

Village of Glen Ellyn

**Management Team Monthly
Report Packet**

August 2010

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GLEN ELLYN POLICE DEPARTMENT

MONTHLY REPORT – AUGUST 2010

PATROL

Calls for Service

Glen Ellyn Police handled 3,642 calls for service during the month of August. 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.

	August 10	August 09	10 YTD	09 YTD
Calls for service	3642	4067	29,015	31,862

Traffic

The following table illustrates the traffic activity generated by the patrol division in August 2010.

	August10	August 09	10 YTD	09 YTD
Traffic Citations Issued	252	406	2685	3424
Traffic Warnings Issued	304	361	2891	3144
Traffic Crash Reports	61	76	462	528
DUI	3	9	81	94

INVESTIGATIONS

There were 36 new cases assigned to Detectives in the Investigations Division during the month of August. The chart below shows the case dispositions that were developed during the reporting month followed by a narrative sampling of the cases managed by the investigation division:

Felony Arrests	Misdemeanor Arrests	Ordinance Tickets	Juvenile Dispositions
2	0	1	0

Robbery

On August 16, at 3:50 PM an employee at Hallmark Cards in Market Plaza reported a male black subject entered the store and purchased a card. While paying for the card the subject pushed the victim away from the cash register and removed currency from the open register. The subject fled on foot towards Roosevelt Rd. The subject was described as approximately 6'00 tall with a thin build, wearing a white sleeveless t-shirt, dark pants, and a gray baseball hat. This case is still under investigation.

Residential Burglary

On August 1, Police were summoned to the 800 block of N. Main St. for a report of a burglary. The victim reported an unknown subject came to the front door, asking to speak with a resident in the household.

While waiting for the resident to come to the door the suspect walked into the house and took the victim's purse. Investigators interviewed the suspect later and he admitted to going to the residence to speak with the owner and taking the purse. Charges were approved for burglary.

Burglary to Motor Vehicles

In the month of August, Glen Ellyn Police responded to 23 reported car burglaries. In all cases but one, offender(s) entered **unlocked vehicles** parked in the street or driveways and removed items such as portable GPS units, computers, jewelry, and currency. All burglaries occurred between the hours of 11:00 PM and 5:00 AM. These cases are currently under investigation. The Police Department continues to remind residents to remove valuables from their vehicles and lock their cars when left unattended.

Criminal Damage to Motor Vehicles

On August 12, the guest of a resident in the 400 block of Duane Terrace called police after discovering their vehicle had been vandalized. The guest and resident suspected an ex-boyfriend of the resident. They reported the back window of their vehicle had been shattered over the course of the night. This case is currently under investigation.

On August 18, 2010 unknown offenders traveled through the area of Hillside and Bryant, slashing tires on vehicles parked outdoors. A total of eleven cars had nineteen tires slashed by two male subjects who were seen and heard in the area around 4:30 AM. The Department has learned that some residents heard and saw the offenders in the area, but did not immediately contact police.

This case remains under investigation and a resident has offered a \$500 reward to anyone who has information leading to the arrest and conviction of the individuals responsible for the damage. Anyone having information is encouraged to call 630-469-1187.

Possession of a Controlled Substance

In early August the Glen Ellyn Police Department learned from Immigration and Customs Enforcement Agents (ICE) that a package bound for Glen Ellyn contained a large quantity of cocaine. The package sent from Mexico had been intercepted during routine customs inspections. Glen Ellyn Police, ICE Agents, and other assisting law enforcement agencies conducted a controlled delivery of the package and observed a subject take possession of the package. Arrested was 25 year old Emma Gonzalez of 33 Briar Glen Ellyn. The Dupage County State's Attorney's Office approved felony charges for Unlawful Possession of a Controlled Substance.

Identity Theft

On August 14, BP Amoco reported several fraudulent credit card transactions that had occurred the night before. Using two different credit cards, offenders completed ten different credit card transactions for the purchase of cigarettes. Video surveillance from the business was reviewed and the suspect images were dispatched to neighboring law enforcement agencies for assistance in identifying the suspects. This case is under investigation.

In 2005 a resident reported her identity had been compromised when she learned that her social security number was being used by another person for purposes of work. The resident contacted the Social Security Administration and was told that the number assigned to her was also assigned to another individual. Since 2005 the victim has learned that her social security number is still being used by the same individual, even as the resident continues to work and file returns under the same number. Investigators are attempting to determine if the compromised social security number is a clerical mistake or if someone is knowingly and intentionally using the number illegally. This case is currently under investigation.

Identity Theft/UUCC

On August 11th, a Glen Ellyn resident reported that while on vacation her credit card company closed her account after discovering unauthorized charges on her credit card. The victim then confirmed with her credit card company that various purchases throughout Glen Ellyn and Chicago were made illegally. Investigators are attempting to determine who used the victim's credit card and how the credit card numbers were obtained. This case is currently under investigation.

Fraud

On August 19th, a Glen Ellyn business reported that a former employee had altered documents in order to obtain over \$7,000 in funds to which they weren't entitled. The business reported the fraud to police and the investigation is ongoing.

COMMUNITY EDUCATION

Officer Tom Staples continues to serve as the Department's Community Education Officer. His primary responsibilities include DARE™ instruction, facilitating the **Citizen Police Academy**, and the delivery of various **Elderly Service Officer (ESO)** programs.

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

CRIME REPORTING

The following table further defines the Department's response to criminal activity. The data includes activity that is reported to the State of Illinois through monthly Uniform Crime Reports (UCR) as well as all other criminal and quasi-criminal activity that is not required for reporting to the State. The criteria used for UCR reporting is more restrictive and would not reflect the broad range of activity to which our personnel respond.

<i>Reporting Category*</i>	August 10	August 09	10 YTD	09YTD
Homicide	0	0	0	0
Criminal Sexual Assault	0	0	1	4
Robbery	1	0	1	2
Battery	13	7	76	88
Burglary	7	3	41	24
Theft/Deception	60	32	304	262
Motor Vehicle Theft	0	0	2	9
Arson	0	0	0	3
Criminal Damage or Trespass	29	27	180	162
Deadly Weapons	1	0	1	2
Sex Offenses	2	4	7	10
Offenses Involving Children	3	2	38	42
Drug Offenses	3	18	59	79
Liquor Control Act	11	6	44	42
Disorderly Conduct	8	11	88	134
Other Criminal Offenses	17	30	179	328
Crisis Intervention	32	36	242	276
Death/Suicide Investigations	3	7	28	35
Missing Persons	4	0	11	21
Miscellaneous Services	89	82	610	548
Medical Assists	112	114	777	785

**The number of incidents within each category is determined by the most significant act as determined by the officer who documented the incident. For example, an armed robbery involving the use of a gun will only show as one offense within the robbery category; it will not also be counted as an event in the Deadly Weapons category and the Theft category.*

TRAINING

The Department maintains a continuous commitment to providing training for all of our personnel in order to maintain present skills, develop specialized abilities, and to further educate and prepare them to maintain the highest standards of our profession. The Department training program is based upon a risk management perspective, prioritizing first the circumstances involving high risk/high frequency, and then addressing potential situations categorized as high risk/low frequency. The following chart records the training assignments for the reporting month.

DATE	PERSONNEL	COURSE TITLE	HOURS	TOPIC
8/3	Miko, Monson, Scuito A. Terranova, J. Terranova	Drug Enforcement Review	8	Officer Terranova conducted refresher training for undercover drug operations.
8/3	Baki	Armored Vehicle Operation	24	Training on how to operate the SWAT Team's armored vehicle
8/4	All Sworn Officers	Monthly Firearms Training	1	Drills/Practice Course of fire
8/6	Baki, Cusack, Holstead	ILEAS WMD/SRT	8	Bi-weekly drills
8/12	Baki, Cusack	DCSO Special Ops	8	Team Training (all)
8/18	All Sworn Officers	Monthly Firearms Training	1	Drills/Practice Course of fire
8/18	Volpe	CPS Update	8	Renewed certification for car seat inspections
8/20	Cusack, Holstead	ILEAS WMD/SRT	8	Bi-weekly drills
8/23	Catalano, J. Terranova	DT Recertification	16	Recertification for Defensive Tactics Instructors
8/26	Cusack	DCSO Special Ops	8	Team training: Green



Month in Review

AUGUST 2010

New Drainage Brochure

The Department recently completed work on a new *Drainage Around Your Home* brochure (attached). The brochure provides information to residents about drainage and flooding prevention requirements. It contains a brief overview of Illinois drainage law, the DuPage County Stormwater Ordinance and local codes. The Village enforces these laws through a review process conducted by an engineer. This brochure lays out some of the factors that the engineer considers when conducting a review. The brochure also provides some suggestions on how to handle flooding on your property and contact information for some companies that may be able to help. The brochure is available to residents and business owners on the Village website and copies are being printed for distribution by staff as needed.

Village Board Adopts Two New Codes

On August 23, 2010, the Village Board approved two new building codes – the 2009 ICC International Property Maintenance Code and the 2009 NFPA 101 Life Safety Code. Both codes apply to existing commercial and multi-family residential buildings and the Property Maintenance Code also applies to existing single-family residences. The new codes become effective on October 1st.

The Building Board of Appeals reviewed the codes at public meetings in May, June and August. The BBA is meeting regularly throughout the year to renew eight building and fire codes for adoption, amendment and recommendation to the Village Board. These building codes have not been updated since 2003 or earlier. The next BBA meeting is scheduled for September 8th, where amendments to the 2009 ICC International Fire Code will be discussed. Other codes still to be considered by the BBA include 2009 ICC International Fuel Gas, Mechanical, Residential, Building and Energy Conservation codes.

Upcoming Breakfast for Developers and Brokers

The Planning and Development Department is teaming up with the EDC to conduct a breakfast in early November with developers and brokers. The Department will be presenting info on permit processing, redevelopment site mapping and the Downtown Strategic Plan. Other topics to be covered in the meeting include available business assistance programs, description of the existing commercial base, and an explanation of how brokers and developers can work with Village staff and the EDC. The meeting will also serve as a networking opportunity for participants.

Annexation Priorities List

The Department has compiled a priority list of areas in the Village to be targeted for annexation. The planning division is currently, or will soon be working on the annexation of each of these areas. Areas on the priority list include the northeast corner of the Stacy's Corners intersection; the Acorn, Fairview, Hill and Walnut neighborhood; School District 89 Office Building and adjacent Theatre Guild, and the Glen Crest North and South subdivisions. Letters will be sent out shortly to property owners in the Glen Crest North and South neighborhoods explaining the need for them to sign new annexation agreements in order to continue to receive Village sewer and water. The Planning team has been working on annexations in other areas as well, including Arboretum Estates East and Glen Oak Country Club.

P&D COURT CASES FOR AUGUST:

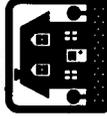
•674 Lenox: Lot not restored. Has until Aug. 10 to submit documentation listing planned completion dates for property restoration. If not in compliance by next court date or Sept. 1 a warrant will be issued for his arrest.



PLANNING AND DEVELOPMENT DEPARTMENT
MONTHLY REPORT
August 2010



	August 2010	2010 YTD	2009 Actual
Total Building Permits Issued	134	768	879
New Single Family dwelling	2	7	7
New Multi-family dwelling	0	0	0
New Commercial building	0	4	1
Additions and Alterations Single-family	12	107	149
Additions and Alterations Multi-family	0	0	0
Demolitions	1	4	16
Additions and Alterations Commercial	5	24	40
Accessory Structure/Miscellaneous	114	622	682
Total Estimated Construction Value (millions)	\$2.07	\$78.72	\$21.34
Certificates of Occupancy (TCO & CO)	0-TCO; 2-CO	4-TCO; 9-CO	24-TCO; 22-CO
Stormwater Permits Issued	4	14	9
Demolition Permits Applications	2	8	11
Sign Permits Issued	3	23	26
Banner Sign Permits Issued	1	16	21
Total Inspections Conducted	656	3195	4876
Building Inspections	410	1938	2451
Exterior Appearance/Ordinance Inspections	1	8	12
Elevator Inspections	9	53	107
Fire Inspections	0	55	387
Grading/Stormwater Inspections	38	177	163
Landscape Inspections	3	7	13
Property Maintenance Inspections	165	723	984
Site Inspections	30	234	759
Total Development Applications Acted On	1	15	38
Exterior Appearance	0	2	3
Planned Unit Development	0	0	2
Sign Variation	0	3	4
Special Use Permit	0	3	7
Stormwater Variation	0	0	2
Subdivision	0	0	2
Zoning Map Amendment	0	0	1
Zoning Text Amendment	0	0	1
Zoning Variation	1	7	16
Misc. Ordinances/Resolutions Acted On	2	10	25
Annexations Approved	0	0	0
Annexation Agreements Approved	0	31	4
Recapture Agreements Approved	0	0	1
Right-of-Way Vacations	0	1	0
Violation Letters Issued (prior to citation)	18	205	360
Citations Issued	0	10	14
Pre-Existing SU Administrative Approval Request	0	0	2
Consolidations, 2-Lot Subdivs & Land Transfers	0	0	5
Village Code Waiver for Special Event	1	1	5
License Agreements Approved	0	6	8
Administrative Approval - Promotional Event	0	1	2



**PLANNING AND DEVELOPMENT DEPARTMENT
DEVELOPMENT CASE, ANNEXATION AND SPECIAL PROJECT STATUS
AS OF AUGUST 31, 2010**

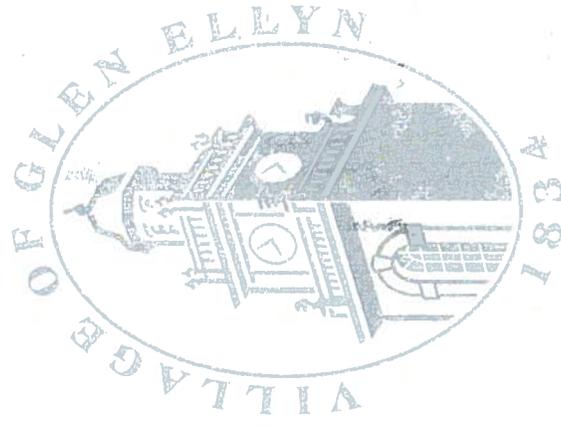
CASE/DEV. NAME (APPLICANT)	DESCRIPTION OF PROPOSAL	ARC REVIEW (DATES/MTGS)	PC REVIEW (DATES/MTGS)	ZBA REVIEW (DATES/MTGS)	VB REVIEW (DATES/MTGS)	COMMENTS AND REVIEW STATUS
Baker Hill Townhomes	Sign Variation	Public hearing 8/25/2010. Recommended approval 6-0.	NA	NA	9/13/2010	Partial application submitted 5/6/10. Review letter mailed 5/25/10. Resubmittal received 6/28/2010. Petitioner unable to attend 7/28/2010 ARC meeting.
767 Chidester Avenue	Special Use Permits, Zoning Variations, ZMA, Minor Subdivision, etc. to allow construction of 2 single family homes. Home proposed on rear lot is in floodplain/wetlands and zoned CR.	NA	Public hearings 7/3/2006, 8/10/2006 and 4/12/2007, 10-0 recommendation to deny.	NA	5/21/2007 Workshop	Waiting to hear how petitioner plans to proceed. Made inquiries about alternate proposals in 2007 and 2008. Property is currently for sale.
Cottage Avenue Water Tower, Public Works utility antenna	Special Use Permit for public utility antenna	NA	Pending	NA	Pending	Submission received July 23, 2010. On hold.
488 Crescent Avenue	Special Use for Personal Training Facility	NA	Pending	NA	Pending	Awaiting submission.
578A Duane Street, DuPage Neurology & Wellness Center	Sign Variation	Est. 2/10/2010	NA	NA	Pending	Partial application received 12/11/2009. Awaiting Resubmittal.
90 N. Finley, Nicor	Special Use Permits, Text Amendment, Zoning Variations, Sign Variations and Exterior Appearance for construction of new 196,000 square foot facility.	9/22/2010	9/23/2010	NA	Est. 10/18/2010 workshop and 10/25/2010 meeting	
Goodrich Court Subdivision	5-lot Subdivision and Annexation	NA	Pre-ap 8/12/2004, Pre-ap 4/28/2005, Pre-ap 10/27/2005	NA	Pending	Awaiting Resubmittal. Last review sent 12/3/2007. Spoke to in mid July 2009, project on hold but does not currently plan to withdraw.
289 Illinois Street	Zoning variation to allow the construction of an addition that does not meet the minimum required side yard setback.	NA	NA	Public hearing 7/27/2010, ZBA recommended approval 5-1	8/16/2010 workshop 8/23/2010 meeting	Approved by Village Board at 8/23/2010 meeting.
411 N. Main Street, Tap House Grill	Special Use for Live Entertainment	NA	Pending	NA	Pending	Application packet and submission list sent 2/9/2010, awaiting submission.
466 Main Street	Zoning Code Text Amendment and Special Use Permit for multi-use cultural, entertainment and assembly space.	NA	Pending	NA	Pending	Awaiting submission.
515-519 Main Street, Churchill Condominiums	Special Use Permit for Cellular Antenna	NA	Pending	NA	Pending	Awaiting submission.
Memorial Park	Impervious surface and accessory structure variations	NA	9/9/2010	NA	9/20/2010 workshop 9/27/2010 meeting	
980 Oxford Road	Zoning variations for a gazebo, outdoor fireplace and patio that do not meet the minimum side yard setbacks and exceed the maximum permitted areas.	NA	NA	Public hearing 7/27/2010, continued public hearing scheduled for 10/26/2010	Pending	

1N182 Park Boulevard	Annexation, Zoning Map Amendment, Zoning Text Amendment, Special Use and Right-of-Way vacations for Construction Company.	NA	Pending	NA	Pending	NA	Pending	Submittals list and applications sent to petitioner 1/26/2009. Waiting for submittal.
475 Pennsylvania Avenue, Barone's	Exterior Appearance and Sign Variations	Pre-application meeting 3/24/2010	NA	NA	NA	NA	Pending	Awaiting submission of formal application.
610 Roosevelt Road, Arvatis Pizza	Sign Variation	Pending	NA	NA	NA	NA	Pending	Awaiting Submission
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	NA	NA	Pending	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.
696 Roosevelt Road, Advance Auto Parts	Exterior Appearance and Sign Variations	9/8/2010	NA	NA	NA	NA	Est. 10/11/2010	Partial application received July 15, 2010. Review comments sent July 29, 2010. Second submission received 8/11/2010. Review comments sent 8/20/2010.
680 Roosevelt Road, Trader Joes	Special Use Permit for Outdoor Sales and Storage	NA	NA	NA	NA	NA	Est. 11/8/2010	Application and project submittals checklist sent 3/29/2010. Partial submission received 7/29/2010. Second submission received 8/26/2010.
690 Roosevelt Road, La Playa Cantina	Special Use for Live Entertainment	NA	Pending	NA	NA	NA	Pending	Awaiting Submission.
Wahlgren Court	Subdivision approval for 16-unit workforce housing (CHAD) project in unincorporated DuPage County	NA	Pre-application 7/26/2007	NA	NA	NA	Pending	Awaiting submission of formal application. Have received preliminary County approvals. However, stormwater issues at County have caused the delay in submitting an application to the Village. Heard petitioner now looking to sell property and/or project. Met with CHAD and County Representative on July 30. Expect submission in near future. Property is for sale.
503 Duane Street	Sign Variation	Pending	NA	NA	NA	NA	Pending	Awaiting application. Application and submission list sent on 8/17/2009.
487 Pennsylvania Avenue	Special Use for Insurance Agency	NA	Pending	NA	NA	NA	Pending	Submittals list sent 9/23/09, awaiting application
ANNEXATIONS								
22W500 Ahlstrand	Annexation	NA	NA	NA	NA	NA	Pending	Part of AEF Subdivision, received partial application, fees and escrow. Plat has been revised. The renters are putting the material together, but we still need the owner's signature on a number of documents. A pending divorce between the owners has put the application on hold.
NWC of Park and Butterfield	Annexation agreements to replace expired agreements School District 87 office building and Village Theatre.	NA	NA	NA	NA	NA	Pending	Draft agreements for both properties prepared. Undergoing internal review.
Glen Oak Country Club	Annexation w/an Agreement for a strip of Country Club Property adjacent to Hill Avenue.	NA	NA	NA	NA	NA	Pending	Agreement under negotiation. Plat has been prepared.

Hill Avenue Annexations	Annexation agreements with Elliot Property located east of the Glen Oak Country Club and the industrial property across the street	NA	NA	NA	NA	Pending	Draft agreement prepared for Elliot property and delivered on July 16, 2010. Draft agreements for the two industrial properties on the north side of Hill Avenue delivered on August 30, 2010. Staff met with Mr. Elliot on August 18, 2010 to discuss terms of agreement.
NEC of Five Corners	Annexation and Annexation Agreements for Properties in 4-block area northeast of 5-corners.	NA	NA	NA	NA	Pending	Received 7 annexation petitions and interest from 9 other property owners. Decided on R2 zoning based on neighborhood input at previous Plan Commission meeting. Neighborhood meeting held on 3/15/2005 where conservative utility costs were shared. Need to set up another neighborhood meeting and prepare updated and more realistic utility costs.
NWC Five Corners	Annexation of neighborhood north of St. Charles, south of the Great Western Trail, west of Evergreen and east of Mildred.	NA	NA	NA	NA	Pending	Some utility information and costs received.
Marston Area	Renewal of expired annexation agreements followed by annexation of properties contiguous to Glen Eilyn with agreements.	NA	NA	NA	NA	Public hearing 1/25/2010 on 29 of 32 agreements. Public hearing on remaining 3 agreements anticipated in October.	Annexation agreements for 29 of 32 properties approved at 1/25/2010 meeting. The planning team is following up on the remaining agreements. Two of the 3 outstanding agreements have been signed and returned. The remaining property owner has until August 25 to return a signed agreement or water will be shut off.
Glen Crest Subdivision (North)	Renewal of previously approved but never fully executed annexation agreements for 49 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	Pending	Agreements have been prepared and customized for all 49 properties. The agreements will be distributed after a neighborhood meeting is held.
Glen Crest Subdivision (South)	Renewal of previously approved but never fully executed annexation agreements for 47 properties along Glen Crest Drive, Ridge Road and Danby Road being served by Village water and sanitary sewer since roughly 1975.	NA	NA	NA	NA	Pending	Agreements have been prepared and customized for all 47 properties. The agreements will be distributed after a neighborhood meeting is held.
Sunnybrook Estates	Annexation of Sunnybrook Estates Subdivision.	NA	NA	NA	NA	7/12/09	Need to evaluate several potential annexation routes and select one to pursue. Amendment to Ordinance approving annexation agreement approved on 7/12/2010 allowing the agreement to be executed.
Swift Road	Annexation of Properties Contiguous to Glen Eilyn with Annexation Agreements.	NA	NA	NA	NA	Pending	
SELECT SPECIAL PROJECTS							
COMMENTS AND REVIEW STATUS							
AEE Fire District Reimbursements	Letters sent in April of 2009 requested reimbursement from property owners for payments to Lisie Woodridge Fire Protection district per the terms of annexation agreements. Follow-up letters sent. No payments received to date. Letters mailed on 12/3/2009 informing owners that payment must be received or payment arrangement entered into.						
Annual ARC Awards	ARC selected award recipients at 8/25/2010 meeting. Awards to be presented at 9/17/2010 Village Board meeting.						

Brochure - Starting a Business in Glen Eilyn	Third draft complete. Awaiting review and finalization.
Building Code Updates 2009	Evaluate the existing building codes and identify new building, fire, and life safety codes that address the needs of the Village. <i>Life safety code and property maintenance code approved by Village Board at 8/23/2010 meeting. Fire code to be reviewed at 9/8/2010 Building Board of Appeals meeting. First draft of building code to be reviewed at 10/12/2010 meeting.</i>
College of DuPage	Village President and management met with COD in February to further discuss the Village's authority related to construction on the campus. An updated surrounding community survey was completed in March of 2010 and COD met with Village staff in March of 2010 to share a courtesy copy of their plans for landscaping and signage changes on the campus. At the direction of the Village Board a letter was sent to COD in April of 2010 informing them that they must comply with the Glen Eilyn Sign Code and previously approved Sign Plan. COD began installing signs in mid-June. A stop work order was placed on the project. <i>Throughout August Department staff continued to work with the Village Board, Village Manager and Village Attorney regarding this issue.</i>
Community Branding	Discussed with Village Board at April 26 meeting as it relates to the implementation of the downtown plan. Direction received to begin research into undertaking a community branding effort.
807-817 Crescent Right-of-Way Vacation	Vacation of improved right-of-way bisecting the rear yards of 807-817 Crescent Boulevard. Affected property owners planned to enter into a reciprocal access easement agreement and have reached an impasse in regard to the terms of the agreement. <i>Staff from the Public Works and Planning and Development Departments met with the property owners on August 26, 2010 to answer questions about the impact various options would have on the properties and to try to facilitate an agreement. Staff is waiting to hear back from the property owners regarding how they would like to proceed.</i>
Dark Windows Ordinance	<i>The proposed Ordinance was reviewed at a public hearing before the Plan Commission on 8/26/2010. The Plan Commission recommended approval by a vote of 11-0. The request is scheduled for Village Board consideration on 9/13/2010.</i>
Downtown Historic District	One of the recommendations in the Downtown Strategic Plan is the creation of a new historic district in the downtown. Department staff began researching this issue in July.
Establishment of New Downtown Organization	Resolution approving Transitional DAC adopted on 11/23/2009. First meeting of the Transitional DAC held on 12/29/2009. Members of the TDAC and planning team visited Geneva, Batavia, Wheaton, LaGrange, Elmhurst and Highland Park in January and gathered information about the roles and responsibilities of the various organizations in these communities with responsibilities in their downtowns. The committee met twice in March and discussed the proposed structure of the organization and developed a preliminary budget. On 4/20/2010, by a vote of 10-0 the TDAC unanimously recommended that the Village Board approve their proposal for the creation of a new downtown organization. The proposal was presented to the Village Board at the 5/17/10 workshop. Comments from the public were solicited and forwarded to the Board. <i>This item is scheduled for further discussion at a September Village Board meeting.</i>
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 after report complete.
Glenbard Wastewater, Bemis Road, Cleanwire Antenna	Draft license agreement under review to allow antenna on GWA property which owned by the City of Lombard and in Glen Eilyn's planning jurisdiction.
Length of Zoning Approval	<i>The proposed Ordinance was reviewed at a public hearing before the Plan Commission on 8/26/2010. The Plan Commission recommended approval by a vote of 9-1. The request is scheduled for Village Board consideration on 9/13/2010.</i>
Lincoln Avenue Right-of-Way Vacation	Request received to consider vacation of Lincoln Avenue right-of-way located between 755 and 767 Chidester Avenue.
Live Entertainment Text Amendment	<i>The proposed Ordinance was reviewed at a public hearing before the Plan Commission on 8/26/2010. The Plan Commission recommended approval by a vote of 11-0. The request is scheduled for Village Board consideration on 9/13/2010.</i>
RTA Grant Application	<i>The Village received word that we were not selected for the grant.</i>
Sign Code Update	ARC discussed potential amendments at June 3 meeting. Surrounding community survey complete. Second draft of code complete and undergoing internal review.
Utility Connection Letters - Lambert Farms	Letters sent to properties in Lambert Farms and one property on Crescent Boulevard which were required to connect to Village water by July 1 based on terms of annexation agreements. Two properties in Lambert Farms that were involuntarily annexed each owe the Village more than \$15,000 (including permit fees). A total of 8 of the 10 properties that letters were sent to have applied for permits to connect to water and have paid a total of \$26,400 to the Village in connection fees (plus \$2,800 in permit fees). The Village has or is in the process of entering into payment agreements for the two properties that were involuntarily annexed.
Utility Payments	Letters sent to property owners in Arboretum Estates East subdivision and along Valley Road with overdue utility payments. Payment has been received by all property owners with the exception of 3 properties on Valley Road. Final 30 day notices being sent to the 3 outstanding properties informing them that their water will be shut off if payment is not received or a payment agreement entered into.

DRAINAGE AROUND YOUR HOME



535 Duane Street
Glen Ellyn, IL 60137
www.glenellyn.org
Phone: 630-547-5250
Fax: 630-547-5370

WHERE DO I FIND HELP?

In some instances, a professional landscaper familiar with Glen Ellyn codes can help. In more difficult situations, homeowners will require the services of a Professional Engineer to design a solution to their problem. The Village of Glen Ellyn Engineering staff and consultants will not design a solution for residents.

The following is a list of engineering firms in alphabetical order who have successfully designed projects in the Village of Glen Ellyn. Please note the Village is not endorsing any firm, rather this list is intended to provide residents with a place to start.

- Civil Engineering Services (630) 577-1551
- Jacob & Hefner Associates (630) 942-9000
- Koziol Engineering Services (630) 435-8686
- Steinbrecher Land Surveyors (630) 293-8900
- Webster, McGrath & Ahlberg (630) 668-7603

General Permit Requirements

The following is a list of activities, related to drainage, that require a permit from the Village of Glen Ellyn Planning and Development Department:

Disturbance of 300 sq. ft. or more, including:

- Landscaping / grading activities;
- Construction of patios, sidewalks, sport courts or other impervious surfaces;
- New driveway installation or reconstruction/resurfacing of existing driveways;
- Construction of garages and additions;
- Demolition of existing structures; or
- Connection to a storm sewer for an active sump pump or a yard drain. The connection also requires approval by the Village Public Works Department.

Surface Ponding

Because of the topography of Glen Ellyn, many homeowners are impacted by low depressions in their yards with no way for water to drain away. In most instances, ponding water dissipates within 24 to 72 hours of the end of a rain storm. During periods of steady rain with saturated or frozen ground, the water may stand for a longer period of time. The filling of these depressions with any material is not allowed because the filling on one property may increase the flooding on neighboring properties.

Most lawn grasses have short root systems that cannot tolerate wet soil. Native grasses and plants have deeper root systems that can help move the water into the soil. Rain gardens are an excellent way to incorporate areas of moderate flooding into your landscaping. By using native, water loving plants and trees you can use the water to your advantage. The internet is an excellent source of information on what plants are to be in sunny or shady rain gardens.

You may choose to install a small drainpipe to help drain the depression slowly. To reduce the length of time water ponds on your property, you may be able to use gravel and perforated drain pipes, a small yard inlet and pipe connection to a storm sewer or route the water to a down stream drainage path. Please note that connecting directly to the storm sewer requires working with the Village and obtaining the appropriate permits. These types of solutions often require neighboring homeowners to work together.

Flooding

If your home is in a designated floodplain you can look at ways to flood-proof your home. You can take simple steps like building berms or floodwalls around low entry points, such as window wells or doorways or increasing the size of drainage swales around your home. You may never be able to eliminate the potential for flooding but you may reduce the frequency of flooding.

You may be experiencing drainage problems such as a flooded basement, basement seepage, excessive sump pump flow and water ponding on your yard for long periods after rain. Depending on whether your problem is with surface water or subsurface water, the options for resolving the problems are different.

This pamphlet provides guidance in addressing your drainage problems and provides a general understanding of Illinois Drainage Law and the DuPage County Storm Water Ordinance. In most cases, the property owner is responsible for addressing problems on their property.

Overview of Illinois Drainage Law

The basic principle of the Law is that owners of lower ground must receive water that naturally flows from higher ground. It also states that:

Landowners may not:

- Obstruct the flow of surface water using dams created by landscaping berms, fences, gardens or compost bins;
- Change the location of discharge;
- Increase or accelerate the flow of water unreasonably as to cause erosion or damage downstream; or
- Fill depressed areas that retain storm water.

Landowners may:

- Widen and clean channels or swales that carry surface water; or
- Drain standing or ponding water in the direction of natural flow.

DuPage County Storm Water Ordinance

The Village of Glen Ellyn has adopted the DuPage County Countywide Storm Water and Floodplain Ordinance. All developments in the Village of Glen Ellyn must adhere to this Ordinance. In general it requires developers to demonstrate that during a 100 year flood event the proposed development shall not:

- Increase the volume of runoff;
- Contribute to adjacent flood problems; or
- Alter the direction of runoff.

Types of Water

Surface Water

Storm water naturally runs to lower areas and may stand on the ground for hours or days after a storm event. Every lot should be graded so that water on the top of the surface of the ground can be drained away from the home. Drainage paths or shallow grass or rock-lined channels called swales should be provided around your home to allow storm water to safely pass. Downspout water should be directed away from your foundation, toward open areas of your rear or front yard.

Subsurface Water

The water table is the level of groundwater and it can fluctuate several feet throughout the year. In some areas, the water table is affected by natural springs or underground seams of gravel or sand. Water may flow underground throughout the year or during rainy periods. When basements are constructed, drain pipes and sump pumps are used to take groundwater away from the foundation and to discharge it at ground level to protect the home.

Downspout and Sump Pump Discharges

Code Requirements: The Village Code states "No person shall discharge any water from sump pumps, gutters, roof drains, or similar drainage devices in a concentrated matter onto or over a public sidewalk or street." (Title VIII, Chapter 1, Section 8.1.10b).

Section 115-13.12 of the DuPage Storm Water Ordinance states that to the extent practical "all runoff from rooftops and parking lots, and discharge from sump pumps, that does not discharge into a site runoff storage facility shall be directed onto vegetated swales or filter strips, for a distance of at least 50 feet."

According to the Village Code, discharging sump pumps into the sanitary sewer is illegal (Title VII, Chapter 9, Section 16).

Guidance: Sump pump discharges and downspouts shall discharge at a point that maximizes drainage over a grassed or vegetated area on the property. At a minimum, this distance shall be 20 feet from any property line. The sump pump discharge should be extended at least 5 feet from the foundation, to prevent the recycling of water back into the drain tile around the basement. If there is poor drainage away from the foundation, the gutter

downspouts may also be extended away from the foundation to reduce flow into the sump pump drain.

In some cases a sump pump is active or runs frequently when it is not raining. This can cause water to continuously drain across a property line into other private property or into the public right-of-way. In these cases additional steps may be required, such as:

- Building a dry (rock filled) well to accept sump pump flows;
- Building a curtain drain system, similar to a septic field arrangement. This system involves a series of shallow perforated drain pipes or rock-filled trenches that spread the water out below the surface and promote infiltration into the soil away from the foundation;
- Building a rain garden, which is a garden that consists of plants that thrive in wet conditions;
- Making a direct connection to the Village's storm sewer, if available. This is truly a last resort and may increase the load on the Village's storm sewer system. An approval from the Public Works Department is required.

Please note that in some cases sump pumps are not discovered to be active until after the building permit to construct the home is closed. In this case, the Village will still pursue a resolution to the situation with the property owner. Active sump pumps can be a nuisance, cause property damage and in some cases be hazardous.

Side and Rear Yards

In some cases the maturity of trees and shrubs and additions to the landscaping, such as gardens, compost piles and paths, have changed the way storm water passes through your property. Even the addition of mulch every year can add inches to your property over time. You may need to rethink your landscaping to protect your home from flooding. Removal of hedge rows along side and rear yards can help to open up a path for storm water runoff. Keep side and rear yards clear of obstructions.

VILLAGE OF GLEN ELLYN

PUBLIC WORKS DEPARTMENT

MONTHLY REPORT

August 2010

ADMINISTRATION

The admin team fielded 1,434 phone calls in August. This is the highest monthly total of phone calls since tracking started in June 2008. Another very heavy rain day (August 3) resulted in many flooding/sewer-related calls requiring detailed information about the operation of the sewer system and the possible reason for flooding and sanitary sewer backups. There were also many calls reporting sump pump and downspout discharge onto private property resulting in private property flooding. In addition, the team received many forestry calls associated to the new parkway tree planting options. These calls also are quite time consuming as they require an explanation of the three program options, tree species recommendations, reasons for the programs and the resident place in line for planting. The PW management team has a high regard for Kathy and Carol who account for 1.5 FTE but do the work of 2.5 FTE's. There are times when it is difficult for them to accomplish anything more than answering phone calls, yet their scope of work resembles that of admin assistants rather than receptionists or office staff. Public Works attempts in many ways to remind Kathy and Carol that they are valued members of the team during stressful and stretching work days during weather events and program roll outs. Coffee and pastries can only go so far.

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:

- 26 tree preservation plans and parkway tree permit applications
- 8 plan re-submittals
- 25 tree fence and root pruning inspections
- 19 refunds of deposit

17 parkway trees were scheduled for removal - letters were prepared and mailed to residents informing them of the pending removals. In addition, 63 tree removals and 17 stumps were completed. The pending and completed removals and completed stump grinding was entered into CartêGraph and Excel spreadsheets.

The admin team updated tree inventory in Cartegraph and excel spreadsheets to reflect 27 parkway planting space additions.

The admin team prepared fall 2010 tree parkway planting list and requested bids from four consortium nurseries.

The employee uniform allowances were calculated and uniform order forms were distributed to all public works employees. The admin team started compiling individual order forms for submittal to vendors.

Admin researched owner-of-record and property identification numbers and prepared and mailed 11 weed violation letters and updated Weed Violation Tracking and Work Management database; requested invoicing for 1 weed violation mowings completed by staff.

ENGINEERING

Projects in Construction Phase

2010 ASPHALT SKIP PATCHING PROGRAM – Contractor: Orange Crush (Value of Contract = \$72,000) The contract was awarded to Orange Crush on August 9, with the project conformed to the available budget for the work. Conformed contract documents have been prepared and the Agreement has been signed. The skip patching work at eleven locations will be performed in September with

Civiltech Engineering providing construction oversight services.

BRYANT AVENUE/THAIN'S ADDITION –

Contractor: Martam Construction

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

Start	Completion	%done	Contract
4/7/10	10/31/10	52.0%	\$5,709,918.85

August marked a milestone event with the placement of concrete pavement on the four-block Bryant corridor between Turner and Walnut on August 12. The following two weeks of work focused on completing all the remaining concrete installations including curb and gutter, driveways, sidewalks and roadway gaps in the corridor, with special emphasis in the area near Ben Franklin School. All work near the school, including sod restorations, was completed prior to the start of the fall term on August 25. As work wraps up on Bryant, activity will be shifting to Duane Street and Longfellow: the remaining concrete work on Duane (curbs were poured in August) should be completed in early September to be followed by curb / driveway / sidewalk installations on Longfellow. Roadway grading and binder course placement on Duane is scheduled for the week after Labor Day, with work on the Longfellow roadway to follow immediately. Underground work will begin in mid-month on Whittier with sanitary sewer service line replacements, storm sewer and water main. The project remains on target to be completed in late October or early November.

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)

On St. Charles, the roadway widening work is nearing substantial completion, with two lanes of traffic in each direction now re-established for the most part except for daytime lane closures required to complete utility installations near the intersection of Riford and St. Charles. The binder layer of asphalt is scheduled for placement on St. Charles Road in September. On Riford Road, the Crescent to Oak section is nearly finished with underground installations as most of the storm sewer work in that area is now complete. Roadway re-building will be commencing soon with excavation and the 12-inch

thick roadway stone base course installation work south of Oak. The Oak to St. Charles section of Riford will see significant underground work throughout September consisting of storm sewer installations as well as new water main and water services replacements.

ROSLYN & SCOTT SANITARY SEWER EXTENSION –

Contractor: Lifco Construction

(Value of Contract = \$21,000)

Eight bids were received at the August 12, 2010 letting, with the low bid of \$19,000 submitted by Lifco Construction of Carol Stream. The engineer's estimate for the project was \$23,400. After review of references, Lifco was recommended for the project and the Village Board approved entering into a contract on August 23. Conformed contract documents have been sent to the contractor for signature. Work will begin in the last week of September.

SOUTH PARK BOULEVARD LAPP –

Contractor: Geneva Construction

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

All work is complete on the project with the exception of sod placement and minor restorations. Final paving, line striping and reflector installations were completed in mid-August. All traffic signal operations have been returned to automatic mode.

Projects in Design/Bidding Phase

BRAESIDE LIGHTING PROJECT –

Engineer: Pavia-Marting

The consultant has prepared a preliminary report looking at various lighting options. A progress meeting is scheduled for September to discuss project status and finalize the selection of the pole and luminaire to be installed.

CRESCENT BOULEVARD SIDEWALK EXTENSION –

Engineer: Pavia-Marting

Preliminary plans, specifications and cost estimate have been prepared by the consultant and submitted for Engineering Division review.

HILL AVENUE WATER MAIN EXTENSION –

Engineer: Walter E. Deuchler

Updated cost estimates have been prepared by the consultant.

LAKE ELLYN OUTFALL CHANNEL REHABILITATION –

Engineer: Burns & McDonnell

The consultant request for a contract amendment to cover additional project expenses was approved by the Village Board on August 9, 2010.

NICOLL WAY LAND BRIDGE REPAIRS –

Engineer: Walter E. Deuchler

Project bidding will be deferred to conserve Capital Improvement Project fund balances.

RIGHT TURN LANE ON LAMBERT AT ROOSEVELT –

Engineer: Hampton Lenzini Renwick

The land parcel appraisal process is continuing. A request has been received from the engineer to consider a fee increase just slightly above the current funding ceiling for the project. This request will be forwarded to the Village Board for consideration in September.

Projects in Punch List / Closeout Phase

PARK/GE PLACE/PRAIRIE IMPROVEMENTS PROJECT –

Contractor: Brothers Asphalt

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

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

Projects Under Contract

SCADA SYSTEM UPGRADE PROJECT –

Contractor: Gasvoda and Associates/Dixie Electric

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

The Public Works team is preparing a package for consideration of a special use permit for a Cottage Tank antenna.

Engineering Projects

CENTRAL BUSINESS DISTRICT TRAFFIC STUDY –

Engineer: KLOA

Seven proposals were received on August 3 in response to the Village RFP. The Village review team evaluated the submittals and recommended the firm of Kenig, Lindgren, O'Hara and Aboona for the assignment. The Village Board approved a professional services agreement with KLOA at the August 23 Board meeting. The Agreement has been executed by both parties. Traffic counts will be

undertaken in late September following the project kick-off meeting.

CRESCENT BOULEVARD CONCEPT STUDY –

Engineer: Burns & McDonnell

Applications for federal funding of the project through the Surface Transportation Program and Illinois Transportation Enhancement Program were submitted in August.

ESSEX COURT DRAINAGE IMPROVEMENTS –

Engineer: Rezek, Henry

The Village Board provided the Public Works team with direction to move forward with the design of drainage improvements using established rights-of-way instead of pursuing private property easements. A proposal has been received from RHMG to complete the design of the Essex Court project and to incorporate already-designed improvements for sections of Lake Road and Grand Avenue into a single package for bidding and construction in 2011. The RHMG proposal will be considered by the Village Board in September.

NORTH REGIONAL DETENTION FACILITY –

Engineer: A. McGurr, Ltd.

Further research is being conducted for the CBEL report on alternative locations.

SANITARY SEWER EVALUATION SURVEY –

Engineer: RJN Group, Inc.

Smoke testing was completed in August in the central portion of the Village, including the northern section of Braeside that feeds into the Surrey lift station.

SUNSET/TURNER IMPROVEMENTS PROJECT –

Engineer: Kudrna & Associates

A proposal has been received from the consultant to cover additional costs associated with bringing the project to bid and to review a drainage problem in the project area. The proposal will be considered by the Village Board in September.

EQUIPMENT SERVICES

In the month of August, the Equipment Services Division continued to maintain a safe work environment and to follow industry standard safety procedures and Village safety policies. The Division

has achieved 1,660 days without a “lost time” accident.

Facilities repairs performed by the ESD included the replacement of the Fuel Master power management electronic circuit board and the Prokee reader circuit



board. The yard gate EIU 110 volt power feed circuit was rewired due to a broken underground cable. The diesel fuel dispenser breakaway hose was replaced and the unleaded tank probe splice was repaired in the south sump.

Sixty four work orders were related to the maintenance and repair of Police Department vehicles and equipment. The dash camera was reinstalled in patrol squad 02 and the SIR seat belt pre-tensioner was replaced in patrol squad 03. The fuel system vapor canister was replaced in patrol squad 04 and the trunk floor was straightened. The alternator; the front wheel bearing/hub assembly with ABS sensor; and the A/C condenser were replaced on patrol squad 05 and the A/C system was purged, evacuated and recharged with recycled refrigerant. The tires were replaced on patrol squad 06 and the battery was replaced on command van 15. The HVAC blower motor was replaced on patrol squad 08 and the battery was replaced on patrol squad 19. Audio/video system repairs were performed and a number of DVD discs were replaced and formatted. Numerous chassis and emergency lighting repairs were made and a number of tire repairs were also performed on various police vehicles. All PM's were completed on time.

Seventy eight work orders were related to the maintenance and repair of the Glen Ellyn Volunteer Fire Company's vehicles and equipment. The

medical supply cabinet sliding glass door frame and medic seat latches were repaired in the patient module of Medic 21. The drawer slides were removed and repaired in the patient module of Medic 22. Four pump panel gauges were replaced on Engine 25 and the seized deck gun slides were repaired. Six batteries; the shoreline auto eject system; and the electronic Fire Commander were replaced on Engine 26 and the main electrical junctions were repaired. The rear compartment roll up door and the backup alarm were replaced on Engine 27. The right windshield wiper motor; and 9 compartment door struts were replaced on Tower 30. The right front window regulator and motor were replaced on Squad 38. Numerous chassis and emergency lighting repairs were performed on Fire Company vehicles. All PM's were completed on time. Eight pump valves were removed and rebuilt and the compartment door hinge was repaired on



Tower 30. The pump system was prepared for annual vacuum testing.

Eighty nine work orders were related to the maintenance and repair of Public Works vehicles and equipment. The rear axle seal was replaced in dump truck 201 and the leaking diesel fuel tank in truck 203 was replaced with an aluminum tank. The battery was replaced in backhoe 210 and the window latch pin was adjusted. The steering column multi-function switch was replaced in van 226 and the front drive axle half shaft was replaced in van 245. The multi flow hydraulic relief valve; the Vactor fan flush out nozzle; and the rear debris hose was replaced on Vactor combination machine 230. The engine fan shroud and accessory drive belt guard mounts were replaced on roller 239. The disc brakes and rotors were replaced on all four wheels of truck

231. The electronic engine controls were scanned on truck 241 and an intake vacuum leak was repaired and a vacuum harness was relocated. Two Streamlight box lights with charging stations were installed in flusher truck 242 and the auto fill float and actuator valve were replaced. The hydraulic brake system was flushed and bled on loadall 265. Brooms and the park brake indicator switch were replaced on street sweeper 249. The gutter broom nozzle pipe was repaired; the A/C condenser was cleaned; and the refrigerant system was recharged on street sweeper 249. The battery was replaced on arrow board trailer 508 and the clutch switch was replaced on stump grinder 509. The low pressure hose was replaced on water trailer 508 and the burner fuel mixture was adjusted. Numerous chassis and emergency lighting repairs were made and a number of tire repairs were also performed on various Public Works vehicles. All PM's were completed on time. The diesel engine assembly was



replaced on stump grinder 247.

Twenty work orders were related to the maintenance and repair of Glenbard Wastewater Authority vehicles and equipment. The rear lights electrical wiring was repaired on truck 622 and new vehicle graphics were installed on van 642. The right front drive axle half shaft; the right tie rod; and the drag link were replaced on Bobcat ATV 634 and the toe-in was adjusted. The work lights and the beacon light wiring were also repaired on 634. All PM's were completed on time.

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

FORESTRY

The Village Forester met with the EC Tree Care Committee and discussed the next tree care seminar "What It's Worth and How to Make it Work for You". It will be held on October 20th at the Glen Ellyn Civic Center. Topics will include how trees affect our ecosystem, how to use tree for energy savings and for wood utilization, how trees help control water runoff and how trees compare in value to one another.

The Village Forester continued landscape inspections of Village owned properties

OPERATIONS

August Rain = 4.97"

The weather in August seemed to complete the summer trifecta of average temperatures and above average rainfall. High and low temperatures were within one degree of the average and the rainfall was a little more than one inch above average. The prediction of a storm on the 3rd prompted Operations to send out five 2 man crews to clear storm sewer catch basins that help direct surface water to the storm sewer systems as quickly as possible. During the 2.37" rain on the 3rd, Operations received 12 residential sanitary sewers back up calls while the office staff fielded a high number of calls, possibly due to a carry over of high residential concerns from the flooding of July 23rd/24th. This event was minor in comparison and all Village storm water systems continued to work as designed. Operations continues to work hard to keep curb lines clean through daily street sweeping and catch basins clean with the use of pre-storm crews out in the field.

On August 5th, ten employees attended a Mueller fire hydrant maintenance class at the Reno Center. This was a hands-on class to refresh employees about the inner workings of this style of hydrant. One of the items covered was the fact that a Mueller hydrant has a soft spot on the stem that creates the necessary water shut off. Employees were shown what occurs to this spot when those using the hydrant continue to crank down even though the water is turned off. The metal is compressed and



buckles at the bottom. The stem on the left is how it should look and the stem on the right is what occurs from over-tightening. Most people naturally turn things off until we reach a point of resistance, but this is not the case with this hydrant. These types of classes continue to inform and remind Operations employees of the proper methods and processes for maintaining Village infrastructure.

With the onset of the Emerald Ash Borer in the Village, the number of tree removals has increased



both by contractor and in-house. Removals are most easily accomplished in house during summer months as summer seasonal employees are able to fill out the crew. During the month of August, Operations spent five days for tree removal, five days on tree-related work orders and six days working on both removals and work orders. At the end of this monthly report, the core function spreadsheet shows a stark increase in forestry work compared to last year. In 2010, Operations has completed 158 more tree work orders, 160 more tree removals and 74 more stumps ground than in 2009. This increase

in the forestry work load is not balanced by a decrease in other work areas of Operations. The



absorption of this extra work with little disruption to normal daily activities is a credit to the dedication of Operation's Maintenance Workers and the scheduling ability of Operation's Crew Leaders.

Employee happenings:

Training –

- 1 employee – FEMA training session (1 day)
- 1 employee – management seminar in Naperville
- 1 employee – demo on new product for raised manhole issues during snow season
- 10 employees – Mueller fire hydrant maintenance class
- 10 employees – JCB backhoe training

Safety – hard hat inspection for all employees

Evaluations - 6 completed

(Operations is up to date on all reviews)

Coverage/Assistance –

- Front Office – 1 employee (1 day and 3 lunches)
- Customer Service – 1 employee (1 day)
- Engineering - Arrow board for smoke testing on S. Park Blvd – 1 employee (2 days)
- Glenbard Waste Water – removed grease build up at plant with Vactor

Below is a list of projects completed in August 2010 not captured in the core function spread sheet:

Utilities

- Bio Bags in Grease lines – 243
- B-Box repairs – 3
- Dust Suppression Meters – 1 day
- Storm Sewer repairs - 2
- Structure Repairs – 8
- Structure Spot Repairs – 2

Valve Repair – 1
Valve Box repair – 1

Misc. – Televised storm sewer on Glen Park Rd
(requested by engineering)
Addressed 22 of 27 hydrant leaks identified in the
leak detection survey

Forestry

Weed Mows -
Inspections - 2
Notices – 2
Violation inspections - 6
Mows – 3

Misc. –
Installed 36 gypsy moth monitoring traps
Installed memorial plaque for Gary Webster tree
Watered the transplanted Summerdale Oak tree
and Webster memorial tree three times

Streets

Asphalt – 2 days pothole patching (4 man crew using
roller and 15 tons of surface)

2 days work order patching with 4 tons surface

Drinking Fountains – polished all 4 fountains

Electrical –

5 fixtures rehabbed
3 bulbs replaced
1 photo eye replaced
1 fuse replaced
1 control unit replaced
Reset timer at Duane/Lorraine lot

Flowers –

Weeding – 3 cycles
Watering – as needed
Fertilized 22 beds, 61 pots and 28 hangers
Trim back native plants in Volunteer beds along
Crescent Blvd.
Groom and dead head plants – 3 cycles
Planned and ordered pink Tulip bulbs for Fall
planting in conjunction with breast cancer
awareness

Hauling – 8.65 tons

Public Hearing Signs – 1 placed
0 retrieved

Special Events –

Festival of the Arts – 18 barricades (13 w/ signs)
GWHS Football game – 22 barricades (2 w/ signs)

Misc. – 2 collection meter locks replaced

PLANT OPERATIONS

Water Plants

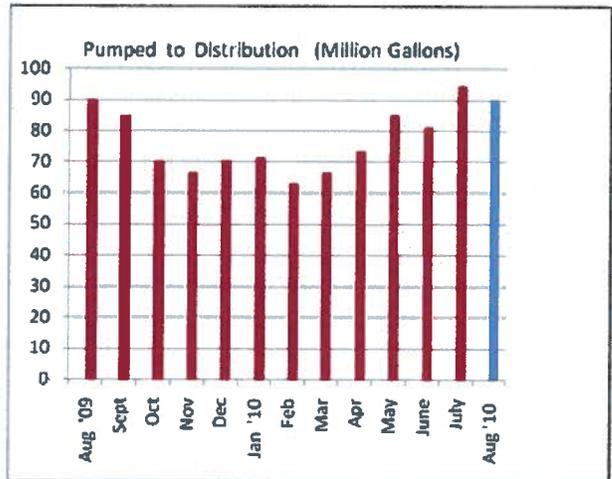
General - Continued mounting radio panels at
Civic Center, Newton, NPAS, and Cottage.

Lift Stations

Memory Ct - Debris removed from pump check
valve by Joe Rein and Jeff Agner.

Distribution System

32 routine bac-t samples



Administration

Monthly State Report submitted to IEPA

Updates to Cross-Connection records

Updated Hydrant Flow data

ITEMS BEFORE THE VILLAGE BOARD

AUGUST 2010

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

1. Approval of an engineering amendment with
Burns and McDonnell in the amount of
\$6,000 for changes in scope of services on
the design of the Lake Ellyn Outlet Channel
Rehabilitation Project. This amendment
brings the total cost of engineering to
\$17,000. This project will stabilize the
channel embankments through
environmental best management practices
and construction.

2. Approval of a contract with Orange Crush in the not-to-exceed amount of \$71,500 for the 2010 Skip Patching Program. This contract will focus on resurfacing areas of eleven sections of the Village beyond our internal means. Civiltech will provide construction management on the project. Work is expected to begin in mid-September.
3. Approval of a contract with Lifco Construction in the not-to-exceed amount of \$21,000 for the Roslyn & Scott Sanitary Sewer Extension Project. This project will resolve some long standing issues associated with three very long service lines along Roslyn Road. Work is expected to take place in late September.
4. Approval of a professional services agreement with KLOA in the amount of \$43,500 to conduct a traffic study for the Central Business District. This study will focus on the potential conversion of one way streets to two way traffic and look at the impacts associated with any changes. This is the first of many steps identified in the Downtown Strategic Plan.
5. A presentation was made to the Village Board at a Workshop regarding the current status of our backup water system. Currently both of our backup wells have been taken out of service due to mechanical failure (Well #5) and bacteriological concerns (Well #6). An overview of our system was explained along with potential remedies to our wells.
6. The following Public Works Employees were recognized for exceptional work and/or anniversary dates at an August Village Board Meeting: Steve Tavalacci (15 Years), Eric Hendrickson, Bob DeRosa, Dave Laurinaitis, John Sparagna, Mike Zitzka, Stevie Chandler, Peggy Drescher, Joe Rein, and seasonal employees Zack Carlstrom, Jeff Soderberg, Joe Soderberg, Steve Hughes, and Nick Mellinger.

PW Budget Tracking

<u>August '10</u>	FY10	FY10 Revised		% of	%
<u>Operations and Maintenance</u>	Budget	Budget	Spent YTD	FY10	Spent
Administration & Engineering	\$812,200	\$813,729	\$274,598	33.3%	33.7%
General Fund - Operations	\$2,073,200	\$2,178,192	\$637,755	33.3%	29.3%
Water Fund - O/M	\$3,421,300	\$3,625,311	\$1,169,561	33.3%	32.3%
Sanitary Sewer Fund - O/M	\$4,501,300	\$4,524,536	\$1,391,139	33.3%	30.7%
Parking Fund - O/M	\$224,000	\$361,540	\$166,595	33.3%	46.1%
Equipment Services Fund	\$1,543,300	\$1,543,300	\$655,993	33.3%	42.5%
Motor Fuel Tax Fund - O/M	\$705,000	\$810,000	\$238,245	33.3%	29.4%
Total	\$13,280,300	\$13,856,608	\$4,533,886	33.3%	32.7%

Capital Program

Water Fund - Capital	\$1,711,000	\$1,817,900	\$652,952	33.3%	35.9%
Sanitary Sewer Fund - Capital	\$1,820,000	\$2,198,022	\$587,778	33.3%	26.7%
Parking Fund - Capital	\$0	\$0	\$0	33.3%	0.0%
Motor Fuel Tax Fund - Capital	\$0	\$0	\$0	33.3%	0.0%
Capital Projects Fund	\$7,094,000	\$7,558,604	\$1,332,386	33.3%	17.6%
Total	\$10,625,000	\$11,574,526	\$2,573,116	33.3%	22.2%

PW CORE FUNCTIONS

Admin	Aug 10	Aug 09	+/-	2010 YTD	2009 YTD	+/-
Phone calls	1,434	813	621	7,907	7,895	12
Work Orders	212	168	44	1,249	1,150	99
Time Sheets	545	436	109	4,242	3,541	701
Invoices	138	148	(10)	1,120	1,238	(118)
Customer Service Appts	89	181	(92)	880	840	40
ESD						
Jobs	303	308	(5)	2,728	2,898	(170)
Scheduled	109	223	(114)	991	1,666	(675)
Non-Scheduled	0	0	0	9	6	3
Urgent	13	3	10	66	55	11
Routine	181	82	99	1,662	1,090	572
Total Fuel Pumped (gal)	6,124	8,111	(1,987)	63,983	67,171	(3,188)
Forestry						
Service Requests	107	77	30	496	532	(36)
Operations - Utilities						
Work Orders Completed	32	16	16	231	200	31
Water Main Breaks	1	0	1	10	17	(7)
Sanitary Sewer Back Ups	5	8	(3)	56	53	3
Sanitary Sewer Back Ups - Village	0	2	(2)	6	8	(2)
Sanitary Sewer Cleaned (feet)	20,755	15,885	4,870	57,210	39,455	17,755
Storm Sewer Structures Cleaned	56	52	4	302	353	(51)
Storm Sewer Cleaned (feet)	0	150	(150)	745	1,295	(550)
Storm Sewer Grates cleaned - cycles	2	2	0	18	18	0
Landscape Restorations (50/50)	7	11	(4)	60	63	(3)
JULIES	478	400	78	3,085	2,989	96
Operations - Forestry						
Work Orders Completed	91	76	15	442	284	158
Tree Removals	67	6	61	244	84	160
Tree Stump Grinding	41	1	40	235	161	74
Tree Cable Inspections	0	13	(13)	36	33	3
Mowing Cycles	2	1	1	10	8	2
Operations - Streets						
Work Orders Completed	60		60	352		352
Asphalt - Potholes (surface tons)	4	4	0	272	77	195
Asphalt - Patching (surface tons)	15	17	(2)	70	95	(25)
Block Party	13	13	0	34	38	(4)
Parking Meter Collections	4	4	0	34	35	(1)
Parkway Restorations	0	0	0	50	66	(16)
Signs - Fabricated	29	0	29	529	276	253
Signs - Installed	22	2	20	179	149	30
Signs - Rehabbed	0	45	(45)	194	296	(102)
Street Sweeping (days)	15	18	(3)	107	95	12
Street Sweeping (early AM)	9	8	1	49	41	8
Street Sweeping (extra)	0	0	0	6	8	(2)
Special Events	2	4	(2)	17	20	(3)

VILLAGE OF GLEN ELLYN RECREATION DEPARTMENT

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



MANAGER'S REPORT FOR AUGUST 2010

Prepared by Matt Pekarek

Matt Pekarek

August was a difficult month for golf, as the hot, wet, steamy summer of 2010 continued. Temperatures were not excessively high, never exceeding 95° F. on any day. But the warm days were relentless, setting an all-time record with 46 consecutive days with a high temperature of 80° F. or above. The difficult weather put every area golf course at risk of catastrophic turf loss.

August is Championship month at the Village Links, as we conduct most major annual tournaments. League play is winding down, while school golf teams dominate weekday afternoons.

challenges for the golf business and course maintenance.

August started out wet, with rain falling on six of the first thirteen days. The last half of the month was dry, with no rain on sixteen of the last eighteen days.

Temperatures were higher than normal. The toughest period came August 8-15 when the low temperature never dropped below 70° F. Night time temperatures over 70° F. put incredible physiological pressures on turf grass, especially when combined with average relative humidity over 70%.

August Weather

High Temperatures in August										
	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001
100° days										
90° days	6	1		5	2	5	1	6	4	6
80° days	20	15	18	17	18	20	11	18	19	19
70° days	5	9	13	8	11	6	16	6	8	6
60° days		6		1			3	1		
50° days										
40° days										
30° days										
Rain	5.0"	4.5"	1.8"	8.6"	3.5"	2.3"	4.0"	2.4"	4.7"	4.7"

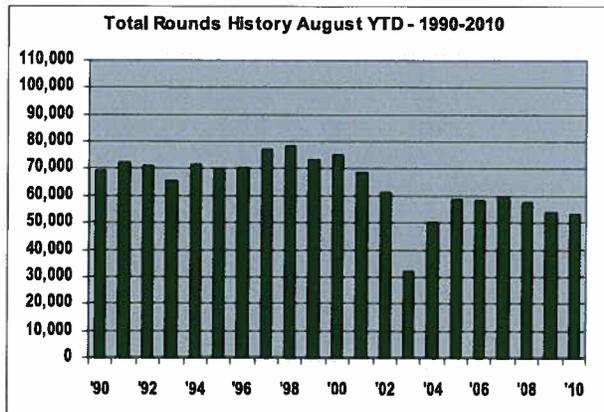
2010 is shaping up as one of the most extreme weather years on record. 2010 is the second or third most severe weather year in the history of the Village Links, along with the summers of 1995 and 1988.

We have received 23-inches of rain in the past three months, more than twice the average rainfall of the past decade. The heavy rain, combined with hot days, warm nights and high humidity created formidable

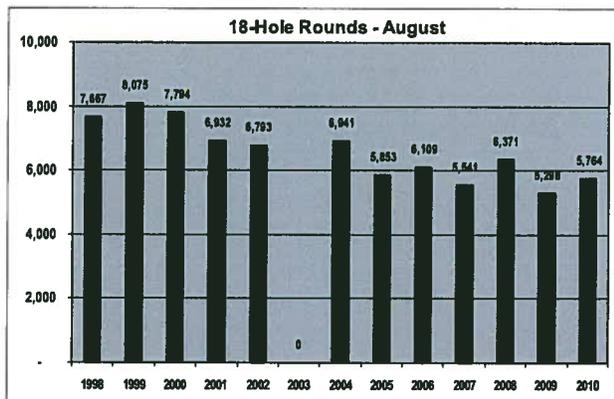
Golf Rounds Played

August 2010 was a fair month for golf. Play was down considerably in the first two weeks, but rebounded with dryer weather in the second half. Rounds played in August were up 4% and are down 1% for the year.

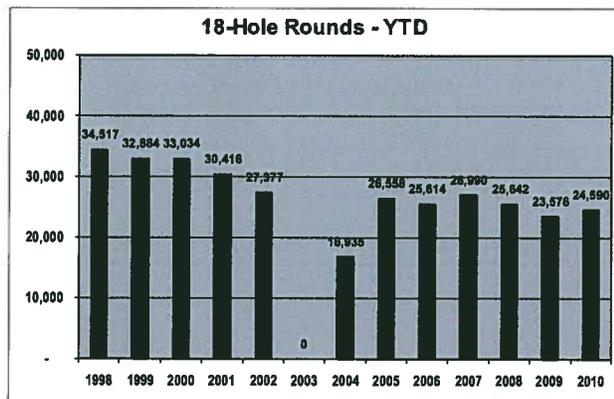
Rounds History By Course							
Year	18-Holes		9-Holes		Total		Aug YTD
	Aug	Aug YTD	Aug	Aug YTD	Aug	Aug YTD	
1998	7,667	34,517	9,370	43,820	17,037	78,337	
1999	8,075	32,884	9,476	40,210	17,551	73,094	
2000	7,794	33,034	9,577	42,215	17,371	75,249	
2001	6,932	30,416	8,455	38,159	15,387	68,575	
2002	6,793	27,377	8,508	34,020	15,301	61,397	
2003	0	0	7,682	31,538	7,682	31,538	
2004	6,941	16,935	7,291	33,073	14,232	50,008	
2005	5,853	26,558	7,580	31,933	13,433	58,491	
2006	6,109	25,614	7,327	32,234	13,436	57,848	
2007	5,541	26,990	6,514	32,071	12,055	59,061	
2008	6,371	25,642	7,639	32,049	14,010	57,691	
2009	5,298	23,576	6,732	30,366	12,030	53,942	
2010	5,764	24,590	6,689	28,788	12,453	53,378	



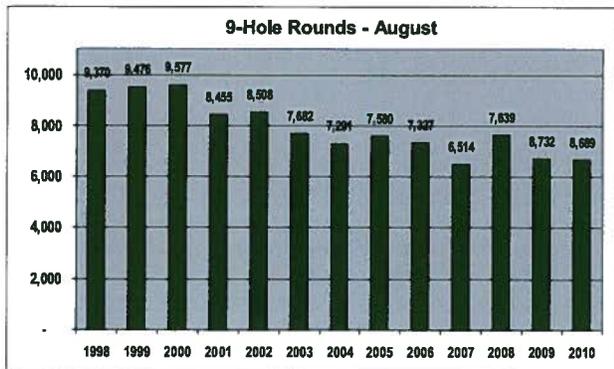
Total Rounds Played are down 1%.



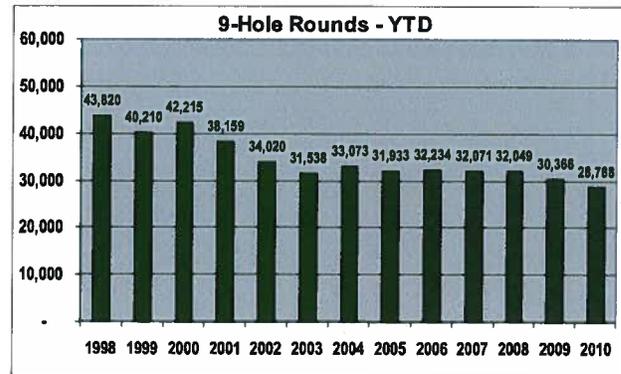
18-hole rounds were up 9% in August.



18-hole rounds are up 4% Year-to-date. (Remember that in 2004, the 18-hole course opened June 23)



9-hole rounds were down 1% in August.



9-hole rounds are down 5% Year-to-Date.

Green Fee revenue was down 1% for the month and is down 5% for the year. Revenue is down more than rounds because of lower green fees and discount specials that encouraged play at a more competitive price.

Motorized cart rentals were up 8% in August and are almost even for the year. Hot weather encouraged cart use. The revenue increase was also helped by a fee increase in 2010.

Driving range sales were down 17% for the month, and are down 13% for the season. Hot weather discourages driving range use, as people do not like to practice in the heat.

GOLF

Golf Events

- 128 golfers participated in the **44th Glen Ellyn Open** Sunday August 22.
- 27 juniors played in the **Village Links Junior Golf Championship** Monday - Tuesday August 2-3.
- Seven weekend **Permanent time** events were held in August, with an average of 37 players per event. One event was rained out.
- Three **Over 60 Group** events were held on the 9-hole course in August, with an average of 83 players participating. One event was rained out.
- Three schools held tryouts and began team play in August. Glenbard High Schools East, South and West use the facility through early October. The High Schools each play 6 dual meets and practice on the 9 hole course after school. All three teams make extensive use of the driving range and four practice greens, and receive priority in scheduling tee times.
- Five **evening golf leagues** ended their season in August. Two leagues played on the 9-hole course and the other three leagues played on the 18-hole course.

7. An 18-hole **U.S. Mid-Amateur Qualifying** was played on Monday August 30. 75 amateur golfers age 25 and older competed for six spots in this United States Golf Association (USGA) national championship. This was the first time the Village Links has hosted a qualifying round for this tournament. We host USGA qualifyings to expose the Village Links to different golfer segments. These golfers are often very respected at their home course, and are in a position to influence public opinion about the Village Links. This was the 39th PGA Tour or USGA Qualifying conducted at the Village Links.

OUTINGS

We recently reversed a long standing policy that discouraged outings and other group play in favor of individual foursome play. In 2010 we have been scheduling small groups and outings, without disrupting existing leagues and programmed Village Links events. The following is a summary of play in this category.

Outing Recap - August 2010					
Scheduled This Month			Average		
#	# golfers	Revenue	# golfers	Revenue	
4	91	\$ 6,370	23	\$ 1,593	
Played This Month			Average		
#	# golfers	Revenue	# golfers	Revenue	
4	88	\$ 6,854	22	\$ 1,714	
Played Year-to-Date			Average		
#	# golfers	Revenue	# golfers	Revenue	
16	372	\$ 25,163	23	\$ 1,573	
Scheduled Rest of Year			Average		
#	# golfers	Revenue	# golfers	Revenue	
26	956	\$ 67,721	37	\$ 2,605	
Played YTD & Scheduled ROY			Average		
#	# golfers	Revenue	# golfers	Revenue	
42	1328	\$ 92,884	32	\$ 2,212	

We have found that many outings have a difficult time filling the number of tee times that they originally schedule. As the date of the outing nears, the number of players drops markedly. Many of the outings that we have talked with are driven by price. Most prefer or require a shotgun start. Many require a banquet room that we cannot provide. Most outings that we discuss with customers do not get booked, either for one of the reasons listed above or because we do not have the space to accommodate the outing without displacing existing customers.

GROUNDS

The golf course is in superior condition for the weather we have experienced. Many area golf courses have lost significant amounts of turf. I have not seen any area course survive the summer in better condition than the Village Links 18-hole course.

The weather put pressure on every part of the course. Grass throughout the property was on the edge of dying for much of the month. Heavy rains earlier in the year had shortened all grass roots. Warm soil temperatures caused further root decline. The storm and resulting flood of July 23-24 put all turf under stress, especially the areas that were covered by water. We survived August in good shape thanks to a little luck, a lot of advance planning, and persistent diligence.

Wet weather required an extraordinary effort in August to rope off wet areas in roughs and fairways so that we could allow motor carts. Even so, carts were grounded one day on the 18-hole course and two days on the 9-hole course.

The weather also prompted us to do a lot of hand watering. Hand watering is required in high stress periods, due to excessive heat or drought (or both). Hand watering puts water exactly where it is needed, and avoids overwatering a low spot while dealing with an adjoining dry location. Hand watering is labor intensive. It can wipe out a payroll budget, especially when hand watering both greens and fairways. Hand watering that we did in June, July and August likely made the critical difference when we survived the second week of August with minimal turf loss.

In many respects, every turf management decision made over the past year was made with the stress that we saw August 8-14 in mind. Like an athlete training for a big race, we spend an entire year getting the turf healthy and keeping it healthy so that it can survive such extreme conditions.

While decisions in 2009 and 2010 on mowing, fertilization, aeration, irrigation, and pest control all helped the turf survive in August, we also benefited from numerous long term improvements made over the past seven years. In the 2003 course renovation, it was with harsh weather in mind that we installed a new irrigation system, built USGA specification greens, removed trees to improve sunlight and air flow, positioned cart paths to disperse traffic wear at tees and greens,

added drainage, and properly sized tees and greens to withstand our play volumes.

In subsequent years we implemented a thoughtful aeration program, solved a greens top dressing problem, improved our mower maintenance regimen, improved our fertility program, controlled the spread of Poa Annua, added better greens mowers, added aerators that allow us to aerify greens and fairways better, added more effective sprayers, and added vibratory rollers that allows us to reduce mowing stress on greens.

Thousands of decisions every year for the past decade helped us survive August 2010. That and a bit of luck, for if the weather had been more harsh or insects more prevalent or diseases more widespread, we could have lost significant amounts of turf.

Greens

Greens are in very good condition. The extreme weather has caused us to keep the greens putting a bit slower than usual, but the general lack of turf loss has been worth it. 25,000 ballmarks were sanded in August. We have repaired 83,000 ballmarks this year.

Greens:	Number of times task was completed											
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Mowed		27	26	29	28	27						
Verticle Mowed												
Groomed												
Rolled			3	2	3	5						
Topdressed			1	1		1						
Aerated												
Fertilized		3	1	3	3	3						
Bio-Stimulants												
PGR		1	1	1	1	1						
Wetting Agent		1	1		part							
Fungicide			2	2	3	2						
Herbicide												
Insecticide				1		1						

Practice greens, seldom mentioned in this report, experienced some of the most extreme damage that we have ever had on any greens at the Village Links. The two practice greens off the parking lot, the North and South Chipping Greens, experienced widespread turf loss in the second week of August. These greens were covered by water during the July 23-24 flood. Weakened by the flood and subsequent shallow rooting, the

greens succumbed to high heat and humidity. Some of the more lasting damage came from Fairy Ring Disease.

Once temperatures moderated, these greens were aerated and seeded. Recovery was helped by closing the greens some, and reducing the frequency of mowing. The North Practice Green has been closed for several weeks and might reopen sometime in mid-September.



The South (foreground) and North Practice Green were severely damaged by harsh weather in the second week of August. The damaged areas were underwater during the flood of July 23-24.



By the end of August, with a few weeks of rest, both greens had considerably more grass on them, but playing conditions were still much worse than normal.

The Circle Drive Putting Green had some minor turf loss in weak areas at mower turns and traffic areas. This is the first time that we have had turf loss on this green since improving our mower maintenance regimen in 2007.

Every golf course in the Chicago area was at risk for this type of severe damage. If this had occurred on the golf course itself, it would have had a significant adverse impact on our 2010 revenue.

Tees

Tees are in very good condition. New yardage plates were installed on par three tees on the 9-hole course. Turf around yardage plates was trimmed.

Tees:	Number of times task was completed											
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Mowed		8	7	7	9	9						
Divots Seeded		2	1	3	3	3						
Aerated												
PGR		1	1	1	1	1						
Fertilized		1	1	1	1	1						
Wetting Agent		1	1									
Fungicide			1	1	1	2						
Herbicide												
Insecticide				1								



New granite yardage plates were installed on par three tees on the 9-hole course.

Fairways

Fairways are in very good condition. A limited number of spots in fairways died, unable to withstand the wet soils, heat, cart traffic and compaction. While many turf diseases were rampant in August, most of the turf that died did so for physiological reasons, as opposed to disease or insect damage. These areas were aerated and seeded, and have started to recover.

Fairways:	Number of times task was completed											
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Mowed		6	8	6	9	9						
Divots Seeded		2	2	3	3	2						
Aerated						part						
Sliced												
Fertilized		2	1	2	2	2						
PGR		1	1	1	1	1						
Wetting Agent		1	1									
Fungicide			1	2	2	2						
Herbicide												
Insecticide				1								

Localized dry spots on fairways were hand watered on five days. Turf around yardage plates and irrigation head was trimmed.

Roughs

The roughs are in very good condition. Portable hose based sprinklers were used to irrigate dry in-play areas on seven days.

Roughs	Number of times task was completed											
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Mowed		3	4	4	5	4						
Aerated												
Fertilized			1									
Insecticide												
Herbicide												

Sand Bunkers

Bunkers are in good condition. 400 man hours were spent hand shoveling sand eroded by two major storms. That brings our storm related hand shoveling total for 2010 to 1,600 man hours.

Bunkers:	Number of times task was completed											
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Raked		11	25	20	25	22						
Hand Raked		2										
Shovel & Pump			2	4	2	2						
Trim / Edge		1	1	part		1						

Practice Tee

The practice tee is in poor condition. The tee typically has 60% turf cover by late August. This year, the heat and humidity, combined with a failed insecticide application, left us with 30% turf cover. Our insecticide program usually provides protection against turf damage from *Ataenius* and Annual White Grubs. This year the insecticide did not provide the usual protection, presumably because it was flushed from the soil by heavy rains earlier in the year. The grubs consume grass roots, making it difficult for grass to recover from divot wear and leaving the surviving grass more susceptible to heat stress. In the third week of August the tee was aerated, fertilized and seeded with a perennial rye/bluegrass mix.

Practice Tee:	Number of times task was completed											
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Mowed		8	10	9	12	12						
Divots Seeded		20	17	18	21	19						
Aerated						1						
Fertilized												
Herbicide												
Insecticide						1						

Irrigation

Localized dry spots on fairways were watered by hand on five days. Areas of roughs not covered by the sprinkler system were watered using hose sprinklers on seven days. Turf around irrigation valves and sprinkler heads was trimmed.

Miscellaneous

1. **Debris deposited on turf** when pond water levels rose outside the banks was cleaned up 2 times.
2. Litter was picked from adjoining **parkways on Taft Avenue and Lambert Road** twice.
3. **New hazard stakes** were installed to replace those that floated away in the July 23-24 flood.
4. Dead **scalped hole plugs** on greens were replaced.

Horticulture

1. A tree toppled by high winds was cut down and chipped.

2. Recycled woods chips were hauled from Lambert Lake to the golf course material storage bins for use as mulch in landscape beds.

Horticulture:	Number of times task was completed											
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Plant Flowers			1									
Remove Spent Flower Blooms					1							
Water Plant Containers			5	9	12	11						
Fertilize Flowers												
CleanOut Beds		1				1						
Water Select Beds			4	3	5	4						
Remove Weeds			1	part	1	part						
Spray Weeds		1	1	1	1	part						
Trim Bed Edges		1		part	1	part						
Repair Mulch Erosion			2	5	2	3						
Trim Clubhouse Shrubs			2	2	3							
Trim Shrubs in Planting Beds			part	part	part	part						
Plant Shrubs												
Trim Trees					part	part						
Plant Trees												
Fertilize Trees or Shrubs												

MECHANICAL MAINTENANCE

In addition to routine maintenance and servicing of equipment, the following repairs were made:

1. A new hinge was installed on the restaurant kitchen **walk-in cooler/freezer**.
2. All **HVAC filters** were replaced in the clubhouse, halfway house, and maintenance building.
3. A **gear box** was installed in the Progressive® #1 rough mower.
4. The **frame and roller** on Toro® 84" trim mower #2 were repaired.
5. **Rotary blades** on all rough mowers and 60" trim mowers were sharpened and replaced.
6. A **hydraulic hose** on the Ford 3600® Loader was replaced.

7. A **new tire** was installed on Toro® 84" trim mower #2.
8. The **finishing rake** was repaired on the Smithco® Electric Bunker Rake.
9. The **power-take-off u-joints** were replaced on the Progressive® #1 rough mower.
10. The **cutting reels** were sharpened on Toro® #4 fairway mower.
11. **Cutting reels** were sharpened on the Toro® 84" trim mower.

PRO SHOP

Pro Shop sales were down 7% in August, and are down 15% for the year.

FOOD SERVICE

Food sales were up 6% in August and are down 5% for the year.

PARKS

Litter was removed from the ponds at Panfish Park and Lambert Lake. Trees were trimmed along the walking trail at Lambert Lake.

Mow Parks:	Number of times park was mowed											
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Panfish Park		1	4	4	5	4						
Lambert Lake		1	4	4	5	4						
Co-op Park		1	4	4	5	4						

REVIEW OF NEW REVENUE SOURCES

In late 2009, Village President Pfefferman charged the Recreation Commission with the task of recommending business opportunities that would generate new revenues. The new business functions could be golf or non-golf in nature, and should consider how to better utilize the Village Links during the off-season.

A Facilities Master Plan Steering Committee was formed in May. This committee met again in August to review information gathered from area golf courses, park districts and Billy Casper Golf, a golf management company. A meeting is scheduled for September.

ITEMS BEFORE THE VILLAGE BOARD

Last Month

none

Up Coming

November 8, 2010 - Village Board Meeting - 2011 Recreation Department User Fee Schedule.

UPCOMING PROJECTS

Schedule and Publicize Green Aeration and Fairway Spiking (September)

Annual aeration and topdressing of greens. This involves conventional aeration removing soil cores that are ½ inch in diameter and up to 4-inches in length. (September - October).

Conduct a study of Green Fees in the Chicago area market for 2011 pricing. (September).

Begin establishing goals for 2011, for inclusion in the 2011-12 fiscal year budget. (September-November)

THE MONTH AHEAD

Labor Day Heralds the End of the Summer Golf Season
Monday September 6

School Golf Continues

Fall Fest 2010
September 7 - November 16

Fall Scramble #1
Saturday September 11

Greens Aeration and Fairway Spiking

Over 60 Event
Wednesday September 15
Final Over 60 Event of the Season

Fall Chapman
Sunday September 19

Swingin' Set Ladies League
Tuesday September 28
Final Day of the Season

Village of Glen Ellyn
General Fund Budget Summary
For the Month Ended August 31, 2010

MONTH

	Current Year		Monthly Variance
	Last Year Aug	Aug	
Property Tax	32,841	36,908	4,067
Fire SSA Tax	-	2,014	2,014
Sales Tax	251,180	263,827	12,647
Home Rule Sales Tax	-	141,563	141,563
State Income Tax	130,133	131,089	956
Other Taxes	33,281	36,034	2,753
LICENSES & PERMITS			
Vehicle Licenses	14,196	17,501	3,305
Business Registration	480	1,940	1,460
Liquor Licenses	60	2,060	2,000
Building Permits	23,686	32,505	8,819
CHARGES & FEES			
Ambulance Service Fees	-	68,579	68,579
Police Service Reimbursements	-	103,515	103,515
Accounting Fees - GWA/Library	20,258	10,675	(9,583)
OTHER			
Police/Court Fines	27,038	37,492	10,454
Investment Income	1,821	1,214	(607)
Miscellaneous Income	9,288	9,242	(46)
Transfers from Other Funds	139,457	135,500	(3,957)
Revenue Totals	683,719	1,031,658	347,939

YTD

	Last Year YTD	Current Year		YTD Variance
		YTD	YTD	
	1,343,772	1,397,644	53,872	4%
	-	96,515	96,515	100%
	932,430	998,816	66,386	7%
	-	522,554	522,554	100%
	825,725	740,137	(85,588)	-10%
	367,190	356,083	(11,107)	-3%
	89,498	71,755	(17,743)	-20%
	29,135	37,090	7,955	27%
	111,473	111,560	87	0%
	161,083	244,988	83,905	52%
	-	227,182	227,182	100%
	15,824	109,029	93,205	589%
	81,032	42,700	(38,332)	-47%
	159,997	154,529	(5,468)	-3%
	5,340	4,548	(792)	-15%
	67,626	69,685	2,059	3%
	557,828	542,000	(15,828)	-3%
Revenue Totals	4,747,953	5,726,815	978,862	21%

BUDGET

	Annual Budget	YTD Budget	YTD Actual	Variance
	2,740,000	1,375,000	1,397,644	22,644
	190,000	98,000	96,515	(1,485)
	3,000,000	955,000	998,816	43,816
	1,750,000	555,000	522,554	(32,446)
	2,100,000	805,000	740,137	(64,863)
	838,000	372,000	356,083	(15,917)
	425,000	61,000	71,755	10,755
	40,000	38,000	37,090	(910)
	115,000	110,000	111,560	1,560
	460,000	206,800	244,988	38,188
	750,000	250,000	227,182	(22,818)
	141,000	121,400	109,029	(12,371)
	128,000	42,600	42,700	100
	640,000	213,200	154,529	(58,671)
	19,000	6,000	4,548	(1,452)
	238,000	71,900	69,685	(2,215)
	1,426,000	542,000	542,000	-
Revenue Totals	15,000,000	5,822,900	5,726,815	(96,085)

EXPENDITURES

Village Board & Clerk	3,410	1,547	(1,863)	-55%
Village Manager's Office	119,949	42,093	(77,856)	-65%
Facilities Maintenance	26,056	29,571	3,515	13%
Finance	80,920	85,945	5,025	6%
Planning & Development	52,471	76,119	23,648	45%
General Services	-	-	-	0%
Police	370,675	492,031	121,356	33%
Fire	140,583	140,026	(557)	0%
Public Works - Admin & Eng.	53,910	59,640	5,730	11%
Public Works - Operations	172,303	194,253	21,950	13%
Expenditure Totals	1,020,277	1,121,225	100,948	10%

	41,176	29,980	(11,196)	-27%
	349,878	253,167	(96,711)	-28%
	120,211	119,569	(642)	-1%
	326,427	351,763	25,336	8%
	348,965	347,792	(1,173)	0%
	-	-	-	0%
	2,310,229	2,463,684	153,455	7%
	432,643	569,225	136,582	32%
	243,498	274,598	31,100	13%
	608,373	637,755	29,382	5%
	4,781,400	5,047,533	266,133	6%
	(33,447)	679,282	712,729	

	53,000	33,300	29,980	(3,320)
	847,900	289,600	253,167	(36,433)
	400,700	136,500	119,569	(16,931)
	1,071,500	369,100	351,763	(17,337)
	1,135,100	388,600	347,792	(40,808)
	6,940,300	2,495,300	2,463,684	(31,616)
	1,666,100	588,600	569,225	(19,375)
	812,200	282,600	274,598	(8,002)
	2,073,200	680,900	637,755	(43,145)
Expenditure Totals	15,000,000	5,264,500	5,047,533	(216,967)
Net Increase / (Decrease)	-	558,400	679,282	120,882

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

REVENUES							
	Monthly Budget	Monthly Actual	Monthly Budget Variance	Cumulative Budget	Cumulative Actual	Cumulative Budget Variance	Positive (Negative) Variance
May	1,146,550	1,100,274	(46,276)	1,146,550	1,100,274	(46,276)	-4%
June	2,595,150	2,559,965	(35,185)	3,741,700	3,660,239	(81,461)	-2%
July	1,043,550	1,034,918	(8,632)	4,785,250	4,695,157	(90,093)	-2%
August	1,037,650	1,031,658	(5,992)	5,822,900	5,726,815	(96,085)	-2%
September	2,358,050	-	-	8,180,950	-	-	0%
October	1,002,250	-	-	9,183,200	-	-	0%
November	997,150	-	-	10,180,350	-	-	0%
December	933,250	-	-	11,113,600	-	-	0%
January	837,450	-	-	11,951,050	-	-	0%
February	886,350	-	-	12,837,400	-	-	0%
March	1,008,450	-	-	13,845,850	-	-	0%
April	1,154,150	-	-	15,000,000	-	-	0%
	15,000,000	5,726,815	(96,085)				

EXPENDITURES							
	Monthly Budget	Monthly Actual	Monthly Budget Variance	Cumulative Budget	Cumulative Actual	Cumulative Budget Variance	(Positive) Negative Variance
May	1,195,500	1,098,040	(97,460)	1,195,500	1,098,040	(97,460)	-8%
June	1,583,400	1,448,106	(135,294)	2,778,900	2,546,146	(232,754)	-8%
July	1,284,800	1,380,162	95,362	4,063,700	3,926,308	(137,392)	-3%
August	1,200,800	1,121,225	(79,575)	5,264,500	5,047,533	(216,967)	-4%
September	1,538,500	-	-	6,803,000	-	-	0%
October	1,208,800	-	-	8,011,800	-	-	0%
November	1,187,100	-	-	9,198,900	-	-	0%
December	1,255,500	-	-	10,454,400	-	-	0%
January	1,164,800	-	-	11,619,200	-	-	0%
February	1,232,100	-	-	12,851,300	-	-	0%
March	1,062,500	-	-	13,913,800	-	-	0%
April	1,086,200	-	-	15,000,000	-	-	0%
	15,000,000	5,047,533	(216,967)				

NET INCOME / (LOSS)					
	Monthly Net Income (Loss)	Monthly Budget Variance Pos. / (Neg)		Cumulative Net Income (Loss)	Cumulative Budget Variance Pos. / (Neg)
May	2,234	51,184		2,234	51,184
June	1,111,859	100,109		1,114,093	151,293
July	(345,244)	(103,994)		768,849	47,299
August	(89,567)	73,583		679,282	120,882
September	-	-		679,282	120,882
October	-	-		679,282	120,882
November	-	-		679,282	120,882
December	-	-		679,282	120,882
January	-	-		679,282	120,882
February	-	-		679,282	120,882
March	-	-		679,282	120,882
April	-	-		679,282	120,882
	679,282	120,882			

Village of Glen Ellyn
 General Fund Property Tax Collections
 For the Month Ended August 31, 2010

		FY10/11		3 Yr. Avg. %	
		<u>% of Extension</u>	<u>YTD</u>	<u>Month</u>	<u>YTD</u>
	<u>Total Collections</u>				
May	81	0.0%	0.0%	0.0%	0.0%
Jun	1,307,114	47.6%	47.6%	46.7%	46.7%
Jul	53,541	1.9%	49.5%	2.6%	49.3%
Aug	36,908	1.3%	50.9%	1.1%	50.4%
Sep	-	0.0%	50.9%	42.4%	92.8%
Oct	-	0.0%	50.9%	3.4%	96.2%
Nov	-	0.0%	50.9%	2.0%	98.2%
Dec	-	0.0%	50.9%	0.5%	98.8%
Jan	-	0.0%	50.9%	1.0%	99.8%
Feb	-	0.0%	50.9%	0.0%	99.8%
Mar	-	0.0%	50.9%	0.0%	99.8%
Apr	-	0.0%	50.9%	0.0%	99.8%
Total	1,397,644	50.9%		99.8%	
Extension	2,746,263				

	Last 3 Years of Collections				3 Year Average
	<u>FY09/10</u>	<u>FY08/09</u>	<u>FY07/08</u>		
May	16	-	-	5	
Jun	1,215,144	1,144,074	1,131,620	1,163,613	
Jul	95,771	62,807	33,049	63,876	
Aug	32,841	29,972	20,843	27,885	
Sep	1,100,903	1,013,076	1,051,413	1,055,131	
Oct	108,827	114,606	31,552	84,995	
Nov	49,935	51,901	50,408	50,748	
Dec	18,865	12,749	9,416	13,677	
Jan	24,943	29,396	20,747	25,029	
Feb	-	-	-	-	
Mar	-	-	-	-	
Apr	-	-	4	1	
Total	2,647,229	2,458,581	2,349,052	2,484,959	
Extension	2,651,419	2,465,305	2,353,101	2,489,942	

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

Month Received by Village	FY06/07	FY07/08	FY08/09	FY09/10	FY10/11	% Change From FY09/10 Incr/(Decr)	Monthly Budget*	Monthly Budget Variance		YTD Budget Variance	
								\$	%	\$	%
May	223,492	219,626	227,039	199,934	230,931	15.5%	225,000	5,931	2.6%	5,931	2.6%
Jun	222,303	243,546	225,651	238,645	231,267	(3.1%)	240,000	(8,733)	(3.6%)	(2,802)	(0.6%)
Jul	247,526	223,624	240,130	242,671	272,791	12.4%	242,000	30,791	12.7%	27,989	4.0%
Aug	245,798	259,975	246,141	251,180	263,827	5.0%	248,000	15,827	6.4%	43,816	4.6%
Sep	234,778	251,937	255,210	250,496			253,000				
Oct	228,002	240,209	249,699	234,060			239,000				
Nov	250,565	270,617	277,470	268,810			265,000				
Dec	221,387	249,109	242,329	243,398			245,000				
Jan	222,929	246,659	237,604	249,003			236,000				
Feb	252,740	238,984	270,094	245,921			250,000				
Mar	280,122	283,239	281,229	289,305			290,000				
Apr	250,552	267,848	257,380	272,753			<u>267,000</u>				
Total	2,880,194	2,995,373	3,009,976	2,986,176	998,816						

Budget 2,900,000 3,000,000 3,136,000 3,000,000 3,000,000 3,000,000 3,000,000

% of Budget 99% 100% 96% 99.5%

% Increase/
(Decrease) from
Prior Year (1.2%) 4.0% 0.5% (0.8%)

* Monthly projected budget based on previous 5 year collection history.

HUMAN RESOURCES DIVISION MONTHLY REPORT

August 2010

Senior Services

Senior Service Team helped 42 seniors with their Medicare claims and the corresponding paperwork through the SHIP program, attended a 2.00 hour Medicare training program, spent 1.5 hours giving Medicare presentations to senior groups, and 16.0 hours in SHIP training. We spent a total of 4 hours on our monthly social events (Bunco and Book Club). The team attended various Ride DuPage meetings for a total of 4.0 hours. Our team is Chair and Co-chair for two different meetings. We spent 2.75 hours verifying the Pace information for the transportation program. Our senior newsletter took 4.25 hours to compile and mail.

Human Resources

- 372 contacts/responses broken down as follows:

- Benefits – 60
- Clerk - 197
- HR Committee - 2
- Other - 6
- Pay & Compensation Study – 12
- Payroll – 16
- Personnel - 52
- Risk Management - 25
- Vacancies – 2

- 19 Change of Status Forms broken down as follows:

- Adds – 2
- Changes – 17
- Terminations – 0

Special Projects:

- 6.50 hours doing Clerk items
- 3.25 hours working on the insurance renewal
- 25.0 hours working on the Pay & Classification study

Other Items:

- 2.50 hours working on Personnel problems/issues
- 1.50 hours purging files
- 2.25 protesting unemployment claims
- 2.25 hours on monthly reports
- 18.25 hours attending meetings

- 10.75 filing
- 2.25 hours correcting insurance problems

**Village of Glen Ellyn
Strategic Planning Goals
FY 2009-10 through FY 2011-12**

Updated September 2010

LONG TERM ROUTINE

Goal 1: Promote and seek public commitment towards implementation of the strategic plan

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Adoption by Village Board	Village Board	Passage of Resolution	May 2009	X	Completed January 2010
Promotion of Strategic Plan via newsletter, web site, eBlast, press releases.	Village Manager's Office	Publication of plan in cited locations. Receipt of citizen input or comments.	Feb. 2010	X	Completed May 2010 - monthly update provided to community online
Promotion of Strategic Plan with Boards & Commissions	Village Manager's Office	Copies distributed to Boards & Commissions		X	Completed March 2010
Promotion of Strategic Plan with Village employees	Village Manager's Office	Distribution to all departments for distribution		X	Completed March 2010
Promotion of Strategic Plan with Chamber of Commerce, EDC and other taxing bodies	Village Manager's Office	Forward for inclusion in eBlast of each organization		X	Completed March 2010

Goal 2: Target areas for redevelopment

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Identify potential redevelopment opportunities in Roosevelt Road Corridor, Downtown & Stacy's Corners	Planning & Development, EDC	Map of redevelopment areas. Site characteristics/ownership information.	May 2010	Oct 2010	Initial meeting completed to identify target & scope of efforts. Awaiting aerial photos to complete project
Determine scope of potential redevelopment	Planning & Development, EDC	Identify potential redevelopment uses/vision for each site. Identify return on investment for target areas using templates.	Pending	Oct 2010	
Prioritize redevelopment target areas	Planning & Development, EDC	Prepare accompanying narrative report with recommended target areas for future redevelopment	Pending	Jan 2011	

X - Represents Completed Item

September 2010

Goal 3: Increase transparency

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Increase public awareness of matters coming before the Village Board	Village Manager's Office	Televisе all workshop and regular meetings of the Village Board. Post agenda packet materials online for public access.	May 2009	X	All Village Board meetings televised with video posted online. Packet materials posted online as of January 2010.
Increase public access to documents and public information	Village Manager's Office	Utilization of web site as "library" for documents and reports determined to be relevant.	Jan. 2009	On-Going	Relevant items posted routinely since web site was launched. Page hits have increased from 90,500/month (2009) to 235,000/month (2010). Village is pursuing website transparency criteria as established by Sunshine Review.

Goal 4: Consolidate long-term capital plans into a single document

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Update of capital planning estimates to reflect most recent revenue and expenditure projections	Finance Director	Create individual budgets for each area of capital expense anticipated by the Village.	Pending	X	Completed
Integrate capital plans into a single document	Finance Director Public Works Director	Create a capital plan that identifies all revenues, expenditures and narrative associated with anticipated capital expenses.	Pending	Oct 2010	

Goal 5: Demonstrate a commitment to ethics

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Discuss and develop strategies to enhance public perceptions of commitment to ethics	President & Village Board	Public discussion at Village Board meeting.	Jan. 2009	Oct 2010	Presently scheduled for discussion at October 18 workshop.
Codification of strategies regarding ethical expectations	President & Village Board	Adoption of a comprehensive ethics policy	Pending	Dec 2010	

X - Represents Completed Item

September 2010

LONG TERM COMPLEX

Goal 6: Implement the Downtown Strategic Plan

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Develop an implementation plan for the Downtown Strategic Plan	Village Manager's Office	Develop complete list of tasks. Prioritize, schedule and assign tasks.	Nov. 2009	Sept 2010	Village Board priorities identified at workshop of June 14. Village Manager is updating progress on Village Board priorities in a separate document.

Goal 7: Develop a marketing plan for aggressive economic development

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Prepare a marketing plan for economic development in Glen Elyn	EDC	Develop overall marketing strategies for community. Identify economic toolkit to be utilized for Glen Elyn.	Pending	t/b/d	Pending transfer of shopper attraction marketing to new downtown organization to free up EDC staff time and resources. Implementation dependent upon adequate EDC budget for community marketing.
Identify business types sought within the community	EDC	Identify a hit list of business types identified by residents, community leaders	Ongoing	X	List is available on EDC website.
Match targeted business types with sites to improve community outcome	EDC	Market targeted sites to businesses that are sought within community.	Ongoing	Ongoing	EDC maintains space & inventory report. Report utilized for recruitment to fill vacancies.
Target developers seeking projects similar to Glen Elyn needs/wants	EDC	Market targeted sites to developers whose business history reflects development similar to what is sought on sites	Ongoing	Nov 2010	Developer/broker open house scheduled for November 10. Begin EDC ambassador program for targeted investors/developers.
Prepare a marketing plan for targeted redevelopment areas	EDC	Develop site specific marketing strategies for targeted redevelopment areas. Identify economic toolkit to be utilized for each site.	Pending	t/b/d	Dependent upon completion of Goal #2.
Develop metrics for status and evaluation of efforts	EDC	Establish baseline metrics. Establish marketing metrics. Establish goals achieved metrics for annual report.	April 2010	X	Completed as part of May strategy session.

Goal 8: Resolve long-term funding challenges

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Identify economic challenges likely to be encountered at the local level	Finance Director	Prepare a trend analysis of significant revenues and expenditures. Identify areas projected to require adjustment.	May 2009	On Going	Monthly trend analysis provided by Finance Director to Village Board & Management Team
Benchmark Glen Ellyn	Finance Commission	Complete comparative analysis with similar communities.	Oct. 2009	Oct 2010	Discussion on-going to insure formatting of financial data reflects true comparable information between studied communities.
Develop alternative strategies to be considered for resolving funding challenges	Finance Commission	List specific solutions to mitigate areas requiring adjustment.	Pending	t/b/d	
Financial Plan Update	Finance Commission	Incorporate solutions into financial plan for implementation.	Pending	t/b/d	
Incorporate multi-year approach into budget preparation	Finance Director	Provide three-year revenue & expense projections for general fund, enterprise funds, pension fund and capital fund.	Pending	Apr 2012	

Goal 9: Ensure long-term viability of Glen Ellyn Fire Company

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Identify challenges and opportunities facing Fire Company	Fire Chief	Conduct a Fire Company strategic planning process.	May 2010	Dec 2010	Fire Company is reviewing proposals for strategic planning facilitator.
Determine Village capability to assist with Fire Company challenges	Village Manager's Office	Discuss options and develop a long-term assistance plan.	Pending	t/b/d	Timing dependent upon completion of Fire Company strategic plan
Conduct a review and revision of the provisions of the current service agreement.	Village Manager's Office Fire Chief	Draft and adopt a revised service agreement between the Village and Fire Company.	Pending	t/b/d	Timing dependent upon completion of Fire Company strategic plan

Goal 10: Improve gateways to Downtown Glen Ellyn

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Development of branding concepts for downtown.	New Downtown Organization	Preparation of a branding theme that can be utilized in gateway design.	Pending	t/b/d	Funding is proposed for FY2010-11 budget. Village Board discussed at 4/26/10 workshop and expressed desire to have new downtown organization coordinate first phase of effort.
Design gateway concepts	Planning & Development Director	Solicit designs from firms	Pending	t/b/d	
Site selection	Public Works	Obtain property or necessary easements for gateway implementation.	Pending	t/b/d	
Construction	Public Works	Upon approval of funding, construct the gateway improvements.	Pending	t/b/d	

X - Represents Completed Item

SHORT TERM ROUTINE

Goal 11: Determine Downtown organizational structure that will provide accountability and results

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Determine capabilities and roles of existing organizations serving downtown needs	Village President	Meet and discuss roles with existing organizations.	Oct. 2009	X	Kick off meeting conducted in November 2009.
Conduct comparative analysis of other communities with downtown organizations	Planning & Development Director	Undertake field visits to meet and discuss experiences and organizational structure within other communities.	Dec. 2009	X	Done
Communicate research results	Planning & Development Director	Compile a written report to identify research results and recommend observed best practices that would serve downtown Glen Ellyn.	Nov. 2009	X	Done
Develop recommended organizational structure	Planning & Development Director Village Manager	Develop list of duties, committees, and organizational chart	Pending	X	
Create organizational structure	Village President Village Board	Appointment of a Board of Directors. Provide funding commitment and written expectations.	Pending	Sept 2010	Village Board agreed to pursue creation of downtown organization at meeting of July 19. Further discussion necessary to further refine roles and funding issues at September 20 workshop.

Goal 12: Reach consensus on what is considered a "core service" in Glen Ellyn.

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Determine all services currently provided by Village	Management Team	Formulation of a list that identifies all services provided by each department.	Dec. 2009	X	Completed January 2010.
Determine perceived value of each service provided	Village Board Management Team	Undertake a ranking of each service provided to differential level of importance and community need.	Feb. 2010	X	Completed March 2010
Determine priority of service provided	Village Board	Undertake an analysis of ranking to determine the differentiation of rankings.	Feb. 2010	X	Results completed and forwarded to Village Board
Communication of results	Village Manager's Office	Provide the Village Board and management team with results. Utilization of results in future funding and resource considerations	April 2010	X	Village Manager to identify non-core services utilizing ranking undertaken by Village Board.
Quantify value of non-core services	Village Manager's Office	Identification of costs or labor resources dedicated to provision of non-core services	May 2010	Dec 2010	List to be reviewed and approved by Village Board.

Goal 13: Complete Emergency Operations Plan and conduct bi-annual simulation exercise.

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
County review and approval	Police Chief	Submit draft plan to DuPage County for Office of Emergency Management review and approval.	Dec 2009	X	County Approval Received March 2010
Adoption of plan by Village	Village Board	Village Board ordinance/resolution officially adopting the plan	Pending	Oct 2010	Scheduled for discussion at September 20 workshop.
Conduct emergency plan training exercise	Police Chief	Conduct a multi-departmental training exercise to familiarize personnel with the emergency plan. Provide assessment for future training needs. Provide calendar of future exercises.	Pending	Dec 2010	Internal tabletop exercise to be developed

Goal 14: Restore trust, ethics and credibility in Village government.

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Walk the talk	All	Model behavior upon the six pillars of character read at every Village Board meeting. Conduct business putting the best interest of the Village as the first priority.	May 2010	On Going	
Follow the ethics ordinance	All	Collective utilization of the ethics ordinance as a guide to decision-making and how we are perceived as public officials.	Pending	t/b/d	

X - Represents Completed Item

September 2010

Goal 15: Monitor spending closely this year (FY2009-10).

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Identify budget problems early	Management Team	Monitor major revenue sources to determine if projections will be on target. Provide monthly analysis identifying any deviation or concern.	May 2010	X	Mid-course adjustments made. FY2009-10 ended on 4/30/10 with a small budget surplus.
Make adjustments if necessary	Village Manager's Office	Reduction of expenses if revenue pressures continue to impact our ability to fund the approved budget	Aug. 2010	X	Mid-course adjustments made. FY2009-10 ended on 4/30/10 with a small budget surplus.
Monitor FY2010-11 Income Tax Revenues	Village Manager's Office	Reduction of expenses to mirror any reduction in statewide distribution of income tax.	April 2010	April 2011	Village Board discussion occurred in April resulting in a flexible approach to planning for contingency budget. Village Manager to monitor and report to Village Board if changes to adopted budget are required due to changing economic conditions.

X - Represents Completed Item

September 2010

SHORT TERM COMPLEX

Goal 16: Complete phase I study for Downtown Strategic Plan.

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Formulate strategies to revitalize downtown Glen Ellyn	Downtown Advisory Committee	Undertake a comprehensive analysis of local conditions, market forces and community expectations. Develop an action plan incorporating research results, best practices and professional observations.	Jan. 2008	X	Completed
Make specific recommendations regarding downtown	Downtown Advisory Committee	Complete a recommended plan for legislative review and approval.	Mar. 2009	X	Completed - DAC recommended approval of plan in March 2009.
Village Board approval of plan	Village Board	Review and adoption of Downtown Strategic Plan.	Jul 2009	X	Plan adopted October 2009

Goal 17: Focus upon funding issues involving local pension & legislative actions.

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Maintain funding integrity of local pensions	Finance Director	Study pension trends and formulate options regarding IMRF funding.	Jun 2009	Oct 2010	IMRF analysis and recommendation completed. Police pension fund analysis to be done by October 2010.
Maintain revenue base to fully fund mandated pension requirements	Village Board	Study pension trends and formulate options regarding police pension funding Provide actuarially required contribution to pensions in order to not defer obligations.	Aug. 2009	Dec 2010	Village Board directed team to provide IMRF funding at actuarially required level. Police Pension Fund discussion remains to occur.
Promote legislative awareness of pension crisis	Village President Village Board Village Manager	Provide local legislators with resolution supporting DuPage Mayors & Managers Conference Legislative Agenda. Provide opposition to bills introduced to "sweeten" pension benefits without providing contribution by employee.		On Going	Trustee Ladesic & Village Manager participated in legislative drive down sponsored by DuPage Mayors & Managers Conference.

X - Represents Completed Item

September 2010

Goal 18: Establish a policy for growth and redevelopment to attract developers in a strategic way

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Adopt marketing plan	Village Board	Resolution approving marketing plan	Pending	t/b/d	To occur after EDC provides recommendations.
Adopt economic development toolkit	Village Board	Resolution approving economic development toolkit	Pending	t/b/d	To occur after EDC provides recommendations.

Goal 19: Work to adopt special service areas for fire & EMS services.

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Seek County approval	Village Manager's Office	Meet with District Four County Board members to seek assistance. Work with OJP Committee and full County Board to obtain resolution authorizing creation of SSAs.	Oct. 2008	X	Resolution approved by County in May 2009.
Inform unincorporated area residents of proposal	Village Manager's Office	Produce informational materials outlining proposal for affected unincorporated areas Conduct public information forums to answer questions and outline SSA proposals.	May 2009	X	Meeting forum conducted.
Approve SSAs	Village Board	Village Board adoption of ordinances approving SSAs	Sep. 2009	X	Ordinances approving SSAs and levy approved by Village Board.

X - Represents Completed Item

September 2010

Goal 20: Study other local taxing bodies to seek opportunities for efficiencies.

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Benchmark Glen Ellyn taxing bodies	Finance Commission	Complete comparative financial analysis with similar taxing bodies.	Oct. 2009	Sept 2010	Comprehensive benchmarking study underway.
Determine potential for partnering	Village President	Conduct meeting to identify similar purchases, commodities, services and expenses undertaken by each local agency. Identify list of potential initiatives that could be implemented via collaboration and partnership.	Jan. 2010	t/b/d	Request made to taxing bodies at January ARTS meeting. Request to consider joint bidding of newsletter printing has been forwarded to other taxing bodies.
Initiate partnership arrangements	Village President Village Manager	Develop a report that identifies the agreed upon initiatives to be pursued. Identification of timing with regard to applicable agencies, bidding, RFPs, or service sharing.	Pending	t/b/d	

X - Represents Completed Item

September 2010

***Village of Glen Ellyn
Downtown Strategic Plan Implementation
2010***

September 2010

Goal 1: Create Downtown Organization

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Finalize Structure & Roles	Village Board	Village Board Selection of Structure	May 2010	Sep 2010	Village Board discussion of options scheduled for September 20.
Appoint Members	Village Board	Formal Village Board Action		Dec 2010	
Create & Adopt By-Laws	Downtown Organization	Formal Action by Downtown Organization		Dec 2010	
Determine Staffing Needs	Downtown Organization	Create Job Description Select Employee/Contractor		Dec 2010	
Establish Organizational Name	Downtown Organization	Formal Action by Downtown Organization		Dec 2010	
Establish Not-For-Profit Status	Downtown Organization	IRS Approval of Status		Dec 2010	
Develop Action Plan	Downtown Organization	Adopt Strategic Plan		Dec 2010	

September 2010

Goal 2: Two-Way Traffic/Parking Engineering Study

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Finalize Budget Funding	Village Board	Village Board Direction to Undertake Project in FY20010-11		X	
Prepare RFP for Engineering Services	Public Works	Final Document		X	
Select Engineering Firm	Village Board Review Team	Formal Action by Village Board		X	
Conduct Engineering Study per RFP	KLOA Public Works	Engineering Report		March 2011	Study presently underway.
Adoption of Engineering Recommendations	Village Board	Formal Action by Village Board		t/b/d	
Develop Action Plan & Budget	Public Works	Complete Plan for Village Board Review		t/b/d	

X - Represents completed item

* - Represents goal that did not make the top-six list, determined by the Village Board, but has been pursued by the team.

Goal 3: Downtown TIF Feasibility Analysis

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Finalize Budget Funding	Village Board	Village Board Direction to Undertake Project in FY20010-11		X	
Prepare RFP for TIF Services	Village Manager's Office	Final Document		X	
Select TIF Firm	Village Board Review Team	Formal Action by Village Board		Oct 2010	Four proposals have been received and under team review.
Conduct TIF Study per RFP	TIF Firm Village Manager's Office	TIF Report		Feb 2011	
Adoption of TIF Recommendations	Village Board	Formal Action by Village Board		April 2011	
Preparation of Re-Development Plan	TIF Firm Village Manager's Office	Preparation of Statutory Documents			Task dependent upon results of feasibility study.
Establish TIF District	Village Board	Formal Action by Village Board			Task dependent upon results of feasibility study.

Goal 4: RTA Planning Grant Application - Parking Decks/Downtown Issues

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Develop Grant Document	Planning & Development	Application submittal		X	
Submit Grant Application to RTA	Planning & Development	Submittal to RTA		X	Glen Ellyn was not successful in receiving funding for additional downtown planning assistance. A subsequent attempt will be made in 2011.
Submit Grant Application to RTA	Planning & Development	Submittal to RTA		March 2011	Four proposals have been received and under team review.

X - Represents completed item

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Goal 5: Branding & Gateway Improvements

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Finalize Budget Funding	Village Board	Village Board Direction to Undertake Project in FY20010-11		April 2011	Village Board did not fund branding initiative in FY2010-11, but deferred funding until a new downtown organization was in place to coordinate the effort.
Gateway Improvements to North Entry to Downtown	Planning & Development	Development of a design plan for gateway improvements to be implemented on Main Street in the vicinity of Stacey's Corners		t/b/d	Timing will occur following completion of branding effort. However, several adjacent efforts assist with the creation of an attractive northern gateway. This includes the acquisition of the Marathon Property, and 810 Main Street property.
Gateway Improvements to South Entry to Downtown	Planning & Development	Development of a design plan for gateway improvements to be implemented on Main Street and park Blvd at Roosevelt Road.		t/b/d	Timing will occur following completion of branding effort.
Gateway Improvements to East Entry to Downtown	Public Works	Development of a design plan for gateway improvements to be implemented on Crescent Blvd between Rford and Park	Jun 2010	t/b/d	Engineering firm has been retained and is working with Village and D-87 to provide design. Grant application has been submitted to DuPage Mayors & Managers Conference for roadway funding.

Goal 6: Retention of Legislative Liaison/Grant Professional

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Finalize Budget Funding	Village Board	Village Board Direction to Undertake Project in FY20010-11		X	Funding approval provided by Village Board. Initiative will begin during second half of fiscal year.
Develop RFP for Lobbying/Grant Services	Village Manager's Office	Final Document		Feb 2011	Timing will occur following determination that a sufficient funding balance has been maintained in the Capital Projects Fund budget for FY2010-11.
Select Lobbying/Grant Firm	Village Board Review Team	Formal Action by Village Board		April 2011	

X - Represents completed item

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Goal 7: Adoption of a Property Maintenance Code *

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Develop Appropriate Code for Property Maintenance	Planning & Development	Prepare Draft Document for Building Board of Appeals.		X	
Recommendation of Property Maintenance Code	Building Board of Appeals	Formal Action by Building Board of Appeals		X	
Adopt Property Maintenance Code	Village Board	Formal Action by Village Board		X	
Implementation of Property Maintenance Code	Planning & Development	Identification of violations, with follow up action to achieve compliance		Oct 2010	Implementation gameplan currently underway.

Goal 8: Adoption of an Ordinance Streamlining Live Entertainment Approvals *

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Research Policies in Comparable Communities Recommendation of Live Entertainment Text Amendment	Planning & Development Plan Commission	Prepare zoning ordinance text amendment for Plan Commission consideration Formal Action by Plan Commission		X X	
Adopt Live Entertainment Text Amendment	Village Board	Formal Action by Village Board		X	

Goal 9: Adoption of a "Dark Window" Ordinance *

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Research Policies in Comparable Communities	TDAC Planning & Development	Summary of dark window strategies.		X	
Recommendation of Dark Window Text Amendment	Plan Commission	Formal Action by Plan Commission		X	
Adopt Dark Window Text Amendment	Village Board	Formal Action by Village Board		Oct 2011	
Implement Dark Windows Ordinance	Planning & Development	Formal Action by Village Board		t/4/b	

X - Represents completed item

* - Represents goal that did not make the top-six list determined by the Village Board, but has been pursued by the team.