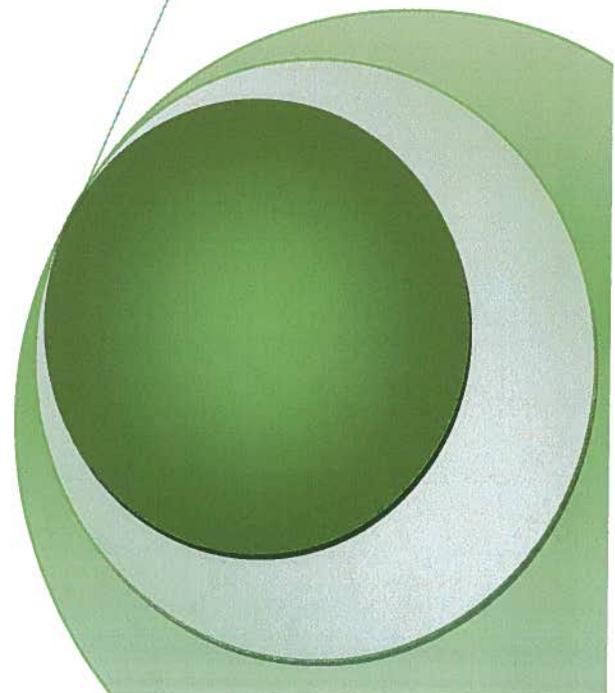


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# Quarterly Report Packet

February 2013 – April 2013

Management Team



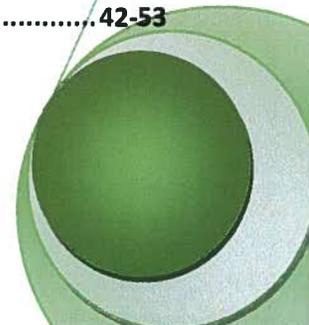


# Village of Glen Ellyn



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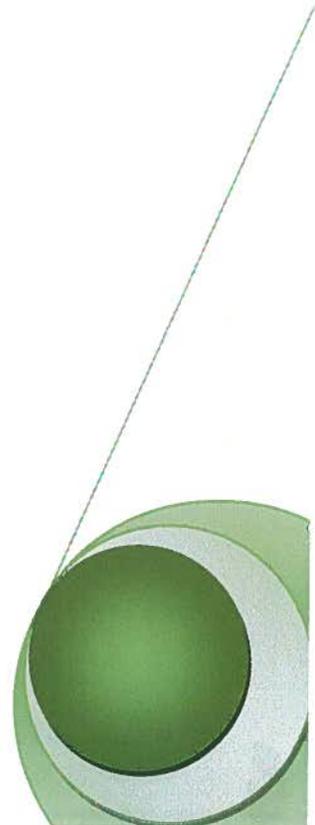


**Village of Glen Ellyn**



# **Finance Department**

**February 2013 – April 2013**

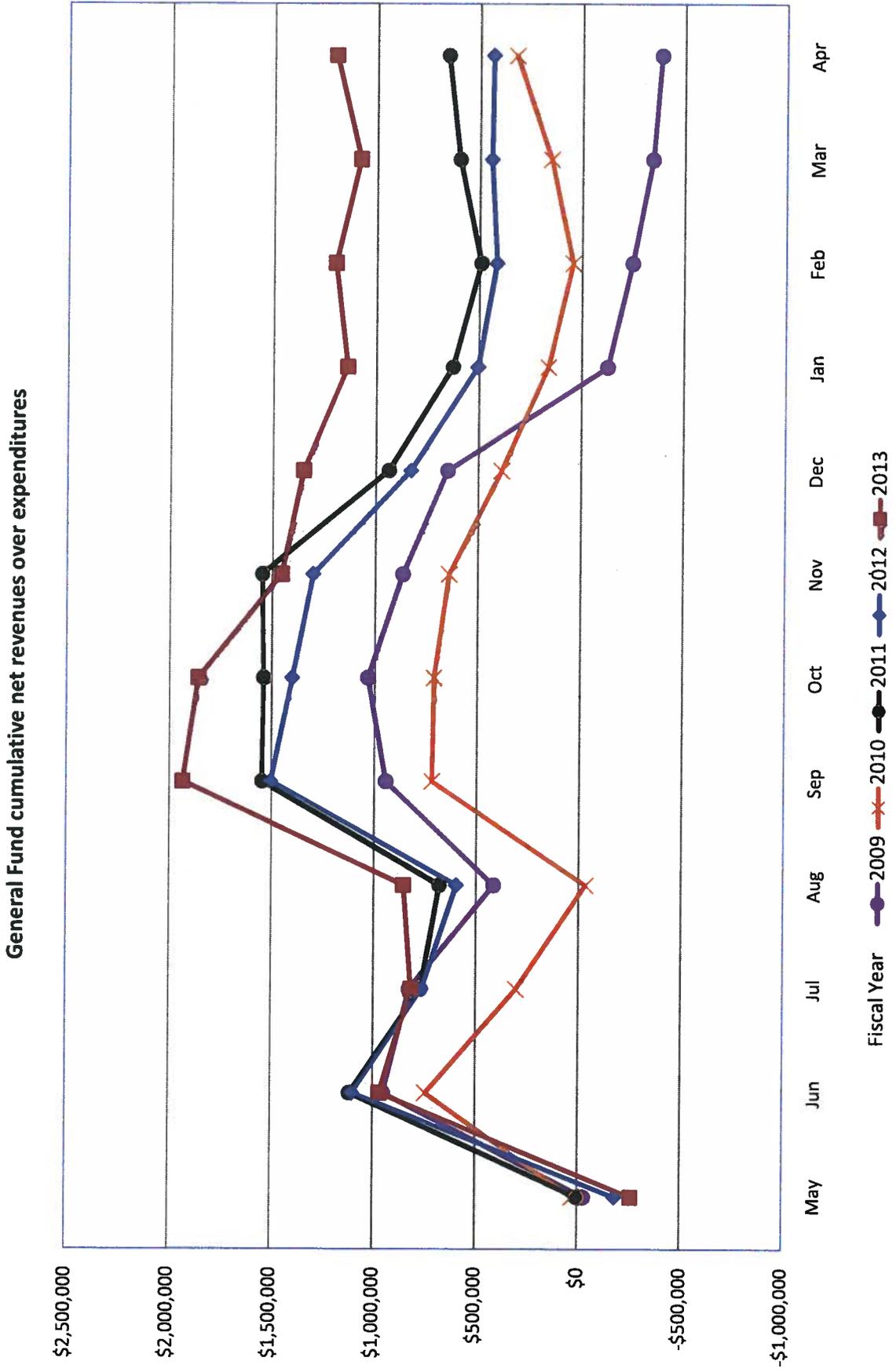


**General Fund Budget Summary  
For the Year Ended April 30, 2013  
Preliminary and Unaudited**

	MONTH				YTD									
	Last Year	Current Budget	Current Year	Variance from LY \$	%	Variance from Budget \$	%	Last Year	Current Budget	Current Year	Variance from LY \$	%	Variance YTD Budget \$	%
<b>REVENUES</b>														
<b>TAXES</b>														
Property Tax	-	-	2,324	2,324	100%	2,324	100%	2,873,175	2,983,300	2,974,977	101,802	4%	(8,323)	0%
Econ Dev SSA Tax	-	-	-	-	0%	-	0%	166,866	166,000	159,018	(7,848)	-5%	(6,982)	-4%
Fire SSA Tax	-	-	-	-	0%	-	0%	199,031	200,000	178,136	(20,895)	-10%	(21,864)	-12%
Sales Tax	257,287	260,820	257,939	652	0%	(2,881)	-1%	3,111,540	3,200,000	3,036,977	(74,563)	-2%	(183,023)	-6%
Home Rule Sales Tax	150,794	154,947	149,032	(1,762)	-1%	(5,915)	-4%	1,763,251	1,781,000	1,759,812	(3,439)	0%	(21,188)	-1%
State Income Tax	237,550	204,600	253,562	16,012	7%	48,962	19%	2,231,987	2,200,000	2,473,808	241,821	11%	273,808	11%
Other Taxes	70,381	63,854	76,607	6,226	9%	12,753	17%	1,104,314	1,148,500	1,170,986	66,672	6%	22,486	2%
<b>Subtotal Taxes</b>	<b>716,012</b>	<b>684,221</b>	<b>739,464</b>	<b>23,452</b>	<b>3%</b>	<b>55,243</b>	<b>7%</b>	<b>11,450,164</b>	<b>11,698,800</b>	<b>11,753,714</b>	<b>303,550</b>	<b>3%</b>	<b>54,914</b>	<b>0%</b>
<b>LICENSES &amp; PERMITS</b>														
Vehicle Licenses	145,738	196,706	142,212	(3,526)	-2%	(54,494)	-38%	390,746	380,000	369,799	(20,947)	-5%	(10,201)	-3%
Business Registration	360	-	404	44	12%	404	100%	41,160	35,000	39,179	(1,981)	-5%	4,179	11%
Liquor Licenses	160	-	3,765	3,605	2253%	3,765	100%	124,686	115,000	121,697	(2,989)	-2%	6,697	6%
Building Permits/Registrations/Fees	46,454	36,040	48,776	2,322	5%	12,736	26%	521,724	583,000	631,983	110,259	21%	48,983	8%
<b>Subtotal Licenses &amp; Permits</b>	<b>192,712</b>	<b>232,746</b>	<b>195,157</b>	<b>2,445</b>	<b>1%</b>	<b>(37,589)</b>	<b>-19%</b>	<b>1,078,316</b>	<b>1,113,000</b>	<b>1,162,658</b>	<b>84,342</b>	<b>8%</b>	<b>49,658</b>	<b>4%</b>
<b>CHARGES &amp; FEES</b>														
Cable Franchise Fees	-	-	-	-	0%	-	0%	500,012	500,000	533,529	33,517	7%	33,529	6%
Ambulance Service Fees	69,254	52,083	93,622	24,368	35%	41,359	44%	632,270	625,000	756,039	123,769	20%	131,039	17%
Police Service Reimbursements	1,601	2,550	5,455	3,854	241%	2,905	53%	134,719	149,000	158,095	23,376	17%	9,095	6%
Service Fees - GWA/Library	10,675	10,825	9,392	(1,283)	-12%	(1,433)	-15%	128,100	129,500	128,104	4	0%	(1,396)	-1%
<b>Subtotal Charges &amp; Fees</b>	<b>81,550</b>	<b>65,459</b>	<b>108,469</b>	<b>26,939</b>	<b>33%</b>	<b>43,010</b>	<b>40%</b>	<b>1,395,101</b>	<b>1,403,500</b>	<b>1,575,767</b>	<b>180,666</b>	<b>13%</b>	<b>172,267</b>	<b>11%</b>
<b>OTHER</b>														
Police/Court Fines	41,569	16,667	39,012	(2,557)	-6%	22,345	57%	510,191	500,000	509,916	(275)	0%	9,916	2%
Investment Income	1,155	1,263	1,617	462	40%	354	22%	14,872	15,000	19,734	4,862	33%	4,734	24%
Miscellaneous Income	19,494	21,980	63,221	43,727	224%	41,241	65%	347,394	280,400	554,678	207,284	60%	274,278	49%
Transfers from Other Funds	82,541	82,290	82,541	-	0%	251	0%	1,408,492	1,390,492	1,390,492	(18,000)	-1%	(8)	0%
<b>Subtotal Other</b>	<b>144,759</b>	<b>122,201</b>	<b>186,391</b>	<b>41,632</b>	<b>29%</b>	<b>64,190</b>	<b>34%</b>	<b>2,280,949</b>	<b>2,185,900</b>	<b>2,474,820</b>	<b>193,871</b>	<b>8%</b>	<b>288,920</b>	<b>17%</b>
<b>Revenue Totals</b>	<b>1,135,013</b>	<b>1,104,626</b>	<b>1,229,481</b>	<b>94,468</b>	<b>8%</b>	<b>124,855</b>	<b>10%</b>	<b>16,204,530</b>	<b>16,401,200</b>	<b>16,966,959</b>	<b>762,429</b>	<b>5%</b>	<b>565,759</b>	<b>3%</b>

Village Board & Clerk	1,371	1,917	2,211	840	61%	294	15%	49,734	49,900	52,443	2,709	5%	2,543	5%
Village Manager's Office	93,778	78,076	77,948	(15,830)	-17%	(128)	0%	1,155,829	1,043,968	919,364	(236,465)	-20%	(124,604)	-14%
Facilities Maintenance	36,381	34,973	50,227	13,846	38%	15,254	44%	349,970	454,200	421,506	(71,536)	-20%	(32,694)	-8%
Senior Services	7,620	9,051	8,088	468	6%	(963)	-11%	83,644	117,550	90,125	6,481	8%	(27,425)	-30%
History Park	5,221	3,044	3,546	(1,675)	-32%	502	16%	53,894	53,400	28,675	(25,219)	-47%	(24,725)	-86%
Finance	81,169	82,521	67,385	(13,784)	-17%	(15,136)	-18%	1,006,029	1,071,700	1,063,034	57,005	6%	(8,666)	-1%
Planning & Development	102,466	95,164	92,889	(9,577)	-9%	(2,275)	-2%	1,158,437	1,235,900	1,194,180	35,743	3%	(41,720)	-3%
Economic Development	44,579	28,715	3,746	(40,833)	-92%	(24,969)	-87%	351,326	460,055	357,850	6,524	2%	(102,205)	-29%
Police	436,708	447,897	428,435	(8,273)	-2%	(19,462)	-4%	7,129,828	7,181,735	7,174,848	51,907	1%	6,887	0%
Fire	145,413	157,221	149,454	4,041	3%	(7,767)	-5%	1,716,377	1,797,650	1,751,414	35,037	2%	(46,236)	-3%
Public Works - Admin & Engineering	63,311	69,520	74,332	11,021	17%	4,812	7%	772,778	902,851	891,198	118,420	15%	(11,653)	-1%
Public Works - Operations	124,340	147,539	152,451	28,111	23%	4,912	3%	1,941,284	2,066,085	1,817,277	(124,007)	-6%	(248,808)	-14%
<b>Expenditure Totals</b>	<b>1,142,357</b>	<b>1,155,638</b>	<b>1,110,712</b>	<b>(31,645)</b>	<b>-3%</b>	<b>(44,826)</b>	<b>-4%</b>	<b>15,769,130</b>	<b>16,428,107</b>	<b>15,768,801</b>	<b>(329)</b>	<b>0%</b>	<b>(659,306)</b>	<b>-4%</b>
<b>Net Increase / (Decrease)</b>	<b>(7,344)</b>	<b>(51,012)</b>	<b>118,769</b>	<b>126,113</b>	<b>8%</b>	<b>169,781</b>	<b>10%</b>	<b>435,400</b>	<b>(26,907)</b>	<b>1,198,158</b>	<b>762,758</b>	<b>5%</b>	<b>1,225,065</b>	<b>3%</b>

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



Village of Glen Ellyn  
General Fund Property Tax Collections  
FY12/13

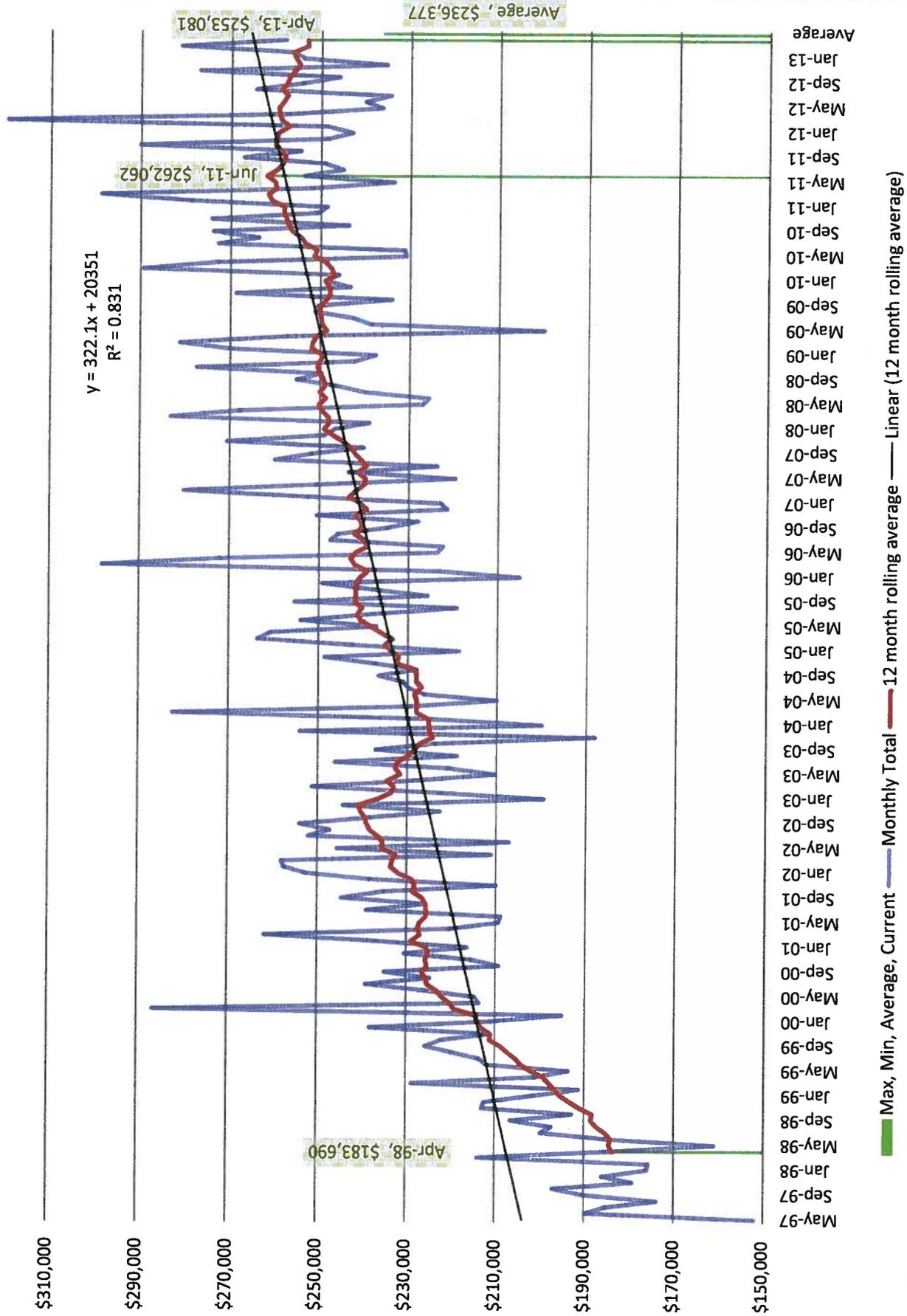
		FY12/13			Prior 3 Years of Collections					3 Year
		Total Collections	% of Extension	3 Yr. Avg. %	FY11/12	FY10/11	FY09/10	Average		
		Month	Month	Month						
May	\$ 23	0.0%	0.0%	0.0%	\$ -	\$ 81	\$ 16	\$ 32		
Jun	1,448,030	48.5%	48.5%	47.6%	1,421,005	1,307,114	1,215,144	1,314,421		
Jul	41,364	1.4%	49.9%	49.6%	20,416	53,541	95,771	56,576		
Aug	41,051	1.4%	51.3%	50.9%	33,146	36,908	32,841	34,298		
Sep	1,282,888	43.0%	94.3%	93.8%	1,279,306	1,176,444	1,100,903	1,185,551		
Oct	68,162	2.3%	96.6%	96.4%	33,383	79,338	108,827	73,849		
Nov	52,181	1.7%	98.3%	98.2%	45,000	48,834	49,935	47,923		
Dec	38,954	1.3%	99.6%	98.9%	18,672	19,049	18,865	18,862		
Jan	-	0.0%	99.6%	99.7%	22,232	21,962	24,943	23,046		
Feb	-	0.0%	99.6%	99.7%	6	37	-	14		
Mar	-	0.0%	99.6%	99.7%	9	-	-	3		
Apr	2,324	0.1%	99.7%	99.7%	-	8	-	3		
<b>Total</b>	<b>\$ 2,974,977</b>	<b>99.7%</b>	<b>99.7%</b>	<b>99.7%</b>	<b>\$ 2,873,175</b>	<b>\$ 2,743,235</b>	<b>\$ 2,647,229</b>	<b>\$ 2,754,579</b>		
YTD Percent increase over prior year	3.5%				4.7%	3.6%				
Tax Levy Extension	\$ 2,983,300				\$ 2,891,237	\$ 2,746,263	\$ 2,651,419	\$ 2,762,973		
YTD collected / Extension	99.7%				99.4%	99.9%	99.8%	99.7%		
Tax Levy x total year average collection				\$ 2,974,200						

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

Month Received by Village	FY08/09	FY09/10	FY10/11	FY11/12	FY12/13	% Change From Prior Incr/(Decr)	Monthly Budget	YTD Budget	Monthly Budget Variance \$	Monthly Budget Variance %	YTD Budget Variance \$	YTD Budget Variance %
May	\$ 227,039	\$ 199,934	\$ 230,931	\$ 233,740	\$ 236,301	1.1%	\$ 238,280	\$ 238,280	\$ (1,979)	(0.8%)	\$ (1,979)	(0.8%)
Jun	225,651	238,645	231,267	253,579	240,112	(5.3%)	238,280	476,560	1,832	0.8%	(147)	(0.0%)
Jul	240,130	242,671	272,791	245,068	234,506	(4.3%)	280,140	756,700	(45,634)	(16.3%)	(45,781)	(6.1%)
Aug	246,141	251,180	263,827	249,021	264,532	6.2%	273,700	1,030,400	(9,168)	(3.3%)	(54,949)	(5.3%)
Sep	255,210	250,496	273,893	267,190	254,215	(4.9%)	283,360	1,313,760	(29,145)	(10.3%)	(84,094)	(6.4%)
Oct	249,699	234,060	243,749	254,511	246,032	(3.3%)	251,160	1,564,920	(5,128)	(2.0%)	(89,222)	(5.7%)
Nov	277,470	268,810	274,209	290,178	277,053	(4.5%)	283,360	1,848,280	(6,307)	(2.2%)	(95,529)	(5.2%)
Dec	242,329	243,398	250,668	248,509	235,399	(5.3%)	257,600	2,105,880	(22,201)	(8.6%)	(117,730)	(5.6%)
Jan	237,604	249,003	248,628	243,006	253,863	4.5%	257,600	2,363,480	(3,737)	(1.5%)	(121,467)	(5.1%)
Feb	270,094	245,921	278,833	248,669	255,899	2.9%	286,580	2,650,060	(30,681)	(10.7%)	(152,148)	(5.7%)
Mar	281,229	289,305	298,781	320,782	281,126	(12.4%)	309,120	2,959,180	(27,994)	(9.1%)	(180,142)	(6.1%)
Apr	257,380	272,753	252,047	257,287	257,939	0.3%	260,820	3,220,000	(2,881)	(1.1%)	(183,023)	(5.7%)
Total	\$ 3,009,976	\$ 2,986,176	\$ 3,119,624	\$ 3,111,540	\$ 3,036,977		\$ 3,220,000		\$ (183,023)			

Budget	\$ 3,136,000	\$ 3,000,000	\$ 3,000,000	\$ 3,190,000	\$ 3,220,000
YTD as a percent of annual budget	96.0%	99.5%	104.0%	97.5%	94.3%
YTD % Change from prior YTD		(0.8%)	4.5%	(0.3%)	(2.4%)

# Sales Tax - Monthly totals and 12 month rolling average, since FY98



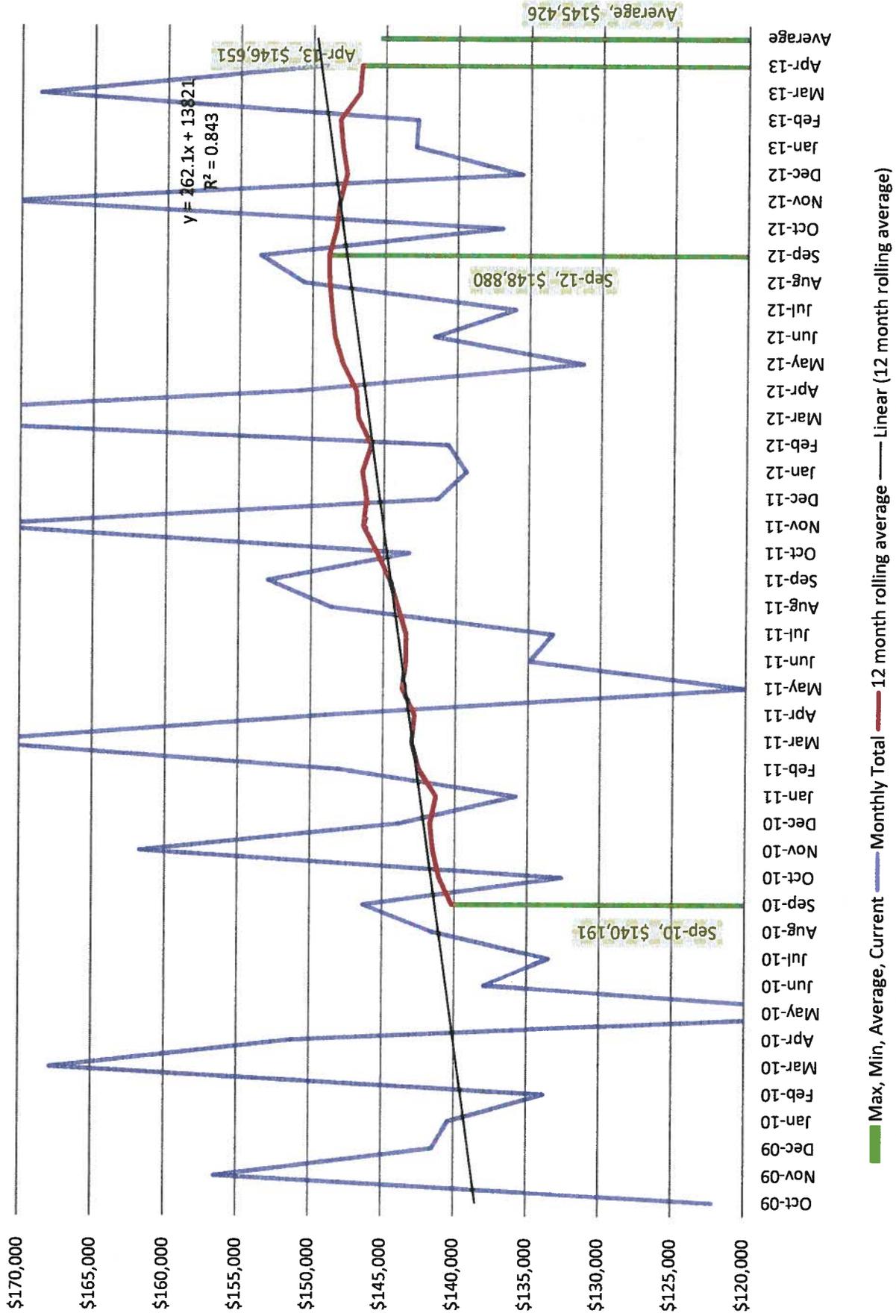
Village of Glen Ellyn  
General Fund

HR Sales Tax - Four Year History

Month Received by Village	FY				% Change From Prior Incr/(Decr)	% of State Sales Tax	Monthly Budget	YTD Budget	Monthly Budget Variance		YTD Budget Variance	
	FY09/10	FY10/11	FY11/12	FY12/13					\$	%	\$	%
May	\$ -	\$ 109,541	\$ 119,921	\$ 131,286	9.5%	55.6%	\$ 113,984	\$ 113,984	\$ 17,302	15.2%	\$ 17,302	15.2%
Jun	-	137,957	134,909	141,562	4.9%	59.0%	144,261	258,245	(2,699)	(1.9%)	14,603	5.7%
Jul	-	133,493	133,295	135,982	2.0%	58.0%	138,918	397,163	(2,936)	(2.1%)	11,667	2.9%
Aug	-	141,563	148,605	150,607	1.3%	56.9%	147,823	544,986	2,784	1.9%	14,451	2.7%
Sep	42	146,323	152,970	153,570	0.4%	60.4%	151,385	696,371	2,185	1.4%	16,636	2.4%
Oct	122,144	132,611	143,217	136,906	(4.4%)	55.6%	137,137	833,508	(231)	(0.2%)	16,405	2.0%
Nov	156,497	161,725	173,486	170,932	(1.5%)	61.7%	167,414	1,000,922	3,518	2.1%	19,923	2.0%
Dec	141,476	143,851	141,314	135,557	(4.1%)	57.6%	149,604	1,150,526	(14,047)	(9.4%)	5,876	0.5%
Jan	140,395	135,813	139,324	142,906	2.6%	56.3%	142,480	1,293,006	426	0.3%	6,302	0.5%
Feb	133,821	147,976	140,563	142,786	1.6%	55.8%	153,166	1,446,172	(10,380)	(6.8%)	(4,078)	(0.3%)
Mar	167,827	173,882	184,853	168,686	(8.7%)	60.0%	179,881	1,626,053	(11,195)	(6.2%)	(15,273)	(0.9%)
Apr	151,258	148,985	150,795	149,032	(1.2%)	57.8%	154,947	1,781,000	(5,915)	(3.8%)	(21,188)	(1.2%)
<b>Total</b>	<b>\$ 1,013,460</b>	<b>\$ 1,713,720</b>	<b>\$ 1,763,252</b>	<b>\$ 1,759,812</b>		<b>57.9%</b>	<b>\$ 1,781,000</b>	<b>\$ 1,781,000</b>	<b>\$ (21,188)</b>		<b>\$ (21,188)</b>	
<b>Budget</b>	<b>\$ 875,000</b>	<b>\$ 1,750,000</b>	<b>\$ 1,720,000</b>	<b>\$ 1,781,000</b>		<b>55.3%</b>						

YTD as a percent of annual budget	NA	98%	103%	99%
YTD % Change from prior YTD	NA	NA	3%	0%
YTD % of State Sales Tax	33.9%	54.9%	56.7%	57.9%

# Home Rule Sales Tax - Monthly totals and 12 month rolling average, since inception



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

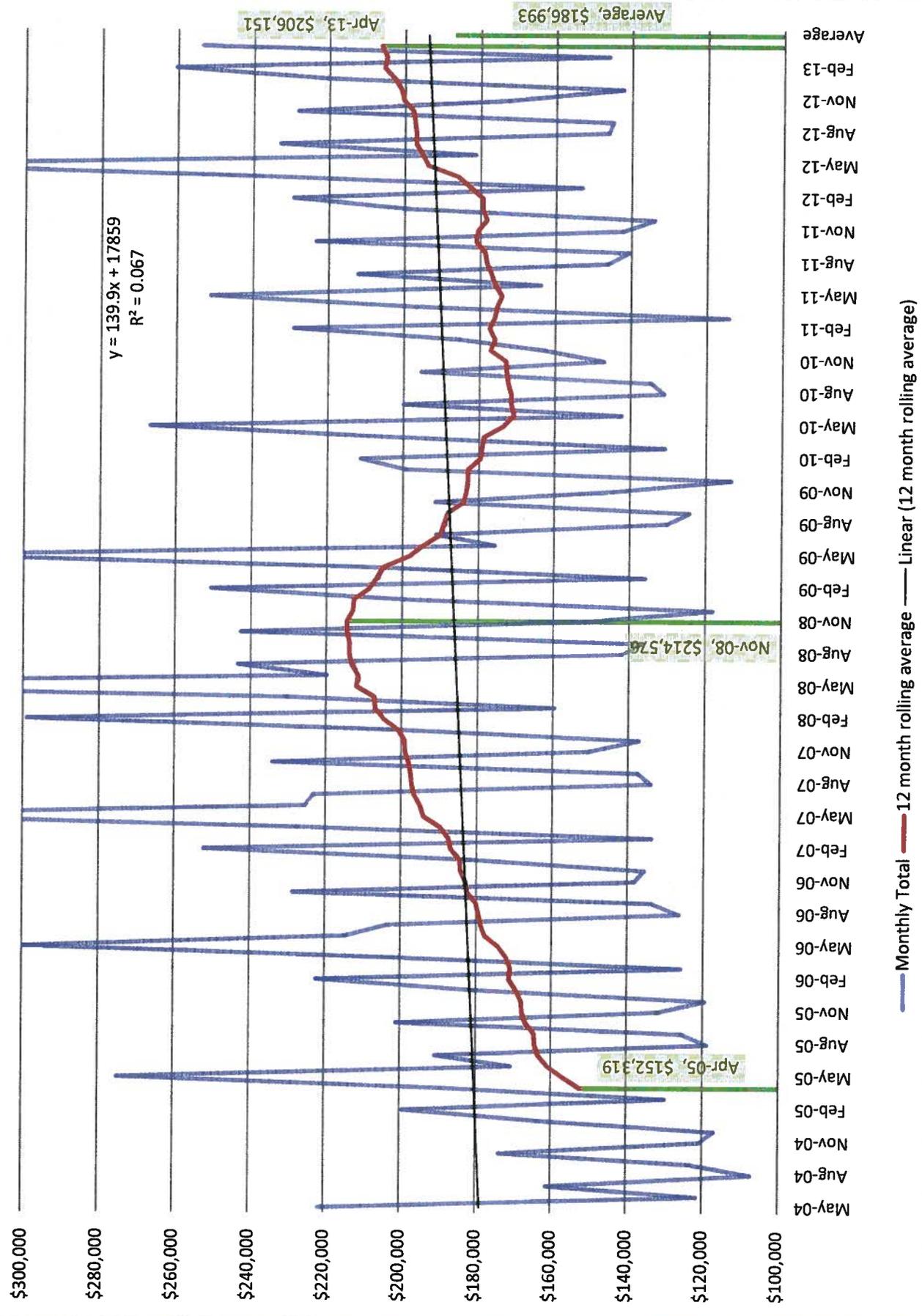
Month Received by Village	FY08/09	FY09/10	FY10/11	FY11/12	FY12/13	% Change From Prior Incr/(Decr)	Monthly Budget	YTD Budget	Monthly Budget Variance		YTD Budget Variance	
									\$	%	\$	%
May	\$ 411,166	\$ 328,839	\$ 266,823	\$ 251,173	\$ 344,916	37.3%	\$ 294,800	\$ 294,800	\$ 50,116	17.0%	\$ 50,116	17.0%
Jun	219,791	175,582	142,274	163,860	181,341	10.7%	198,000	492,800	(16,659)	(8.4%)	33,457	6.8%
Jul	243,312	191,171	199,951	212,271	232,868	9.7%	204,600	697,400	28,268	13.8%	61,725	8.9%
Aug	141,873	130,133	131,089	146,036	146,127	0.1%	129,800	827,200	16,327	12.6%	78,052	9.4%
Sep	136,400	124,255	134,436	140,565	144,946	3.1%	132,000	959,200	12,946	9.8%	90,998	9.5%
Oct	242,598	191,473	195,387	223,259	228,229	2.2%	206,800	1,166,000	21,429	10.4%	112,427	9.6%
Nov	151,515	144,264	147,046	142,185	172,451	21.3%	138,600	1,304,600	33,851	24.4%	146,278	11.2%
Dec	118,018	113,400	162,625	133,873	142,318	6.3%	132,000	1,436,600	10,318	7.8%	156,596	10.9%
Jan	199,292	199,333	185,404	198,900	220,608	10.9%	189,200	1,625,800	31,408	16.6%	188,004	11.6%
Feb	250,579	211,259	229,119	229,321	260,417	13.6%	228,800	1,854,600	31,617	13.8%	219,621	11.8%
Mar	135,806	130,720	114,275	152,994	<b>146,025</b>	(4.6%)	140,800	1,995,400	5,225	3.7%	224,846	11.3%
Apr	209,659	203,935	196,592	237,550	<b>253,562</b>	6.7%	204,600	2,200,000	48,962	23.9%	273,808	12.4%
Total	\$ 2,460,009	\$ 2,144,364	\$ 2,105,021	\$ 2,231,987	\$ 2,473,808		\$ 2,200,000		\$ 273,808			

Annual Budget	YTD as a % of Budget	YTD % Change from prior YTD	YTD as a percent of total	Difference from latest IML Projection
\$ 2,503,000	98%	(12.8%)	100.0%	
\$ 2,440,000	88%	(1.8%)	100.0%	\$ 3,308
\$ 2,100,000	100%	6.0%	100.0%	
\$ 2,160,000	103%		100.0%	
\$ 2,200,000	112%	10.8%		

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

Date of IMIL projection	Illinois Municipal League (IML) Projections	
	FY13 per capita revenue estimate	Total FY13 estimated revenue (per capita estimate x 27,450 residents)
Mar-12	\$ 80.20	\$ 2,201,490
Aug-12	\$ 83.50	\$ 2,292,075
Sep-12	\$ 88.00	\$ 2,415,600
Jan-13	\$ 90.00	\$ 2,470,500

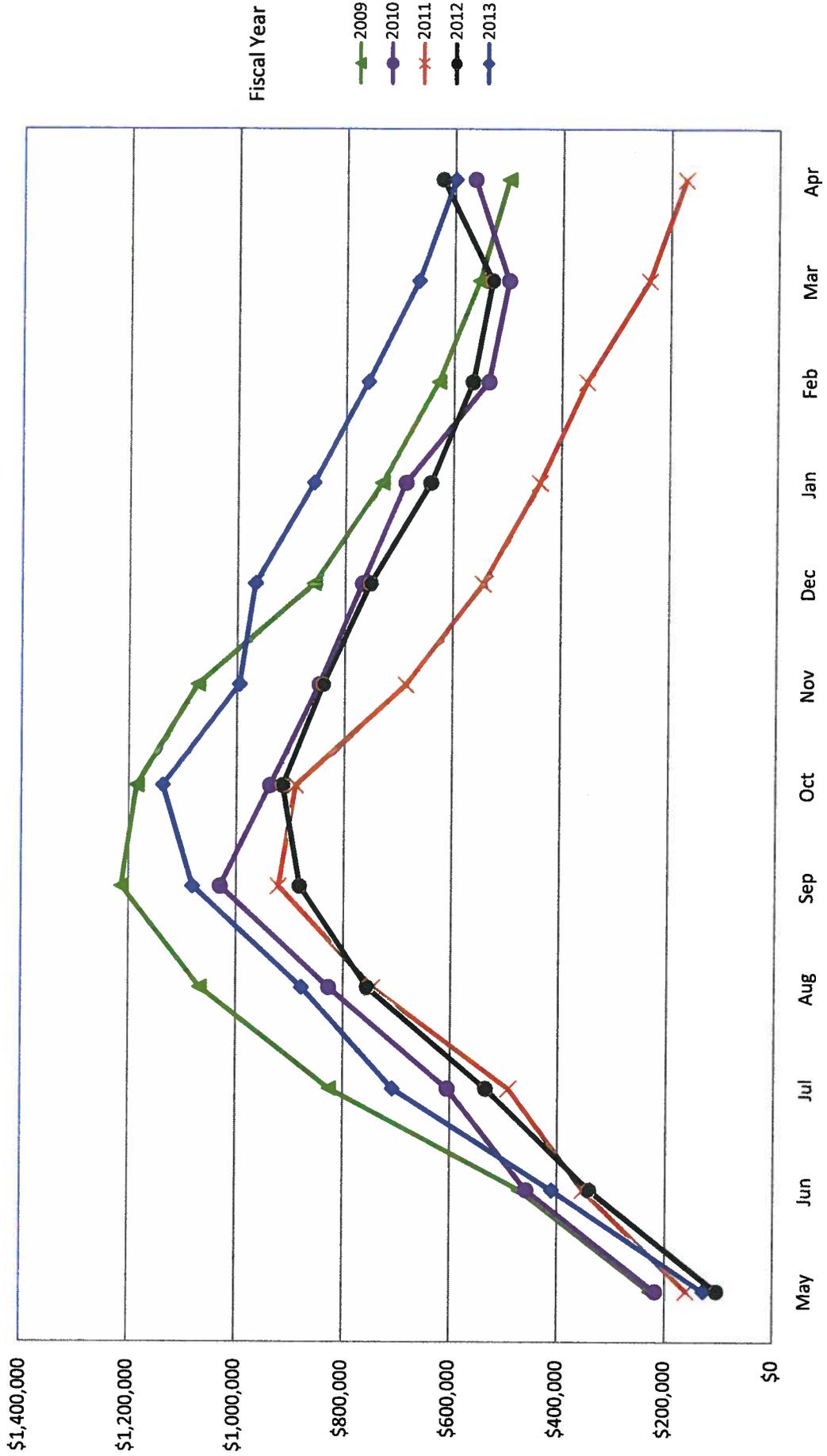
# Income Tax - Monthly totals and 12 month rolling average, since FY05



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

**Recreation Fund Cumulative Net Revenues Over Expenses - Fiscal Year**

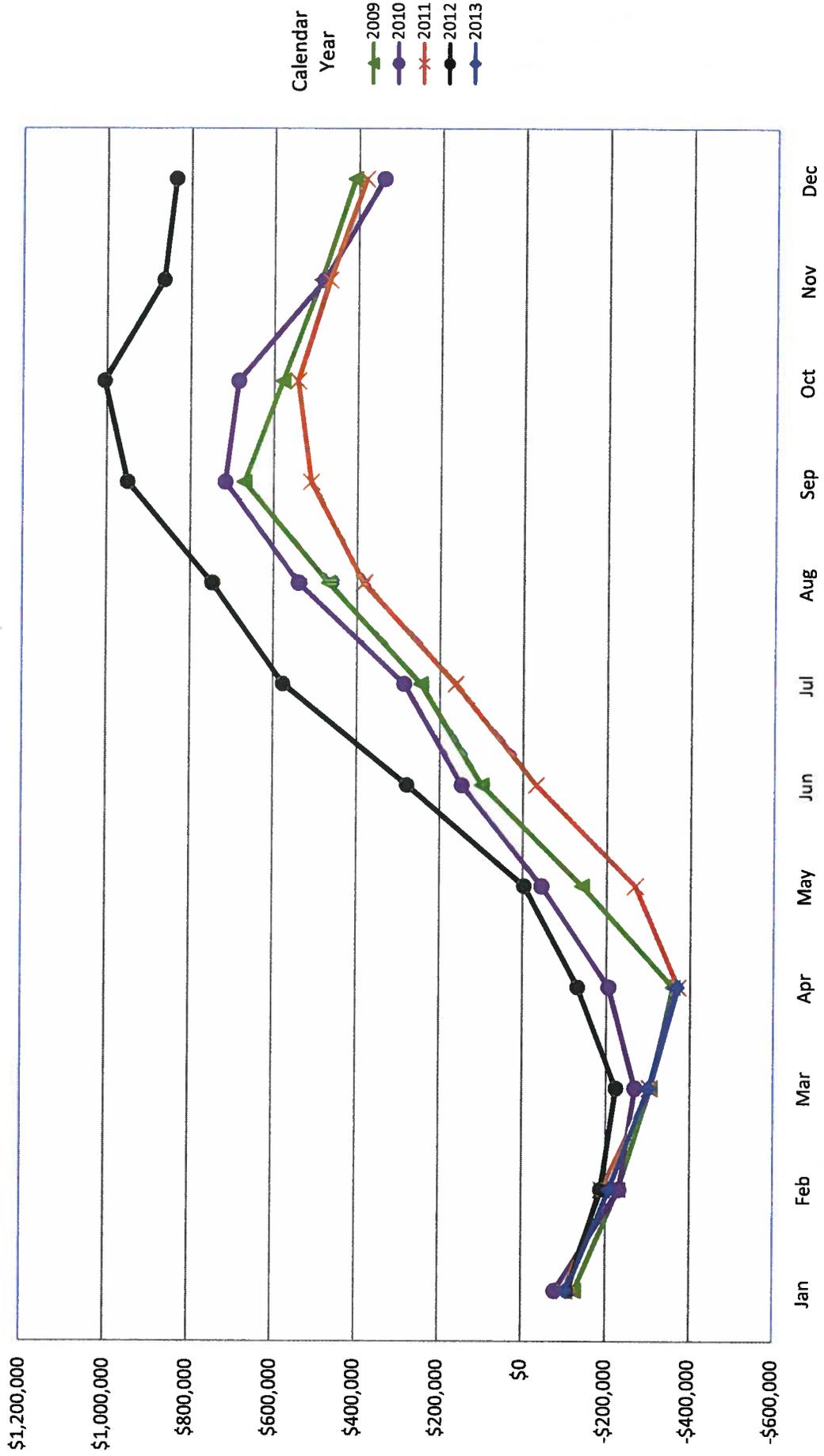
\*excludes debt and capital expenses



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

**Recreation Fund Cumulative Net Revenues Over Expenses - Calendar Year**

\*excludes debt and capital expenses



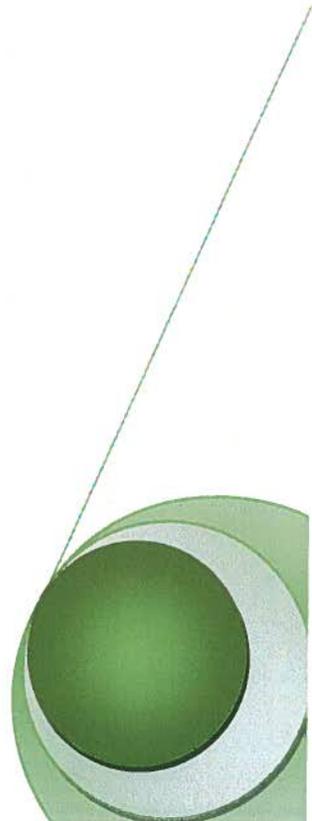


**Village of Glen Ellyn**



# **Planning and Development Department**

**February 2013 – April 2013**



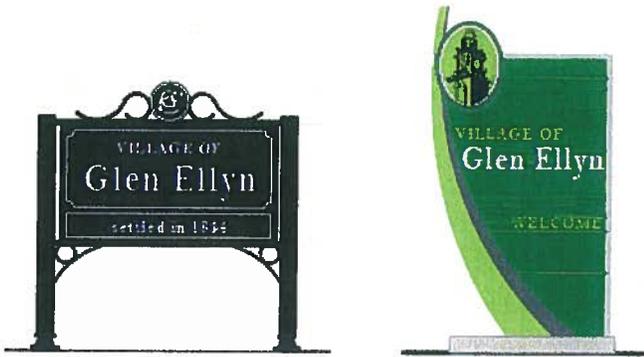


# Quarterly Report

FEBRUARY-APRIL 2013

## Village and Downtown Signage and Wayfinding Plan Update

The consulting team of The Lakota Group and Western Remac have been diligently working to design an updated signage and wayfinding program for the Village. The updates are being made in order to create a more cohesive signage system to help to guide motorized and pedestrian traffic in the Village. The consultants began their work in early February and have developed several potential design concepts. Examples of two of the six potential concept designs are below.



An online survey will be conducted in the next few weeks to help select a preferred design scheme. The preferred design will then be refined and reviewed at an Architectural Review Commission (ARC) meeting. After the design is finalized, the focus will be on identifying the location of signage. ARC meetings will be publicized and input from the public is encouraged. The project is expected to be completed this summer.

## Streetscape Plan and Parking Study Update

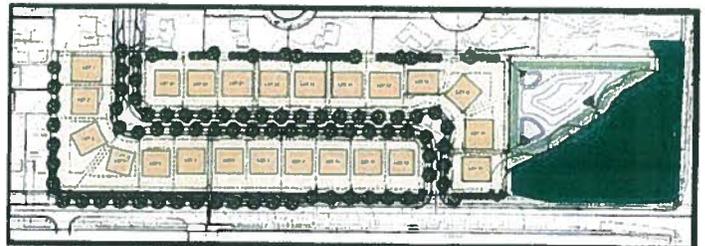
The consulting team of Houseal Lavigne Associates, Gary R. Weber Associates, Engineering Resource Associates and Walker Parking Consultants are nearing completion of the Glen Ellyn Streetscape Plan and Parking Study. A draft plan is available on the project website along with summaries of the visual preference survey and on-line questionnaire results.

The draft plan divides the downtown area into 3 streetscape character zones: urban core, urban transition and urban residential. The plan also suggests that a parking garage should only be constructed as part of

a mixed-use development as part of a public-private partnership. Other recommendations in the plan include sidewalk and intersection improvements, landscape buffering along parking lots and temporary outdoor dining areas. The parking study gives a detailed description of various parking management strategies and contains an analysis of current on- and off-street parking in the downtown. It encourages the use of parking management strategies prior to the construction of additional parking facilities.

The project Steering Committee met four times on October 16, January 30, February 6 and April 10 to discuss the draft plan and parking study. An open house was also held on March 20, 2013, which was attended by about 30 members of the public. At their April 10 meeting, the Steering Committee unanimously recommended approval of the plan. The Plan will be considered by the Village Board at a workshop meeting on May 20, and is anticipated to be acted on at the May 28 Village Board meeting. The project is being funded by a \$50,000 grant from the Chicago Metropolitan Agency for Planning (CMAP). Per the terms of the grant, the project must be completed by June 1.

## Amber Ridge Subdivision



At its meeting on April 29, 2013, the Village Board voted unanimously to approve a Preliminary Plat of Subdivision for the Amber Ridge Subdivision planned for land northwest of the intersection

### P&D COURT CASES:

*675 Roosevelt Rd:  
Parking Lot Upkeep  
03/26/2013*

*940 Highland Ave:  
Tent on Property without Permit  
04/23/2013*

of Illinois Route 53 and Sheehan Avenue. The project received considerable opposition from surrounding residents. Concerns were mainly focused around an argued increase in traffic from the planned extension of Montclair Avenue. The Plan Commission recommended approval of the project following three meetings and the Village Board deliberated the subdivision over the course of two meetings before approval was granted.

The Preliminary Plat of Subdivision, as approved, is for a 22-lot development. A Final Plat of Subdivision must be approved by the Village Board before project construction can commence.

### **New Planning Intern Joins the Department**



John Carlisle began an internship with the Planning and Development Department in early May. He is currently pursuing a Masters of Urban Planning and Policy from the University of Illinois at Chicago.

John earned his undergraduate degree from Capital University in Columbus, Ohio with a major in Professional Writing and minors in Journalism, Creative Writing and Political Science. He brings a diverse array of experience and knowledge in writing, web design, social media, marketing and public relations. John will be a valuable addition to the department and continues the Village's ongoing dedication to offering talented local graduate students an opportunity to gain local government experience. If you see John please introduce yourself and welcome him to the Village.

### **Daniel Dickerson Completes Internship**



Daniel Dickerson will be completing his planning internship in the Department on May 9. During his internship, Daniel completed redevelopment site maps, processed commission applications and site plan reviews, researched a possible rental property licensing ordinance, enforced the dark windows ordinance, drafted the Department's quarterly newsletter and assisted with a variety of other special projects. He will be receiving his Masters of Urban Planning and

Policy degree from UIC on May 10. Upon graduation and completion of his work with the Department, Daniel will be looking for work in the areas of open space and conservation planning while continuing his duties with the Vermont Air National Guard. Department staff wish him the best of luck in his future endeavors.

### **Hotel Licensing Ordinance**

Department staff are in the process of drafting a Village hotel licensing ordinance in order to ensure the future quality of local lodging establishments and protect the safety of visitors to the Village. Under the proposed ordinance, lodging proprietors wishing to operate within the Village would be required to apply for a license and submit to an annual property inspection. The inspection would be performed in order to ensure that the hotel, or other lodging establishment, meets the minimum maintenance requirements of Village ordinances. The proposed draft ordinance will be presented to the Village Board at a workshop meeting in the near future.

### **DuPage County Stormwater Ordinance Update**

DuPage County recently completed another update to the DuPage County Countywide Stormwater and Flood Plain Ordinance. The update amends the last comprehensive revision to the Ordinance, which occurred in April 2012. The updated Ordinance amends errors and unforeseen issues with the April 2012 Ordinance, and includes modifications to the Post-Construction Best Management Practices and Wetlands sections in order for the county to remain competitive in maintaining and attracting businesses. The updated Ordinance still preserves the County's high standard of flood control and environmental protection for residents.

The Village must adopt the amendments by the end of July. At the same time, there are plans to make changes to local stormwater regulations. Glen Ellyn's Stormwater Engineer has been reviewing the Village's floodplain regulations in the Zoning Code and Stormwater Ordinance and will be recommending improvements and amendments.



**PLANNING AND DEVELOPMENT DEPARTMENT  
 QUARTERLY REPORT  
 FEBRUARY - APRIL 2013**



	Feb - Apr	2013 YTD	2012 Actual
<b>Total Building Permits Issued</b>	266	315	1413
New Single Family dwelling	4	5	24
New Multi-family dwelling	0	0	0
New Commercial building	0	0	0
Additions and Alterations Single-family	43	56	154
Additions and Alterations Multi-family	0	0	0
Demolitions	4	5	22
Additions and Alterations Commercial	13	15	67
Accessory Structure/Miscellaneous	202	234	1146
<b>Total Estimated Construction Value (millions)</b>	\$5.58	\$6.68	\$33.49
<b>Certificates of Occupancy (TCO &amp; CO)</b>	7 TCO; 1CO	8 TCO; 2 CO	13 TCO; 12 CO
<b>Stormwater Permits Issued</b>	14	16	37
<b>Demolition Permit Applications</b>	11	12	22
<b>Contractors Registered</b>	143	181	728
<b>Sign Permits Issued</b>	7	12	36
<b>Banner Sign Permits Issued</b>	3	5	32
<b>Total Inspections Conducted</b>	949	1428	5022
Building Inspections	738	1155	3415
Exterior Appearance/Ordinance Inspections	2	3	6
Elevator Inspections	8	23	109
Fire Inspections (by Village staff)	0	0	11
Grading/Stormwater Inspections	30	32	234
Drainage Inspections/Complaints	15	16	124
Landscape Inspections	5	6	9
Property Maintenance Inspections	114	152	601
Site Inspections	39	43	513
<b>Total Development Applications Acted On</b>	6	8	60
Exterior Appearance	1	2	9
Planned Unit Development	0	0	0
Sign Variation	1	2	5
Special Use Permit	0	0	11
Stormwater Variation	0	0	0
Subdivision	1	1	1
Zoning Map Amendment	0	0	3
Zoning Text Amendment	0	0	2
Zoning Variation	3	3	29
<b>Administrative Approvals</b>	0	0	5
Consolidations, 2-Lot Subdivs & Land Transfers	0	0	5
Promotional Event	0	0	0
Ordinance Extension	0	0	0
Indoor Live Entertainment	0	0	0
Pre-Existing Special Use	0	0	0
<b>Misc. Ordinances/Resolutions Acted On</b>	4	5	17
<b>FOIA Requests Processed by Department</b>	37	55	220
<b>Annexations Approved</b>	0	0	2
<b>Annexation Agreements Approved</b>	0	0	9
<b>Violation Letters Issued (prior to citation)</b>	154	222	278
<b>Citations Issued</b>	5	28	13
<b>License Agreements Approved</b>	6	6	10





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



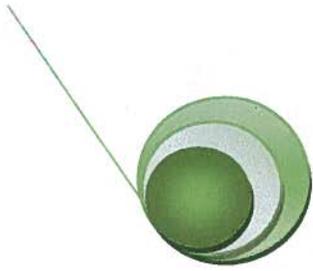
**As of April 30, 2013**

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
Baker Hill, New Cellular Tower	Special Use Permit	Pending	Pending	NA	Pending	Awaiting Submission
547 Crescent Boulevard, Peanut Butter Planet	Exterior Appearance	Pending	NA	NA	Pending	Awaiting Submission
Duane Street Parking Lot	Special Use Permit and Exterior Appearance	Pending	Pending	NA	Pending	Awaiting Submission
786 Euclid Avenue	Variation for side yard setback of proposed addition	NA	NA	Public hearing 4/23/13, recommended approval 5-1	5/28/2013	
476 Forest Avenue, Made in Italy	Exterior Appearance review of completed facade renovations made to accommodate new restaurant.	3/12/13, recommended approval 7-o.	NA	NA	NA	Approved at 4/8/2013 Village Board meeting.
190 Geneva Road, Autumn Leaves	Zoning Map Amendment, Special Use Permit, Zoning Variations and Exterior Appearance for memory care facility.	Anticipated review in June/July.	Pre-application meeting 9/13/2012 received favorable response. Public hearing anticipated in June/July.	NA	Pending	Submission received and undergoing staff review.
109 Grove Avenue	Variation to allow new home a lot that does meet the minimum required lot width and area and corner side yard setback variation for garage	NA	NA	5/28/2013	Est. 6/24/13	
436 Hillside Avenue	Variation for front and corner side yard setbacks of proposed addition	NA	NA	5/28/13	Est. 6/24/13	
269 Newton Avenue	Variation for a second floor addition and roof alteration in required corner side yard setback.	NA	NA	Public hearing 2/12/2013, recommended approval 7-o.	3/18/2013	Approved at 3/18/2013 Village Board meeting
277 Newton Avenue	Variation for a one-story addition in the required side yard setback.	NA	NA	Public hearing 2/12/2013, recommended approval 4-3.	3/18/2013	Approved at 3/18/2013 Village Board meeting
535 Pennsylvania Avenue, Office	Special Use Permit and Exterior Appearance	Pending	Pending	NA	Pending	Awaiting Submission

545 S. Park Boulevard, Willowbrook Wildlife Center	Special Use Permit, Zoning Variations, Sign Variations and Exterior Appearance	Pending	Pending	NA	NA	Pending	Submission received and undergoing staff review.
430 Pennsylvania Avenue, DuPage Medical Group	Sign Variation amendment for new sign proposed on east building wall.	Public hearing 2/27/13, recommended denial 3-3.	NA	NA	NA	4/8/2013	Approved at 4/8/13 Village Board meeting.
365 Roosevelt Road, Pet Supply Plus (former Grandma Sally's site)	Zoning Variations and Exterior Appearance for new store	Pre-application meeting anticipated in June.	Pending	NA	NA	Pending	Awaiting pre-application submission.
420 Roosevelt Road, West Suburban Auto Body	Amendment to Special Use to accommodate expansion	NA	Pending	NA	NA	Pending	Awaiting Submission
420 Roosevelt Road, Internet Car Dealer	Special Use for Internet Car Dealer	NA	Pending	NA	NA	Pending	Awaiting Submission
651 Roosevelt Road, Dunkin Donuts/Baskin Robbins	Exterior Appearance and Sign Variations	Pre-application meeting 2/27/13. Formal review estimated 6/12/13.	NA	NA	NA	Estimated 6/24/13	First submission received 4/12/13. Resubmission received May 6, 2013.
760 Sheehan, Amber Ridge Subdivision	Major Subdivision and Variations for proposed 23-lot subdivision	NA	Pre-application meetings 5/10/2012 and 8/9/2012. Public hearing held on 2/28/2013, 3/14/2013 and 4/4/13.	NA	NA	4/22/13 and 4/29/13	Preliminary Plat, Zoning Variations and Subdivision Variations approved by Village Board on April 29, 2013. Awaiting submission of Final Plat.
772 Wilson	Variation to allow a 7-foot high fence in a rear yard	NA	NA	Public hearing 4/23/13, recommended approval 6-0	NA	5/13/2013	
ANNEXATIONS							
Glen Oak Country Club (1 property)	Annexation w/Jan 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 (3 properties)	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 Noorlag and Caylor complete. Amendments to Elliot agreement in progress.
NEC of Five Corners (multiple properties)	Annexation and Annexation Agreements for Properties in 4-block area northeast of 5-corners.	NA	NA	NA	NA	Pending	Received 7 annexation petitions and interest from 9 other property owners. Decided on R2 zoning based on neighborhood input at previous Plan Commission meeting. Neighborhood meeting held on 3/15/2005 where conservative utility costs were shared. Need to set up another neighborhood meeting and prepare updated and more realistic utility costs.
NWC Five Corners (multiple properties)	Annexation of neighborhood north of St. Charles, south of the Great Western Trail, west of Evergreen and east of Mildred.	NA	NA	NA	NA	Pending	Some utility information and costs received.

Marston, Bemis and Glen Crest Area	Annexation	NA	NA	NA	Pending	Agreements with about 150 property owners many of which were renewed between 2010 and 2012. Next step to proceed with annexation. Key agreement for contiguous property expires in 2019.
Marston and Bemis Road Area Amendments to Existing Agreements	Amendments to 5 agreements needed to change the future zoning district designation upon annexation.	NA	NA	NA	Pending	Village Attorney consulted and draft amendments prepared.
0N461 Scott Ave.	Annexation of property contiguous to Village limits	NA	NA	NA	Pending	Formal application and other information forwarded to property owner in October at his request.
Sunnybrook Estates (5 properties)	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 (multiple properties)	Annexation of properties contiguous to Glen Elyn with annexation agreements.	NA	NA	NA	Pending	
<b>COMMENTS AND REVIEW STATUS</b>						
<b>SELECT SPECIAL PROJECTS</b>						
AEE Fire District Reimbursements	Letters sent in April of 2009 requested reimbursement from property owners for payments to Lisle Woodridge Fire Protection district per the terms of annexation agreements. Follow-up letters have since been sent on a regular basis informing owners that payment must be received or payment arrangements entered into. Payment deferral agreements signed by 2 of 6 of the property owners with overdue payments.					
Annexation Review	<i>Village Board review and discussion of current annexation policies and agreements anticipated in summer of 2013.</i>					
Brochure - Starting a Business in Glen Elyn	Final revisions in progress.					
Building Code Updates	All proposed code amendments and adoption of 2009 codes completed. New 2012 Energy Code recommended for approval by Building Board of Appeals at February 21, 2013 Building Board of Appeals meeting. Village Board considered at March 18, 2013 meeting and tabled pending further research.					
CMAQ Grant - Downtown Streetscape and Parking Study	Steering committee held meetings on October 16, 2012; January 30, 2013; February 14, 2013 and April 10, 2013. Public open house held in March of 2013. At their April 10, 2013 meeting, by a vote of 7-0, the committee recommended approval of the proposed plan to the Village Board. Workshop meeting of Village Board scheduled for May 20, 2013 and action anticipated on May 28, 2013.					
Hotel/Motel License Code	Final revisions in progress. Anticipated Village Board consideration this summer. Preliminary Ordinance review meeting complete with America's Best. Meeting with Crowne Plaza pending.					
Lisle Boundary Line Agreement	Renewal of boundary line agreement with the Village of Lisle approved at the April 22, 2013 Village Board meeting.					
825 N. Main Street	Preferred proposal selected and conversations with potential developer ongoing.					
Plan Commission Operating Procedures	Amendments to Plan Commission operating procedures considered and approved by Commission at February 14, 2013 meeting.					
Process Improvement Surveys	Draft surveys complete.					
Oberweis/Market Plaza Cross Access	Facilitation of agreements to accommodate cross access between the new Oberweis development at 515 Roosevelt Road and Market Plaza.					
Outdoor Seating Code Amendments	Village code amendments in progress to allow staff to review and approve requests for outdoor seating rather than requiring Village Board review.					
Ridgewood Right-of-Way Vacation	Undergoing staff review. Anticipated Village Board consideration in June.					
Sign Code Update	Revisions in progress. Review by Architectural Review Commission anticipated in the summer of 2013.					

Stormwater Updates	Amendments to stormwater ordinance adopted by County in April of 2013. Adoption of County amendments by Village required by July, staff in process of evaluating existing Zoning Code and Stormwater Ordinance regulations for other potential amendments to be considered at the same time.
Subdivision Code Amendments	Select Code amendments considered by Plan Commission in February 14, 2013 and table for further review at a later date.
Valley Road Utility Connections	Reminder letters out to property owners in Valley Road area with required June 2012 connection dates. Responses received from numerous property owners asking for extension. Property owners given until December 2013 to submit permits.
Crescent Boulevard Utility Connection	Staff working with two property owners on Crescent that were required to connect by 2009 in accordance with annexation agreements and negotiating extensions and payment plans.
Village Green IGA Amendments	Staff to review revision from Park District and respond.
Wayfinding RFQ	Consultant team hired. Project anticipated to be complete in summer of 2013.
Zoning Map Update	Annual Zoning Map Update and adoption of Official 2013 Zoning Map approved at March 18, 2013 meeting as required by State Statute.

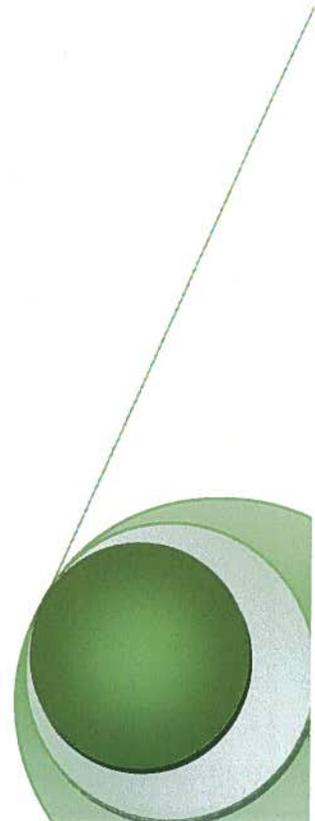


**Village of Glen Ellyn**



# **Police Department**

**February 2013 – April 2013**





## FOURTH QUARTER REPORT OF POLICE DEPARTMENT ACTIVITY

**FEBRUARY - APRIL 2013**

### CRIME REPORTING

The following table is intended to communicate the volume and category of law enforcement services the Department either responded to or initiated during the reporting period. 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. The statistical reporting from one year ago is also provided to offer a basic point of reference. Further data would be required for use in establishing trends, measuring time dedicated to initial and follow-up activity and establishing an accurate measure of total services provided.

Reporting Category*	Feb-Apr 2013	Feb-Apr 2012	FY 12/13 YTD	FY 11/12 YTD
Homicide	0	0	0	1
Criminal Sexual Assault	1	2	4	12
Robbery	0	3	2	12
Battery	7	29	64	123
Burglary	14	5	42	44
Theft/Deception	92	105	448	456
Motor Vehicle Theft	2	3	7	13
Arson	0	1	0	3
Criminal Damage or Trespass	26	51	172	239
Deadly Weapons	0	2	5	7
Sex Offenses	2	3	14	11
Offenses Involving Children	1	17	30	67
Drug Offenses	42	65	165	196
Liquor Control Act	15	39	108	144
Disorderly Conduct	38	30	148	150
Other Criminal Offenses	45	78	190	264
Crisis Intervention	84	48	292	306
Death/Suicide Investigations	9	6	114	38
Missing Persons	3	4	9	20
Miscellaneous Services	164	144	671	783
Medical Assists	342	272	1436	1238

*\*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 8562 calls for service from February through April 2013. 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.

Category	Feb-Apr 2013	Feb- Apr 2013	FY 12/13 YTD	FY 11/12 YTD
Calls for service	8562	10,402	36,200	41,152

***Traffic***

Category	Feb-Apr 2013	Feb- Apr 2013	FY 12/13 YTD	FY 11/12 YTD
Traffic Citations Issued	810	1145	3363	4158
Traffic Warnings Issued	970	1520	4198	5362
Traffic Crash Reports	198	162	762	790
DUI	23	47	135	151

**INVESTIGATIONS**

The chart below shows the number of cases managed through the investigations division, including the disposition totals by quarter:

Quarter	Investigations	Felony	Misdemeanor	Ordinance	Juvenile
1 <sup>st</sup> Q (May-Jul)	85	3	1	8	10
2 <sup>nd</sup> (Aug-Oct)	61	9	0	3	1
3 <sup>rd</sup> (Nov-Jan)	77	11	1	11	2
4 <sup>th</sup> (Feb-Apr)	97	28	4	15	6
YTD Totals	320	51	6	37	19

The Investigations Division also completed nine (9) police officer candidate background investigations. Investigators generally commit 40 hours for each background added to their criminal investigative caseload.

**TRAINING**

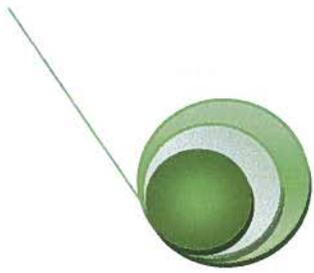
The Department maintains a continuous commitment to providing training for all of our personnel in order to maintain present skills, develop specialized abilities, and to further educate and prepare them to maintain the highest standards of our profession. The Department training program is based upon 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.

<b>Training Category</b>	<b>4th Qtr. Hours</b>	<b>Cumulative Training Hours FY12/13</b>
<b>Firearms (Range)</b>	120	425
<b>Special Operations</b>	120	488
<b>Investigations</b>	16	168
<b>Criminal Procedure</b>	24	24
<b>Juvenile Law</b>	40	88
<b>Property &amp; Evidence</b>	0	0
<b>Education &amp; Safety</b>	8	152
<b>Defensive Tactics</b>	0	40
<b>Management &amp; Leadership</b>	56	120
<b>Traffic and Crash Inv.</b>	32	32
<b>Other<sup>1</sup></b>	128	1312
<b>In-service<sup>2</sup></b>	680	1684
<b>In-service<sup>3</sup></b>	296	544
<b>Total Training Hours</b>	<b>1520</b>	<b>5077</b>

<sup>1</sup> Include 400 hour Basic Law Enforcement course

<sup>2</sup> Field Training (new officer(s))

<sup>3</sup> Annual CPR and AED, Crisis Intervention/Responding to Mental Health Crisis, Sexual Harassment in the Workplace Prevention

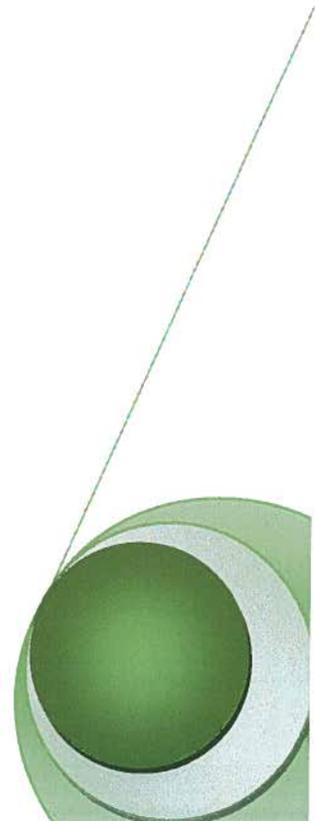


**Village of Glen Ellyn**



# **Public Works Department**

**February 2013 – April 2013**



# VILLAGE OF GLEN ELLYN PUBLIC WORKS DEPARTMENT QUARTERLY REPORT



## February –April 2013

### ADMINISTRATION

The admin team processed and entered results into MUNIS and the Tree Preservation Tracking Program and provided copies to the Building and Zoning Department for sixteen new Work-in-Parkway Applications.

Ten parkway trees were scheduled for removal; letters were prepared and mailed to residents informing them of the pending removals. The tree inventory was updated in Cartegraph and Excel spreadsheets to reflect 24 available parkway planting spaces, 50 completed stump grindings and 25 completed tree removals.

Staff updated the EAB Management Plan to accurately reflect Public Works' practices and programs.

Fall 2013 and Spring 2014 parkway tree planting lists were prepared for the 2013 Mayors and Managers EAB Reforestation Grant.

Re-registration packets were sent to 87 tree care companies.

Informational postcards were created and sent to residents involved in the Spring 2013 Parkway Tree Planting Program.

Plant materials (trees/shrubs) were bid and ordered for the Illinois Prairie Path Planting Project.

Uniforms were ordered and employee uniform allowances were updated.

Staff met with a representative from Staples regarding office supplies.

An employee attended the semi-annual Suburban Tree Consortium meeting in Downers Grove.

One employee evaluation was completed on time.

### ENGINEERING

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

### EQUIPMENT SERVICES

No Report.

### FORESTRY

In February, paperwork was completed and submitted for two forestry grants through the Metropolitan Mayor's Caucus.

In March, seventy-six trees were tagged for Spring planting at Weiler Nursery.

Also in March, Pre-Bid and Bid Opening meetings were held for Forestry Tree Pruning, Removal, Stump Grinding and Emergency Work contracts that will span the next three years.

In April, 165 planting spaces were marked for the Spring Reforestation program.

In April, a Linden was planted for Arbor Day in Panfish Park in honor of outgoing Village President Mark Pfefferman. There was also a small celebration held on the Illinois Prairie Path for Arbor Day.



**OPERATIONS**

February	Snow = 16.5"	Rain = 1.04"
March	Snow = 8.25"	Rain = 1.2"
April	Snow = 0"	Rain = 8.78"
<b>Total</b>	<b>24.75"</b>	<b>11.02"</b>

After a two month hiatus by Chicago standards, winter finally arrived in February. Public Works started looking into alternative methods for storing salt at the end of January but February solved that so called problem as 11 days had snow fall and Operations dealt with 10 events that brought 16.5" of snow to Glen Ellyn. February's snow was 5 times more than December and January's snow totals combined!

March was similar to February with temperatures were below normal: the daily high temperature was below the average high for that day on 25 days while the low temp was below average on 20 days. There were 10 days with measurable precipitation – 6 days with rain and 4 days with snow. It is hard to think spring is around the corner when you have a 7.5" snowfall and haul 52 semis of snow out of the CBD for one event! Snow removal dealt with six events during the month which is triple the average for this time of year. Compared to March 2012 which had multiple 80° days and the past two years' March snowfall of less than 1", March 2013 felt like the middle of winter!

April came along with rain and more rain, 8.78" to be exact. It was the wettest April on record in Chicago and the rain on April 17/18 caused widespread flooding in Glen Ellyn and Illinois.

**February Snow Comparisons:**

Date	Snow	Events	Shifts	Labor(hrs)	Salt(tons)
2008	22.75"	10	20.5	2,088	483
2009	5"	3	4	470	314
2010	20.75"	8	10	1,480	676
2011	26.75"	9	15	2,280	852
2012	8"	4	4	627	437
2013	16.5"	10	12	1,887	1,181

**March Snow Comparisons:**

Date	Snow	Events	Shifts	Labor(hrs)	Salt(tons)
2008	5"	2	3.5	316	173
2009	3"	2	2	178	240
2010	2"	2	0	0	0
2011	0.75"	2	0.3	71	45
2012	0.25"	1	0.7	20	50
2013	8.25"	6	5	813	530

When not plowing snow, the street division removed old storage units in the electrical room that were inefficient and replaced them with new units. These were assembled and then arranged to hold electrical



fixtures and parts. There are spare parts for every Village maintained street light so that repairs are not



dependant on part availability. Also stored in this room are banners, decorations, temporary street signs and supplies for chain saw maintenance.

In February, Utilities assisted National Power Rodding in cleaning and televising select sanitary and storm sewers in the Village. This project had a two-fold purpose; to evaluate sewers in upcoming road projects to better assist engineers in designing the proper scope of work and to evaluate Village sanitary lines in locations where a residence recently experienced a sewer backup in their basement. Residents are responsible for their service line and Public Works evaluates the Village line to correct any main line issues revealed by the cleaning and televising. Utilities employee, Brooke Nemeth, spent 8 days with the contractor locating manholes and hydrants, providing accurate maps, providing flow direction information and informing PW engineers of encountered issues and giving the contractor resolution instructions determined by PW management.

Once March comes, any break in the winter weather pattern allows postponed work to continue. The sewer televising and cleaning contractor was back out addressing lines prioritized by Public Works. Roots, identified during televising, were cut out from the sanitary line on Evergreen north of Duane. A Utility crew followed up on this work cleaning the



line on Duane from Lorraine to Evergreen. This ensures that this line is clean of any obstructions so that flow is not impeded during regular usage and storm events. The flusher truck, owned by the Village, is capable of cleaning 550' of sanitary sewer in one run. Couple that with this year's addition of a Village owned televising truck and Public Works will

be more proactive in addressing minor sewer issues identified throughout the Village. This will allow contractors to concentrate on large sanitary projects and pre and post road construction sewer projects.

When there isn't snow on the ground, March is a time to start addressing the accumulation of requests over winter for infrastructure repair. These



Items run from pedestrian guard rails, to potholes, to pavement assessment where sections need to



be cut out and patched in Spring or early summer. The list seems endless as Spring approaches, but with proper prioritization and the influx of summer seasonal employees to augment the labor force, top priority items are addressed and resolved in a timely manner.

In April, Glen Ellyn Public Works in conjunction with ComEd and DuPage County, completed a

reforestation program along the Illinois Prairie Path (IPP) between Prospect Ave and Main St. ComEd scheduled wire clearing along the IPP. PW Director, Julius Hansen, arranged a meeting with ComEd and



DuPage County to discuss removing vegetation and then replanting rather than just trimming. ComEd agreed to remove the majority of non-desirable and poor formed vegetation while Glen Ellyn agreed to reforest the area with over 100 plants; all of this occurred on DuPage County Right of Way. The planting design was drawn and donated by a resident with landscape design qualifications. Public Works went out to bid for the planting materials, ordered the materials, prepared the sight by grinding all of the remaining stumps and removing all of unwanted and unnecessary ground materials. Public Works dug planting spaces by back hoe and



hand along the 850' stretch of IPP. This project took Public Works ten days from beginning to end and involved an average of 5-6 employees each day.



The finished product adds beauty and character along the IPP for all visitors to Glen Ellyn as well as



those walking this path twice a day while using the daily fee commuting lot located at Duane and Lorraine.

Another major Public Works undertaking was preparing and responding to the 6+” rain event on April 18-19 that caused flooding issues in Glen Ellyn. The flooding was not isolated to Glen Ellyn as 37 counties in IL were declared disaster areas and qualified for assistance from the federal government. The Village continues to this day working with FEMA completing paperwork and communicating with property owners who experienced uninsured losses due to the flooding. Public Works Director Hansen was riding the streets of Glen Ellyn during the early hours of the 18<sup>th</sup> and called all employees into work at 4am. Employees from all divisions worked tirelessly throughout the

day setting up street closures and detours where appropriate as well as securing sandbags to use at Lake Ellyn, which eventually topped its banks in the



early morning hours. Three semis of sand were brought in and sandbagging was set up in the east end of the Montclair Parking Lot for resident use. The entire Public Works crew responded to: 43 instances of backyard flooding, 49 basement flooding (non-sewer related), 1 garage flooding, 96 sewer backups (due to overtaxing of Village system) and 11 surcharging/missing covers on manholes. Public Works also assisted the Library which experienced 5' of water in their sub-basement by pumping out the water for over 24 hours. Public Works manned the pumps through the night of the 18<sup>th</sup>/19<sup>th</sup> and continued to monitor the situation until the Library sump pumps were back online. Public Works continues to investigate areas with high call volume during the flooding event to insure that there are no issues with sanitary or sewer infrastructure.

**Employee happenings:**

Coverage/Assistance – (88 man hours)

<u>Place</u>	<u>Events</u>	<u>(# of employees)</u>	<u>Hours</u>
Sewer TV	4	2	8
Lift Stations	3	1	8

Training – (142 man hours)

<u>Topic</u>	<u>Length</u>	<u>(# of employees)</u>
Right to Know	2 hrs	13
Suburban Tree	6 hrs	2
Pipe Line Safety	2 hrs	3
JULIE Seminar	2 hrs	2
Stanley tool demo	2 hrs	8
Electrical Hazard	8 hrs	3

Line Striping seminar	3 hrs	2
Cartegraph SignView	16 hrs	3

Evaluations – 3 completed

Interviews –

MWI Forestry/Horticulture

Summer Seasonal (5)

Hire–1 Maintenance Worker– Forestry/Horticulture

Safety Meetings – 1

Snow – night shift sent home – 6 times

Below is a list of tasks completed not found in the quarterly core function spread sheet:

**Utilities**

Bio Bags in Grease lines – 750

B-Box repairs – 11

B-Box replaced – 1

Dust Suppression – 3 days

Hydrant raised – 1

Hydrant repair – 2

Hydrant replacement - 1

Sanitary Sewer repair – 2

Spoil loaded out – 610 tons

Storm Sewer Install – 150' of 4" pipe



Storm Sewer Spot repair - 3

Water Service line repair - 1

Water repairs –

Valve vault frame adjusted from car accident

Valve box removed and replaced

Service disconnect at Newton Tower

Temporary patch at water Main/Penn vault

Misc. –

Snow –

- Installed 3 manhole protection rings
- Removed riser ring and lowered lid on water vault
- Worked 17 snow events
- Washed snow trucks – 64 hours (4 days)
- Cleaned out one salt bin for topsoil

Water –

- Removed Hydrant flags
- Performed preventative maintenance on Dust Suppression meters
- Exposed conduit at Newton Tower for future Chlorine feed line
- Organized/printed new hydrant flushing maps

Sanitary:

- Assisted Sewer Televising Contractor – 64 hours (8 days)
- Assisted with lift stations – 3 days

Storm:

- Checked outfalls and problem catch basins before April 17<sup>th</sup> rain event
- Responded to 3 non-Village maintained Detention areas to assist
- TV'd storm sewer at 331 Montclair
- April 17<sup>th</sup>-18<sup>th</sup> Flood event – (With the help of the entire Public Works crew) responded to :
  - 43 Instances of backyard flooding
  - 49 Basement flooding (non-sewer related)
  - 1 Garage Flooding
  - 96 Sewer Backups (due to overtaxing of Village system)
  - 11 Surcharging/missing covers on manholes

Misc –

- Picked up cantilever racks
- Repaired brick pavers at Main/Geneva
- Picked up “Rainbow Dancer” sculpture from COD



**Forestry**

Tree Planting

- Prairie Path – 6 days prepping and planting Contractor – 42 trees (mulched in-house)
- Tree Pruning (cyclical) Zone B and Zone A – 27 days
- Tree top out (ComEd) clean up – 13
- Tree EAB Treatments – 4 days

Flowers –

- Flower delivery date was confirmed for Spring Annuals
- Perennial grasses were pulled from the raised beds in the CBD and transplanted at the Reno Center.
- Spring flowers were delivered and planted
- The Volunteer letter for summer annuals was updated.

Misc –

- Mulch added to all CBD parkway trees
- Letters delivered to residents where parkway restorations will be performed by contractor

**Streets**

Asphalt –

- 10 days pothole patching (12 tons UPM)

Banners – season change out

- CBD – 64
- Stacy's Corners - 32

Electrical –

- 18 electrical work orders completed
- 10 bulbs replaced
- 2 fixtures replaced
- 4 gas mantles replaced
- 1 service panel replaced
- 60' of wire replaced
- 4 light sockets replaced
- 16 JULIES

Misc. –

- Checked timing and extended flasher time on Park school zone lights
- 3 traffic signals reset by contractor
- Hauling – 10 tons to Viola
- 20 tons of UPM picked up
- 99 tons of grindings for back road
- 2 semis dirt for IPP
- Public Hearing Signs – 3 placed
- 4 retrieved

Road kill – 12

- Special Events (2) – (9 employees, 52.5 OT hours)
- Touch a Truck – 3 vehicles for ½ day

Recycle Extravaganza (Duane/Lorraine Lot)/  
 Prairie Path Clean Up –  
 54 barricades, 29 barricades with signs, 15  
 Cones, 8 trash cans, 2 rolls caution tape, 21  
 Safety vests, 40 sand bags

Signs –  
 3 PD car numbers fabricated for ESD  
 3 truck logos fabricated for ESD  
 8 truck numbers fabricated for ESD  
 2 signs added to champion signs  
 1 marker post installed due to accident  
 Relocated champion sign at GSHS  
 158 signs installed for bike path



Misc. –  
 2 bumper guards installed at the electric car  
 charging station at Crescent/Glenwood lot  
 Snow fence installed at Clinic on Rt 38  
 4 sets of storage racks installed in electrical room  
 Gravel added to the Oak/Elm alley  
 Excavated additional space on back road at PW  
 Put away snow equipment  
 Prepped garage for spring/summer work

## PLANT OPERATIONS

### Water Plants

North Pressure Adjusting Station –  
 Staff began installation of upgraded chemical feed  
 equipment. Once complete, the Sodium  
 Hypochlorite system will detect any incoming  
 chlorine residual from the DuPage Water  
 Commission. The machine will then use this data,  
 along with current flow information, to determine

the dosage of the Sodium Hypochlorite solution to  
 be added to the water flow to bring it to a preset  
 rate.

Example: The incoming DWC Free Chlorine Residual  
 falls from the normal residual of 0.70 ppm down to  
 0.40 ppm due to a brief equipment failure at DWC.  
 The new analyzer will detect the drop in chlorine  
 residual and begin pumping the precise amount of  
 chemical necessary to bring the chlorine residual  
 back to the pre-set level of 0.70 ppm.



Existing Sodium Hypochlorite System



New Analyzer/ Controller and Probes

Newton – An interior drain system was installed  
 around the entire perimeter of the building to  
 prevent moisture from seeping through cracks in the  
 floor.



Before Installation of Drain Tile



After Installation

Also at Newton, a new pad was installed to relocate the 400 kw trailer - mounted generator.



**West Pressure Adjusting Station –**



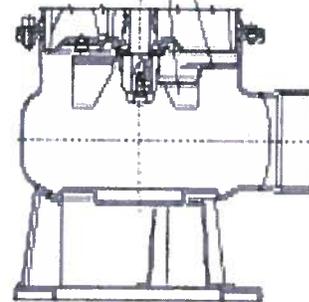
Operator Ken Matuszak changing a relay inside a 480 volt motor control panel

Well # 6 - Re-chlorinated the well, de-chlorinated, and began testing for Coliform bacteria.

**Lift Stations**

**Surrey –**

Staff investigated various manufacturers of “Vortex-Style” pumps. The recessed - impellor design of the



vortex pump allows large pieces of debris to flow through the pump without hanging up on the impellor, thereby saving man-hours to dislodge the debris, equipment down-time and reduce excessive wear on the pumps.

**South Park –**

Flooding inside the dry portion of the lift station due to the severe rain storm caused the station to fail. A “Pump-Around” system was incorporated to provide sewer services to the local residents while repairs were done to the damaged equipment.

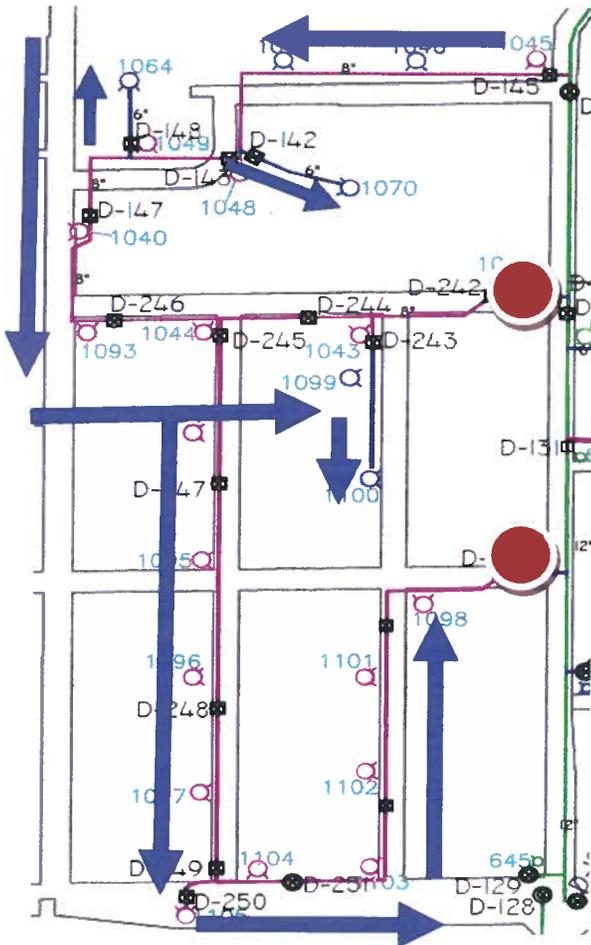


**Memory Ct –**

Many man-hours were used clearing the sewer mains and pumping equipment following the storm. The wet well was cleaned by an outside contractor in an effort to minimize lawn damage and prevent the further use of man-hours that would have been required to rectify the problem caused by the flood.

### Distribution System

"Directional Flushing Technique" was used in Lambert Farms Subdivision to bring the chlorine residual back up to a normal level. The valve at



McCree & Lambert and the valve at Buena Vista & Lambert were shut off in order to force all the water in the subdivision to be supplied from one source (Orchard & Lambert). The source water was then used to flush all the mains in the subdivision.

Directional flushed Travers between Hill and Harwarden to alleviate a "Rusty-Water" complaint.

90 routine bac-t samples

3 routine Bac-t samples - Well # 5

Quarterly Stage 2 Disinfection By-Product samples

Well # 5 S.O.C.(Synthetic Organic Compounds) & V.O.C.'s (Volatile Organic Compounds)

### Administration

IEPA Monthly Report

Investigated security system options for the Public Works Facilities.

Addressed two resident water quality concerns. (Lambert Farms and Travers)

Assisted in snow removal efforts.

### Administration

Submitted Monthly State Reports to the IEPA

Preparation of 2012 Consumer Confidence Report

Started preparing the 2013 Water Quality Report

### ITEMS BEFORE THE VILLAGE BOARD

February – April 2013

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

1. Approval of a contract with Sauber Manufacturing of Virgil, Illinois to provide labor and material necessary to retrofit the Public Works televising van in the not to exceed amount of \$26,000 to be expensed to the Sanitary Sewer Equipment Fund.
2. Approval of a contract with Standard Equipment to purchase an Envirosight Rover X sanitary sewer televising system in the amount of \$69,691 to be expensed to the Sanitary Sewer Equipment Fund.
3. Passage of Resolution No. 13-02, A Resolution Establishing a Procurement Policy in Accordance with Requirements of IKE Public Infrastructure Grant No. 08-354068 for the Braeside Area Localized Drainage Improvements Project.
4. Passage of Resolution No. 13-03, A Resolution Establishing a Residential Anti-Displacement and Relocation Assistance Plan in Accordance with Requirements of IKE Public Infrastructure Grant No. 08-354068 for the Braeside Area Localized Drainage Improvements Project.
5. Passage of Resolution No. 13-04, A Resolution Establishing a Citizen Participation Plan in Accordance with Requirements of IKE Public Infrastructure

- Grant No. 08-354068 for the Braeside Area Localized Drainage Improvements Project.
6. Approval to waive competitive bid process in lieu of a Request for a Proposal (RFP) process and approve the purchase of a SNOGO WK800 snow blower from Lindco Equipment Sales, Inc. of Merrillville, Indiana in the amount of \$92,564, to be expensed to the Equipment Services Fund.
  7. Approval of a contract for the FY13/14 and FY14/15 Spoil Hauling and Stone Delivery Contract to Marcott Enterprises, Inc. in the not-to-exceed amount of \$100,000.
  8. Approval of Resolution No. 13-08, a Resolution to Obtain Permits from IDOT to Perform Work on State Highways from January 1, 2013 to December 31, 2014.
  9. Fuel System Closeout: Approval of a total expenditure of \$44,210 for the work performed by Integrity Environmental Services for the fuel system project. Approval of a total expenditure of \$20,387 for the work performed by Schroeder Asphalt for the fuel system project.
  10. Forestry Work: Approval of a contract with Trees R Us for all forestry work to be performed in each fiscal year for a three year period to be expensed to the general fund as described – FY13/14 \$200,000; FY14/15 \$190,000; FY15/16 \$185,000. Rejection of all other bids and bids related to stump removals with restorations, and emergency forestry work with no award of a contract granted for those two programs.
  11. Approval of a competitively bid contract for the FY14 Concrete Spot Repair Program to Strada Construction Co. of Addison, Illinois in the not-to-exceed amount of \$45,000 to be expensed to the Water and Sanitary Sewer Funds.
  12. Passage of Ordinance No. 6125, an Ordinance Approving a License Agreement with the College of DuPage for the Construction, Repair, Replacement, Removal, Maintenance and Operation of the South Park Lift Station Located at 580 South Park Boulevard.
  13. Lake Ellyn Outlet Channel Steam bank Stabilization Project: Passage of Ordinance No. 6126, an Ordinance Accepting a Permanent Drainage and Natural Area Easement on Property Commonly Known as 717 Riford Road. Passage of Ordinance No. 6127, an Ordinance Accepting a Permanent Drainage and Natural Area Easement on Property Commonly Known as 725 Riford Road.
  14. Approval of a contract to SKC Construction, Inc. for work associated with the 2013 Asphalt Joint and Crack Filling Program, in the amount of \$40,000 (including a contingency up to the funded amount), to be expensed to the Capital Projects Fund.
  15. Approval of a contract to Insituform Technologies USA, Inc. for sanitary sewer lining associated with the 2013 Sanitary Sewer Lining Program, in the amount of \$350,000 (including a 7% contingency), to be expensed to the Sanitary Sewer Fund.
  16. Approval to declare certain Village vehicles/equipment surplus and approve the disposal of these Village vehicles/equipment through a public online auction or used as a trade-in toward the purchase of new equipment.
  17. Passage of Resolution No. 13-09, a Resolution for the Expenditure of Motor Fuel Tax Funds for the Purpose of Maintaining Streets and Highways under the Applicable Provisions of the Illinois Highway Code in the amount of \$425,000 for the Time Period of January 2, 2012 to December 31, 2012.
  18. The following Public Works Employees were recognized for exceptional work and/or anniversary dates at a Village Board Meeting during the 4<sup>th</sup> Quarter: Victor Zarate for his effort and quality of work in clearing snow and salting the sidewalks at Stacy's Corners; several residents have sent along their compliments to Public Works for doing a great job in its snow removal efforts during snow storms,

**PW Budget Tracking****April '13****Operations and Maintenance**

	<b>FY13 Budget</b>	<b>FY13 Revised Budget</b>	<b>Spent YTD</b>	<b>% of FY13</b>	<b>% Spent</b>
Administration & Engineering	\$899,350	\$902,851	\$893,659	100.0%	99.4%
General Fund - Operations	\$1,981,400	\$2,066,085	\$1,857,704	100.0%	93.8%
<b>Water Fund - O/M</b>	<b>\$4,555,300</b>	<b>\$4,604,117</b>	<b>\$4,782,638</b>	<b>100.0%</b>	<b>105.0%</b>
Sanitary Sewer Fund - O/M	\$4,743,300	\$4,811,411	\$4,588,739	100.0%	96.7%
Parking Fund - O/M	\$409,300	\$409,300	\$340,372	100.0%	83.2%
<b>Equipment Services Fund</b>	<b>\$1,808,250</b>	<b>\$1,808,250</b>	<b>\$1,858,842</b>	<b>100.0%</b>	<b>102.8%</b>
Motor Fuel Tax Fund - O/M	\$831,000	\$831,000	\$616,356	100.0%	74.2%
<b>Total</b>	<b>\$15,227,900</b>	<b>\$15,433,014</b>	<b>\$14,938,310</b>	<b>100.0%</b>	<b>98.1%</b>

**Capital Program**

Water Fund - Capital	\$1,480,000	\$1,920,951	\$793,658	100.0%	53.6%
Sanitary Sewer Fund - Capital	\$1,560,000	\$2,425,485	\$956,903	100.0%	61.3%
Parking Fund - Capital	\$0	\$0	\$0	100.0%	0.0%
Motor Fuel Tax Fund - Capital	\$0	\$0	\$0	100.0%	0.0%
Capital Projects Fund	\$6,986,000	\$8,602,285	\$5,798,230	100.0%	83.0%
<b>Total</b>	<b>\$10,026,000</b>	<b>\$12,948,721</b>	<b>\$7,548,791</b>	<b>100.0%</b>	<b>75.3%</b>

**PW CORE FUNCTIONS**

	4Q 12/13	4Q 11/12	+/-	4Q 12/13 YTD	4Q 11/12 YTD	+/-
<b>Admin</b>						
Phone calls	2,020	2,884	(864)	9,827	11,903	(2,076)
Work Orders	478	384	94	1,520	1,795	(275)
Time Sheets	1,327	1,193	134	5,390	5,452	(62)
Invoices	455	460	(5)	1,947	1,895	52
Customer Service Appts	315	367	(52)	1,499	1,361	138
<b>ESD</b>						
Jobs	933	1,129	(196)	4,146	4,253	(107)
Scheduled	748	337	411	2,180	1,366	814
Non-Scheduled	106	0	106	276	2	274
Urgent	79	7	72	166	33	133
Routine	0	785	(785)	1,544	2,852	(1,308)
Total Fuel Pumped (gal)	21,842	19,810	2,032	84,840	92,799	(7,959)
<b>Forestry</b>						
Service Requests	46	61	(15)	369	772	(403)
<b>Operations - Utilities</b>						
Work Orders Completed	65	66	(1)	285	280	5
Water Main Breaks	8	3	5	34	43	(9)
Sanitary Sewer Back Ups	18	23	(5)	73	114	(41)
Sanitary Sewer Back Ups - Village	1	3	(2)	5	12	(7)
Sanitary Sewer Cleaned (feet)	6,250	440	5,810	24,190	53,740	(29,550)
Storm Sewer Structures Cleaned	9	0	9	201	197	4
Storm Sewer Cleaned (feet)	300	0	300	1,125	1,210	(85)
Storm Sewer Grates cleaned - cycles	1	1	0	10	17	(7)
Landscape Restorations (50/50)	0	8	(8)	39	86	(47)
JULIES	980	1,159	(179)	5,089	4,694	395
<b>Operations - Forestry</b>						
Work Orders Completed	27	86	(59)	538	684	(146)
Tree Removals	12	108	(96)	292	229	63
Tree Stump Grinding	13	5	8	51	275	(224)
Tree Cable Inspections	0	0	0	0	0	0
Mowing Cycles	0	0	0	13	17	(4)
<b>Operations - Streets</b>						
Work Orders Completed	138	125	13	542	517	25
Asphalt - Potholes (surface tons)	12	7	5	26	34	(8)
Asphalt - Patching (surface tons)	0	0	0	37	151	(114)
Block Party	0	1	(1)	83	74	9
Parking Meter Collections	12	13	(1)	49	52	(3)
Parkway Restorations	0	0	0	204	21	183
Signs - Fabricated	203	114	89	574	509	65
Signs - Installed	165	164	1	308	423	(115)
Signs - Rehabbed	5	0	5	76	96	(20)
Street Sweeping (days)	8	33	(25)	98	166	(68)
Street Sweeping (early AM)	6	15	(9)	64	75	(11)
Street Sweeping (extra)	0	0	0	12	10	2
Special Events	2	5	(3)	36	38	(2)

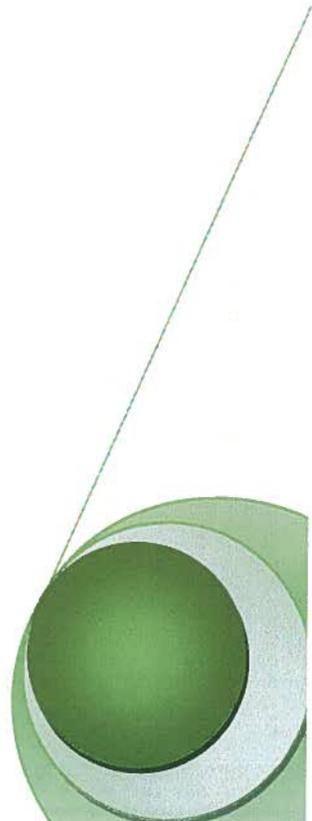


**Village of Glen Ellyn**



# **Recreation Department**

**February 2013 – April 2013**



# VILLAGE OF GLEN ELLYN RECREATION DEPARTMENT

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



## MANAGER'S REPORT FOR February 2013

Prepared by Matt Pekarek *Matt Pekarek*

Pre-season registration began in February, with golfers signing up for the 2013 Weekend Permanent Time Drawing. Resident Cards are on sale.

The 9-hole course is open on temporary tees and greens. The Pro Shop is open everyday. The driving range and Village Links Grill are closed due to construction.

The construction project renovating the driving range, clubhouse and clubhouse site continues. I am not including any information on that project in this report. Detailed information is provided in weekly project updates.

### February Weather

High Temperatures In February										
	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004
70° days										
60° days					1					1
50° days	1	2	3		5			1	3	1
40° days	4	11	2	2	4	3	4	10	9	7
30° days	15	14	13	17	7	12	9	13	13	10
20° days	7	2	7	9	9	10	5	2	3	10
10° days	1		2		2	4	8	1		
0° days			1				2	1		
Rain	1.9"	0.3"	0.4"		3.1"	1.5"	1.0"	1.5"	1.5"	0.3"
Snow	10"	4"	28"	16"	5"	25"	18"	1"	6"	6.1"

Year	Rounds History By Course					
	18-Holes		9-Holes		Total	
	Feb	Feb YTD	Feb	Feb YTD	Feb	Feb YTD
1998	0	0	1,553	1,657	1,553	1,657
1999	0	0	554	604	554	604
2000	0	0	438	737	438	737
2001	0	0	76	77	76	77
2002	0	0	366	1,061	366	1,061
2003	0	0	113	185	113	185
2004	0	0	322	475	322	475
2005	0	0	160	175	160	175
2006	0	0	232	558	232	558
2007	0	0	2	212	2	212
2008	0	0	0	104	0	104
2009	0	0	86	93	86	93
2010	0	0	-		0	
2011	0	0	43	55	43	55
2012	0	0	231	636	231	636
2013	-	-	25	119	25	119

### GOLF

Resident Card sales are 37% behind last year, due in part to mild weather in 2012. The construction disruption at the clubhouse site has also likely had an impact.

The early season discount on Resident Cards that encourages residents to register prior to the onset of the golf season has been extended to May 31 this year due to construction activity.

Registration for Junior Group Lessons and One Day Golf Camps began February 2.

### GROUNDS

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

1. Snow was plowed/salted 6 times.
2. Litter was picked from parkways 1 time.
3. Five hundred bunker rakes were refurbished for the season.
4. Shrubs were removed along a portion of the entrance drive fence to allow for an electric supply connection for the Winchell Way/parking lot lights.
5. One hundred eight golf flagsticks were refurbished.
6. Twenty-five practice putting green markers were repainted.
7. Thirty-one golf ball washers were prepared to be painted.

### MECHANICAL MAINTENANCE

Work accomplished in February included:

1. Two 84" trim mowers were serviced and 6 cutting reels were rebuilt and sharpened..
2. The clutch was rebuilt on Cushman® truckster #10.
3. Clubhouse rest room and pro shop interior doors were refinished.
4. A new water pump was installed on Cushman® truckster #7.
5. Three greens mower trailers were repaired.
6. Four fairway mowers were serviced and 20 cutting reels were sharpened.

### FOOD SERVICE

The Village Links Grill is closed due to construction.

### PRO SHOP

Retail merchandise sales were down 23% for the month and are down 20% for the year.

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

### PROMOTION

For the third year the Village Links participated in the 30th Annual Chicago Golf Show at the Rosemont (IL) Convention Center February 22-24. This was our third appearance at this three day consumer trade show.

Our booth was manned by Noel Allen, Mike Atkins, Mike Campbell, Matt Pekarek and Jeff Vesevick.

We gave away two-somes of golf to collect 1,200 email addresses. We handed out thousands of brochures and connected with potential customers.

We were struck by the large number of visitors who were familiar with the Village Links, who knew that we were renovating the clubhouse, and who had been to the course since construction began. We answered hundreds of detailed questions about the project, using color renderings to explain what customers can expect when we are finished.



*The Village Links booth at the 2013 Chicago Golf Show included renderings of the new clubhouse addition.*



*Professional graphics depicted the Village Links nicely. A Power Point presentation (on the monitor on the right side of the booth) ran throughout the show.*

## **PROJECTS**

Work continues on the configuration and installation of a new Point-Of-Sale System. The software vendor was in town in February to conduct training for Golf Managers and resolve a variety of issues.

Head Golf Professional Noel Allen is doing a great job leading this effort. Noel is working with the software vendor to convert our data and configure the new software. Our goal is to retain as much customer service capability as possible. We will be implementing system features in phases as quickly as possible. Village IT Manager Mark Binkerd has been a tremendous resource in setting up the new network and file server.

## **ITEMS BEFORE THE VILLAGE BOARD**

### Last Month

February 11, 2013 - Village Board Meeting - Approval of the purchase of Restaurant Furniture from two vendors in the amount of \$64,225. Approval of the purchase of 87 Yamaha® golf carts at a cost of \$195,750 plus the trade-in of 87 2008 Yamaha® golf carts.

### Upcoming

March 18, 2013 - Village Board Meeting - Approval of the purchase of sod for the driving range at an estimated cost of about \$92,000.

## **THE MONTH AHEAD**

1. 2013 golf registration continues at the Village Links.
2. The 9-hole course typically opens for play in March, as soon as the frost is out of the greens.
3. Drawings for the 2013 Permanent Starting Times will be held Wednesday March 6.
4. The Drawing for Times in the Wednesday Morning Over 60 9-hole group will be held Wednesday March 27 at the Civic Center.

# VILLAGE OF GLEN ELLYN RECREATION DEPARTMENT

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



## MANAGER'S REPORT FOR March 2013

Prepared by Matt Pekarek

*Matt Pekarek*

We began the month with the 9-hole course open on temporary tees and greens. Both the 9 and 18 hole courses opened on regular tees and greens on Food Friday March 29.

The driving range and Village Links Grill are closed due to construction.

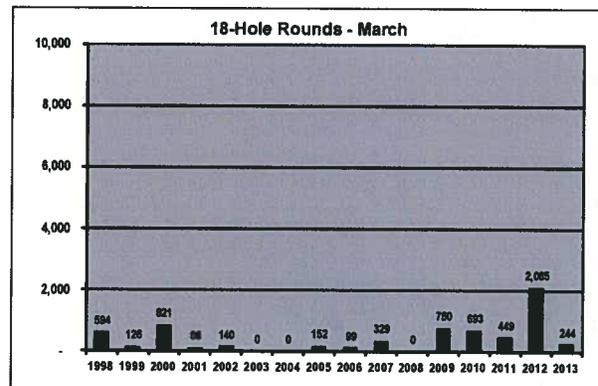
The construction project renovating the driving range, clubhouse and clubhouse site continues. I am not including any information on that project in this report. Detailed information is provided in weekly project updates.

Rounds History By Course						
Year	18-Holes		9-Holes		Total	
	Mar	Mar YTD	Mar	Mar YTD	Mar	Mar YTD
1998	594	594	1,360	3,017	1,954	3,611
1999	126	126	1,495	2,099	1,621	2,225
2000	821	821	3,034	3,771	3,855	4,592
2001	86	86	1,542	1,619	1,628	1,705
2002	140	140	911	1,972	1,051	2,112
2003	0	0	767	952	767	952
2004	0	0	1,060	1,535	1,060	1,535
2005	152	152	888	1,063	1,040	1,215
2006	99	99	1,267	1,825	1,366	1,924
2007	329	329	947	1,159	1,276	1,488
2008	0	0	385	489	385	489
2009	750	750	1,093	1,186	1,843	1,936
2010	693	693	1,176	1,179	1,869	1,872
2011	449	449	768	823	1,217	1,272
2012	2,085	2,085	2,325	2,961	4,410	5,046
2013	244	244	340	459	584	703

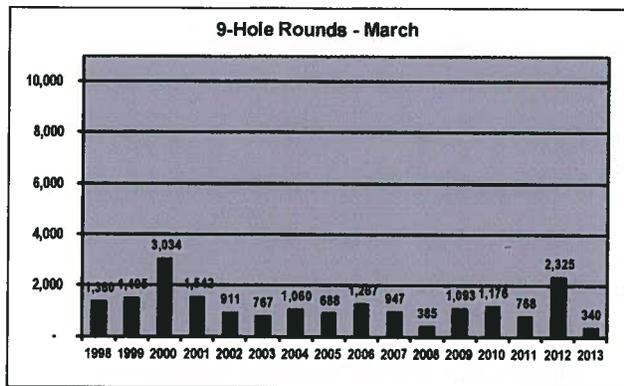
*Only 9-holes were available in 2003 and 2004*

High Temperatures In March										
	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004
80° days		7								
70° days		5		1	3		4		1	1
60° days		8	3	8	8	1	8		3	8
50° days	3	3	4	6	5	7	6	3	2	3
40° days	10	2	13	13	11	10	4	16	11	11
30° days	16	6	11	3	2	11	6	11	10	8
20° days	2				2	2	3	1	4	
10° days										
0° days										
Rain	1.5"	0.7"	2.7"	1.8"	5.0"	1.5"	2.8"	2.6"	0.7"	4.3"
Snow	4"			2"	2"	5"	2"	6"	2"	4"

We were on off-season green fees (25% discount) all month.



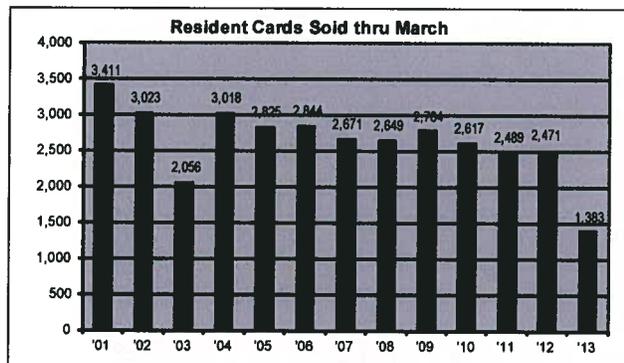
**Nothing compares to the phenomenal year we had in 2012.**



*9-hole course rounds were lower than normal, reflecting the weather. Another likely factor was the construction disruption.*

## GOLF

- By the end of March, 1,383 Glen Ellynites had purchased a **2013 Resident Card**, down 44% from last year.
- Registration for lockers, handicaps, and group lessons** continued during the month.
- The drawing for **Weekend Permanent Tee Times** was held Wednesday, March 7 at the Glen Ellyn Civic Center. 81 hopeful foursomes registered, down two from 2012.



## GROUNDS

The golf course was not maintained in March, as grass was not growing due to the wintery-like weather.

Tasks accomplished in March included:

- Snow was plowed/salted 1 time.
- Litter was picked up off the **parkways** 1 time.
- Thirty one **ball washers** were stripped, sanded and repainted.

- The **clubhouse cart paths** used to route our customers through the construction site were graded with a fresh layer of gravel.
- Four **bag racks** were painted.
- Thirty **litter caddies** were painted.
- Twelve **wood trash can frames** were stained.
- Bunkers** were shoveled in preparation for opening the golf course for the season.



*We mowed greens on the 18-hole course late in the month. The greens had not started to grow, as evidenced by the brown dormant grass in this photo. The mowing smoothed the surface a bit and cleaned up winter debris.*

## MECHANICAL MAINTENANCE

Tasks performed in March included:

- The engine on the **Toro Sand Pro® riding bunker rake** was replaced
- Exterior lights and speakers** were removed from the existing roof in preparation for the new metal roof.
- Annual **fire extinguisher inspection** was completed for all buildings, including the clubhouse, halfway house and maintenance buildings.
- A new water pump was installed on **Cushman® turf truckster #7**.
- Three **trailers** used to transport walking greens mowers between greens were repaired.
- Four **riding fairway mowers** were serviced. The 20 mowing reels on those mowers were sharpened.

7. The **lightning detection system** was temporarily removed from the clubhouse roof so it would not be damaged during construction.
8. Four **rotary mowers** were serviced.
9. The tree trimming chip box was rebuilt. This is the box that we use to catch wood chips as they are chipped.
10. Data cables for the new point of sale system were installed in the new clubhouse addition.

### **PRO SHOP**

Retail merchandise sales were down 66% from last March. Sales are down 60% for the year.

### **FOOD SERVICE**

The Village Links Grill is closed due to construction.

We continue to offer a very limited food selection in the Pro Shop, restricted to packaged snacks and bottled beverages. We applied for a temporary Food Service Permit from the DuPage County Health Department that will allow us to serve hot dogs and brats on a limited basis.

Food sales were down 96% for the month and are down 97% for the year.

### **PARKS**

Litter was removed from Lambert Lake Nature Preserve and Panfish Park.

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

#### Last Month

March 18, 2013 - Village Board Meeting - Approval of the purchase of sod for the driving range at an estimated cost of \$93,436.

#### Upcoming

**none**

### **THE MONTH AHEAD**

**Most 9-hole evening leagues begin in April**

**Golf After School (G.A.S.) begins Monday April 1**

**Group Lessons begin Monday April 4**

**Spring Scramble Saturday April 6**

**The first Over 60 event of the year Wednesday April 10**

**2012 Permanent Starting Times Begin Saturday April 13**

**Free Swingin' Set Ladies League Golf Clinics April 16, 18, 23**

**9-Hole Junior Tournament Saturday April 27**

# VILLAGE OF GLEN ELLYN RECREATION DEPARTMENT

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



## MANAGER'S REPORT FOR April 2013

Prepared by Matt Pekarek

*Matt Pekarek*

April was a poor month for golf with weather that was colder and wetter than normal. A historic flood mid month closed the golf course for two days.

The construction project renovating the driving range, clubhouse and clubhouse site continues. I am not including any information on that project in this report. Detailed information is provided in weekly project updates.

The combination of poor weather and construction disruption held play to all time lows for April.

Construction of the Facility Improvement Project discouraged some from playing. The construction has left the clubhouse area very ugly. Customers do not have access to the restaurant, driving range or putting greens, all of which are closed due to construction. Parking and access to the clubhouse is inconvenient.



***About 70-acres of golf course flooded during the storm on Thursday April 18. The golf course reopened on Saturday April 20 after the flood water receded.***

## APRIL WEATHER

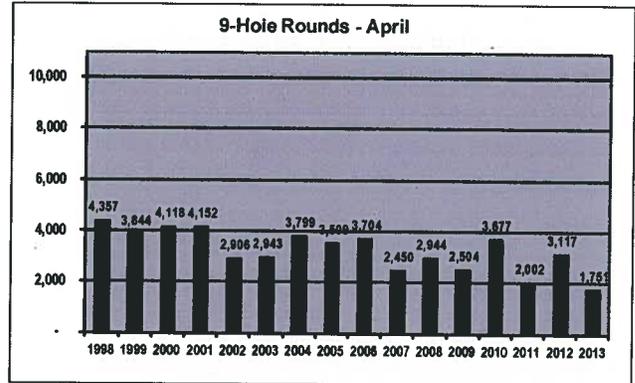
High Temperatures In April										
	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004
90° days										
80° days		1	1	4	2	1	2	1	3	2
70° days	2	3	4	8	3	8	4	10	7	6
60° days	10	12	4	12	6	5	7	9	7	6
50° days	6	10	14	5	11	11	8	8	11	12
40° days	11	4	6	1	6	5	3	2	2	4
30° days	1		1		2		6			
Rain	9.1"	1.9"	4.5"	2.5"	4.7"	2.9"	3.0"	3.5"	2.3"	1.3"
Snow					2"		2"			

April was an unpleasant month. There were only three days in April where it did not rain and/or the thermometer did not dip into the 30's. We had only 2 days with temperatures over 70°, compared to 8 days over 70° on average. It rained 15 days in the month, including 14 of 20 days in one stretch.

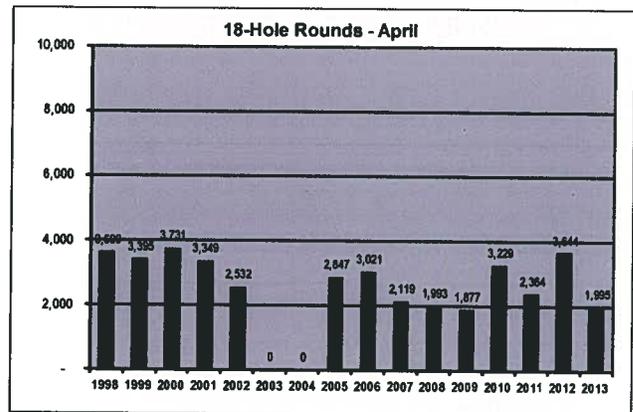
The April 18 flood resulted in a historic high water level that we have not seen since 1972.

## ROUNDS PLAYED

Rounds History By Course						
Year	18-Holes		9-Holes		Total	
	Apr	Apr YTD	Apr	Apr YTD	Apr	Apr YTD
1998	3,609	4,203	4,357	7,374	7,966	11,577
1999	3,395	3,521	3,844	5,943	7,239	9,464
2000	3,731	4,552	4,116	7,887	7,847	12,439
2001	3,349	3,435	4,152	5,771	7,501	9,206
2002	2,532	2,672	2,906	4,878	5,438	7,550
2003	0	0	2,943	3,895	2,943	3,895
2004	0	0	3,799	5,334	3,799	5,334
2005	2,847	2,999	3,509	4,572	6,356	7,571
2006	3,021	3,120	3,704	5,529	6,725	8,649
2007	2,119	2,448	2,450	3,609	4,569	6,057
2008	1,993	1,993	2,944	3,433	4,937	5,426
2009	1,877	2,627	2,504	3,690	4,381	6,317
2010	3,229	3,922	3,677	4,856	6,906	8,778
2011	2,364	2,813	2,002	2,825	4,366	5,638
2012	3,644	5,729	3,117	6,078	6,761	11,807
2013	1,995	2,239	1,751	2,210	3,746	4,449



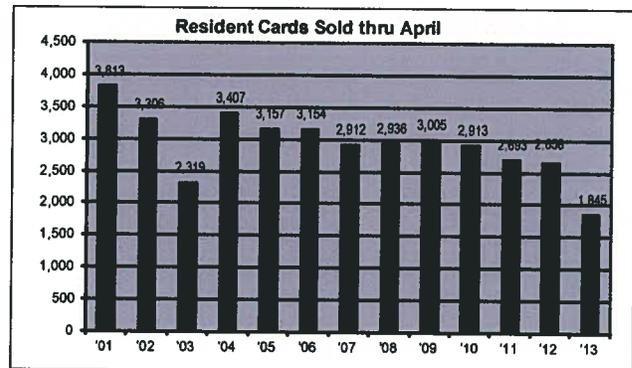
9-hole course rounds played were down 44% in April and were clearly lower than each of the previous six years.



18-hole course rounds played were down 45% in April, but seemed to be generally comparable to all but two of the past six years. It appears that the construction disruption impacted 9-hole play more than 18-hole play.

## GOLF

Resident Cards sold (units) are down 31% through April.



Golf rounds in April were down 45% and are down 62% for the year. Green fee revenue was down 48% for the month and is down 60% for the year.

**Spring Special** customers played 521 rounds in April. To date the Spring Special generated 555 rounds, accounting for 12% of all rounds played and 11% of all green fee revenue.

**Motorized cart** revenue was down 50% in April and is down 64% for the year. Carts were grounded 43% of the month because of wet conditions - 12 days on the 18-hole course and 14 days on the 9-hole course.

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

- Monday 4:28 PM (19 weeks)  
Bell Labs Ladies, 24 players
- Tuesday 4:14 PM (21 weeks)  
Lucent Technology, 32 players
- Wednesday 4:07 PM (24 weeks)  
Knights of Columbus, 24 players
- Wednesday 4:56 PM (15 weeks)  
Ladies of the Evening, 24 players
- Thursday 4:28 PM (20 weeks)  
Thursday Men, 20 players
- Thursday 5:31 PM (16 weeks)  
UFS League, 16 players
- Friday 4:28 PM (17 weeks)  
Freeloaders League, 16 players

- Seven week night leagues began play on the front nine of the 18-hole course in April and early May:

- Monday 4:00 PM (18 weeks)  
Joint Commission League, 12 players
- Monday 4:30 PM (16 weeks)  
Navistar League, 32 players
- Tuesday 4:30 PM (17 weeks)  
Tuesday Team Play, 32 players
- Wednesday 4:00 PM (31 weeks)  
Sound Inc. League, 8 players
- Wednesday 4:30 PM (17 weeks)  
Wednesday Wagglers, 36 players
- Thursday 4:30 PM (18 weeks)  
Valley View League, 48 players
- Thursday 4:54 PM (19 weeks)  
Ladies of the Links, 12 players

- 60 golfers played in the **Spring Scramble** on Saturday April 6.

- **Weekend Permanent Times** began on April 13. Six Permanent Time events were scheduled in April, but two were cancelled due to bad weather. An average of 28 golfers played in each event.

- Our golf professional staff conducted three 90-minute golf for members of the **Swingin' Set Ladies Golf League**. These free clinics covered shot making fundamentals.



*Swingin' Set league members enjoying a golf clinic on conducted by our golf professional staff on Tuesday April 16.*



*Two days later on Thursday April 18, the practice green area was flooded.*

- **Over 60** play was scheduled to begin on Wednesday, April 10 on the 9-hole course, but all three events were cancelled due to bad weather.

- A **Junior 9-Hole Tournament** scheduled for Saturday April 27 was cancelled due to bad weather.

- Director of Golf Jeff Vesevick attended the **Swingin' Set Spring Luncheon**. The Swingin' Set Ladies League begins Tuesday morning play in May. They have separate leagues on both the 18-hole and 9-hole courses. 2012 is their 43rd season at the Village Links.

## GROUNDS

The golf course is in good condition.

Tasks accomplished in April included:

1. The irrigation system was started for the season..
2. Litter was picked up off the parkways 1 time.
3. Tee benches, ball washers, litter caddies and other course equipment was distributed on the course.
4. Tree branches, which fell during the winter, were picked up from both courses.
5. A conduit for a data line from the clubhouse to the 9 hole starter stand was installed.
6. Irrigation pipe and wire were installed in the future 9 hole putting green..
7. Landscape beds were cleaned for the season.
8. Security perimeter posts were installed for the new motorized cart parking area.
9. Bunkers were shoveled up once after the flood of April 18.
10. A new irrigation control computer and software were installed to replace the original computer irrigation control installed in 2003. Golf Course Superintendent Chris Pekarek attended a 2 day training session to learn how to operate the new software.



**We mowed the new west practice putting green at #1 tee of the 18-hole course for the first time in 2013.**



**Bunker erosion like this required extensive shoveling to redistribute sand following the April 18 storm.**

## PRO SHOP

**Retail merchandise sales** were down 65% in April and are down 62% for the year.

**A fiscal year end inventory** of Pro Shop merchandise was taken on Monday April 30.

## FOOD SERVICE

Food service revenues were down 79% for the month, and are down 89% for the year.

## PARKS

All trees at Panfish Park were trimmed. Two declining weeping willows were removed.

## STORM WATER DETENTION

August 25, 1972 was the first major flood event in the history of the Village Links. The flood waters in that event rose to 744-feet above sea level. Over the years we have had about ten major floods that covered large portions of the golf course but no flood ever matched the historic high water mark of 744-feet until this latest event.

One of the reasons that the 1972 flood was never matched was the many storm water detention improvements added over the years. In 1974 we added 9 lakes,

65-acres of golf course and 40 acres of athletic fields and other open space to the storm water detention system. In 2004 we enlarged 13 lakes and added 1 lake to the system. In 2012 we enlarged one more lake. In addition to those improvements to the system, every sizeable development in the County increases on site storm water detention to reduce the overall flood flow. The fact that we reached our historic high water mark means that this was likely the most severe rainfall event since the golf course opened in 1967.



***The April 18 flood completely surrounded the clubhouse. This is the entrance drive to the circle drive.***



***This is the view of the clubhouse from #2 fairway 9-hole course.***



***The Main Street entrance to the golf course grounds maintenance center was flooded as well.***



***The water did not damage the construction project or materials stored on site. Construction work inside the building resumed the next day when all of the flood water receded.***



***All of Co-Op Park also flooded.***

## PROMOTION

We sold 107 **Spring Specials** in 2013, generating \$18,725 in revenue for April and May. Sales were down from 194 last year, most likely due to the weather differences between the two years. The \$175 Spring Special provides unlimited weekday golf in April and unlimited half price weekday golf in May. 521 rounds were played in April. The Spring Special accounted for 14% of all rounds in April.

## ITEMS BEFORE THE VILLAGE BOARD

### Last Month

none

### Upcoming

none

## THE MONTH AHEAD

Planning for  
"Have One On Us"  
June 14-15

Swingin' Set Ladies League begins - Tues. May 7

Tuesday Team Play begins - Tuesday May 7

Annual flowers - planting begins mid-May

Junior 9-Hole Event Sunday May 19

Memorial Day Holiday - Monday May 27