

Village of Glen Ellyn

**Management Team Monthly
Report Packet**

December 2010

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GLEN ELLYN POLICE DEPARTMENT

MONTHLY REPORT - DECEMBER 2010

PATROL

Calls for Service

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

	Dec 10	Dec 09	10 YTD	09 YTD
Calls for service	3522	3408	43,920	45,858

Traffic

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

	Dec 10	Dec 09	10 YTD	09 YTD
Traffic Citations Issued	365	300	4150	4791
Traffic Warnings Issued	456	298	4707	4633
Traffic Crash Reports	90	72	764	810
DUI	6	11	132	146

INVESTIGATIONS

There were 26 new cases assigned to Detectives in the Investigations Division during the month of December. 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
5	3	6	4

Residential Burglary

On December 12, a resident on St. Charles Rd. reported his home was burglarized. The offenders forced entry through a rear door and took a computer. This case is currently under investigation.

Burglary to Motor Vehicle

On December 18, several residents in the 100 block of Kenilworth, 100 block of Newton, and the 200 block of Sunset reported unknown person(s) entered their unlocked vehicles and removed property.

On December 18, a victim reported her car window was smashed while parked at the YMCA. Her purse was taken from inside the car. It was later learned that personal checks that were in the victim's purse were presented at a bank in Lombard. Glen Ellyn and Lombard Police are investigating these incidents.

On December 27, a resident reported their motor vehicle had been burglarized. Unknown offender(s) entered and removed items including a credit card. Later, this credit card was used to make purchases at the Shell located at Park and Roosevelt in Glen Ellyn.

On the evening of December 31 and into the morning of January 1, several residents on the 200 block of Travers had their unlocked vehicles entered and property was removed. Suspects have been developed in these cases and they remain under investigation.

Deceptive Practice

On December 6, an employee from Napa Auto Parts on Baker Hill Drive reported a fictitious check was presented and used to purchase products. It has been determined that several other bogus checks were presented for purchases in other jurisdictions. Investigators are working to identify the persons involved.

Forgery

On December 1, a resident reported an unknown offender entered his apartment and took a check that that was later used to make a purchase.. This case is currently ongoing.

Residential Burglary

On November 11, a resident on Travers reported a subject entered his home and stole his wife's purse. When the resident discovered the subject in his home, the offender asked the homeowner if he had any work and then left the residence abruptly. Since that time, a suspect has been identified and placed under surveillance. While monitoring his activity, investigators witnessed the offender commit a burglary to motor vehicle. The subject was arrested, and in the subsequent interview, he admitted to committing the residential burglary in this case as well as several more burglaries in Wheaton. Charges have been filed.

Identity Theft

On December 1, detectives forwarded an Identity theft to the jurisdiction of authority after a resident reported their credit card had been used in Texas.

On December 1, detectives forwarded an Identity theft to the jurisdiction of authority after a resident reported their credit card had been compromised and subsequently used in Des Plaines, Arlington Heights, and Chicago.

On December 1, detectives forwarded an Identity theft to the jurisdiction of authority after a resident reported their Harris Bank ATM card had been used in Chicago and Buffalo Grove.

Unlawful Use of a Credit Card

On December 1, detectives were assigned to the unlawful use of a credit card at Ace Hardware on Roosevelt Rd. On two separate occasions a subject entered the store and made purchases with a victim's credit card. The case is currently on going.

Retail Theft

On December 17, an employee at Dominick's reported the retail theft. An offender entered a locked cabinet and removed numerous bottles of alcoholic beverages and exited the store without paying for the merchandise. Information gathered from similar incidents which occurred in other jurisdictions

led investigators to the identity of the suspect. He was interviewed and subsequently charged with felony retail theft.

On December 13, an employee from Jewel Osco reported a retail theft. Three suspects entered the store and stole various baby formula products. A critical reach bulletin was prepared and sent across the region. Westchester Police made an arrest several days later on an unrelated incident and connected their offenders to the incident described in the Glen Ellyn critical reach bulletin. Glen Ellyn detectives went to Westchester and interviewed the suspects, gaining an admission to the theft.

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>	DEC 10	DEC09	10 YTD	09YTD
Homicide	0	0	0	0
Criminal Sexual Assault	0	2	4	11
Robbery	0	0	1	2
Battery	6	11	104	133
Burglary	4	3	60	39
Theft/Deception	28	33	456	400
Motor Vehicle Theft	1	2	6	13
Arson	0	0	1	3
Criminal Damage or Trespass	11	16	232	244
Deadly Weapons	0	0	4	2
Sex Offenses	0	3	9	18
Offenses Involving Children	0	7	50	61
Drug Offenses	6	5	94	128
Liquor Control Act	3	3	63	60
Disorderly Conduct	7	9	125	190
Other Criminal Offenses	16	21	264	420
Crisis Intervention	32	27	350	401
Death/Suicide Investigations	2	5	37	46
Missing Persons	0	0	18	26
Miscellaneous Services	70	53	914	812
Medical Assists	113	101	1281	1165

**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
12/1	All Sworn	Range	1	Monthly drills
12/3	Baki/Holstead	ILEAS WMD/SRT	8	Bi-weekly drills
12/5	All Sworn	DT/Taser	8	Annual recertification
12/8	C. Nemchock	Arrest Search Seizure	24	Comprehensive update
12/9	Baki/Holstead	DCSO Special Ops	8	Team training
12/12	All Sworn	DT/Taser	8	Annual recertification
12/15	All Sworn	Range	1	Monthly drills
12/17	Baki/Holstead	ILEAS WMD/SRT	8	Bi-weekly drills
12/23	Baki/Cusack/Holstead	DCSO Special Ops	8	Team training

COMMUNITY EDUCATION

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

- Continued with DARE™ instruction at Ben Franklin, Churchill and Forest Glen Elementary schools.

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





Month in Review

DECEMBER 2010

Temporary Downtown Organization Activities

The Temporary Downtown Organization (TDO), created on October 25, continued to work on several items in December. The TDO is currently working to seek members, draft a one-year action plan, prepare a draft budget, establish bylaws and create a job description for an executive director. The TDO is also working on downtown events and marketing efforts to ensure that there is no gap in these services. The TDO will submit a proposed budget for a new permanent downtown organization in February, which will be considered by the Village Board during its scheduled budget meetings.

Citizen Evaluation Form Summary

The Planning and Development Department distributes citizen evaluation surveys when customers receive permits and when deposit refunds are issued in an effort to continually evaluate the Department's service. While a small portion of the forms distributed are returned, the responses are tracked and recommendations are considered. Attached you will find a summary of the results from the forms received during 2010. A total of 16 forms were returned, with an overwhelming portion stating that they were satisfied with the service provided by the Department. Many of the forms complimented the helpfulness of Department employees and the straightforward nature of the permitting process.

P&D COURT CASES FOR DECEMBER:

•616 Park: Failure to complete a construction project within 18 months. Extension has also expired. Fined \$1,500.

•675 Roosevelt: Unsanitary conditions—mold growing in carpet. Case continued.

Soukup's Fence Cleanup Efforts

In 2009 the Village entered into a license agreement with Soukup's Hardware to allow the store to use five feet of the Civic Center parking lot for expanded storage behind their store. The attached pictures show how the storage area looked in August of 2008 before cleanup efforts began and in November of 2010 now that the work has been completed. As can be seen from the pictures, significant progress has been made through these efforts. Property Inspector Bill Keel continues to work with the store owners to keep the parking lot around the designated garbage area clear of waste.

Year in Review

Top Department Accomplishments

- 1. Downtown Strategic Plan Elements:** The Department worked to implement several elements of the Downtown Strategic Plan in 2010. Highlights included Zoning Code text amendments for live entertainment and dark windows, marketing the plan to developers and the public, work towards creating a downtown historic district and the establishment of a Temporary Downtown Organization.
- 2. Annexation Agreement Efforts:** The Department worked to renew expired annexation agreements in two different neighborhoods in 2010. The Department successfully renewed 32 agreements in the Marston area and is in the process of renewing 89 agreements in the Glen Crest neighborhood.
- 3. Building Codes Updated and Adopted:** Throughout the year, the Department worked with the Building Board of Appeals to update the Village's building and fire codes. The Property Maintenance, Fire and Life Safety Codes were updated in 2010. An additional five codes are scheduled for review in 2011.

TOTAL BUILDING PERMITS	
Number	1231
Estimated millions \$	\$72.3
SINGLE FAMILY RESIDENCES	
New Construction	13
Estimated millions \$	\$6.0
Alterations/Additions	162
Estimated millions \$	\$5.9
MULTIPLE FAMILY RESIDENCES	
Detached Garages	19
NEW COMMERCIAL	
New Construction	4
Estimated millions \$	\$18.8
Alterations/Additions	38
Estimated millions \$	\$8.7
DEMOLITION PERMITS ISSUED	
Demolitions Permits Applied For	14
Counter Customer Contacts	4,267
INSPECTIONS	5,192

**Citizen Evaluation Cards
2010 Summary
(Cards Received January 1, 2010 through December 31, 2010)**

Responses to Questions	Total "Yes"	Total "No"	Total Responses	% "Yes" Responses
#1-Was the building permit application easy to follow?	14	1	15	93.33%
#2-Did the staff at the counter answer your questions in a professional manner?	16	0	16	100.00%
#3-Were your requests responded to in a prompt manner?	16	0	16	100.00%
#4-Did the plan review process, if applicable, adequately explain any code deficiencies of problem areas?	7	0	7	100.00%
#5-Were the plan reviewers' comment letters clear and understandable (if applicable)?	8	0	8	100.00%
#6-Do you think the time for you to obtain the building permit was reasonable? If no, please explain.	15	0	15	100.00%
#7-Did the field inspector adequately explain any code violations found during the inspection process?	3	0	3	100.00%
#8-Was the building inspector courteous and helpful?	6	0	6	100.00%
#9-Were you satisfied with the inspection process?	6	0	6	100.00%

Comments to Questions

Question 1-Was the building permit application easy to follow?

1. *"Everything but the sub. Contractor requirements."*
2. *"Suggest laying out requirements on web site."*
3. *"Very easy and only took a couple of minutes. Online info. Very good as well."*

Question 2-Did the staff at the counter answer your questions in a professional manner?

1. *"Not always correct (see above)."*
2. *"Holly, Heidi, Mary Ellen were very helpful, Paula Moritz also."*
3. *"Staff was friendly and very helpful. Also helpful to air contractor who had to register."*
4. *"Very helpful, Holly Miller, Mike Morange."*

Question 3-Were your requests responded to in a prompt manner?

No written responses received.

Question 4-Did the plan review process, if applicable, adequately explain any code deficiencies or problem areas?

1. *"Sewer and water department helped by explaining need for upgrade in meter."*

Question 5-Were the plan reviewers' comment letters clear and understandable?

1. *"Paula followed up with phone call for explanation of comments in e-mail."*

Question 6-Do you think the time for you to obtain the building permit was reasonable? If no, please explain.

1. *"Not a lot of experience but seemed rather lengthy."*
2. *"Stellar! Expedited the process in order to accommodate our work thus coincide with Village repair work required for our parkway."*
3. *"Exceptional!"*
4. *"As always-very personable/professional, Heidi, Kathy, Mary Ellen, Holly."*

Question 7-Did the field inspector adequately explain any code violations found during the inspection process?

Question 8-Was the building inspector courteous and helpful?

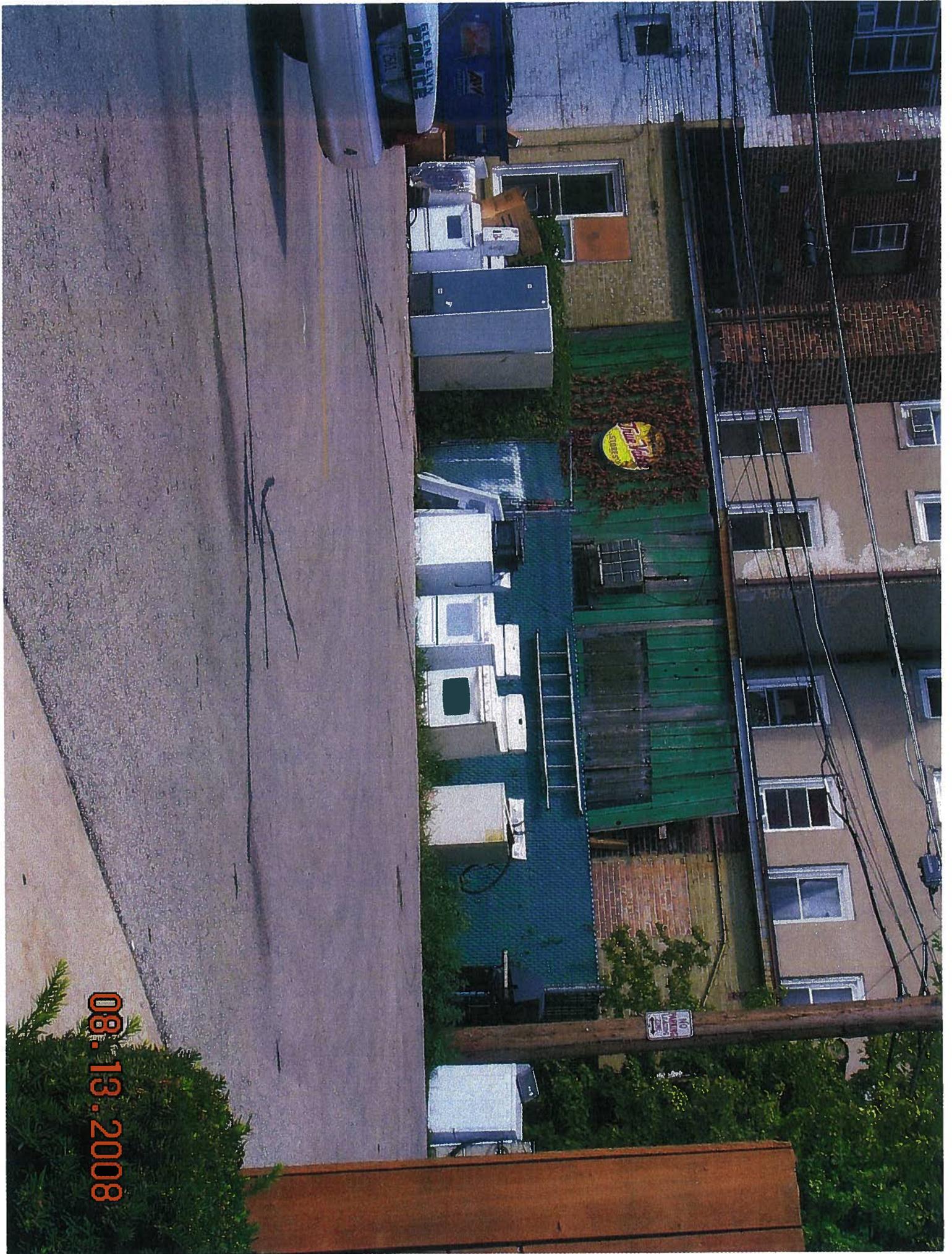
1. *"Over phone-yes. Mike Morange helped with many code questions."*
2. *"Mike Morange was a big help."*

Question 9-Were you satisfied with the inspection process?

1. *"We were not home."*

Question 10-What can we do to increase your overall satisfaction with the service we provide?

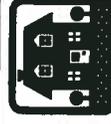
1. *"This was a very easy, positive experience."*
2. *"Could not have been more pleased with everyone I worked with during this process. Honest, polite and very respectful. Great!"*
3. *"Train staff from other Villages. Thanks for an easy process."*
4. *"Better information packet on required documents for permit application."*
5. *"Very satisfied!"*
6. *"Service seems much improved! Front desk people very helpful and courteous."*
7. *"Nothing-very easy and straightforward process."*



08.13.2008



11.29.2010



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

CASE/DEV. NAME (APPLICANT)	DESCRIPTION OF PROPOSAL	ARC REVIEW (DATES/MTGS.)	PC REVIEW (DATES/MTGS.)	ZBA REVIEW (DATES/MTGS.)	V3 REVIEW (DATES/MTGS.)	COMMENTS AND REVIEW STATUS
767 Chidester Avenue	Special Use Permits, Zoning Variations, ZMA, Minor Subdivision, etc., to allow construction of 2 single family homes. Home proposed on rear lot is in floodplain/wetlands and zoned CR.	NA	Public hearings 7/13/2006, 8/10/2006 and 4/12/2007, 10-0 recommendation to deny.	NA	5/21/2007 Work-shop	Waiting to hear how petitioner plans to proceed. Made inquiries about alternate proposals in 2007 and 2008. Property is currently for sale.
Cottage Avenue Water Tower, Public Works utility antenna	Special Use Permit for public utility antenna	NA	Pending	NA	Pending	Submission received July 23, 2010. On hold.
578A Duane Street, DuPage Neurology & Wellness Center	Sign Variation	Est. 2/10/2010	NA	NA	Pending	Partial application received 12/11/2009. Awaiting Resubmittal.
Goodrich Court Subdivision	5-lot Subdivision and Annexation	NA	Pre-ap 8/12/2004, Pre-ap 4/28/2005, Pre-ap 10/27/2005	NA	Pending	Awaiting Resubmittal. Last review sent 12/3/2007. Spoke to in mid July 2009, project on hold but does not currently plan to withdraw.
Memorial Park	Variations for lights and accessory structures	NA	Pending	NA	Pending	Preliminary plans submitted on December 7, 2010.
980 Oxford Road	Zoning variations for a gazebo, outdoor fireplace and patio that do not meet the minimum side yard setbacks and exceed the maximum permitted areas.	NA	NA	Public hearings 7/27/2010 and 11/23/2010, recommended approval 6-1	1/17/2011 workshop and 1/24/2011 meeting	Number and scope of requested variations was reduced from original application.
11N182 Park Boulevard	Annexation, Zoning Map Amendment, Zoning Text Amendment, Special Use and Right-of-Way vacations for Construction Company.	NA	Pending	NA	Pending	Submittals list and applications sent to petitioner 1/26/2009. Waiting for submittal.
475 Pennsylvania Avenue, Barone's	Exterior Appearance and Sign Variations	Pre-application meeting 3/24/2010	NA	NA	Pending	Awaiting submission of formal application.
538 Prince Edward	Zoning Variations for lot coverage ratio and rear yard setback of one-story addition	NA	NA	Public hearing 12/14/2010, recommended approval 6-0.	1/17/2011 workshop and 1/14/2011 meeting	Application received 10/21/2010.
285 Roosevelt Road, Nicor	Special Use Permit and Zoning Variation for Temporary Facility	NA	Public hearing 11/18/2010, recommended approval 7-0	NA	12/6/2010 Meeting	Approved at 12/6/2010 Village Board meeting.

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	Pending	Awaiting submission. The planning and police department teams met with a representative for the petitioner on January 19 to discuss the exterior appearance and sign variation process and encourage the owner to relocate the Park Boulevard access drive due to traffic safety issues. The owner has since verbally agreed to move the Park Boulevard access drive further south.
631 Roosevelt Road, Shell/Circle K	Special Use Permit for Outdoor Sales and Storage	NA	NA	Est. February 2011	Pending	Application received 12/29/2010.	
650-690 Roosevelt Road, Pickwick Place Shopping Center	Reconstruction of front building	Pending	Pending	NA	NA	Pending	Awaiting application.
682 Roosevelt Road, Pickwick Place Shopping	Sign Variation to accommodate new tenant	1/12/2011	NA	NA	NA	2/14/11	Application received 12/3/2010.
Wahlgren Court	Subdivision approval for 16-unit workforce housing (CHAD) project in unincorporated DuPage County	NA	Pre-application 7/26/2007	NA	NA	Pending	Awaiting submission of formal application. Have received preliminary County approvals. However, stormwater issues at County have caused the delay in submitting an application to the Village. Heard petitioner now looking to sell property and/or project. Met with CHAD and County Representative on July 30. Expect submission in near future. Property is for sale.
ANNEXATIONS							
22W500 Ahlstrand	Annexation	NA	NA	NA	NA	Pending	Part of AEE Subdivision, received partial application, fees and escrow. Plat has been revised. The renters are putting the material together, but we still need the owner's signature on a number of documents. A pending divorce between the owners has put the application on hold.
NWC of Park and Butterfield	Annexation agreements to replace expired agreements with School District 87 office building and Village Theatre.	NA	NA	NA	NA	Pending	Draft agreements for both properties prepared. Undergoing internal review.
Glen Oak Country Club	Annexation w/ an Agreement for a strip of Country Club Property adjacent to Hill Avenue.	NA	NA	NA	NA	Pending	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. Follow-up email sent to 3 property owners on 9/30/2010.
NEC of Five Corners	Annexation and Annexation Agreements for Properties in 4-block area northeast of 5-corners.	NA	NA	NA	NA	Pending	Received 7 annexation petitions and interest from 9 other property owners. Decided on R2 zoning based on neighborhood input at previous Plan Commission meeting. Neighborhood meeting held on 3/15/2005 where conservative utility costs were shared. Need to set up another neighborhood meeting and prepare updated and more realistic utility costs.

NWC Five Corners	Annexation of neighborhood north of St. Charles, south of the Great Western Trail, west of Evergreen and east of Mildred.	NA	NA	NA	NA	Pending	Some utility information and costs received.
Marston and Bemis Road Area	Annexation of properties with existing annexation agreements	NA	NA	NA	NA	Pending	Annexation agreements with 32 properties approved in 2010. Next phase to proceed with annexation of properties.
Glen Crest Subdivision (North)	Renewal of previously approved but never fully executed annexation agreements for more than 40 properties along Marston Avenue, Marston Court, Brook Court, Lorry Court and Crest Court being served by Village water and sanitary sewer since roughly 1975.	NA	NA	NA	NA	Est. 3/14/2011	Agreements mailed in early October. Neighborhood meeting held on 10/20/2010. By the end of December 43 of 49 agreements had been signed and returned.
Glen Crest Subdivision (South)	Renewal of previously approved but never fully executed annexation agreements for more than 40 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	Est. 3/14/2011	Agreements mailed in early October. Neighborhood meeting held on 10/21/2010. By the end of December 36 of 40 agreements had been signed and returned.
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 Elyn with annexation agreements.	NA	NA	NA	NA	Pending	
COMMENTS AND REVIEW STATUS							
AEE Fire District Reimbursements	Letters sent in April of 2009 requested reimbursement from property owners for payments to Lisle Woodridge Fire Protection district per the terms of annexation agreements. Follow-up letters sent. No payments received to date. Letters mailed on 12/3/2009 informing owners that payment must be received or payment arrangement entered into.						
Brochure - Starting a Business in Glen Elyn	Third draft complete. Awaiting review and finalization.						
Building Code Updates 2009	Evaluate the existing building codes and identify new building, fire, and life safety codes that address the needs of the Village. Life safety code and property maintenance code approved by Village Board at 8/23/2010 meeting. Fire code approved at 10/25/2010 Village Board meeting with continued discussions of fire sprinkler regulations in November of 2010. Final draft of Building Code to be reviewed at 1/31/11 Building Board of Appeals meeting. Further discussion with Village Board on sprinklers scheduled for 1/17/2011.						
College of DuPage	Department staff continues to work with the Village Board, Village Manager and Village Attorney regarding this issue.						
Community Branding	Discussed with Village Board at April 26 meeting as it relates to the implementation of the downtown plan. Direction received to begin research into undertaking a community branding effort.						
807-817 Crescent Right-of-Way Vacation	Vacation of improved right-of-way bisecting the rear yards of 807-817 Crescent Boulevard. Affected property owners planned to enter into a reciprocal access easement agreement and have reached an impasse in regard to the terms of the agreement. Staff from the Public Works and Planning and Development Departments met with the property owners on August 26, 2010 to answer questions about the impact various options would have on the properties and to try to facilitate an agreement. Staff is waiting to hear back from the property owners regarding how they would like to proceed.						
Downtown Historic District	Discussed at the 11/18/2010 Historic Preservation Commission meeting and decided to proceed with the creation of a national historic district in the downtown. A walk through of the downtown with a representative from the National Trust for Historic Preservation is anticipated in mid-December and a public meeting to discuss the potential creation of a new downtown historic district is planned for early 2011.						
Evaluation of Northside Regional Detention Stormwater Alternatives	Revised report and analysis of potential alternate sites submitted by engineering consultant on 8/28/2009. Recommendation to be forwarded to Village Board in near future.						
Glenbard Wastewater, Bemis Road, Cleanwire Antenna	Draft license agreement prepared to allow antenna on GWA property which is owned by the City of Lombard and in Glen Elyn's planning jurisdiction. Agreement was forwarded to Cleanwire. Staff is awaiting a response.						

Lincoln Avenue Right-of-Way Vacation	Request received to consider vacation of Lincoln Avenue right-of-way located between 755 and 767 Chidester Avenue. The planning team met with one of the property owners on 10/11/2010 and reviewed the proposed terms of vacation. Village staff is awaiting a response.
Lombard Boundary Line Agreement	Recommendations for changes to the boundary line between Lombard and Glen Ellyn were discussed at the November 22, 2010 meeting. In accordance with the direction received from the Village Board, the Village Attorney is in the process of preparing a draft agreement and a legal description of the proposed new boundary line is being developed. Letters were also mailed in December to the 5 single-family homes properties that would be affected by the change. The Board is scheduled to discuss the issue again at their January 10, 2011 workshop meeting with formal approval of new agreement anticipated at the February 14, 2011 meeting.
Redevelopment Sites Map	Work continued in December on a new redevelopment site map. Creation of the map is one of the top strategic planning goals adopted by the Village Board. A first draft an overall map and separate maps for all of the potential redevelopment sites is anticipated to be complete by the end of January.
Sign Code Update	ARC discussed potential amendments at June 3, 2009 meeting. Surrounding community survey complete. Second draft of Code complete and undergoing internal review.
Utility Connections	Reminder letters sent to 7 property owners required by previous agreements to connect to Village utilities in February 2011 and one property owner with a past due connection date.
Utility Payments	Follow-up with property owners on Valley Road and in Arboretum Estates East with past due utility payments; letters will be mailed in early December.



**PLANNING AND DEVELOPMENT DEPARTMENT
MONTHLY REPORT
December 2010**



	December 2010	2010 YTD	2009 Actual
Total Building Permits Issued	65	1231	879
New Single Family dwelling	1	13	7
New Multi-family dwelling	0	0	0
New Commercial building	0	4	1
Additions and Alterations Single-family	8	162	149
Additions and Alterations Multi-family	0	0	0
Demolitions	3	14	16
Additions and Alterations Commercial	2	38	40
Accessory Structure/Miscellaneous	51	1000	682
Total Estimated Construction Value (millions)	\$0.89	\$72.33	\$21.34
Certificates of Occupancy (TCO & CO)	0-TCO; 1-CO	5-TCO; 14-CO	24-TCO; 22-CO
Stormwater Permits Issued	0	21	9
Demolition Permits Applications	2	16	11
Sign Permits Issued	4	35	26
Banner Sign Permits Issued	2	29	21
Total Inspections Conducted	511	5197	4876
Building Inspections	373	3287	2451
Exterior Appearance/Ordinance Inspections	0	15	12
Elevator Inspections	0	106	107
Fire Inspections	0	58	387
Grading/Stormwater Inspections	8	264	163
Landscape Inspections	0	18	13
Property Maintenance Inspections	78	1071	984
Site Inspections	52	378	759
Total Development Applications Acted On	2	33	38
Exterior Appearance	0	4	3
Planned Unit Development	0	1	2
Sign Variation	0	5	4
Special Use Permit	1	7	7
Stormwater Variation	0	0	2
Subdivision	0	0	2
Zoning Map Amendment	0	0	1
Zoning Text Amendment	0	4	1
Zoning Variation	1	10	16
Misc. Ordinances/Resolutions Acted On	2	16	25
Annexations Approved	0	0	0
Annexation Agreements Approved	0	34	4
Recapture Agreements Approved	0	0	1
Right-of-Way Vacations	0	1	0
Violation Letters Issued (prior to citation)	41	274	360
Citations Issued	1	13	14
Pre-Existing SU Administrative Approval Request	0	0	2
Consolidations, 2-Lot Subdivs & Land Transfers	0	1	5
Village Code Waiver for Special Event	0	2	5
License Agreements Approved	0	7	8
Administrative Approval - Promotional Event	0	1	2
Administrative Approval - Ordinance Extension	0	2	NA



PLANNING AND DEVELOPMENT DEPARTMENT

MONTHLY DEMOLITION REPORT

DECEMBER 2010



MONTHLY COMPARISON - DEMOLITION APPLICATIONS - 1994 to PRESENT

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

DEMOLITION PERMIT APPLICATIONS DURING CALENDAR YEAR 2010

No.	Address	Date	Lot Size	Lot Area	Earliest Record	Historic	Action	Status	Applicant/Builder
1	724 Hill	03/30/10	58x368	21344	1958	No	Demo & SFR	05/21/10	Ryan Dunham/Oakley Builders
2	475 Carleton	03/24/10	57x170	9690	1954	No	Demo only	Withdrawn 11/1/10	Eric Napientek
3	783 Pleasant	06/01/10	50 x 150	7500	1985	No	Demo only	07/30/10	Christensen Contracting
4	292 Prospect	07/06/10	95 x 112	10640	1953	No	Demo & SFR	09/29/10	Oakley Builders
5	206 Bryant	07/12/10	75 x 199	14925	1962	No	Demo & SFR	12/09/10	M. Carey Custom Homes
6	106 N. Park	07/28/10	75 x 200	15000	1967	No	Demo & SFR	08/03/10	Joseph Quinn
7	920 Lenox	08/24/10	125x150	18750	n/a	No	Demo only	10/5/2010	GE Park District
8	721 W. St. Charles	08/24/10	100x150	15000	n/a	No	Demo only	10/18/10	GE Park District
9	90 N. Finley	9/8/2010		26 acres	N/A	No	Demo & Com. Bldg	12/13/2010	Nicor
10	781 Revere	9/7/2010	90 x 174	15660	1952	No	Demo & SFR	12/2/2010	S.P. Lodinha
11	345 Kenilworth	9/15/2010	130 x152	19760	1959	No	Demo only	10/26/10	Knautz Builders
12	358 Marion	9/22/2010	57 x 133	7581	1951	No	Demo & SFR	10/27/10	Robert & Kate Altman
13	251 Taylor	9/22/2010	81 x145	11745	1989	No	Demo & SFR	11/19/2010	Oakley Builders
14	807 Lenox	11/10/2010	95x230	21850	1971	No	Demo & SFR	12/13/2010	A. Bhagwakar
15	374 Oak	12/14/2010	97x293	28421	1952	No	Demo & SFR	Pending	Tiburon Homes
16	803/805 Edgewood	12/20/2010	140x104	14560	1954	No	Demo & Addn.	Pending	Gerald Shekleton

VILLAGE OF GLEN ELLYN PUBLIC WORKS DEPARTMENT MONTHLY REPORT

December 2010

ADMINISTRATION

The admin team processed and entered results into MUNIS and the Tree Preservation Tracking Program and provided copies to the applicant and/or the Building and Zoning Department for:

- 3 tree preservation plans and parkway tree permit applications
- 0 plan re-submittals
- 2 tree fence and root pruning inspections
- 7 refunds of deposit

Twenty-five parkway trees were scheduled for removal; letters were prepared and mailed to residents informing them of the pending removals. In addition, six tree removals and two stumps were completed. The pending and completed removals as well as completed stump grindings were entered into CartêGraph and Excel spreadsheets.

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

The admin team started preparing for the Spring 2011 parkway tree order.

After serving the Village of Glen Ellyn for nearly nine years, Public Works Director Joe Caracci announced his resignation (effective Jan. 2, 2011) to take the same position in the Village of Bensenville. Since his hiring in April 2002 as Project Coordinator/Civil Engineer, Joe served in a variety of capacities within the department, including Assistant Public Works Director, Acting Public Works Director and most recently as Public Works Director. Highlights of his accomplishments during his tenure with Glen Ellyn include the implementation of a long-term capital plan, securing multiple grants for infrastructure improvements worth \$5 million, development of a communications plan to provide better customer

service on construction activities, improvement of 48 miles of roadway since 2001 and creation of a cost



share program to help enhance and promote reforestation throughout the Village. Glen Ellyn Public Works wishes Joe nothing but the best.

ENGINEERING

Projects in Design/Bidding Phase

BRAESIDE LIGHTING PROJECT –

Engineer: Pavia-Marting

A design progress meeting was held on December 29 to review photometrics and selection of poles and luminaires. An LED fixture will be specified for the project.

CRESCENT BOULEVARD SIDEWALK EXTENSION –

Engineer: Pavia-Marting

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

ESSEX COURT DRAINAGE IMPROVEMENTS –

Engineer: Rezek, Henry

Design work is continuing on the project.

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 project permit review process is continuing and awaiting approvals from the Kane/DuPage Soil Conservation Service and US Army Corps of Engineers. Easement documents are being drafted.

NICOLL WAY LAND BRIDGE REPAIRS –
Engineer: Walter E. Deuchler
Project bidding will occur in 2011.

RIGHT TURN LANE ON LAMBERT AT ROOSEVELT –
Engineer: Hampton Lenzini Renwick
The land parcel appraisal process is continuing. Final plans have been submitted to IDOT. An April 2011 IDOT letting is being targeted.

SUNSET/TURNER IMPROVEMENTS PROJECT –
Engineer: Kudrna & Associates
A pre-final submittal of plans and specifications was made in early December. Engineering staff is currently reviewing the submitted materials. The project will be out for bid by early February.

Projects in Punch List / Closeout Phase

BRYANT AVENUE/THAIN'S ADDITION –
Contractor: Martam Construction
(Value of Contract = \$6,000,000)

Start	Completion	%done	Contract
4/7/10	10/31/10	88%	\$5,709,918.85

All remaining work – consisting primarily of final restorations in some areas and final punch list items – will be performed in the early 2011 construction season. The construction engineer is continuing to finalize quantities and completing project documentation.

PARK/GE PLACE/PRAIRIE IMPROVEMENTS PROJECT –
Contractor: Brothers Asphalt
(Value of Contract = \$1,200,000)
Discussions are still continuing for an upcoming mediation session to resolve the issue of the appropriate level of liquidated damages and other project charges associated with the failure to complete the work in a timely fashion.

RIFORD ROAD RECONSTRUCTION –
Contractor: R.W. Dunteman
(Value of IDOT Contract = \$2,452,000; Federal Share = \$1,175,000; County Share = \$191,000; Village Share = \$1,086,000)

Project activity is done for the construction season, with some final fence and restoration work to be done in 2011. Quantities and project costs are being finalized.

ROSLYN & SCOTT SANITARY SEWER EXTENSION –
Contractor: Lifco Construction
(Value of Contract = \$21,000)
The project team is continuing to discuss final costs for the project with the contractor.

SOUTH PARK BOULEVARD & LAMBERT ROAD LAPP –
Contractor: Geneva Construction
(Value of Contract = \$627,000 = Bid Price, entirely funded by ARRA [stimulus] dollars)
All work is complete on the project. Close-out activities are continuing. It is anticipated that the final project cost will be close to or slightly under the bid price.

Projects Under Contract

SCADA SYSTEM UPGRADE PROJECT –
Contractor: Gasvoda and Associates/Dixie Electric
(Value of Contract = \$125,000 + \$18,000 for antenna installations)
The Public Works team is preparing a package for consideration of a special use permit for a Cottage Tank antenna, pending resolution of use issues associated with the high tank. A contractor request for a cost adjustment for delayed start-up and training services is being reviewed by staff.

BACKUP WELL REHABILITATIONS – Contractor: Well #5: Layne-Western; Well #6: Water Well Solutions
(Value of Contracts: Well #5 = \$80,500; Well #6 = \$86,000)
For the Well #5 project, construction work is complete and close-out paperwork is being processed. The projected cost of the needed work is about \$58,000.

For Well #6, the packer and test pumping unit are still in place. The first-phase water quality tests have been completed and results appear encouraging. Subsequent water quality sampling is scheduled for mid-January.

Engineering Projects

CENTRAL BUSINESS DISTRICT TRAFFIC STUDY –
Engineer: KLOA

A meeting with Village operations personnel was held to go over the field traffic observations and discuss proposed one-way street changes.

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

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

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

The draft project report is being prepared.

EQUIPMENT SERVICES

In the month of December, the Equipment Services Division continued to maintain a safe work environment and followed industry standard safety procedures and Village safety policies. The Division has achieved 1,782 days without a “lost time” accident.

The Equipment Services fuel island dispensed 9,351 gallons of fuel during the month of December. The total included 5,523 gallons of unleaded fuel and 3,848 gallons of diesel fuel.

The ESD continued its rotating snow plan schedule through the month of December, which provides for ESD staff to be available for twelve hour shifts and provide continuous service during snow/ice events. Facilities repairs performed by the ESD included obtaining estimates for the repair of the manual yard gate at the Reno Center and providing oversight



of the project. The gate posts were straightened and reset in concrete. The four cantilever gate rollers were replaced with nylon assemblies and the gate was reinstalled and adjusted.

The salt brine supply hose and banjo valve from the PW building were also replaced and installed by the ESD.

The ESD also designed and provided oversight for the mitigation of potentially dangerous air issues related to the use of the PW laundry facilities. A 208v electric dryer was installed to eliminate the possibility of Carbon Monoxide (CO) exhaust gas (from the previous gas dryer) being expelled into the



Reno Center and a 2400 cfm roof mounted exhaust fan with duct work was installed to ventilate the warm humid air that is emitted from the electric dryer's lint cup. This will also prevent the formation



of mold and mildew in the laundry area. The soap has been replaced with an unscented laundry detergent.

Fifty nine work orders related to the maintenance and repair of Police Department vehicles and equipment were completed. The a/v upload antenna and light bar lenses were replaced on Squad 01 and the VHF radio was reprogrammed. The keyless entry fob and the TPMS sensors were

reprogrammed to the body control module on patrol Squad 03. The engine oil pressure sensor; front fender; front bumper; road wheel; and headlamp assembly were replaced on patrol Squad 05. The ECM was scanned and reprogrammed and the front wheels were also realigned on patrol Squad 05. The rear deck emergency light wiring was repaired on patrol Squad 06 and the battery was replaced on the Detectives car 12. The battery was replaced on Command Van 15 and two solar battery chargers were installed to prevent battery rundown when it is not attached to a shore line. The engine camshaft, rocker arms, and hydraulic followers were replaced on patrol Squad 18. The map light and mic clips were also relocated on patrol Squad 18 and the rear windshield washers were repaired. A number of non-running Article 36 seized vehicles were repaired and prepared for public auction. 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.

Fifty five work orders were related to the maintenance and repair of the Glen Ellyn Volunteer Fire Company's vehicles and equipment. The door lock actuator, the lock relays, the front window regulator, and emergency headlamp flasher were replaced on Asst. Chief 03's buggy. The transmission oil cooler lines were replaced on Asst. Chief 04's buggy and the roof mounted GPS antenna was resealed. The GFI power outlet was replaced in Medic 20's electrical inverter. The rear air suspension air supply line was replaced from the air compressor to the reserve tank and the pump wiring was also repaired in Medic 20. The PCM computer system was scanned and trouble codes were cleared on Medic 22. The front seat upholstery and the seat belt retractor were repaired on Squad 23. The water tank fill pipe was replaced on Engine 25 and the auto eject problems related to non-OEM shoreline plugs were diagnosed. The backup alarm was replaced on Engine 26 and a lock box was installed in Squad 36. The rear roll up door graphics were installed on Engine 27 and the rub rail end caps and side rollup door bumpers were replaced. Numerous chassis and emergency lighting repairs were performed on Fire Company vehicles. All PM's were completed on time.

Two hundred twenty eight work orders were related to the maintenance and repair of Public Works vehicles and equipment. The majority of this month's work orders were related to the maintenance and repair of Public Works Operations Division snow/ice fighting vehicles and equipment. A "secure idle" system was installed in PW Director vehicle 212. The rear suspension leaf springs, the rear air brake chambers, and rear brake slack adjusters were replaced on plow truck 200. The plow power float hydraulic system wiring was repaired and the front plow mold board return spring seat was also re-welded on plow truck 200. The salt spinner hydraulic hoses and the mirror mount were replaced on plow truck 201. The heated mirror wiring and the pre-wet pump hose fittings were also repaired on plow truck 201. The ground temperature sensor, pre-wet flow meter, pump seal and motor coupler, and mirror mount were replaced on plow truck 202. The front bumper was also straightened on plow truck 202. A new



plow, the hydraulic plow lift cylinder, a rear taillight with wiring harness, and a cup holder were replaced on plow truck 203. The salt spreader conveyor was



also adjusted on plow truck 203. The tailgate linkage was repaired on plow truck 204 and a coolant leak was repaired on wheel loader 214. The tandem rear axle pinion seals and a rear air brake chamber were replaced on dump truck 205 and the PTO to hydraulic pump jack shaft was repaired. Trash pump jumper hoses were fabricated and installed on backhoe 209 and the backhoe bucket teeth were replaced. The radiator, alternator, accessory drive belt, and fuel shut off solenoid were replaced on CBD blower 215 (Bertha). The rear suspension leaf spring center pin was replaced on crane truck 228 and the wheels were realigned. The broken crane turn table fittings were also extracted and replaced on crane truck 228. The trailer electric plug and the diesel water in fuel sensor were replaced on plow truck 231. The diesel fuel filter was replaced on lift gate truck 233 and the frozen gate linkage was defrosted and lubricated. The dump body control valve was replaced on dump truck 234 and the water pump was replaced on dump truck 243. The remote key fob was replaced and programmed on utility inspector van 245 and the loader bucket cutting edge was replaced on wheel loader 246. The diesel engine turbo charger oil supply line and a fender marker light were replaced on plow truck 251. The salt auger chain was adjusted; the rear fender mount was repaired; and the driver's door hinge and striker were adjusted on plow truck 251. A plow angle cylinder hydraulic hose was replaced on plow truck 254. Three diesel engine accessory drive belts and the pre-wet electric pump were replaced on plow truck 260 and the clearance light wiring was repaired. A marker light was replaced and rewired on trailer 516 and the battery and hold down was replaced on compressor 515. 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 ESD took delivery of a BCS multipurpose walk behind tractor with a power rotary broom. This machine is equipped with an 8 hp four cycle gas engine; an electric starter; and a 3 speed gear box with reverse gears. The power sweeper will be used by the Operations Division in the CBD for the removal of snow from sidewalks in the winter and general debris sweeping the remainder of the year.



The ESD took delivery and completed the upfit of a 2011 Bandit 1890 XP brush chipper. This drum style machine is equipped with a 180 hp diesel engine; a dual disc clutch; a heavy duty axle; an electronic reversing auto feed system; a hydraulic winch; a wide profile in-feed hopper; and a hand crank swivel



and height adjustable discharge. The ESD installed graphics, wheel chock holders, operator steps, marker guide sticks, winch rope, operator's manual holder, hydraulic tank lock, and a trailer harness connector. The Public Works Operations Division will use this trailer to chip brush and logs from trees that have been removed, pruned or have been damaged due to storms.

Twenty work orders were related to the maintenance and repair of Glenbard Wastewater Authority vehicles and equipment. The battery and windshield wiper blades were replaced on fuel transfer truck 631 and the lite box battery charger was repaired. Two batteries were replaced on crane truck 608 and the battery cables were serviced. 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 completed the first draft of the FY2011/12 budget.

An International Society of Arboriculture Certification Exam at the Reno Center was held by the Village Forester.

The Village Forester applied for Tree City USA for 2010.

Steve Piper and Sons began winter pruning and completed 150 parkway trees.

OPERATIONS

December Snow = 14.75" Rain = .90"

Operations activities are controlled by two events in the winter months: snow and water main breaks. Although December 2010 had more than the average amount of snow for the month, it was over 40% less than the snowfall in December 2008 and 2009. That being said, the average temperatures (both highs and lows) were 9° below average. There were only 6 days when the temperature made it above freezing: three of those days were the last three days of the month when mild air (temps @ 50°) and rain (.9") moved into the Chicago area. There were two 10 day stretches when the temperatures never made it above freezing.

As for snow, December has remained consistent for the last 4 years with nine snow events. With the same number of events but less snow (and minimal icing), Operations has encountered less shifts, labor hours and salt use this month.

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

This chart is just for general comparison as no two snow events are the same and trucks remain on the

streets until safe driving conditions are attained. Once again this year, snow removal personnel had disrupted holidays with one snow event starting on Christmas Eve day and ending on Christmas morning and another event starting on Christmas night and ending the day after Christmas. Public Works employees know that in public service, personal schedules must be constantly rearranged, and full time employees responded to the call for snow removal during the Holidays. Getting seasonal snow employees to give up holiday time with family and friends is not as easy, but there is a core group that responded to the call as well. Without this seasonal force, Public Works would be hard pressed to clear Village roadways and sidewalks of snow in a timely and efficient manner.

Operations experienced six main breaks during the month, two more than the average. One of the main breaks (Geneva Rd) occurred on Christmas day; day snow shift employees were used for this since the night shift was in on Christmas Eve. The water main break crew worked 13 hours on this main break and was unable to return on the 26th to assist with snow removal. The snow day shift supplemented their crew with extra seasonal workers.

Some main breaks are slow leaks that take time to surface, others are gushers. The main break on Taft (between Lambert and Main) was one of these gushers because it was a 12" water main. As with



snow, no two main breaks are exactly alike. The water main on Taft was located in the parkway and didn't require any curb or pavement saw cutting. You can see in the pictures the water bubbling up on the sidewalk (and also the street) and the amount of water flowing into a storm sewer structure. This



water main services both McDonald's and Leslie Car Wash. Normal Operations practice requires all water services to be informed of a water shutdown. The water main was exposed at 4-5'; this depth does



not require shoring and so less time was needed to make the repair. Water was only off to the services for 1 hour. The affected businesses were very pleased with the quick repair.

Employee happenings:

Training –

- 6 employees – 2 hour refresher for tree pruning
- All employees – 2 hours on new chipper machine
- 5 seasonal employees – 4 hours for snow removal

Evaluations - 0 completed

(2 November reviews not completed)

Coverage/Assistance –

- Front Office – 1 employee (2 lunches)

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

Utilities

Bio Bags in Grease lines – 243

B-Box repairs – 3

Dust Suppression Meters – 5 days

Hydrant repairs – 1

Misc. –

- Installed hydrant flags in cul-de-sacs and low visibility areas during snow removal

Forestry –

Misc. – N/A

Streets

Asphalt –

- 5 days pot hole patching (4.5 tons UPM mix)

Electrical –

- 9 electrical work orders completed
- 5 bulbs replaced
- 1 fuse replaced
- 1 fuse holder replaced
- 3 fixtures replaced
- 1 new lens replaced
- Replaced push button assembly at Main/Elm for pedestrian crossing
- Replaced all gas light mantles at Midway Park

Flowers –

- Received delivery of 4 concrete planters as replacements around flower clock
- Removed remaining pots in CBD (dumped and stored for winter)
- Power washed all painted pots for reuse in 2011
- Pulled remaining flower beds in CBD
- 53 hours on spring, summer, and fall flower design and order
- 16 hours – comparison of growers product and prices for Village Board memo

Hauling – n/a

Public Hearing Signs – 0 placed
3 retrieved

Misc. – 1 mailbox damaged during snow removal;
PW reimbursement policy enforced

PLANT OPERATIONS

Water Plants

Wilson Avenue Pump Station - Well # 6 - Collected samples for bacteriological and mineral analysis. Will collect final samples on January 17th to determine water quality after the well has sat idle for 30 days.

Lift Stations

No Report

Distribution System
32 routine bac-t samples

1 Well bac-t sample (Well # 5)

Administration

Monthly State Report submitted to the IEPA

Updates to Cross-Connection records

Budget preparation

Developing cross-connection policy statement

Finalized 2010 LMO-2 report

ITEMS BEFORE THE VILLAGE BOARD

December 2010

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

1. Approval to withdraw the authorization to enter into a contract with Koz Trucking and Sons, Inc. of Medinah, Illinois, for the FY11/FY12 Snow Hauling Program.
2. Approval of a two-year contract to Marcott Enterprises, Inc. of Villa Park, Illinois, for snow hauling in the not-to-exceed amount of \$20,000 annually, to be expensed in the FY11 and FY12 General Fund Budget.
3. A proclamation was read in recognition of outgoing Public Works Director, Joe Caracci.

PW Budget Tracking

December '10

Operations and Maintenance

	FY11 Budget	FY11 Revised Budget	Spent YTD	% of FY11	% Spent
Administration & Engineering	\$812,200	\$813,729	\$554,363	66.7%	68.1%
General Fund - Operations	\$2,073,200	\$2,178,192	\$1,255,339	66.7%	57.6%
Water Fund - O/M	\$3,421,300	\$3,625,311	\$2,331,654	66.7%	64.3%
Sanitary Sewer Fund - O/M	\$4,501,300	\$4,524,536	\$2,926,874	66.7%	64.7%
Parking Fund - O/M	\$224,000	\$361,540	\$282,015	66.7%	78.0%
Equipment Services Fund	\$1,543,300	\$1,543,300	\$1,018,142	66.7%	66.0%
Motor Fuel Tax Fund - O/M	\$705,000	\$810,000	\$547,398	66.7%	67.6%
Total	\$13,280,300	\$13,856,608	\$8,915,785	66.7%	64.3%

Capital Program

Water Fund - Capital	\$1,711,000	\$1,817,900	\$1,067,486	66.7%	58.7%
Sanitary Sewer Fund - Capital	\$1,820,000	\$2,198,022	\$1,174,968	66.7%	53.5%
Parking Fund - Capital	\$0	\$0	\$0	66.7%	0.0%
Motor Fuel Tax Fund - Capital	\$0	\$0	\$0	66.7%	0.0%
Capital Projects Fund	\$7,094,000	\$7,558,604	\$3,885,796	66.7%	51.4%
Total	\$10,625,000	\$11,574,526	\$6,128,250	66.7%	52.9%

PW CORE FUNCTIONS

Admin	Dec 10	Dec 09	+/-	2010 YTD	2009 YTD	+/-
Phone calls	632	680	(48)	11,420	11,132	288
Work Orders	60	79	(19)	1,745	1,613	132
Time Sheets	622	458	164	6,006	5,158	848
Invoices	151	163	(12)	1,715	1,836	(121)
Customer Service Appts	96	66	30	1,284	1,432	(148)
ESD						
Jobs	430	435	(5)	4,174	4,332	(158)
Scheduled	142	182	(40)	1,555	2,211	(656)
Non-Scheduled	0	1	(1)	9	12	(3)
Urgent	10	3	7	78	71	7
Routine	278	249	29	2,532	1,957	575
Total Fuel Pumped (gal)	9,351	10,720	(1,369)	95,564	100,610	(5,046)
Forestry						
Service Requests	33	5	28	700	736	(36)
Operations - Utilities						
Work Orders Completed	21	14	7	298	269	29
Water Main Breaks	6	4	2	24	26	(2)
Sanitary Sewer Back Ups	7	7	0	81	81	0
Sanitary Sewer Back Ups - Village	0	1	(1)	9	12	(3)
Sanitary Sewer Cleaned (feet)	0	4,000	(4,000)	86,160	62,955	23,205
Storm Sewer Structures Cleaned	0	17	(17)	379	439	(60)
Storm Sewer Cleaned (feet)	0	0	0	1,095	1,985	(890)
Storm Sewer Grates cleaned - cycles	0	0	0	22	27	(5)
Landscape Restorations (50/50)	0	0	0	83	86	(3)
JULIES	138	139	(1)	4,507	4,276	231
Operations - Forestry						
Work Orders Completed	15	21	(6)	684	453	231
Tree Removals	1	5	(4)	289	113	176
Tree Stump Grinding	0	0	0	348	230	118
Tree Cable Inspections	0	0	0	36	36	0
Mowing Cycles	0	0	0	12	11	1
Operations - Streets						
Work Orders Completed	27		27	507		507
Asphalt - Potholes (surface tons)	0	14	(14)	277	100	177
Asphalt - Patching (surface tons)	5	0	5	105	233	(127)
Block Party	0	0	0	64	69	(5)
Parking Meter Collections	5	4	1	53	52	1
Parkway Restorations	0	0	0	50	66	(16)
Signs - Fabricated	40	47	(7)	602	501	101
Signs - Installed	23	0	23	227	180	47
Signs - Rehabbed	16	16	0	218	340	(122)
Street Sweeping (days)	0	1	(1)	168	155	13
Street Sweeping (early AM)	0	0	0	73	64	9
Street Sweeping (extra)	0	0	0	9	12	(3)
Special Events	0	2	(2)	29	35	(6)

January 6, 2011

CONSTRUCTION ACTIVITY / PROJECT REPORT

CONSTRUCTION PROJECT PROGRESS REPORTS

Projects in Design / Bidding Phase

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

Design work is continuing on the project.

SUNSET / TURNER IMPROVEMENTS PROJECT – Engineer: Kudrna & Associates

A pre-final submittal of plans and specifications was made in early December. Engineering staff is currently reviewing the submitted materials. The project will be out for bid by early February.

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The land parcel appraisal process is continuing. Final plans have been submitted to IDOT. An April 2011 IDOT letting is being targeted.

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.

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

Project bidding will occur in 2011.

BRAESIDE LIGHTING PROJECT – Engineer: Pavia-Marting

A design progress meeting was held on December 29 to review photometrics and selection of poles and luminaires. An LED fixture will be specified for the project.

Construction Projects in Punch List or Closeout Phase

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

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

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

RIFORD ROAD RECONSTRUCTION – Contractor: R. W. Dunteman

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

Project activity is done for the construction season, with some final fence and restoration work to be done in 2011. Quantities and project costs are being finalized.

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

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

All remaining work – consisting primarily of final restorations in some areas and final punch list items – will be performed in the early 2011 construction season. The construction engineer is continuing to finalize quantities and completing project documentation.

ROSLYN & SCOTT SANITARY SEWER EXTENSION – Contractor: Lifco Construction

(Value of Contract = \$21,000)

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

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

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

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

Other Projects under Contract

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

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

The Public Works team is preparing a package for consideration of a special use permit for a Cottage Tank antenna, pending resolution of use issues associated with the high tank. A contractor request for a cost adjustment for delayed start-up and training services is being reviewed by staff.

BACKUP WELL REHABILITATIONS – Contractor: Well #5: Layne-Western; Well #6: Water Well Solutions

(Value of Contracts: Well #5 = \$80,500; Well #6 = \$86,000)

For the Well #5 project, construction work is complete and close-out paperwork is being processed. The projected cost of the needed work about \$58,000.

For Well #6, the packer and test pumping unit are still in place. The first-phase water quality tests have been completed and results appear encouraging. Subsequent water quality sampling is scheduled for mid-January.

ENGINEERING PROJECTS

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

The draft project report is being prepared.

CENTRAL BUSINESS DISTRICT TRAFFIC STUDY – Engineer: KLOA

A meeting with Village operations personnel was held to go over the field traffic observations and discuss proposed one-way street changes.

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

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

VILLAGE OF GLEN ELLYN RECREATION DEPARTMENT

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



MANAGER'S REPORT FOR November and December 2010

Prepared by Matt Pekarek

Matt Pekarek

November 2010 was good for golf. Regardless of how good or bad the weather is in November, the short days and onset of winter results in a month that never impacts our revenue for the year. The golf courses closed for the season on Sunday December 5.

Weather

High Temperatures in November										
	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001
70° days	1	2	3			1				1
60° days	5	3	2	2	7	11	4	6	6	12
50° days	10	14	3	11	6	4	12	8	4	12
40° days	9	11	10	8	15	8	12	10	15	5
30° days	5		11	9	2	3	2	6	5	
20° days			1			3				
10° days										
0° days										
Rain	2.5"	1.5"	1.0"	1.3"	3.3"	2.1"	3.0"	5.4"	1.0"	1.6"
Snow							5.8"		3.5"	

High Temperatures in December										
	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001
70° days										
60° days										2
50° days	1	1	2	2	9		4	1	2	2
40° days	1	2	4	3	10	2	9	16	10	14
30° days	12	18	13	18	8	13	9	9	15	4
20° days	15	9	8	8	2	11	4	5	4	6
10° days	2	1	3		2	5	5			3
0° days			1							
Rain	1.1"	1.5"	1.9"	3.5"	3.2"	0.7"	1.1"	1.9"	1.5"	1.1"
Snow	16"	28"	16"	18"	6"	17"	3"	2"	6"	

Winter golf began December 6. The 9-hole course remains open all winter on temporary tees and greens. The driving range is open on artificial turf tees. The Pro Shop is open seven days, 9:00 AM to 5:00 PM. The Village Links Grill is open for lunch every day.

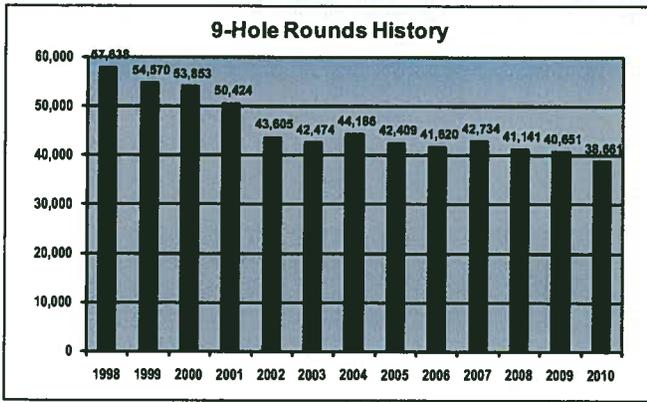
Golf Rounds Activity

November

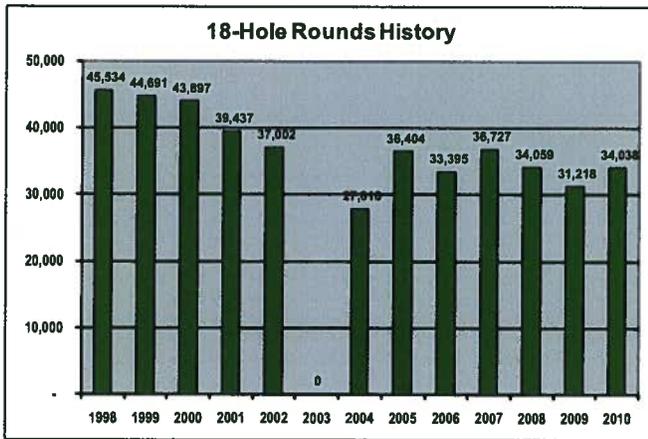
Rounds History By Course						
Year	18-Holes		9-Holes		Total	
	Nov	Nov YTD	Nov	Nov YTD	Nov	Nov YTD
1998	568	45,534	2,113	56,528	2,681	102,062
1999	1,042	44,691	2,843	54,102	3,885	98,793
2000	652	43,897	1,139	53,809	1,791	97,706
2001	885	39,437	2,651	49,846	3,536	89,283
2002	695	37,002	794	43,482	1,489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

December

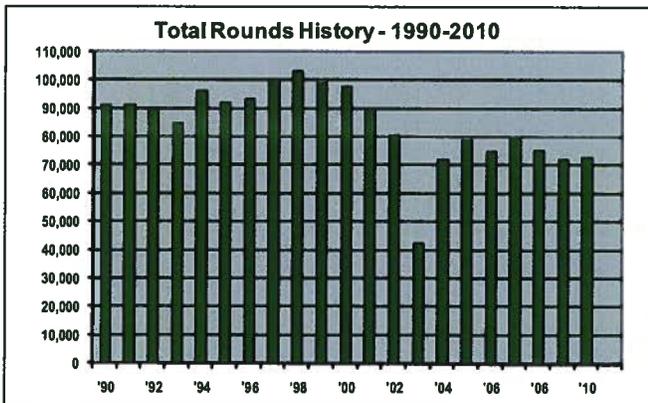
Rounds History By Course						
Year	18-Holes		9-Holes		Total	
	Dec	Dec YTD	Dec	Dec YTD	Dec	Dec YTD
1998	0	45,534	1,110	57,638	1,110	103,172
1999	0	44,691	468	54,570	468	99,261
2000	0	43,897	44	53,853	44	97,750
2001	0	39,437	578	50,424	578	89,861
2002	0	37,002	123	43,605	123	80,607
2003	0	0	407	42,474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



Rounds played on the 9-hole course have been generally flat since September 11, 2001. 2010 rounds were down 5% from 2009.



Rounds played on the 18-hole course were up 9% from 2009.

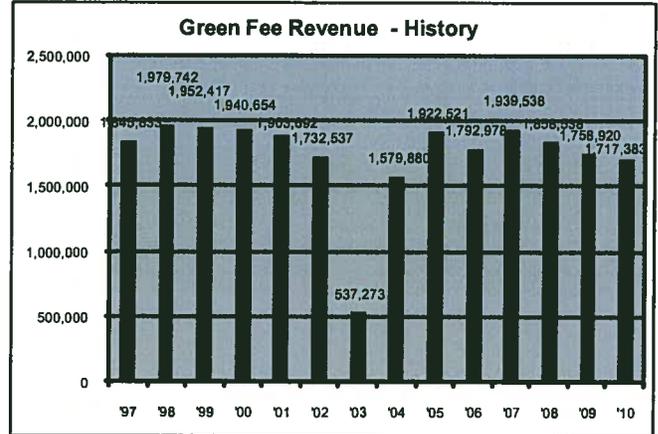


Rounds played were up 1% from last year. (note: The 18-hole course was closed for renovation all of 2003 and through June 23, 2004.)

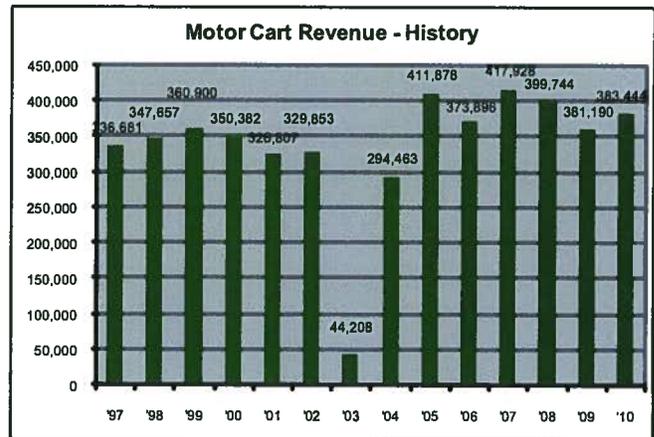
GOLF

Golf rounds were up 2% in November. Rounds played in December were minimal. We ended 2010 with 72,685 rounds played.

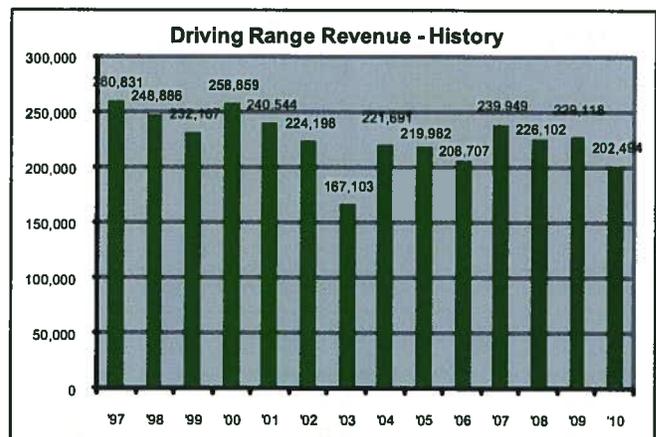
We discounted green fees significantly in 2010, through a number of special offers and promotions. These promotions increased play, but not enough to offset the decrease in revenue per round. While play was up 9% on the 18-hole course, green fee income was flat.



Green fee income was up 2% from last November. Green fee income for 2010 was \$1,717,383, down 2% from last year.



Motorized cart rentals were up 6% in 2010.



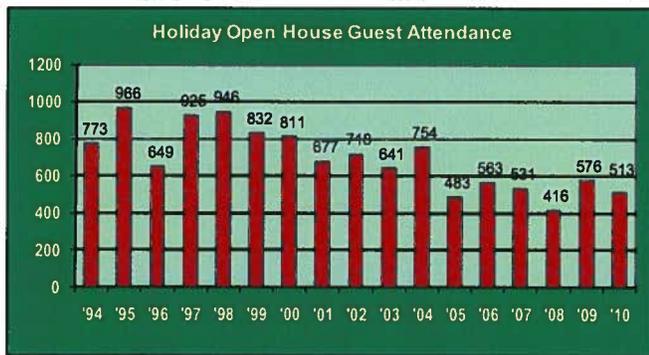
Driving range sales were down 12% in 2010.

HOLIDAY OPEN HOUSE

We held our twentieth annual Holiday Open House on Sunday December 5. 513 guests attended the five hour event, which featured door prizes, goodie bags for the youngsters and plenty of holiday treats for everyone.



Santa (golf course starter Bill Scheidhauer) is always the most popular person at Holiday Open House.



GROUNDS

Greens:	Number of times task was completed											
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Mowed		27	26	29	28	27	29	27	9			
Verticle Mowed												
Groomed								5	1			
Rolled			3	2	3	5	1	5				
Topdressed			1	1		1	2	1				
Aerated								1				
Fertilized		3	1	3	3	3	2	1	1			
Bio-Stimulants												
PGR		1	1	1	1	1	1	1				
Wetting Agent		1	1		part							
Fungicide			2	2	3	2	1	1	1			
Herbicide												
Insecticide				1		1						

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

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

Bunkers:	Number of times task was completed											
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Raked		11	25	20	25	22	22	19	3			
Hand Raked		2					1	1				
Shovel & Pump			2	4	2	2	1					
Trim / Edge		1	1	part		1	1					

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

Practice Tee:	Number of times task was completed											
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Mowed		8	10	9	12	12	13	13	2			
Divots Seeded		20	17	18	21	19	22	19	5			
Aerated						1						
Fertilized												
Herbicide												
Insecticide						1						



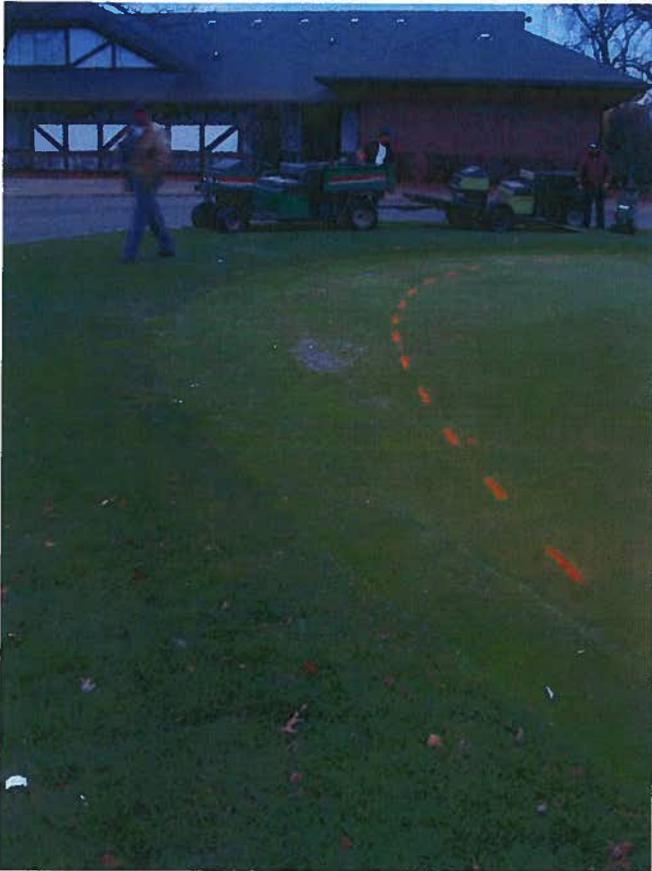
A late November thunderstorm caused significant sand erosion in bunkers. This erosion will require considerable work by our crew in the spring, at a time of year when our seasonal grounds staff is small. As a result, the bunkers will look like this for a while at the start of the 2011 season.

Tasks Accomplished

1. **Greens and tees** were cleared of leaves on six days.
2. **Leaves** were blown out of bunkers three times.
3. Bluegrass rough areas damaged by **skunks digging for grubs** were repaired.
4. **Parkways** were cleared of litter twice.
5. **18-hole course greens** were topdressed.
6. Wear areas including cart path edges and green surrounds were fertilized twice.
7. Anti-freeze was added to the **ball washer cleaning solution** to prevent freezing.
8. **Tees and greens** were sprayed with an anti-

desiccant and a fungicide to protect against winter disease and winter burn. Winter injury can occur from Pink Snow Mold (*Typhula incarnata* and *Typhula ishikariensis*), Pink Snow Mold (*Microdochium nivale*) and Winter Desiccation.

9. The **driving range tee** was covered with protective fabric turf covers to protect the turf from winter weather and prolong year-end turf recovery.
10. The **green and tee equipment** was brought inside for the winter.
11. Outdoor **Christmas decorations** were installed at the clubhouse and entrance drive. Pointsettias were purchased for the clubhouse
12. **Portable rest rooms** were removed from the 9-hole course
13. The **rest rooms at hole #16** were drained and winterized.
14. All **hoses and roller base sprinklers** were drained and stored for the winter.
15. The 9-hole course was set up for **winter golf**, which includes mowing the temporary greens and roping off the regular greens. Benches and ball washers were removed for refurbishing.
16. **Driving range benches, bag stands and tee markers** were removed and stored.
17. **Artificial turf mats** were set up on the driving range for winter use.
18. **Patio umbrellas** were removed from the clubhouse patio and stored for the winter.
19. The **clubhouse circle drive** was set up to allow short-term parking in winter months.
20. Sand was added to the North Practice Green bunker.
21. Staff **plowed snow and salted pavement** six days in December.
22. Golf Course Superintendent Chris Pekarek and Mike Ludwig attended a 2 day seminar hosted by the **Illinois Turfgrass Foundation** where the latest research on treating turfgrass diseases was discussed
23. We began **annual refurbishing of course equipment**. This involves cleaning, replacing any damaged parts, and painting of golf course tee benches, driving range tee benches, golf course golf ball washers, litter caddie trash containers, and plastic trash and recycling containers.
24. The southwest corner of the Circle Drive Putting Green was reshaped and sodded.



Late in November we repaired a chronic worn area on the circle drive practice green. The problem area was caused by a tight turn by mowers.



We carefully removed the worn bentgrass to soften the turn.



Bluegrass sod was laid.



Golfers will not notice the repair come spring. We covered the sod repair with a turf cover to promote faster healing through the winter and spring months.

Irrigation System

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

Horticulture

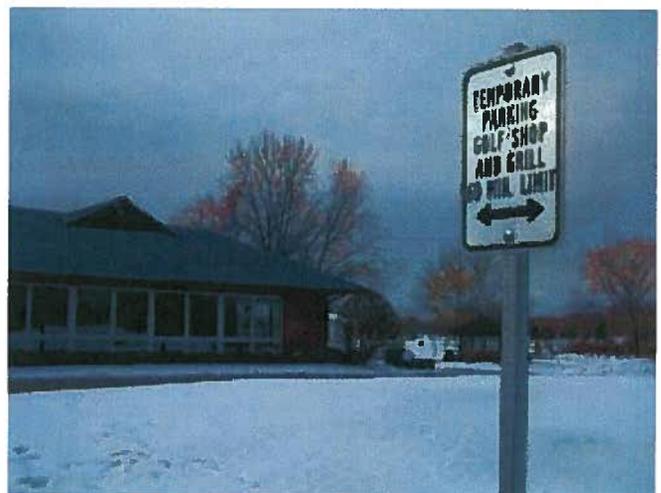
1. **Select evergreen trees** were sprayed with transfilm (a thin plastic) to protect against winter desiccation.
2. **Ground cover beds** were mowed down for the winter.
3. Select beds with **perennials and ground cover** were mulched .
4. Golf course **tree trimming** continued.
5. **Rose bushes** were mulched for the winter.
6. **Recycled wood chips** were hauled from Lambert Lake for use around landscape plants.

4. The **Smithco® electric sand rake** was repaired.
5. **Thirteen drinking fountains** were stored for the winter and their supply lines were drained to prevent freezing.
6. **Three spray rigs** were winterized for the off season.
7. The **snow plow and salt spreader** was mounted on the main dump truck.
8. The ABS sensors on the **Chevy Suburban®** were replaced.
9. The **Maintenance Storage Building** was drained for the winter.

Horticulture:	Number of times task was completed											
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Plant Flowers			1				1					
Remove Spent Flower Blooms					1					1		
Water Plant Containers			5	9	12	11	7	7				
Fertilize Flowers							1					
CleanOut Beds	1					1	part	part				
Water Select Beds			4	3	5	4	4	4	3			
Remove Weeds			1	part	1	part	part	part	part			
Spray Weeds	1	1	1	1	1	part	part	1				
Trim Bed Edges	1		part	1	part							
Repair Mulch Erosion			2	5	2	3	2	1	part			
Trim Clubhouse Shrubs			2	2	3		1					
Trim Shrubs in Planting Beds			part	part	part	part	part	part				
Plant Shrubs												
Trim Trees					part	part	part	part	part			
Plant Trees												
Fertilize Trees or Shrubs												



The grounds staff spent a day stringing holiday lights on the clubhouse.



Our winter parking configuration allows 60-minute parking in certain sections of the circle drive for Pro Shop and Restaurant customers.

MECHANICAL MAINTENANCE

1. All 87 **golf carts** were cleaned and serviced for the winter.
2. The Clubhouse and Starter Stand **rain gutters** were cleaned.
3. A front tire was replaced on **Jacobsen® #3 fairway mower**.

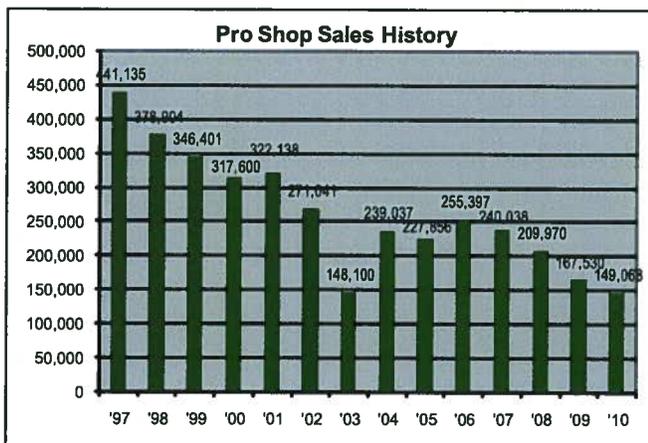
PARKS

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	4	2	1		
Lambert Lake		1	4	4	5	4	4	2	1		
Co-op Park		1	4	4	5	4	4	2	1		

Litter was picked up at all of the Parks.

PRO SHOP

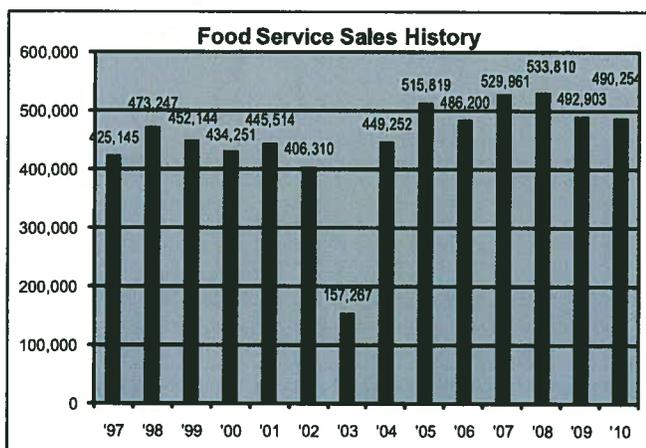
Pro Shop sales were up 39% in November and were down 15% in December. Pros Shop sales finished 2010 down 11%.



Pros Shop sales finished 2010 down 11%.

FOOD SERVICE

Food sales were up 30% in November and were up 18% in December. Neither month is particularly important to our year. Food Sales were down 1% for 2009.



Food Sales were down 1% in 2010

BOND PAYMENT - 40% COMPLETE! 8 Years Paid, 12 Years Still To Go.

With the latest Principal and Interest payments of \$270,210, we have paid off 40% of the twenty year golf course bond issue.

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

In November 2010 we conducted a bond refunding, to take advantage of lower interest rates. New bonds were sold at an interest rate beginning at 2% in 2010 and increasing as high as 3.9% in 2023. We are maintaining the same annual debt service payment of around \$340,000, resulting in a \$225,000 debt service savings in 2023. The new schedule calls for a \$340,000 principal and interest payment each January 1.

Golf Course Renovation Bond Payment - Recap	
Prior Payments	2,448,638
Latest Payment - December 2010	270,210
Total Payment to date	2,718,848
Unpaid Principal & Interest	3,855,442

We have now made eight years of bond repayment, and have twelve years of payments remaining. The final payment is scheduled for January 1, 2023.

FACILITY MASTER PLAN STEERING COMMITTEE

The Master Plan Steering Committee met in November and December.

A Request for Information on the Outsourcing of Golf Course Food Service was issued in November. A Legal Notice advertising the RFI ran in the *Daily Herald*. Packets were mailed to companies that had been contacted by the Steering Committee regarding outsourcing, including Ala Carte Entertainment, Open Kitchen Inc. and Tap House Grill of Glen Ellyn. Responses were due December 31. The Legal Notice in the *Daily Herald* did not prompt any inquiries. No one contacted the Village Links to obtain further information or an information packet or to arrange a tour of the food service facilities. No firms responded to the Request for Information.

Staff presented a handful of facility improvement scenarios at the December Steering Committee meeting. The Steering Committee recommended two scenarios for further study. The committee did not have any recommendations for other facilities to be added to either scenario.

Staff hired a golf course architect, building architect and civil engineer to review those two scenarios, identify possible plan improvements and firm up cost estimates for planning purposes. Staff has arranged a meeting with these design professionals for early January.

The next meeting of the Steering Committee is Monday January 31, 2011 at the Village Links.

MISCELLANEOUS

The Village Links clubhouse served as the pick up point for the Glen Ellyn Rotary Club's Annual Citrus Sale on December 10-11. This is the second year that the golf course has partnered with the Rotary Club on this project. The citrus is stored in the Village Links maintenance building on pallets. Village Links staff ferries the citrus by end loader throughout the day as needed to avoid damage from freezing temperatures.

ITEMS BEFORE THE VILLAGE BOARD

Last Month

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

Up Coming

none

UPCOMING PROJECTS

Establish goals for 2011, for inclusion into 2011-12 fiscal year budget. (September-December)

Update newsletters, brochures, information sheets, the website and other marketing materials for the 2011 season.

THE MONTH AHEAD

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

Preparation of printed materials for the 2011 season is underway.

**Village of Glen Elyn
General Fund Budget Summary
For the Month Ended
December 31, 2010**

	MONTH			YTD			BUDGET				
	Last Year	Current Year	Monthly Variance \$ %	Last Year YTD	Current Year YTD	YTD Variance \$ %	Annual Budget	YTD Budget	YTD Actual	Variance \$ %	
REVENUES											
TAXES											
Property Tax	18,865	19,049	184	2,622,302	2,721,309	99,007	2,740,000	2,736,000	2,721,309	(14,691) -1%	
Fire SSA Tax	-	1,286	1,286	-	188,675	188,675	190,000	189,000	188,675	(325) 0%	
Sales Tax	243,398	250,668	7,270	1,929,194	2,041,335	112,141	3,000,000	1,957,000	2,041,335	84,335 3%	
Home Rule Sales Tax	141,476	143,851	2,375	420,159	1,107,064	686,905	1,750,000	1,138,000	1,107,064	(30,936) -3%	
State Income Tax	113,400	162,625	49,225	1,399,117	1,379,631	(19,486)	2,100,000	1,375,000	1,379,631	4,631 0%	
Other Taxes	35,295	60,304	25,009	707,489	737,883	30,394	838,000	688,000	737,883	49,883 7%	
LICENSES & PERMITS											
Vehicle Licenses	3,511	3,422	(89)	109,871	93,349	(16,522)	425,000	77,000	93,349	16,349 21%	
Business Registration	300	440	140	30,281	40,840	10,559	40,000	40,000	40,840	840 2%	
Liquor Licenses	1,500	20	(1,480)	116,093	113,640	(2,453)	115,000	114,000	113,640	(360) 0%	
Building Permits	10,824	27,617	16,793	277,772	436,767	158,995	460,000	368,600	436,767	68,167 15%	
CHARGES & FEES											
Ambulance Service Fees	133,226	62,724	(70,502)	179,597	444,492	264,895	750,000	500,000	444,492	(55,508) -11%	
Police Service Reimbursements	520	930	410	136,101	119,557	(16,544)	141,000	130,800	119,557	(11,243) -9%	
Accounting Fees - GWA/Library	20,258	10,675	(9,583)	162,064	85,400	(76,664)	128,000	85,200	85,400	200 0%	
OTHER											
Police/Court Fines	36,727	31,473	(5,254)	312,131	283,827	(28,304)	640,000	426,400	283,827	(142,573) -33%	
Investment Income	2,361	1,166	(1,195)	14,335	9,487	(4,848)	19,000	12,300	9,487	(2,813) -23%	
Miscellaneous Income	97,427	9,269	(88,158)	215,603	215,905	302	238,000	192,300	215,905	23,605 12%	
Transfers from Other Funds	139,457	135,500	(3,957)	1,115,656	1,084,000	(31,656)	1,426,000	1,084,000	1,084,000	0 0%	
Revenue Totals	998,545	921,019	(77,526)	9,747,765	11,103,161	1,355,396	15,000,000	11,113,600	11,103,161	(10,439)	0%
EXPENDITURES											
Village Board & Clerk	4,006	3,789	(217)	56,280	37,690	(18,590)	53,000	43,300	37,690	(5,610) -13%	
Village Manager's Office	85,943	130,799	44,856	621,316	606,867	(14,449)	847,900	579,200	606,867	27,667 5%	
Facilities Maintenance	34,752	34,547	(205)	245,980	238,789	(7,191)	400,700	273,000	238,789	(84,211) -13%	
Finance	80,937	87,697	6,760	671,682	716,539	44,857	1,071,500	754,500	716,539	(37,961) -5%	
Planning & Development	118,590	139,846	21,256	691,370	772,324	80,954	1,135,100	777,200	772,324	(4,876) -1%	
Police	582,966	613,773	30,807	4,573,862	4,902,183	328,321	6,940,300	4,998,100	4,902,183	(95,917) -2%	
Fire	92,263	187,808	95,545	885,563	1,082,698	197,135	1,666,100	1,117,100	1,082,698	(34,402) -3%	
Public Works - Admin & Eng.	76,370	103,337	26,967	489,367	554,363	64,996	812,200	560,200	554,363	(5,837) -1%	
Public Works - Operations	176,219	232,390	56,171	1,126,279	1,255,340	129,061	2,073,200	1,351,800	1,255,340	(96,460) -7%	
Expenditure Totals	1,252,046	1,533,986	281,940	9,361,699	10,166,793	805,094	15,000,000	10,454,400	10,166,793	(287,607)	-3%
Net Increase / (Decrease)	(253,501)	(612,967)	(359,466)	386,066	936,368	550,302	-	659,200	936,368	277,168	

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

REVENUES							
	Monthly Budget	Monthly Actual	Monthly Budget Variance	Cumulative Budget	Cumulative Actual	Cumulative Budget Variance	Positive (Negative) Variance
May	1,146,550	1,100,274	(46,276)	1,146,550	1,100,274	(46,276)	-4%
June	2,595,150	2,559,965	(35,185)	3,741,700	3,660,239	(81,461)	-2%
July	1,043,550	1,034,918	(8,632)	4,785,250	4,695,157	(90,093)	-2%
August	1,037,650	1,031,658	(5,992)	5,822,900	5,726,815	(96,085)	-2%
September	2,358,050	2,374,612	16,562	8,180,950	8,101,427	(79,523)	-1%
October	1,002,250	1,023,164	20,914	9,183,200	9,124,591	(58,609)	-1%
November	997,150	1,057,551	60,401	10,180,350	10,182,142	1,792	0%
December	933,250	921,019	(12,231)	11,113,600	11,103,161	(10,439)	0%
January	837,450	-	-	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	11,103,161	(10,439)				

EXPENDITURES							
	Monthly Budget	Monthly Actual	Monthly Budget Variance	Cumulative Budget	Cumulative Actual	Cumulative Budget Variance	(Positive) Negative Variance
May	1,195,500	1,098,040	(97,460)	1,195,500	1,098,040	(97,460)	-8%
June	1,583,400	1,448,106	(135,294)	2,778,900	2,546,146	(232,754)	-8%
July	1,284,800	1,380,162	95,362	4,063,700	3,926,308	(137,392)	-3%
August	1,200,800	1,121,225	(79,575)	5,264,500	5,047,533	(216,967)	-4%
September	1,538,500	1,507,034	(31,466)	6,803,000	6,554,567	(248,433)	-4%
October	1,208,800	1,029,332	(179,468)	8,011,800	7,583,899	(427,901)	-5%
November	1,187,100	1,048,908	(138,192)	9,198,900	8,632,807	(566,093)	-6%
December	1,255,500	1,533,986	278,486	10,454,400	10,166,793	(287,607)	-3%
January	1,164,800	-	-	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	10,166,793	(287,607)				

NET INCOME / (LOSS)					
	Monthly Net Income (Loss)	Monthly Budget Variance Pos. / (Neg)	Cumulative Net Income (Loss)	Cumulative Budget Variance Pos. / (Neg)	
May	2,234	51,184	2,234	51,184	
June	1,111,859	100,109	1,114,093	151,293	
July	(345,244)	(103,994)	768,849	47,299	
August	(89,567)	73,583	679,282	120,882	
September	867,578	48,028	1,546,860	168,910	
October	(6,168)	200,382	1,540,692	369,292	
November	8,643	198,593	1,549,335	567,885	
December	(612,967)	(290,717)	936,368	277,168	
January	-	-	-	-	
February	-	-	-	-	
March	-	-	-	-	
April	-	-	-	-	
	936,368	277,168			

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

		FY10/11		3 Yr. Avg %	
Total Collections	% of Extension	%		%	
		Month	YTD	Month	YTD
May	81	0.0%	0.0%	0.0%	0.0%
Jun	1,307,114	47.6%	47.6%	46.7%	46.7%
Jul	53,541	1.9%	49.5%	2.6%	49.3%
Aug	36,908	1.3%	50.9%	1.1%	50.4%
Sep	1,176,444	42.8%	93.7%	42.4%	92.8%
Oct	79,338	2.9%	96.6%	3.4%	96.2%
Nov	48,834	1.8%	98.4%	2.0%	98.2%
Dec	19,049	0.7%	99.1%	0.5%	98.8%
Jan	-	0.0%	99.1%	1.0%	99.8%
Feb	-	0.0%	99.1%	0.0%	99.8%
Mar	-	0.0%	99.1%	0.0%	99.8%
Apr	-	0.0%	99.1%	0.0%	99.8%
Total	2,721,309	99.1%		99.8%	
Extension	2,746,263				

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

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

Month Received by Village	FY06/07					FY07/08					FY08/09					FY09/10					FY10/11					Monthly Budget*	Monthly Budget Variance		YTD Budget Variance	
																									\$		%	\$	%	
May	223,492	219,626	227,039	199,934	230,931	223,492	219,626	227,039	199,934	230,931	223,492	219,626	227,039	199,934	230,931	223,492	219,626	227,039	199,934	230,931	223,492	219,626	227,039	199,934	230,931	225,000	5,931	2.6%	5,931	2.6%
Jun	222,303	243,546	225,651	238,645	231,267	222,303	243,546	225,651	238,645	231,267	222,303	243,546	225,651	238,645	231,267	222,303	243,546	225,651	238,645	231,267	222,303	243,546	225,651	238,645	231,267	240,000	(8,733)	(3.6%)	(2,802)	(0.6%)
Jul	247,526	223,624	240,130	242,671	272,791	247,526	223,624	240,130	242,671	272,791	247,526	223,624	240,130	242,671	272,791	247,526	223,624	240,130	242,671	272,791	247,526	223,624	240,130	242,671	272,791	242,000	30,791	12.7%	27,989	4.0%
AUG	245,798	259,975	246,141	251,180	263,827	245,798	259,975	246,141	251,180	263,827	245,798	259,975	246,141	251,180	263,827	245,798	259,975	246,141	251,180	263,827	245,798	259,975	246,141	251,180	263,827	248,000	15,827	6.4%	43,816	4.6%
Sep	234,778	251,937	255,210	250,496	273,893	234,778	251,937	255,210	250,496	273,893	234,778	251,937	255,210	250,496	273,893	234,778	251,937	255,210	250,496	273,893	234,778	251,937	255,210	250,496	273,893	253,000	20,893	8.3%	64,709	5.4%
Oct	228,002	240,209	249,699	234,060	243,749	228,002	240,209	249,699	234,060	243,749	228,002	240,209	249,699	234,060	243,749	228,002	240,209	249,699	234,060	243,749	228,002	240,209	249,699	234,060	243,749	239,000	4,749	2.0%	69,458	4.8%
Nov	250,565	270,617	277,470	268,810	274,209	250,565	270,617	277,470	268,810	274,209	250,565	270,617	277,470	268,810	274,209	250,565	270,617	277,470	268,810	274,209	250,565	270,617	277,470	268,810	274,209	265,000	9,209	3.5%	78,667	4.6%
Dec	221,387	249,109	242,329	243,398	250,668	221,387	249,109	242,329	243,398	250,668	221,387	249,109	242,329	243,398	250,668	221,387	249,109	242,329	243,398	250,668	221,387	249,109	242,329	243,398	250,668	245,000	5,668	2.3%	84,335	4.3%
Jan	222,929	246,659	237,604	249,003	250,668	222,929	246,659	237,604	249,003	250,668	222,929	246,659	237,604	249,003	250,668	222,929	246,659	237,604	249,003	250,668	222,929	246,659	237,604	249,003	250,668	236,000	14,668	6.2%	99,003	4.5%
Feb	252,740	238,984	270,094	245,921		252,740	238,984	270,094	245,921		252,740	238,984	270,094	245,921		252,740	238,984	270,094	245,921		252,740	238,984	270,094	245,921		250,000				
Mar	280,122	283,239	281,229	289,305		280,122	283,239	281,229	289,305		280,122	283,239	281,229	289,305		280,122	283,239	281,229	289,305		280,122	283,239	281,229	289,305		290,000				
Apr	250,552	267,848	257,380	272,753		250,552	267,848	257,380	272,753		250,552	267,848	257,380	272,753		250,552	267,848	257,380	272,753		250,552	267,848	257,380	272,753		267,000				
Total	2,880,194	2,995,373	3,009,976	2,986,176	2,292,003	2,880,194	2,995,373	3,009,976	2,986,176	2,292,003	2,880,194	2,995,373	3,009,976	2,986,176	2,292,003	2,880,194	2,995,373	3,009,976	2,986,176	2,292,003	2,880,194	2,995,373	3,009,976	2,986,176	2,292,003					

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

% of Budget 99% 100% 96% 99.5%

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

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

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

Month Received by Village	FY06/07					FY07/08					FY08/09					FY09/10					FY10/11					% Change From FY09/10					
																										Incr/(Decr)					
May	300,200	353,307	411,166	328,839	266,823	307,000	(40,177)	(13.1%)	307,000	(40,177)	(13.1%)	307,000	(40,177)	(13.1%)	307,000	(40,177)	(13.1%)	307,000	(40,177)	(13.1%)	307,000	(40,177)	(13.1%)	307,000	(40,177)	(13.1%)	(40,177)	(13.1%)			
Jun	214,514	225,351	219,791	175,582	142,274	185,000	(42,726)	(23.1%)	185,000	(42,726)	(23.1%)	185,000	(42,726)	(23.1%)	185,000	(42,726)	(23.1%)	185,000	(42,726)	(23.1%)	185,000	(42,726)	(23.1%)	185,000	(42,726)	(23.1%)	185,000	(42,726)	(23.1%)	(82,903)	(16.9%)
Jul	203,511	223,133	243,312	191,171	199,951	193,000	6,951	3.6%	193,000	6,951	3.6%	193,000	6,951	3.6%	193,000	6,951	3.6%	193,000	6,951	3.6%	193,000	6,951	3.6%	193,000	6,951	3.6%	193,000	6,951	3.6%	(75,952)	(11.1%)
Aug	126,311	133,935	141,873	130,133	131,089	120,000	11,089	9.2%	120,000	11,089	9.2%	120,000	11,089	9.2%	120,000	11,089	9.2%	120,000	11,089	9.2%	120,000	11,089	9.2%	120,000	11,089	9.2%	120,000	11,089	9.2%	(64,863)	(8.1%)
Sep	133,651	137,387	136,400	124,255	134,436	121,000	13,436	11.1%	121,000	13,436	11.1%	121,000	13,436	11.1%	121,000	13,436	11.1%	121,000	13,436	11.1%	121,000	13,436	11.1%	121,000	13,436	11.1%	121,000	13,436	11.1%	(51,427)	(5.6%)
Oct	228,600	234,067	242,598	191,473	195,387	202,000	(6,613)	(3.3%)	202,000	(6,613)	(3.3%)	202,000	(6,613)	(3.3%)	202,000	(6,613)	(3.3%)	202,000	(6,613)	(3.3%)	202,000	(6,613)	(3.3%)	202,000	(6,613)	(3.3%)	202,000	(6,613)	(3.3%)	(58,040)	(5.1%)
Nov	138,242	150,446	151,515	144,264	147,046	132,000	15,046	11.4%	132,000	15,046	11.4%	132,000	15,046	11.4%	132,000	15,046	11.4%	132,000	15,046	11.4%	132,000	15,046	11.4%	132,000	15,046	11.4%	132,000	15,046	11.4%	(42,994)	(3.4%)
Dec	135,568	137,102	118,018	113,400	162,625	115,000	47,625	41.4%	115,000	47,625	41.4%	115,000	47,625	41.4%	115,000	47,625	41.4%	115,000	47,625	41.4%	115,000	47,625	41.4%	115,000	47,625	41.4%	115,000	47,625	41.4%	4,631	0.3%
Jan	181,769	202,289	199,292	199,333		177,000			177,000			177,000			177,000			177,000			177,000			177,000			177,000				
Feb	252,099	298,927	250,579	211,259		227,000			227,000			227,000			227,000			227,000			227,000			227,000			227,000				
Mar	133,586	159,593	135,806	130,720		126,000			126,000			126,000			126,000			126,000			126,000			126,000			126,000				
Apr	227,518	230,351	209,659	203,935		195,000			195,000			195,000			195,000			195,000			195,000			195,000			195,000				
Total	2,275,569	2,485,888	2,460,009	2,144,364	1,379,631																										

Budget 2,140,000 2,349,000 2,503,000 2,440,000 2,100,000

% of Budget 106% 106% 98% 87.9%

% Increase/ (Decrease) from Prior Year 10.3% 9.2% (1.0%) (12.8%)

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

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

HUMAN RESOURCES DIVISION MONTHLY REPORT

December 2010

Senior Services

Senior Service Team helped 43 seniors with their Medicare claims and the corresponding paperwork through the SHIP program, attended a 1.50 hour Medicare training program, and spent 2.00 hours giving Medicare presentations to senior groups. We spent a total of 4 hours on our monthly social events (Bunco and Book Club). The team attended various Ride DuPage meetings for a total of 3.75 hours. Our team is Chair and Co-chair for two different meetings. We spent 2.75 hours verifying the Pace information for the transportation program. Our senior newsletter took 4.25 hours to compile and mail.

Human Resources

- 422 contacts/responses broken down as follows:

- Benefits – 61
- Clerk - 140
- Other - 3
- Pay & Compensation Study – 2
- Payroll – 11
- Personnel - 112
- Risk Management - 17
- Vacancies – 76

- 55 Change of Status Forms broken down as follows:

- Adds – 1
- Changes – 23
- Terminations – 0

Special Projects:

- 3.75 hours working MICA renewal numbers
- 8.25 hours working on the Holiday Party

Other Items:

- 10.50 hours doing Clerk items
- 11.25 hours printing, copying and reviewing resumes
- 1.00 reviewing and explaining tests
- 0.75 setting up interviews
- 5.50 hours in interviews
- 4.75 posting and writing ads for vacancies
- 1.00 hours on monthly reports

- 16.25 hours attending meetings
- 5.25 working on insurance paperwork and problems
- 6.25 hours working on unemployment claims
- 1.00 hours working on Personnel problem/issue