 2007 | 2006 | 2005 | 2004 | 2003 | 2002 |
| 70° days | | | | | | | | | | |
| 60° days | | | | | | | | | | |
| 50° days | 3 | 1 | 1 | 2 | 2 | 9 | | 4 | 1 | 2 |
| 40° days | 14 | 1 | 2 | 4 | 3 | 10 | 2 | 9 | 16 | 10 |
| 30° days | 13 | 12 | 18 | 13 | 18 | 8 | 13 | 9 | 9 | 15 |
| 20° days | 1 | 15 | 9 | 8 | 8 | 2 | 11 | 4 | 5 | 4 |
| 10° days | | 2 | 1 | 3 | | 2 | 5 | 5 | | |
| 0° days | | | | 1 | | | | | | |
| Rain | 2.0" | 1.1" | 1.5" | 1.9" | 3.5" | 3.2" | 0.7" | 1.1" | 1.9" | 1.5" |
| Snow | 2" | 16" | 28" | 16" | 18" | 6" | 17" | 3" | 2" | 6" |

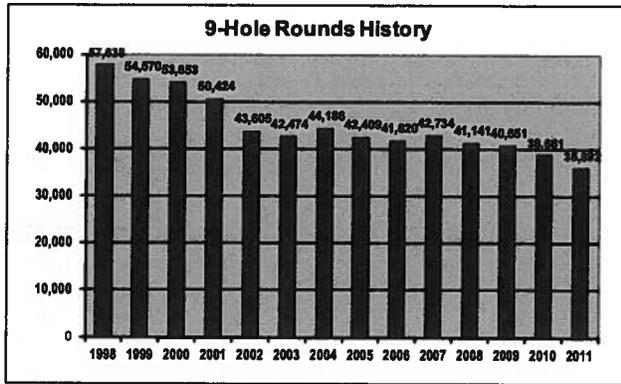
Winter golf began December 5. The 9-hole course remains open all winter on temporary tees and greens. The driving range is open on artificial turf tees. The Pro Shop is open seven days, 9:00 AM to 5:00 PM. The Village Links Grill is open for lunch every day.

Golf Rounds Activity November

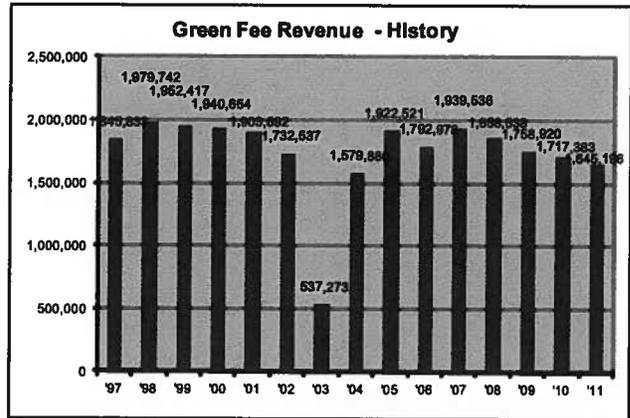
| Rounds History By Course | | | | | | |
|--------------------------|----------|---------|---------|---------|-------|---------|
| Year | 18-Holes | | 9-Holes | | Total | |
| | Nov | Nov YTD | Nov | Nov YTD | Nov | Nov YTD |
| 1998 | 568 | 45,534 | 2,113 | 56,528 | 2,681 | 102,062 |
| 1999 | 1,042 | 44,691 | 2,843 | 54,102 | 3,885 | 98,793 |
| 2000 | 652 | 43,897 | 1,139 | 53,809 | 1,791 | 97,706 |
| 2001 | 885 | 39,437 | 2,651 | 49,846 | 3,536 | 89,283 |
| 2002 | 695 | 37,002 | 794 | 43,482 | 1,489 | 80,484 |
| 2003 | 0 | 0 | 1,185 | 42,067 | 1,185 | 42,067 |
| 2004 | 827 | 27,818 | 1,206 | 43,846 | 2,033 | 71,664 |
| 2005 | 1,185 | 36,404 | 1,392 | 42,385 | 2,577 | 78,789 |
| 2006 | 669 | 33,395 | 1,679 | 41,325 | 2,348 | 74,720 |
| 2007 | 812 | 36,727 | 884 | 42,693 | 1,696 | 79,420 |
| 2008 | 680 | 34,059 | 1,010 | 41,119 | 1,690 | 75,178 |
| 2009 | 579 | 31,218 | 1,861 | 40,540 | 2,440 | 71,758 |
| 2010 | 1,207 | 34,038 | 1,283 | 38,646 | 2,490 | 72,684 |
| 2011 | 1,139 | 32,895 | 1,358 | 35,600 | 2,497 | 68,495 |

December

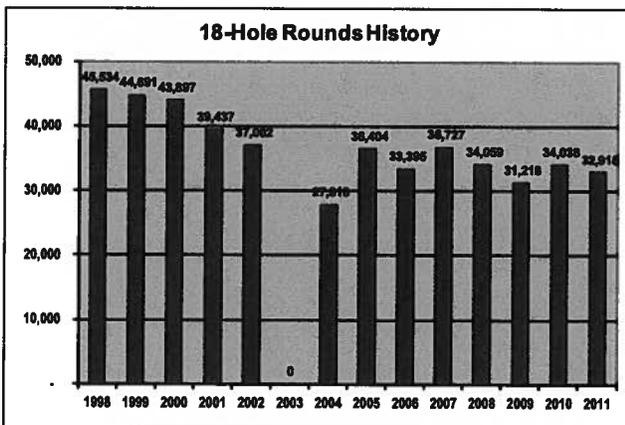
| Rounds History By Course | | | | | | |
|--------------------------|----------|---------|---------|---------|-------|---------|
| Year | 18-Holes | | 9-Holes | | Total | |
| | Dec | Dec YTD | Dec | Dec YTD | Dec | Dec YTD |
| 1998 | 0 | 45,534 | 1,110 | 57,638 | 1,110 | 103,172 |
| 1999 | 0 | 44,691 | 468 | 54,570 | 468 | 99,261 |
| 2000 | 0 | 43,897 | 44 | 53,853 | 44 | 97,750 |
| 2001 | 0 | 39,437 | 578 | 50,424 | 578 | 89,861 |
| 2002 | 0 | 37,002 | 123 | 43,605 | 123 | 80,607 |
| 2003 | 0 | 0 | 407 | 42,474 | 407 | 42,474 |
| 2004 | 0 | 27,818 | 340 | 44,186 | 340 | 72,004 |
| 2005 | 0 | 36,404 | 24 | 42,409 | 24 | 78,813 |
| 2006 | 0 | 33,395 | 295 | 41,620 | 295 | 75,015 |
| 2007 | 0 | 36,727 | 41 | 42,734 | 41 | 79,461 |
| 2008 | 0 | 34,059 | 22 | 41,141 | 22 | 75,200 |
| 2009 | 0 | 31,218 | 111 | 40,651 | 111 | 71,869 |
| 2010 | 0 | 34,038 | 15 | 38,661 | 15 | 72,699 |
| 2011 | 23 | 32,918 | 292 | 35,892 | 315 | 68,810 |



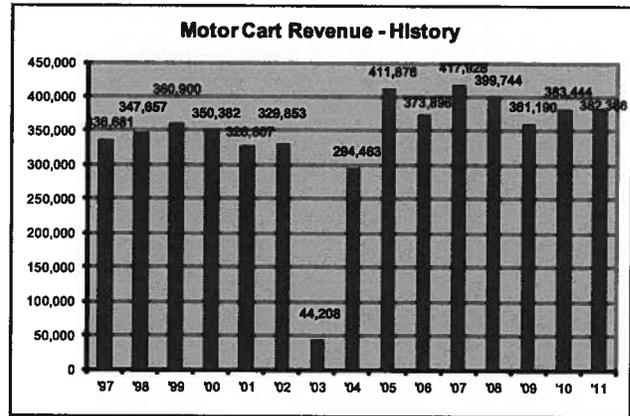
9-hole rounds have dipped noticeably the last two seasons. 2011 9-hole course rounds were down 7% from 2010.



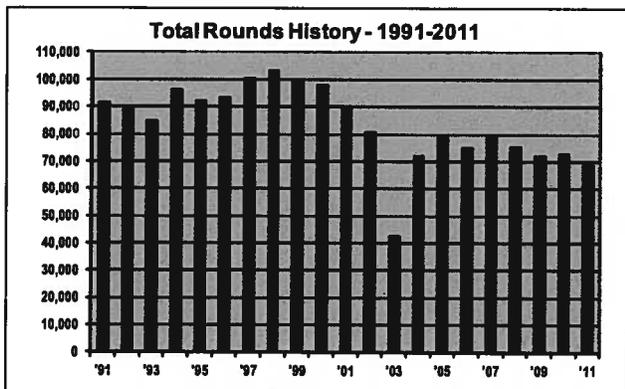
Green fee income for 2011 was \$1,645,196, down 4% from last year.



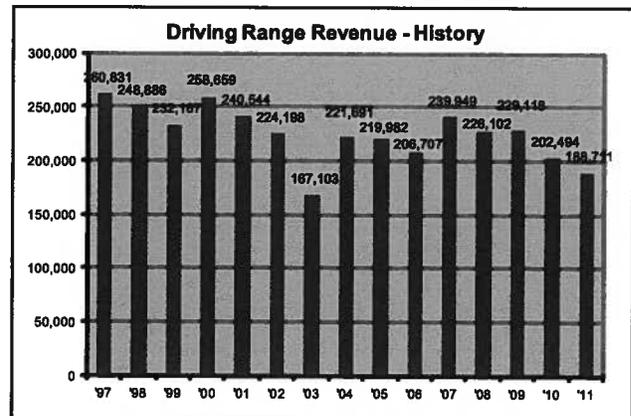
Increased outing play helped play on the 18-hole course, which was down 3% from 2010.



Motorized cart rentals were even with 2010.



Rounds played were down 5% from last year. (note: The 18-hole course was closed for renovation all of 2003 and through June 23, 2004.)



Driving range sales were down 7% in 2011, a reflection of the poor spring weather.

GOLF

Golf rounds were even in November. Rounds played in December were minimal. We ended 2011 with 68,843 rounds played, the fewest number of rounds in a full year since the expansion to 27-holes in 1975.

HOLIDAY OPEN HOUSE

We held our twenty-first annual Holiday Open House on Sunday December 4. 520 guests attended the five hour event, which featured door prizes, goodie bags for the youngsters and plenty of holiday treats for everyone.



Greeting our Guests



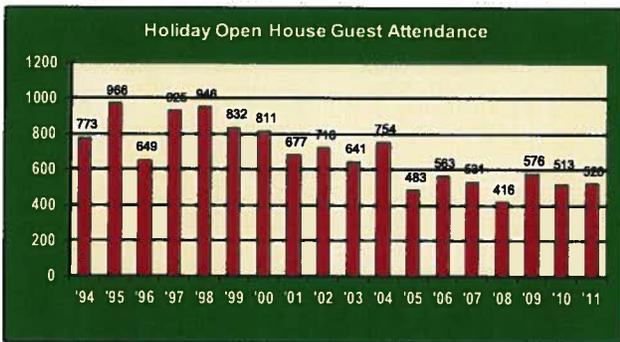
Every table is filled at the Holiday Open House.



Lines are always long for the holiday refreshments put out by Mike Atkins and his crew.



Everyone wants photo of Santa (golf course starter Bill Scheidhauer) in his golf cart.



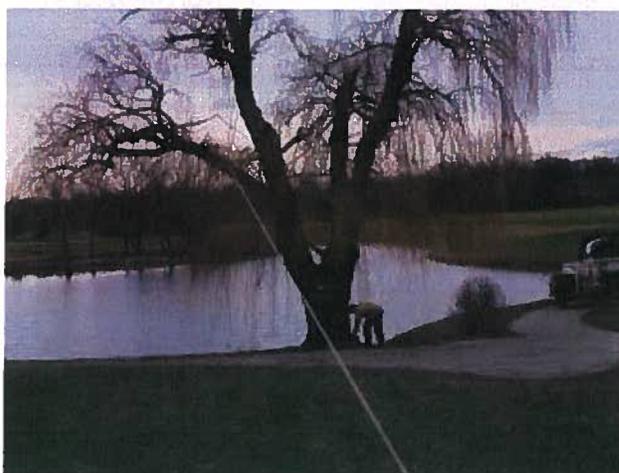
Save the date - it's the first Sunday in December!

| Practice Tee: | Number of times task was completed | | | | | | | | | | | |
|---------------|------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|--|
| | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | | |
| Mowed | | 4 | 11 | 11 | 16 | 12 | 9 | 8 | 2 | | | |
| Divots Seeded | | 5 | 18 | 19 | 12 | 22 | 17 | 15 | 3 | | | |
| Aerated | | | | | | 1 | | | | | | |
| Fertilized | | | 2 | 2 | | | | | | | | |
| Herbicide | | | | | | | | | | | | |
| Insecticide | | | | | | | | | | | | |

Tasks Accomplished

- Parkways** were mowed twice. **Litter** was cleaned up from parkways in advance of each mowing.
- Wear areas in the rough** were fertilized.
- Anti-freeze was added to the **ball washer cleaning solution** to prevent freezing.
- Ball washers, stakes and ropes, litter caddies and benches** were stored for the winter.
- Turf was trimmed around **200 irrigation valve boxes and quick coupler valves**.
- Tee surfaces** were fertilized.
- Tees and greens** were sprayed with an anti-desiccant and a fungicide to protect against winter disease and winter burn. Winter injury can occur from Pink Snow Mold (*Typhula incarnata* and *Typhula ishikariensis*), Pink Snow Mold (*Microdochium nivale*) and Winter Desiccation.
- The **driving range tee** was covered with protective fabric turf covers to protect the turf from winter weather and prolong year-end turf recovery.
- Patio umbrellas** were cleaned and stored for the winter.
- All **hoses and roller base sprinklers** were drained and stored for the winter.
- The **rest rooms at hole #16** were drained and winterized.
- Portable rest rooms** were removed from the 9-hole course
- Off-season **winter parking signs** were installed around the circle drive to allow closer customer parking.
- The 9-hole course was set up for **winter golf**, which includes mowing temporary greens in the fairways and placing markers in the roughs in front of the regular tees. Benches and ball washers were removed for refurbishing.
- Exterior **Christmas decorations** were installed at the clubhouse and entrance drive. Pointsettias were purchased for the clubhouse.
- Staff assisted the Glen Ellyn Rotary with their citrus drive.

- Winchell Way, the circle drive and the clubhouse side walks were salted twice.
- Sixty trash litter caddies were repaired and painted.
- The **practice greens** were heavily top dressed for the winter.



December is a great time of year for our small winter crew to do tree work. Turf maintenance is finished and we can work without conflicting with golfers. This declining weeping willow tree just to the left of #9 green on the 9-hole course was removed. We have to do this work when there are no golfers on the course.



Staff cut up and chipped the downed willow tree.

Horticulture

- Shrubs along Lambert Road** were trimmed.
- Winter pruning of Oak Trees** was completed.
- Trees along the #18 left fence line and the #4 9 hole fence line** were trimmed at the request of our neighbors.
- Dying Weeping Willow trees** were removed from the following locations: Right of #1 green, 2 trees to the right of #5 fairway, behind #17 green, left of #9 green - 9 hole.

5. A fallen willow tree was removed from the left pond on the #5 golf hole.
6. Annual flower beds were stripped.
7. Fall bulbs were planted.



The trunk being cut up by Assistant Golf Course Superintendent Mike Ludwig was nearly 5 feet in diameter.



This declining willow behind #17 green was removed because of its location near a heavily trafficked cart path.



All of the removed trees had major structural damage. Weeping willow is a short-lived species that seldom lasts more than 35-40 years.



Mike Ludwig, and seasonal staff members Javier Garcia and Juan Garcia cut down willows right of #5 fairway on the 18 hole golf course.

Irrigation System

The irrigation system was drained and blown out for the winter. We locate and trim the grass around every **irrigation head and valve**. We **pump compressed air into the system** and open every valve and irrigation head to remove all water so that the shallow pipes do not freeze and shatter. Finally, we winterized the **two irrigation pumping stations**.

MECHANICAL MAINTENANCE

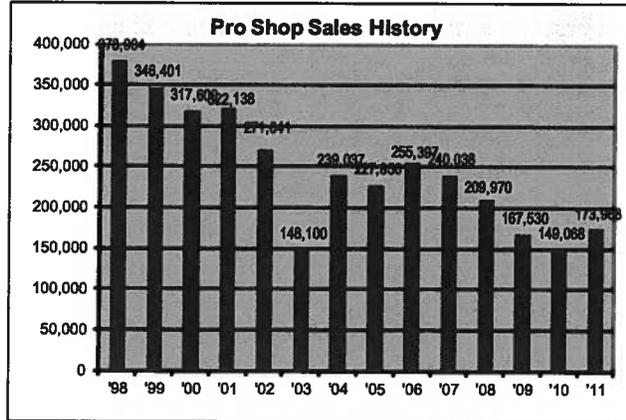
1. All 87 **golf carts** were cleaned and serviced for the winter.
2. The **greens spray rig** was drained and winterized for the season.
2. The **clubhouse turf runabout** was serviced.
3. The **driving range tractor** was serviced.
4. A replacement **snow blower** was purchased and assembled.
5. The **Chevy Suburban®** was serviced.
6. Both **Progressive® rough mowers** were serviced.
7. The **snow plow and salt spreader** was mounted on the **Dodge® dump truck**.
8. The **maintenance storage building** was drained for the winter.

PARKS

Litter was picked up at all of the Parks. Wood chips were added to the paths at Lambert Lake.

PRO SHOP

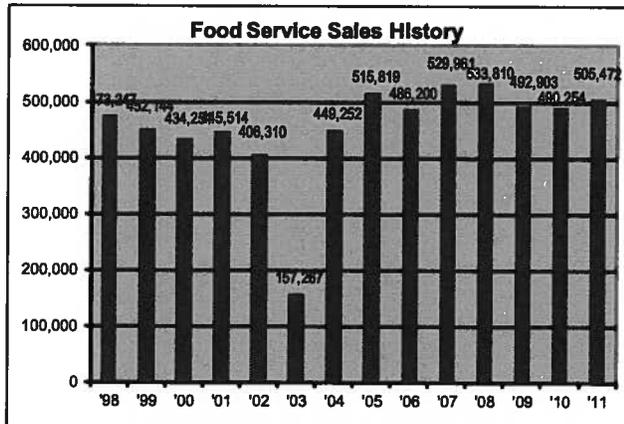
Pro Shop sales were up 72% in November and were up 43% in December. Pros Shop sales finished 2011 up 17%.



Pros Shop sales finished 2011 up 17%.

FOOD SERVICE

Food sales were up 9% in November and were down 6% in December. Food Sales were up 3% for 2011.



Food Sales were up 3% in 2011

ROTARY CITRUS SALE

The Village Links clubhouse served as the pick up point for the Glen Ellyn Rotary Club's Annual Citrus Sale on December 9-10. This is the third year that the golf course has helped the Rotary Club with this project. The citrus is stored in the Village Links maintenance building on pallets. The grounds staff ferries the citrus by end loader throughout the day as needed to avoid damage from freezing temperatures. We also helped spread the word to the public, with notices on golf course bulletin boards and a mention in our e-News.

BOND PAYMENT - 45% COMPLETE!

9 Years Paid, 11 Years Still To Go.

With the latest Principal and Interest payments of \$281,059, we have paid off 45% of the twenty year golf course bond issue.

In 2002, we sold \$4,500,000 in general obligation bonds to finance the golf course renovation. Interest rates began at 2.95% and increased to 4.45% over the 20-year life of the issue.

In November 2010 we conducted a bond refunding, to take advantage of lower interest rates. New bonds were sold at an interest rate beginning at 2% in 2010 and increasing as high as 3.9% in 2023. The new schedule calls for \$340,000 annual principal and interest payments. The final payment is due January 1, 2023.

| | |
|--------------------------------|-----------|
| Prior Payments | 2,772,839 |
| Latest Payment - December 2011 | 281,059 |
| Total Payment to date | 3,053,898 |
| Unpaid Principal & Interest | 3,520,392 |

ITEMS BEFORE THE VILLAGE BOARD

Last Month

November 21, 2011 - Village Board Meeting - 2012 Recreation Department User Fee Schedule.

Up Coming

none

UPCOMING PROJECTS

Establish goals for 2011, for inclusion into 2012-13 fiscal year budget. (September-December)

Update newsletters, brochures, information sheets, the website and other marketing materials for the 2012 season.

Receive consultant review of the Village Links Facility Master Plan from the national Golf Foundation.

THE MONTH AHEAD

January is our slowest month of the year. We are open for Winter Golf 9:00 AM - 5:00 PM on the 9-hole course and driving range, every day except New Year's Day. The Pro Shop is also open daily. The Village Links Grill is open for lunch and for private parties.

Preparation of printed materials for the 2012 season is underway.