

Village of Glen Ellyn

**Management Team Monthly
Report Packet**

July 2010

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GLEN ELLYN POLICE DEPARTMENT

MONTHLY REPORT - JULY 2010

PATROL

Calls for Service

Glen Ellyn Police handled 3579 calls for service during the month of July. 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.

	July 10	July 09	10 YTD	09 YTD
Calls for service	3579	3883	25,373	27,795

Traffic

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

	July 10	July 09	10 YTD	09 YTD
Traffic Citations Issued	303	407	2433	3018
Traffic Warnings Issued	322	304	2587	2783
Traffic Crash Reports	50	58	370	452
DUI	7	13	78	91

INVESTIGATIONS

There were 22 new cases assigned to Detectives in the Investigations Division during the month of July. The chart below shows the case dispositions that were developed during the reporting month followed by a narrative sampling of the cases managed by the investigation division:

Felony Arrests	Misdemeanor Arrests	Ordinance Tickets	Juvenile Dispositions
2	5	0	2

Residential Burglary

On July 1 a resident living on Glen Arbor reported his home was burglarized during the course of the day. Unknown offenders forced entry into the home and took jewelry, home electronics and other items of value. None of the victim's neighbors reported seeing anyone or anything suspicious. DuPage County Sheriffs Police are investigating numerous burglaries in the unincorporated neighborhoods north of the victim's house, and it is presumed these crimes are related. The case is currently under investigation.

On July 18 a resident on Exmoor called police after discovering items missing from his home. It was determined that while the home was unoccupied, unknown offender(s) entered the residence and stole cash and jewelry.

The resident gave the responding officers the name of a person he suspects in this incident. The investigation is ongoing.

Commercial Burglary

On July 18 a passerby reported that the front window of B&D Liquors in the 1100 block of Roosevelt was smashed. Officers discovered a brick had been thrown through the window. Unknown offenders had removed cigarettes, alcohol and currency. Lombard Police has had similar reported burglaries within the last month. GEPD detectives are attempting to determine the identity of the burglar and if determine if these incidents are related.

Burglary to Motor Vehicles

On July 12 a resident on Briar Street reported an unknown offender smashed the window of his vehicle and removed his wallet and a portable GPS unit. Pry marks were noted on the automobile's window frame. The case is currently under investigation.

On July 12 a resident in the 700 Block of Wilson reported that someone smashed the front window of their vehicle. Evidence of pry marks was noted. Nothing was taken, however the investigating officer noted the presence of a cell phone holder attached to the windshield of the car that was similar in appearance to the GPS unit stolen in the aforementioned incident. This case is currently under investigation.

Theft

In June an employee from the BP Amoco on Roosevelt Road reported a subject took a coin dispenser off the register in the store and walked out with it. This case was similar to an incident in July of 2009. Two weeks after this most recent incident, two subjects were reported by BP employees as acting suspicious. Patrol officers made contact with and identified the subjects. Later, the officers reviewed the video surveillance from the June 2010 and July 2009 thefts and determined the subject they had just encountered appeared to be the offender in the two incidents. It appeared the offenders were also planning to steal from the store a third time but the contact by officers disrupted their plans. After further investigation, the offender was confronted and confessed to the incidents claiming his drug addiction contributed to his criminal acts.

On July 14 a resident reported that a diamond ring and cash were taken from her residence. The resident suspects a caregiver who had access to her home is responsible for the theft. This case is currently under investigation.

On July 19 an elderly resident filed a police report alleging her granddaughter who was caring for her had been misusing the resident's finances over the course of the last year. It was alleged that unauthorized purchases were made on the victim's credit cards and bank account. This case is currently under investigation.

On July 20 a customer at Panera Bread on Roosevelt Road reported her wallet was taken from her purse while she was in the restaurant. Other customers reported being bumped by a suspect during the same time period however only one victim has been identified. This case is currently under investigation.

Deceptive Practice

On July 15 a resident on Taylor Street reported he was the victim of an internet scam. After replying to job offer on *Craigslist*, the resident began receiving paychecks with the understanding that he'd cash the checks at his personal bank and then return the cash via Western Union to an unknown recipient in another country. For this effort, the victim was allowed to keep 20% of the check amounts that he cashed. Days after depositing the checks the victim learned that the checks were fraudulent.

Note - This is a common internet scam and many cases have been reported not only to our Department but also to www.IC3.com, a website established by the federal government to serve as a clearing house for internet crime. The Department encourages all victims of internet crime to file a report of incident to www.IC3.com in addition to their local police to ensure proper investigate measures are taken.

Retail Theft

On July 4 the manager Walgreens located at 840 N. Main reported a retail theft. An employee taking a break outside the store observed a subject exit the emergency exit door with a Walgreens shopping basket containing

products. The employee noted a license plate of the offender's vehicle and alerted the manager, who then reviewed the security video and determined the suspect failed to pay for the items. This case is currently under investigation.

On July 6 the manager at Walgreens at 840 N Main reported a retail theft. A male subject brought several items to the counter and then distracted the employee before exiting the store without paying for products. A witness observed the subject leaving the parking lot in a black Honda. This case is currently under investigation.

On July 23 the manager at Walgreens at 840 N Main reported a retail theft. A male subject reportedly took products out of the store without paying for them. Video footage revealed this same subject committed thefts in other jurisdictions and is part of a retail theft crew. This case is currently under investigation.

Identity Theft/Unlawful use of Credit Card

On July 6 a resident reported her credit card was compromised and used on line. Purchases were made to a Wal-Mart in Westbury, New York. The law enforcement agency of jurisdiction was notified of this incident.

On July 12 a resident reported her identity was stolen when her debit card was compromised. Charges to her account were made over a period of four days at different gas stations in Mokena and Wood Dale, Illinois. This case is currently under investigation.

On July 13 a resident discovered her Debit VISA card had been compromised and had been used on six different occasions during the prior week. Charges to the account were made in Mokena, Wood Dale, and Utica, Illinois as well as in Chesterton, Indiana. The local law enforcement agencies with the authority to investigate were notified of these incidents.

On July 17 a resident discovered that her credit card had been compromised and used to purchase products from an electronic company in California. The crime was discovered when the retailer shipped merchandise to the victim's home that they had not ordered. This case is currently under investigation.

In April 2010 a customer had left his credit card at Burger King located on Roosevelt Road. The card was subsequently used at seventeen various retail locations throughout DuPage County. During the course of another investigation, Glen Ellyn detectives had contact with a subject who happened to be wearing unique clothing items that were noted on video surveillance during prior incidents. The suspect was interviewed and admitted to making the illegal purchases. The suspect gave consent to search her apartment and numerous items purchased with the credit card were recovered. In July the case was presented to the DuPage County States Attorney's Office and felony charges were approved for two counts of Unlawful Use of a Credit Card.

On July 27 a resident reported his identity was stolen and used to open credit card accounts and other lines of credit. The offender then placed charges on the fraudulent accounts in Georgia and Canada. This case is currently under investigation.

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.

In July, Officer Staples continued to host two Senior Citizen Police Academy classes.

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

CRIME REPORTING

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

Reporting Category*	July 10	July 09	10 YTD	09YTD
Homicide	0	0	0	0
Criminal Sexual Assault	0	0	1	4
Robbery	0	0	0	2
Battery	8	13	63	81
Burglary	9	1	34	21
Theft/Deception	34	42	244	230
Motor Vehicle Theft	0	0	2	9
Arson	0	1	0	3
Criminal Damage or Trespass	32	24	151	135
Deadly Weapons	0	0	0	2
Sex Offenses	2	2	5	6
Offenses Involving Children	5	4	35	40
Drug Offenses	8	14	56	61
Liquor Control Act	7	10	33	36
Disorderly Conduct	9	26	80	123
Other Criminal Offenses	19	23	162	298
Crisis Intervention	26	37	210	240
Death/Suicide Investigations	3	3	25	28
Missing Persons	1	5	7	21
Miscellaneous Services	101	93	521	466
Medical Assists	112	92	702	671

**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
07/02	Baki, Cusack, Holstead	ILEAS WMD/SRT	8	Bi-weekly drills
07/07	All Sworn	Range	1	Monthly firearms
07/08	Cusack, Holstead	DCSO Special Ops	8	Team Training
07/16	Baki, Cusack, Holstead	ILEAS WMD/SRT	8	Bi-weekly drills
07/22	Baki, Holstead	DCSO Special Ops	8	Team Training

07/28	All Sworn	Range	1	Monthly firearms
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Month in Review

JULY 2010

Downtown Plan Elements Progressing

The Department started work on a few new projects recommended in the downtown plan in July. These include a "Dark Windows" text amendment, a live entertainment Zoning Code text amendment and the creation of a downtown historic district.

Amendments to the live entertainment regulations in the Zoning Code are currently being developed. Under the current code, restaurants can hold up to two events per year with administrative approval. Events in excess of that must secure a Special Use Permit. Businesses other than restaurants are not allowed to provide live entertainment. The amendment would make it easier for businesses to offer live entertainment, eliminate the need for a Special Use Permit and allow businesses other than restaurants to provide live entertainment. This amendment is scheduled for review by the Plan Commission on August 26th.

A "Dark Windows" text amendment is being drafted to require property owners in the Central Business District to provide a decorative storefront if a space becomes vacant. The purpose of the ordinance is to help maintain the continuity of the streetscape and make it more vibrant. This will help to beautify the Central Business District and hopefully promote cooperation between local property owners and governmental and non-profit organizations. This amendment is also scheduled for review by the Plan Commission on August 26th.

The Department is in the process of evaluating the best path for historic designation of a portion of the Central Business District. The Department will recommend to have it either registered as a local historic district or have it placed on the National Register of Historic Places. The purpose of such an historic district would be to preserve the architectural significance of the downtown. Following designation, certain tax incentives would become available to property owners making improvements to their buildings.

Aerial Maps Updated in GIS

Planning staff worked with the Village's GIS consultant, Patrick Engineering and Information Technology Manager Mark Binkerd to update the aerial photographs for Glen Ellyn. New 2009 images are now available to supplement the 2003 and 1998 aerials, which were previously the most up to date images on the system. The new aerials are accessible by all Village staff. We appreciate the assistance of all who worked to update this important tool.

Redevelopment Map Research Ongoing

The Department is working to create a map of properties in the Village that could be identified as potential redevelopment sites. The map will link to information about each property, including acreage, zoning, ownership, contact information, and average daily traffic counts. The Economic Development Corporation will provide the Village with updated owner information for each site. This project was identified by the Village Board as one of their top 20 strategic planning goals. The map will provide a valuable resource to developers and business owners looking to locate in Glen Ellyn and is part of an overall effort to promote a business friendly image of the community. The map is targeted for completion before a meeting with developers and brokers tentatively scheduled for October.

Building Permits Up in July

The number of building permits issued and fees collected by the Department for July 2010 was up from July 2009. This follows the upward trend of May and June as compared to the same months in 2009. If this trend continues, the steady decline from a high reached in FY06/07 may be reversed in FY10/11. The results and comparisons are listed below:

Building permits issued in July:
 2010: 119
 2009: 107

Total permits issued through July in:
 2010: 634
 2009: 523

P&D COURT CASES FOR JULY:

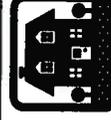
- 680 Crescent: Failure to complete construction within 18 month time permitted. Found guilty, with \$600 unsatisfied judgment. Has 30 days to pay at county office or it goes to collection.
- 616 Park: Failure to complete a construction project within the 18 month time period permitted. House has been sold. Case continued until Sept. 14, at which time defendant will have to show proof of sale.



PLANNING AND DEVELOPMENT DEPARTMENT
MONTHLY REPORT
July 2010



	July 2010	2010 YTD	2009 Actual
Total Building Permits Issued	119	634	879
New Single Family dwelling	0	5	7
New Multi-family dwelling	0	0	0
New Commercial building	1	4	1
Additions and Alterations Single-family	14	95	149
Additions and Alterations Multi-family	0	0	0
Demolitions	1	3	16
Additions and Alterations Commercial	1	19	40
Accessory Structure/Miscellaneous	102	508	682
Total Estimated Construction Value (millions)	\$22.75	\$76.65	\$21.34
Certificates of Occupancy (TCO & CO)	0-TCO; 1-CO	4-TCO; 7-CO	24-TCO; 22-CO
Stormwater Permits Issued	4	10	9
Demolition Permits Applications	3	6	11
Sign Permits Issued	3	20	26
Banner Sign Permits Issued	0	15	21
Total Inspections Conducted	477	2539	4876
Building Inspections	297	1528	2451
Exterior Appearance/Ordinance Inspections	0	7	12
Elevator Inspections	7	44	107
Fire Inspections	1	55	387
Grading/Stormwater Inspections	22	139	163
Landscape Inspections	1	4	13
Property Maintenance Inspections	108	558	984
Site Inspections	41	204	759
Total Development Applications Acted On	0	14	38
Exterior Appearance	0	2	3
Planned Unit Development	0	0	2
Sign Variation	0	3	4
Special Use Permit	0	3	7
Stormwater Variation	0	0	2
Subdivision	0	0	2
Zoning Map Amendment	0	0	1
Zoning Text Amendment	0	0	1
Zoning Variation	0	6	16
Misc. Ordinances/Resolutions Acted On	1	8	25
Annexations Approved	0	0	0
Annexation Agreements Approved	0	31	4
Recapture Agreements Approved	0	0	1
Right-of-Way Vacations	0	1	0
Violation Letters Issued (prior to citation)	8	187	360
Citations Issued	6	10	14
Pre-Existing SU Administrative Approval Request	0	0	2
Consolidations, 2-Lot Subdivs & Land Transfers	0	0	5
Village Code Waiver for Special Event	0	0	5
License Agreements Approved	1	6	8
Administrative Approval - Promotional Event	1	1	2



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

CASE/DEV. NAME (APPLICANT)	DESCRIPTION OF PROPOSAL	ARC REVIEW (DATES/MTGS.)	PC REVIEW (DATES/MTGS.)	ZBA REVIEW (DATES/MTGS.)	VB REVIEW (DATES/MTGS.)	COMMENTS AND REVIEW STATUS
Baker Hill Townhomes	Sign Variation	Public hearing 8/11/2010	NA	NA	Est. 8/23/2010	Partial application submitted 5/6/10. Review letter mailed 5/25/10. Resubmittal received 6/28/2010. Petitioner unable to attend 7/28/2010 ARC meeting.
767 Childester 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.
488 Crescent Avenue	Special Use for Personal Training Facility	NA	Pending	NA	Pending	Awaiting submission.
578A Duane Street, DuPage Neurology & Wellness Center	Sign Variation	Est. 2/10/2010	NA	NA	Pending	Partial application received 12/11/2009. Awaiting Resubmittal.
90 N. Finley, Nicor	Special Use Permits, Text Amendment, Zoning Variations, Sign Variations and Exterior Appearance for construction of new 196,000 square foot facility.	Pending	Pending	NA	Pending	Second submission received July 20, 2010. Undergoing review.
Goodrich Court Subdivision	5-lot Subdivision and Annexation	NA	Pre-ap 8/12/2004, Pre-ap 4/28/2005, Pre-ap 10/27/2005	NA	Pending	Awaiting Resubmittal. Last review sent 12/3/2007. Spoke to in mid July 2009, project on hold but does not currently plan to withdraw.
289 Illinois Street	Zoning variation to allow the construction of an addition that does not meet the minimum required side yard setback.	NA	NA	Public hearing 7/5/2010, ZBA recommended approval 5-1	8/16/2010 workshop 8/23/2010 meeting	
411 N. Main Street, Tap House Grill	Special Use for Live Entertainment	NA	Pending	NA	Pending	Application packet and submission list sent 2/9/2010, awaiting submission.
466 Main Street	Zoning Code Text Amendment and Special Use Permit for multi-use cultural, entertainment and assembly space.	NA	Pending	NA	Pending	Awaiting submission.
515-519 Main Street, Churchill Condominiums	Special Use Permit for Cellular Antenna	NA	Pending	NA	Pending	Awaiting submission.
Memorial Park	Enhancements to Fields	NA	?	NA	?	Awaiting submission. At that time, determination will be made about what approvals are necessary.
980 Oxford Road	Zoning variations for a gazebo, outdoor fireplace and patio that do not meet the minimum side yard setbacks and exceed the maximum permitted areas.	NA	NA	Public hearing 7/5/2010, continued to future ZBA meeting to allow applicant time to amend variation request	Pending	

1182 Park Boulevard	Annexation, Zoning Map Amendment, Zoning Text Amendment, Special Use and Right-of-Way vacations for Construction Company.	NA	Pending	NA	Pending	NA	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	NA	Awaiting submission of formal application.
369 Roosevelt Road, Grandma Sally's	Exterior remodel and possible enclosure of outdoor seating area.	Pending	?	NA	Pending	NA	Applications and submission list sent on 7/30/2009, awaiting submission.
610 Roosevelt Road, Arvatis Pizza	Sign Variation	Pending	NA	NA	Pending	NA	Awaiting Submission
631 Roosevelt Road, Shell/Circle K	Exterior Appearance and Sign Variations associated with rebranding of the site to recognize Circle K as the new owner of the convenience store.	Pending	NA	NA	Pending	NA	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.
696 Roosevelt Road, Advance Auto Parts	Exterior Appearance and Sign Variations	Est. 9/8/10	NA	NA	Est. 9/27/2010	NA	Submission received July 15, 2010. Review comments sent July 29, 2010.
680 Roosevelt Road, Trader Joes	Special Use Permit for Outdoor Sales and Storage	NA	Pending	NA	Pending	NA	Application and project submittals checklist sent March 29, 2010. Submitted July 29, 2010. Undergoing review.
690 Roosevelt Road, La Playa Cantina	Special Use for Live Entertainment	NA	Pending	NA	Pending	NA	Awaiting Submission.
Wahlgren Court	Subdivision approval for 16-unit workforce housing (CHAD) project in unincorporated DuPage County	NA	Pre-application 7/26/2007	NA	Pending	NA	Awaiting submission of formal application. Have received preliminary County approvals. However, stormwater issues at County have caused the delay in submitting an application to the Village. Heard petitioner now looking to sell property and/or project. Met with CHAD and County Representative on July 30. Expect submission in near future. Property is for sale.
503 Duane Street	Sign Variation	Pending	NA	NA	Pending	NA	Awaiting application. Application and submission list sent on 8/17/2009.
487 Pennsylvania Avenue	Special Use for Insurance Agency	NA	Pending	NA	Pending	NA	Submittals list sent 9/23/09, awaiting application
ANNEXATIONS							
221W500 Ahlstrand	Annexation	NA	NA	NA	Pending	NA	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 School District 87 office building and Village Theatre.	NA	NA	NA	Pending	NA	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 Annexation	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	<i>Draft agreement prepared for Elliot property and delivered on July 16, 2010. Draft agreements for the industrial properties on the north side of Hill Avenue are in process.</i>
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 Rz zoning based on neighborhood input at previous Plan Commission meeting. Neighborhood meeting held on 3/15/2005 where conservative utility costs were shared. Need to set up another neighborhood meeting and prepare updated and more realistic utility costs.
NWC Five Corners	Annexation of neighborhood north of St. Charles, south of the Great Western Trail, west of Evergreen and east of Mildred.	NA	NA	NA	NA	Pending	Some utility information and costs received.
Marston Area	Renewal of expired annexation agreements followed by annexation of properties contiguous to Glen Ellyn with agreements.	NA	NA	NA	NA	Public hearing 1/25/2010 on 29 of 32 agreements. Public hearing on remaining 3 agreements anticipated in September.	Annexation agreements for 29 of 32 properties approved at 1/25/2010 meeting. The planning team is following up on the remaining agreements. Two of the 3 outstanding agreements have been signed and returned. The remaining property owner has until August 15 to return a signed agreement or water will be shut off.
Glen Crest Subdivision (North)	Renewal of previously approved but never fully executed annexation agreements for 49 properties along Marston Avenue, Marston Court, Brook Court, Lorry Court and Crest Court being served by Village water and sanitary sewer since roughly 1975.	NA	NA	NA	NA	Pending	Agreements have been prepared and customized for all 49 properties. The agreements will be distributed after a neighborhood meeting is held.
Glen Crest Subdivision (South)	Renewal of previously approved but never fully executed annexation agreements for 47 properties along Glen Crest Drive, Ridge Road and Danby Road being served by Village water and sanitary sewer since roughly 1975.	NA	NA	NA	NA	Pending	Agreements have been prepared and customized for all 47 properties. The agreements will be distributed after a neighborhood meeting is held.
Sunnybrook Estates	Annexation of Sunnybrook Estates Subdivision.	NA	NA	NA	NA	7/12/09	Need to evaluate several potential annexation routes and select one to pursue. Amendment to Ordinance approving the annexation agreement approved on 7/12/2010 allowing the agreement to be executed.
Swift Road	Annexation of Properties Contiguous to Glen Ellyn with Annexation Agreements.	NA	NA	NA	NA	Pending	
SELECT SPECIAL PROJECTS COMMENTS AND REVIEW STATUS							
AEE Fire District Reimbursements	Letters sent in April of 2009 requested reimbursement from property owners for payments to 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.						
Annual ARC Awards	Annual awards granted for architectural design and landscaping granting by ARC discussed at the 6/9/2010 ARC meeting. ARC to discuss again at 8/11/2010 meeting.						
Brochure - Starting a Business in Glen Ellyn	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. First draft of property maintenance code presented to BBA at 5/3/2010 meeting. First draft of life safety code and second draft of property maintenance code presented to the BBA at 6/7/2010 meeting. Property maintenance code and life safety code submitted to Village attorney for review of six items. Fire code scheduled for review by BBA on 8/2/2010.
College of DuPage	Village President and management met with COD in February to further discuss the Village's authority related to construction on the campus. An updated surrounding community survey was completed in March of 2010 and COD met with Village staff in March of 2010 to share a courtesy copy of their plans for landscaping and signage changes on the campus. At the direction of the Village Board a letter was sent to COD in April of 2010 informing them that they must comply with the Glen Ellyn Sign Code and previously approved Sign Plan. COD began installing signs in mid-June. A stop work order was placed on the project. Throughout July Department staff worked 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 plan to enter into a reciprocal access easement agreement. In exchange for the vacation of the right-of-way, the property owners have agreed to grant the Village a sanitary sewer easement for an existing sanitary sewer main that runs through the front yard of the properties. Village staff contacted a surveyor in July about preparing a Plat of Vacation for the right-of-way and a Plat of Easement for the sanitary sewer main and forwarded the quote to the property owners. Staff is awaiting word from the property owners before proceeding any further. The neighbors have indicated that they are contributing to discuss the terms of the reciprocal access easement agreement amongst themselves. The request is tentatively scheduled for Village Board consideration in September.
Dark Windows Ordinance	Village staff is working on preparing a draft ordinance requiring decorative displays in vacant storefront windows in the downtown. Preparation of such an Ordinance was recommended by the Transitional Downtown Advisory Committee. The proposed Ordinance is scheduled for review by the Plan Commission on August 26.
Downtown Historic District	One of the recommendations in the Downtown Strategic Plan is the creation of a new historic district in the downtown. Department staff began researching this issue in July.
Establishment of New Downtown Organization	Resolution approving Transitional DAC adopted on 11/23/2009. First meeting of the Transitional DAC held on 12/29/2009. Members of the TDAC and planning team visited Geneva, Batavia, Wheaton, LaGrange, Elmhurst and Highland Park in January and gathered information about the roles and responsibilities of the various organizations in these communities with responsibilities in their downtowns. The committee met twice in March and discussed the proposed structure of the organization and developed a preliminary budget. On April 20, 2010, by a vote of 10-0 the TDAC unanimously recommended that the Village Board approve their proposal for the creation of a new downtown organization. The proposal was presented to the Village Board at the 5/17/10 workshop. Comments from the public were solicited and forwarded to the Board.
Evaluation of Northside Regional Detention Stormwater Alternatives	Revised report and analysis of potential alternate sites submitted by engineering consultant on 8/28/2009. Recommendation to be forwarded to Village Board after report complete.
Glenbard Wastewater, Bemis Road, Clearwire Antenna	Draft license agreement under review to allow antenna on GWA property which owned by the City of Lombard and in Glen Ellyn's planning jurisdiction.
Length of Zoning Approval	Department staff is working on a potential Zoning Code Text Amendment to extend the length of time a zoning approval is valid for before construction must begin. A proposed amendment is scheduled for Plan Commission consideration on August 26.
Lincoln Avenue Right-of-Way Vacation	Request received to consider vacation of Lincoln Avenue right-of-way located between 755 and 767 Childester Avenue.
Live Entertainment Text-Amendment	Village staff began working on a Zoning Code Text Amendment in July of 2010 to eliminate the need for a Special Use Permit for live entertainment. This is one of the recommendations in the Downtown Strategic Plan and the Transitional Downtown Advisory Committee recommended proceeding with this amendment as soon as possible. The proposed amendment is scheduled for consideration by the Plan Commission on August 26.
RTA Grant Application	RTA Community Planning Program Grant application submitted to assist with further study of several projects recommended in the downtown plan including the new train station, parking structures and two new large mixed use developments on the Main Street parking lot site and in the Crescent/Glenwood Avenue area. We should receive a preliminary indication from the RTA in October as to whether or not the grant will be awarded.
Sign Code Update	ARC discussed potential amendments at June 3 meeting. Surrounding community survey complete. Second draft of Code complete and undergoing internal review.
Utility Connection Letters - Lambert Farms	Letters sent to properties in Lambert Farms and one property on Crescent Boulevard which were required to connect to Village water by July 7 based on terms of annexation agreements. Two properties in Lambert Farms that were involuntarily annexed each owe the Village more than \$15,000 (including permit fees). A total of 8 of the 10 properties that letters were sent to have applied for permits to connect to water and have paid a total of \$26,400 to the Village in connection fees (plus \$2,800 in permit fees). The Village has or is in the process of entering into payment agreements for the two properties that were involuntarily annexed.
Utility Payments	Letters sent to property owners in Arboretum Estates East subdivision and along Valley Road with overdue utility payments. Payment has been received by all property owners with the exception of 3 properties on Valley Road. Final 30 day notices being sent to the 3 outstanding properties informing them that their water will be shut off if payment is not received or a payment agreement entered into.

VILLAGE OF GLEN ELLYN PUBLIC WORKS DEPARTMENT MONTHLY REPORT

July 2010

ADMINISTRATION

The admin team fielded approximately 1,100 phone calls in July. Many, many sewer-related calls prompted by a 7+ inch rainfall on July 23-24. These calls require detailed information regarding the operation of the sewer system and the possible reason for flooding and sanitary sewer backups; many calls reported sump pump and downspout discharge onto private property resulting in private property flooding.

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:

- 21 tree preservation plans and parkway tree permit applications
- 3 plan re-submittals
- 17 tree fence and root pruning inspections
- 10 refunds of deposit

59 parkway trees were scheduled for removal - letters were prepared and mailed to residents informing them of the pending removals. In addition, 63 tree removals and 56 stumps were completed. The pending and completed removals and completed stump grinding was entered into CartêGraph and Excel spreadsheets.

The admin team was highly involved with the new tree planting program recently approved by the Village Board. A list of available planting spaces as well as postcard and applications for share-cost and donation parkway tree planting programs were created. The admin team updated tree inventory in Cartegraph and excel spreadsheets to reflect parkway planting space additions and deletions. Letters were sent to 37 residents advising that after a recent inspection, there was no room for a parkway tree. 518 postcards were mailed to

residents advising them of the new reforestation options available.

MFT data was prepared for audit.

Admin researched owner-of-record and property identification numbers and prepared and mailed 2 weed violation letters and updated Weed Violation Tracking and Work Management database; requested invoicing for 1 weed violation mowings completed by staff.

ENGINEERING

Strike Aftermath: July 2010 saw a three week stoppage of work due to a strike called by the unions representing operators and laborers in the Chicago area. All construction work on Village infrastructure projects was halted between June 30 and July 20. Workers returned to the job sites on July 21, 2010 and work is now underway again. It is anticipated that all projects can be completed this calendar year, although later than the original contract completion dates due to the strike

Projects in Construction Phase

2010 ASPHALT SKIP PATCHING PROGRAM –

Contractor: Pending

Bids were received on July 28 for the annual large asphalt patching program. Eleven candidate sections throughout the Village were identified for work this year. Seven bids were received for the project from local asphalt paving contractors. The low bid was submitted by Orange Crush, LLC. Because the bid amount exceeded the available budget, the project will be conformed to fit available funds. Contract award is slated for August 9, 2010 and the work will be performed in the late summer and early fall.

BRYANT AVENUE/THAIN'S ADDITION –

Contractor: Martam Construction

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

Start	Completion	%done	Contract
4/7/10	10/31/10	40.0%	\$5,709,918.85

Along Bryant, work has focused on the block between Turner and Hill near Ben Franklin School. Work has included water service connections and main tie-ins; framing and pouring of steps near the school; roadway excavation; undercutting and placement of porous granular embankment; and placement of the sub-base granular material. The entire Bryant corridor is ready for concrete pavement installation, with the pouring date set for the week of August 9. It is anticipated that all roadway, curb, driveway and sidewalk concrete will be installed on Bryant between Turner and Hill prior to the start of school in late August. Sewer lining along Bryant is complete. Duane Street is being readied for curb and gutter installation. Sewer work on Longfellow is nearing completion.

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)

Widening work on the north side of St. Charles Road is proceeding toward placement of the concrete widening course this week. The temporary signals are now operational and the existing traffic signal equipment is being removed. Along the Riford Road corridor, sanitary sewer improvements are proceeding in a south to north direction: a section of sanitary sewer has been replaced near Crescent and sanitary sewer service line repairs for all the homes are underway. The storm sewer system along Riford has been examined in detail by the construction engineer and various changes were recommended to avoid conflicts and improve effectiveness.

SOUTH PARK BOULEVARD LAPP –

Contractor: Geneva Construction

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

Start	Completion	%done	Contract
6/14/10	8/27/10	25.5%	\$626,553.25

All concrete work is complete on both roadways. The asphalt surfaces have been milled and the binder course of hot mix asphalt has been placed. Upcoming work includes base repairs in three areas along Park Boulevard, structure adjustments, placement of traffic control loops at signalized intersections, placement of the final surface course of asphalt, striping and reflector installations.

Projects in Design/Bidding Phase

BRAESIDE LIGHTING PROJECT –

Engineer: Pavia-Marting

The consultant has prepared a preliminary report looking at various lighting options.

CRESCENT BOULEVARD SIDEWALK EXTENSION –

Engineer: Pavia-Marting

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

HILL AVENUE WATER MAIN EXTENSION –

Engineer: Walter E. Deuchler

Updated cost estimates have been prepared by the consultant.

LAKE ELLYN OUTFALL CHANNEL REHABILITATION –

Engineer: Burns & McDonnell

Comments on stormwater permit application materials are being reviewed by the engineer. The consultant request for a contract amendment to cover additional project expenses will be considered by the Village Board in August.

NICOLL WAY LAND BRIDGE REPAIRS –

Engineer: Walter E. Deuchler

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

RIGHT TURN LANE ON LAMBERT AT ROOSEVELT –

Engineer: Hampton Lenzini Renwick

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

Projects in Punch List / Closeout Phase

PARK/GE PLACE/PRAIRIE IMPROVEMENTS PROJECT –

Contractor: Brothers Asphalt

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

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

TURNER, EAST OF MAIN ST. STORM SEWER -

Contractor: Neri Brothers Construction

(Value of Contract = \$46,000)

Change Order No. 1 (Final) has been approved administratively and final payment made to the contractor. The final project cost was \$44,100.

Projects Under Contract

SCADA SYSTEM UPGRADE PROJECT –

Contractor: Gasvoda and Associates

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

The Public Works team is preparing a package for consideration of a special use permit for a Cottage Tank antenna. Engineering Resource Associates was retained to provide structural engineering review and sketches for the proposed tower and antenna system to be installed near the West Pressure Adjusting Station.

Engineering Projects

CENTRAL BUSINESS DISTRICT TRAFFIC STUDY – Engineer: pending

A Request for Proposal was prepared and distributed to eleven traffic engineering consultants. Seven proposals were received on August 3. The Village review team is evaluating the submittals.

CRESCENT BOULEVARD CONCEPT STUDY –

Engineer: Burns & McDonnell

The second draft of the report was distributed to project stakeholders for comments. Comments received are being incorporated into the final version of the report. An application for federal funding of the project through the Surface Transportation Program is being readied for submittal on August 13, 2010.

ESSEX COURT DRAINAGE IMPROVEMENTS –

Engineer: Rezek, Henry

Updated cost estimates, alternative assessments and investigations into possible funding sources through FEMA programs were received from the consultant in July. Staff is preparing an information submittal for discussion with the Village Board regarding various project alternatives.

NORTH REGIONAL DETENTION FACILITY –

Engineer: A. McGurr, Ltd.

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

SANITARY SEWER EVALUATION SURVEY –

Engineer: RJN Group, Inc.

Smoking testing was conducted throughout the month of July in the section of the Village generally bounded by Turner Avenue on the north, I-355 on the east, Taft Avenue on the south and Ott Avenue on the east. The Roosevelt Road corridor was smoke-tested as well, with the assistance of Public Works and Fire Company personnel. Testing should be completed this month.

SUNSET/TURNER IMPROVEMENTS PROJECT –

Engineer: Kudrna & Associates

Project engineering will pick up again in 2010 for bidding in 2011.

EQUIPMENT SERVICES

In the month of June, the Equipment Services Division continued to maintain a safe work environment and to follow industry standard safety procedures and Village safety policies. The Division has achieved 1,629 days without a “lost time” accident.

Facilities repairs performed by the ESD included the removal and repair of the fuel island UST fill pipe manhole covers. The seized lock levers and seals were repaired and lubricated before reinstallation. The timely repair of these covers prevented water from contaminating the Villages’ underground stock of unleaded and diesel fuel during the flood that occurred 18 days later. The ESD also cleaned the parking area after the flood and prior to the lot being striped with thermo plastic.

On July 24th, Lambert Lake flooded the Reno Center storage yard and fuel island. Fourteen Public Works



vehicles and four Police Department vehicles were parked in the lot as the storm water surged over the banks of the lake and from the storm sewers. The fuel island underground storage tank sumps filled



with water and the island shut down. Water entered some of the vehicles and others were partially



submerged in the storm water. The Fire Department Medics were the first to be effected by the disabled

fuel island. The Equipment Services Division made the fuel island operable within 2 hours and emergency response vehicles were able to refuel.

The ESD responded and saved four vehicles from becoming a total loss and fourteen other vehicles



and equipment from serious damage. The dedicated team members of the Equipment Services Division spent the weekend repairing water damage that occurred to Village vehicles and the Village fuel island. Police, Fire and Public Works vehicles/equipment continued to serve the public with little or no interruption in service.

The ESD completed the upfit of Police Command squad 27, a 2010 Ford Explorer. This vehicle will be



used by the Police Chief for incident command/control and general administrative purposes. This vehicle is equipped with stealth LED emergency lighting; a headlight flasher and a taillight flasher; traffic signal pre-emption; two communication radios; a secure idle system; and a PA system with siren.



Eighty two work orders were related to the maintenance and repair of Police Department vehicles and equipment. The A/C refrigerant accumulator was replaced and the air conditioning system was recharged on patrol squad 02. The emergency light/siren controller was also replaced on squad 02 and the MDT computer monitor mount was repaired. A four wheel alignment was performed on patrol squad 03 and the emergency light bar power supply was replaced on patrol squad 05. The electric engine cooling fan and water pump were replaced on patrol squad 06 and the exhaust system hangers were replaced on patrol squad 07. The electronic instrument cluster was replaced on patrol squad 08 and the secure idle switch was replaced on patrol squad 09. The unitrol siren amplifier was replaced on the detective's car 16. The rear brakes were replaced on patrol squad 18 and the emergency light slide switch was replaced. Audio/video system repairs were performed and a number of DVD discs were replaced and formatted. Numerous chassis and emergency lighting repairs were made and a number of tire repairs were also performed on various police vehicles. All PM's were completed on time.

Seventy two work orders were related to the maintenance and repair of the Glen Ellyn Volunteer Fire Company's vehicles and equipment. Assistant Chief 02's buggy was transferred to assistant Chief 04 and the laptop computer and GPS/navigation systems were removed. Two Fire Company squads were decommissioned and all emergency equipment was removed. These vehicles were prepared for auction and the starter had to be replaced on one squad. The #2 discharge valve t-handle rod was

replaced on Engine 26 and the pump panel valve rods were repaired on Engine 28. The rear door was repaired and painted on Squad 23 and the generator oil switch and fuse wiring were repaired on Tower 30. The front window regulator and power window switch were replaced on squad 34. The rear axle seal; the rear brake shoes; a rear air brake chamber; and six chassis batteries were replaced on Snorkel 31. The fuel tank was removed and repaired on Snorkel 31 and a coolant leak and a hydraulic leak were also repaired. Numerous chassis and emergency lighting repairs were performed on Fire Company vehicles. All PM's were completed on time.

The ESD completed the upfit of a 2010 Ford Expedition Special Service Vehicle. This vehicle will



be used by the Glen Ellyn Volunteer Fire Company Chief for incident command/control and general administrative purposes. LED emergency lighting; a headlight flasher and a taillight flasher; a siren with



PA and a floor switch; three communication radios; a laptop computer with vehicle doc; a GPS vehicle location and navigation system; a shore line battery charger with an auto eject system; traffic signal pre

emption; and portable radio pack chargers were installed.

One hundred thirty work orders were related to the maintenance and repair of Public Works Operations Division vehicles and equipment. The pre-wet tank bracket and mounts were replaced on plow truck 201 and the engine oil pan was replaced on dump truck 203. The battery was replaced on JULIE truck 224 and the brakes were inspected and serviced. The vacuum fan was replaced on Vactor 230. The front differential pinion seal; the rear disc brake pads and rotors; the front disc brakes; and the front caliper bracket were replaced on dump truck 232. The front tires and the blower motor resistor module were replaced on truck 238 and the trailer hitch was repaired. The engine cylinder head gasket was replaced on stump grinder 247 and the air intake system was relocated. The front disc brakes were replaced on truck 248 and the locking wheel hubs were cleaned and lubricated. The front disc brakes were replaced on truck 254 and the rear emergency beacon was replaced on aerial bucket truck 250. The front tires were replaced on dump truck 260 and the batteries were replaced on hot box 504. The fan switch; the rear tires; the bubble window weather strips; the rear emergency flasher; and the gutter brooms were replaced on street sweeper 249. The A/C evaporator drain was cleaned and the spray water system was also repaired on sweeper 249. The brake hydraulic switch and wiring harness; the front brake hydraulic wheel cylinder; wheel studs; and the auto lube harness were replaced due to a fire in street sweeper 259. 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.

Sixteen work orders were related to the maintenance and repair of Glenbard Wastewater Authority vehicles and equipment. The oxygen sensor for the electronic engine controls was replaced on van 603. The A/C compressor electronic cycling switch was replaced on crane truck 608 and the A/C system was recovered, purged, evacuated and recharged. The trailer brakes 7-way electrical connector was replaced on pickup truck 622. Godwin trash pump 633 was 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 continued landscape inspections of Village owned properties.

The Village Forester and Forestry Intern volunteered at the International Society of Arboriculture Meeting that was held in Chicago.

Inspection of all available planting spaces was completed. Over 600 spaces were identified.

OPERATIONS

July Rain = 9.21"

July's weather mimicked June's as far as average temperatures and having above average rainfall. Not only did Glen Ellyn get 2 ½ times more rain than average for the month, but we had 6.45" in a nine hour period during 7/23-24. During this time period, no hour had less than .25" of rain while three of the nine hours had 1" of rain or more.

The storm of 7/23-24 created numerous water issues in the Village for Public Works. There was flooding



as Lake Ellyn overflowed its banks as well as street flooding and residential flooding. There were sanitary sewer backups in residences. Sanitary lift stations needed attention. There were sanitary sewer overflows with water discharging out of



manholes. The Public Works storage yard and vehicle parking lot flooded from overflow from Lambert Lake. Operations responded to over 115 issues called or faxed into the department over the two day period. This storm did not have an abundance of power outages or tree related issues, but it did require the response of 13 PW employees and 88 OT hours to deal with all the water related issues. Both the PW Director and Assistant Director were on scene the morning of the 24th assessing, monitoring and managing the situation. Glen Ellyn is participating in the initial damage assessment for public entities for IEMA and FEMA reporting just under \$10,000 in total costs associated with the storm; this includes OT man hours, all vehicle hours and all damage to public infrastructure.

July is a big event month for the Village of Glen Ellyn and Operations spends a good deal of time prepping and cleaning so that the town shines for residents and visitors. The fourth of July takes weeks of prepping and painstaking coordination with various entities involved with the festivities. Operations



participates in the parade by decorating the street sweeper that is used for clean-up behind the participating live animals. On the 4th, 14 employees

worked almost 75 hours related to the set up of the Freedom Four race, the parade, and traffic control. Another big event in July is Jazz Fest which took place on July 10th. New this year was the provision of three jersey barriers on northbound Main St. at Crescent Blvd. for extra safety. These barriers



are heavy and must be transported one at a time on a trailer. Set up was at 4am Friday morning and brake down was at 4am Monday morning; this was done to have little effect on CBD traffic as well as provide employees a workspace with the least amount of congestion. The barriers were pinned together providing extra space for attendees to safely enjoy the music. Public Works is considering budgeting for the purchase of water filled barriers to use at future events to ensure the safety of residents and visitors participating in seasonal festivities.

A new tree removal system was demonstrated in house for Operations this month. This system allows Operations to be more efficient and safer by using a



pulley up in the tree and a port-a-wrap attached to the trunk of the tree (pictured above) rather than wrapping the lowering rope around the tree for



each branch and piece of trunk being removed and lowered to the ground.

Employee happenings:

Training –

16 employees – ½ day tree removal using pulley and port-a-wrap (presented in-house)

11 employees – seminar on new flusher truck

Michigan Public Service Institute (MPSI) –

1 week seminar - 2 employees

Evaluations - none completed

(Operations has 6 reviews that are overdue)

Coverage/Assistance –

Front Office – 1 employee (2 days)

Customer Service – 1 employee (1 day)

Engineering – Arrow board for smoke testing on Roosevelt Rd. – 1 employee (3 days)

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

Utilities

Bio Bags in Grease lines – 243

B-Box repairs – 2

Dust Suppression Meters – 0 days

Hydrant Replacement – 1

Storm Sewer Outfalls cleaned – 3

Storm Sewer Root cutting – 244'

Structure Repairs – 8

Structure Spot Repairs – 11

Valve Repair - 1

Forestry

Weed Mows -

Inspections - 4

Notices – 3

Violation inspections - 9

Mows – 1

Misc. –

Installed 36 gypsy moth monitoring traps

Installed memorial plaque for Gary Webster tree

Watered the transplanted Summerdale Oak tree and Webster memorial tree four times

Streets

Asphalt – 3 days pothole patching (4 man crew using roller on three roads)

4 days pavement patching

Drinking Fountains – 1 repaired

Electric –

2 fixtures rehabbed

2 bulbs replaced

Flowers –

Watering and weeding as needed

Fertilized all beds, groupings, pots and hangers

Hauling – 7.29 tons

Public Hearing Signs – 0 placed

2 retrieved

Special Events –

4th of July – 200 barricades (175 rented), 50

Barricades with signs, 1 type 3 barricade,

20 cones, 20 wire trash cans, 4 extension

cords, 8 bundles of lath; sweeper in parade

(9 FT working 50 OT hours and 5 seasonal

employees working 23 hours)

Jazz Fest – 3 jersey barriers, 60 lit barricades, 17

barricades with signs, 10 cones (3 employees

worked early shifts (4am start) on two days)

Sidewalk sale – 33 barricades, 14 barricades with

signs, 10 wire trash cans (2 employees

worked early shifts (4am start) on 2 days;

2 employees worked 6 OT hours)

PLANT OPERATIONS

Water Plants

Well 6 - We are in the process of getting prices on converting Well 6 to chlorine injection disinfection to meet USEPA log 4 disinfection requirements.

Newton Pumping Station – repaired and recalibrated altitude valve for Newton Water Tower

General - Continued mounting radio panels at Civic Center, Newton, NPAS, and Cottage for new SCADA system.

Lift Stations

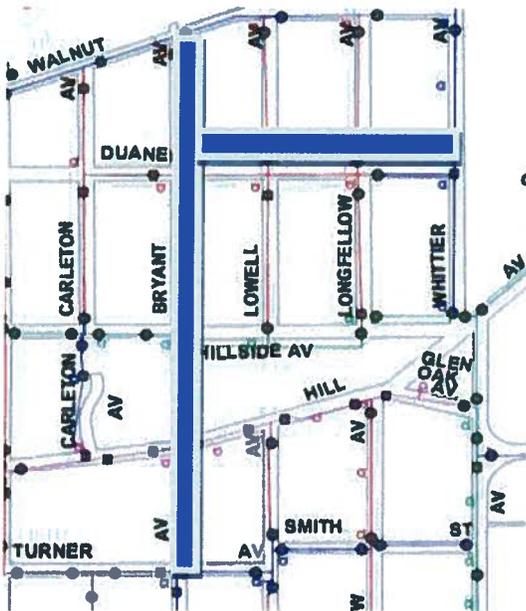
South Park Lift Station – replaced pump seals on both pumps and installed new sump pump.

Surrey Lift Station – replaced relay on pump #2.

Distribution System

32 routine bac-t samples

Multiple rounds of chlorination and testing to new water mains in the Bryant/Thain's project area.



Administration

Monthly State Report submitted to IEPA

Updates to Cross-Connection records

Worked with IEPA to develop a plan to address positive coliform samples from well 6.

Updated Hydrant Flow data.

ITEMS BEFORE THE VILLAGE BOARD JULY 2010

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

1. Approval of a contract with Giant Maintenance and Restoration, Inc. in the not-to-exceed amount of \$20,000 for the

2010 Fire Hydrant Painting Contract. This contract will focus on the painting of 225 of our over 1,200 hydrants in town. This is the first of a five year program aimed at painting all our hydrants in the Village. The specifications call for the sand blasting and painting of each hydrant at \$82 per hydrant.

2. Approval of a contract with North American Salt Corporation to purchase bulk rock salt for our winter operations at a unit price of \$76.48 per ton. The Village typically goes through around 2,000 tons of salt each year. This price is five cents cheaper than last year through the same contractor. The Village utilized the State Purchase Program in securing the contractor and cost.
3. Short Term and Long Term Plans for Manor Woods were discussed at the July Workshop. Public Works will seek proposals from qualified tree care contractors to perform necessary tasks to make the areas adjacent to the old paths safe for pedestrians. Proposals will be split in stages to gauge how much we can get done immediately versus what to budget for in next year's budget. The Board made a commitment to fund \$2,500 this year and up to \$25,000 next year.
4. Leaf Collection options were discussed for the upcoming season. Options included keeping the existing program, providing a sticker free program, or changing to a contracted parkway collection program. The Village Board gave direction to keep the existing program as is as.
5. The following Public Works Employees were recognized for exceptional work and/or anniversary dates at a July Village Board Meeting: the construction project team was recognized for the Bryant Avenue Project as well as recognition of Kramer Tree Specialists (Branch and Brush contractor) for their efforts after a recent rain/wind storm.

<u>PW Budget Tracking</u>	FY10	FY10 Revised	Spent YTD	% of	%
<u>July '10</u>	Budget	Budget		FY10	Spent
<u>Operations and Maintenance</u>					
Administration & Engineering	\$812,200	\$813,729	\$214,958	25.0%	26.4%
General Fund - Operations	\$2,073,200	\$2,178,192	\$443,502	25.0%	20.4%
Water Fund - O/M	\$3,421,300	\$3,625,311	\$894,677	25.0%	24.7%
Sanitary Sewer Fund - O/M	\$4,501,300	\$4,524,536	\$1,047,171	25.0%	23.1%
Parking Fund - O/M	\$224,000	\$361,540	\$153,388	25.0%	42.4%
Equipment Services Fund	\$1,543,300	\$1,543,300	\$609,259	25.0%	39.5%
Motor Fuel Tax Fund - O/M	\$705,000	\$810,000	\$174,251	25.0%	21.5%
Total	\$13,280,300	\$13,856,608	\$3,537,206	25.0%	25.5%
<u>Capital Program</u>					
Water Fund - Capital	\$1,711,000	\$1,817,900	\$532,120	25.0%	29.3%
Sanitary Sewer Fund - Capital	\$1,820,000	\$2,198,022	\$538,701	25.0%	24.5%
Parking Fund - Capital	\$0	\$0	\$0	25.0%	0.0%
Motor Fuel Tax Fund - Capital	\$0	\$0	\$0	25.0%	0.0%
Capital Projects Fund	\$7,094,000	\$7,558,604	\$1,129,683	25.0%	14.9%
Total	\$10,625,000	\$11,574,526	\$2,200,504	25.0%	19.0%

PW CORE FUNCTIONS

Admin	July 10	July 09	+/-	2010 YTD	2009 YTD	+/-
Phone calls	1,100	1,055	45	6,473	7,082	(609)
Work Orders	284	197	87	1,037	982	55
Time Sheets	614	411	203	3,697	3,105	592
Invoices	173	125	48	982	1,090	(108)
Customer Service Appts	125	163	(38)	791	659	132
ESD						
Jobs	360	401	(41)	2,425	2,590	(165)
Scheduled	97	232	(135)	882	1,443	(561)
Non-Scheduled	0	0	0	9	6	3
Urgent	21	2	19	53	52	1
Routine	242	167	75	1,481	1,008	473
Total Fuel Pumped (gal)	9,211	8,938	273	57,859	59,060	(1,201)
Forestry						
Service Requests	112	114	(2)	389	455	(66)
Operations - Utilities						
Work Orders Completed	78	21	57	199	184	15
Water Main Breaks	1	0	1	9	17	(8)
Sanitary Sewer Back Ups	6	10	(4)	51	45	6
Sanitary Sewer Back Ups - Village	1	1	0	6	6	0
Sanitary Sewer Cleaned (feet)	10,155	12,000	(1,845)	36,455	23,570	12,885
Storm Sewer Structures Cleaned	67	102	(35)	246	301	(55)
Storm Sewer Cleaned (feet)	230	0	230	745	1,145	(400)
Storm Sewer Grates cleaned - cycles	5	0	5	16	16	0
Landscape Restorations (50/50)	11	17	(6)	53	52	1
JULIES	505	540	(35)	2,607	2,589	18
Operations - Forestry						
Work Orders Completed	108	78	30	351	208	143
Tree Removals	45	29	16	177	78	99
Tree Stump Grinding	59	41	18	194	160	34
Tree Cable Inspections	0	11	(11)	36	20	16
Mowing Cycles	3	2	1	8	7	1
Operations - Streets						
Work Orders Completed	47		47	249		249
Asphalt - Potholes (surface tons)	23	4	18	268	73	194
Asphalt - Patching (surface tons)	11	42	(31)	55	78	(23)
Block Party	11	12	(1)	21	25	(4)
Parking Meter Collections	5	5	0	30	31	(1)
Parkway Restorations	2	0	2	50	66	(16)
Signs - Fabricated	24	35	(11)	500	276	224
Signs - Installed	20	0	20	157	147	10
Signs - Rehabbed	1	96	(95)	194	251	(57)
Street Sweeping (days)	21	22	(1)	92	77	15
Street Sweeping (early AM)	9	9	0	40	33	7
Street Sweeping (extra)	4	4	0	6	8	(2)
Special Events	3	3	0	15	16	(1)

August 5, 2010

CONSTRUCTION ACTIVITY / PROJECT REPORT

CONSTRUCTION PROJECT PROGRESS REPORTS

STRIKE AFTERMATH: July 2010 saw a three week stoppage of work due to a strike called by the unions representing operators and laborers in the Chicago area. All construction work on Village infrastructure projects was halted between June 30 and July 20. Workers returned to the job sites on July 21, 2010 and work is now underway again. It is anticipated that all projects can be completed this calendar year, although later than the original contract completion dates due to the strike.

Projects in Construction Phase

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

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

All concrete work is complete on both roadways. The asphalt surfaces have been milled and the binder course of hot mix asphalt has been placed. Upcoming work includes base repairs in three areas along Park Boulevard, structure adjustments, placement of traffic control loops at signalized intersections, placement of the final surface course of asphalt, striping and reflector installations.

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

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

Project metrics as of 6/29/10: Estimated % Complete = 34%; Contractor Billings (thru Pay Est. #3) = 32%

Along Bryant, work has focused on the block between Turner and Hill near Ben Franklin School. Work has included water service connections and main tie-ins; framing and pouring of steps near the school; roadway excavation; undercutting and placement of porous granular embankment; and placement of the sub-base granular material. The entire Bryant corridor is ready for concrete pavement installation, with the pouring date set for the week of August 9. It is anticipated that all roadway, curb, driveway and sidewalk concrete will be installed on Bryant between Turner and Hill prior to the start of school in late August. Sewer lining along Bryant is complete. Duane Street is being readied for curb and gutter installation. Sewer work on Longfellow is nearing completion.

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)

Widening work on the north side of St. Charles Road is proceeding toward placement of the concrete widening course this week. The temporary signals are now operational and the existing traffic signal equipment is being removed. Along the Riford Road corridor, sanitary sewer improvements are proceeding in a south to north direction: a section of sanitary sewer has been replaced near Crescent and sanitary sewer service line repairs for all the homes are underway. The storm sewer system along Riford has been examined in detail by the construction engineer and various changes recommended to avoid conflicts and improve effectiveness.

2010 ASPHALT SKIP PATCHING PROGRAM – Contractor: Pending

Bids were received on July 28 for the annual large asphalt patching program. Eleven candidate sections throughout the Village were identified for work this year. Seven bids were received for the project from local asphalt paving contractors. The low bid was submitted by Orange Crush, LLC. Because the bid amount exceeded the available budget, the project will be conformed to fit available funds. Contract award is slated for August 9, 2010 and the work will be performed in the late summer and early fall.

Projects in Design / Bidding Phase

ROSLYN & SCOTT SANITARY SEWER EXTENSION – Engineer: VGE Public Works

Plans and specifications were completed by staff to extend an existing Village sanitary sewer about 70 ft. and install a new manhole in order to improve the service line configuration for three homeowners on Roslyn. The project is now out for bid with a letting date of August 12, 2010.

LAKE ELLYN OUTFALL CHANNEL REHABILITATION – Engineer: Burns & McDonnell

Comments on stormwater permit application materials are being reviewed by the engineer. The consultant request for a contract amendment to cover additional project expenses will be considered by the Village Board in August.

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

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

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 be deferred to conserve Capital Improvement Project fund balances.

BRAESIDE LIGHTING PROJECT – Engineer: Pavia-Marting

The consultant has prepared a preliminary report looking at various lighting options.

Construction Projects in Punch List or Closeout Phase

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

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

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

TURNER, EAST OF MAIN ST. STORM SEWER – Contractor: Neri Brothers Construction

(Value of Contract = \$46,000)

Change Order No. 1 (Final) has been approved administratively and final payment made to the contractor. The final project cost was \$44,100.

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. Engineering Resource Associates was retained to provide structural engineering review and sketches for the proposed tower and antenna system to be installed near the West Pressure Adjusting Station.

ENGINEERING PROJECTS

CRESCENT BOULEVARD CONCEPT STUDY – Engineer: Burns & McDonnell

The second draft of the report was distributed to project stakeholders for comments. Comments received are being incorporated into the final version of the report. An application for federal funding of the project through the Surface Transportation Program is being readied for submittal on August 13, 2010.

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

Smoking testing was conducted throughout the month of July in the section of the Village generally bounded by Turner Avenue on the north, I-355 on the east, Taft Avenue on the south and Ott Avenue on the east. The Roosevelt Road corridor was smoke-tested as well, with the assistance of Public Works and Fire Company personnel. Testing should be completed this month.

CENTRAL BUSINESS DISTRICT TRAFFIC STUDY – Engineer: pending

A Request for Proposal was prepared and distributed to eleven traffic engineering consultants. Seven proposals were received on August 3. The Village review team is evaluating the submittals.

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

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

ESSEX COURT DRAINAGE IMPROVEMENTS – Engineer: Rezek, Henry

Updated cost estimates, alternative assessments and investigations into possible funding sources through FEMA programs were received from the consultant in July. Staff is preparing an information submittal for discussion with the Village Board regarding various project alternatives.

SUNSET / TURNER IMPROVEMENTS PROJECT – Engineer: Kudrna & Associates

Project engineering will pick up again in 2010 for bidding in 2011.

VILLAGE OF GLEN ELLYN RECREATION DEPARTMENT

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

MANAGER'S REPORT FOR JULY 2010

Prepared by Matt Pekarek

Matt Pekarek



Golf activity was poor in July, typically our busiest month. Not only are the days long, but the July Fourth weekend usually gives us our busiest week of the year.

One of the most noteworthy events of this month was a major flood event July 23-24, the second largest flood in the 43-year history of the Village Links.

July Weather

High Temperatures in July										
	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001
100° days						1				
90° days	4			3	7	6		5	14	12
80° days	24	12	26	21	18	19	21	20	13	11
70° days	3	15	5	7	6	5	9	6	4	8
60° days		4					1			
50° days										
40° days										
30° days										
Rain	9.2"	1.9"	4.0"	3.4"	2.0"	2.0"	2.0"	5.7"	2.3"	3.2"

July was a cool month, with temperatures not reaching the 90° mark for the second straight year. It was generally dry, but while we recorded the least amount of precipitation this decade, it still rained on 10 days, which is typical for July.

STORMWATER DETENTION SYSTEM

The Village Links is the centerpiece of a major storm water detention system that temporarily stores flood water before releasing it downstream at a controlled rate of flow. Panfish Park and Lambert Lake Nature Preserve are also part of this system. The July 2010 storm event flooded 70 acres of the Village Links. 70,094,511 gallons of flood water rose to an elevation

of 743.9 feet above sea level. Rain began falling Friday July 23 and stopped after 9:00 am Saturday morning. The flooded course was closed all day Saturday. The 18-hole course reopened Sunday morning at 7:30 am, less than 24-hours after it stopped raining. The 9-hole course opened Monday.

The worst flood event in Village Links history was August 25, 1972 when the water rose about 6-inches higher than it did this year. We have never had flood waters remain on the course for more than 36-hours after the rain stops.



The entrance gate to the Village Links Maintenance Facility across South Main Street remained closed because of flood waters Saturday morning July 24.

GOLF

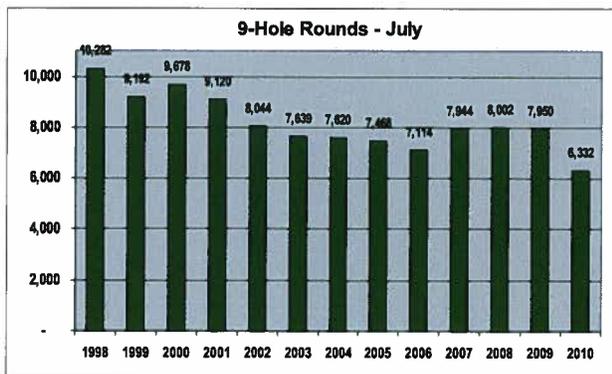
Golf rounds in July were down 16%, and are down 2% for the year. Year to date rounds are the lowest they have been in 32 years.

Weather played a significant role in the drop in play. At least one third of the drop in play in July was attributable to the flood event of July 23-24. We also see that golfers are less likely to play when the weather is hot and humid.

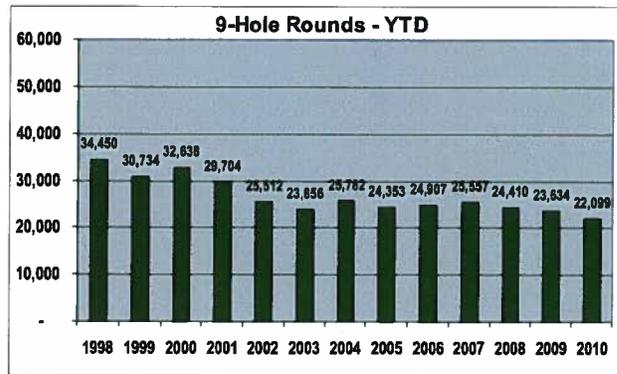
But we also observed several shifts in consumer patterns in July. Demand for the 9-hole course dropped significantly. This ran counter to what we saw last year when it appeared that many golfers replaced some of their 18-hole rounds with 9-hole rounds. Weekend play is also down in 2010, while last year weekend play was up slightly, as golfers seemed obligated to spend more time on the job during the work week.

It would appear that the economy is hurting play in 2010 more than it did last year. This is good news, in that it provides optimism that demand for golf will rebound when the economy improves.

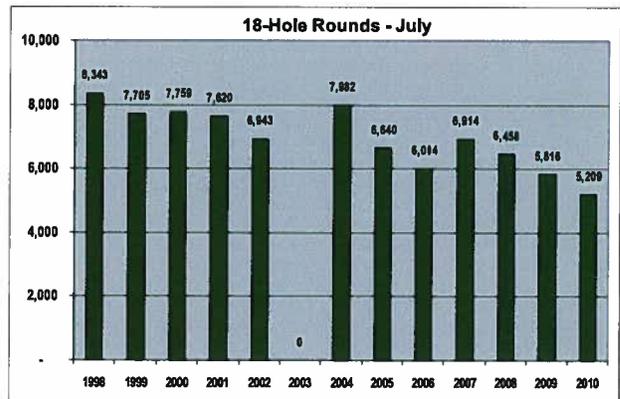
Rounds History By Course							
Year	18-Holes		9-Holes		Total		
	Jul	Jul YTD	Jul	Jul YTD	Jul	Jul YTD	
1998	8,343	26,850	10,282	34,450	18,625	61,300	
1999	7,705	24,809	9,192	30,734	16,897	55,543	
2000	7,759	25,240	9,678	32,638	17,437	57,878	
2001	7,620	23,484	9,120	29,704	16,740	53,188	
2002	6,943	20,584	8,044	25,512	14,987	46,096	
2003	0	0	7,639	23,856	7,639	23,856	
2004	7,982	9,994	7,620	25,782	15,602	35,776	
2005	6,640	20,705	7,468	24,353	14,108	45,058	
2006	6,014	19,505	7,114	24,907	13,128	44,412	
2007	6,914	21,449	7,944	25,557	14,858	47,006	
2008	6,458	19,271	8,002	24,410	14,460	43,681	
2009	5,816	18,278	7,950	23,634	13,766	41,912	
2010	5,209	18,826	6,332	22,099	11,541	40,925	



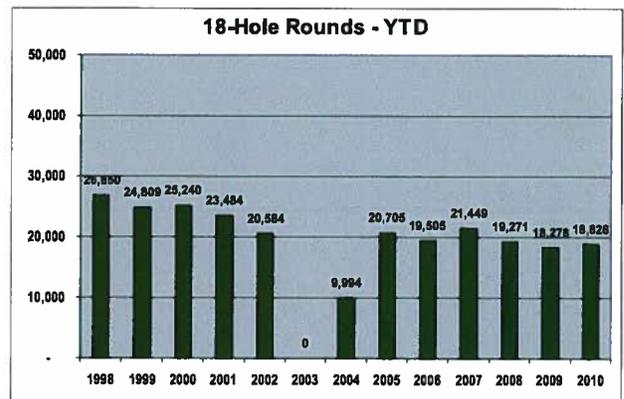
In July, 9-hole play was down 20% from 2009.



July Year-to-Date, 9-hole play is down 6% from 2009.



July 18-hole play was down 10% from 2009.



July Year-to-Date, 18-hole play is up 3% from 2009.

July Green Fee revenue was down 18% and is down 6% for the year.

Motorized cart rentals were down 11% in July and are down 3% for the year. The hot weather encouraged cart rentals in July.

Driving range sales were down 25% for the month, and are down 11% for the season. The hot weather discouraged use of the driving range.

Golf Events

1. The **Ed Posh / Village Links Scholarship Shootout** was held Friday July 16. The event attracted 160 golfers and 300 for dinner, raising about \$30,000 for the Scholarship Fund.
2. The **Over 60 Group** played four events on Wednesdays in July, averaging 85 players per event.
3. Seven **Permanent Time Events** were held on Saturday and Sunday mornings, with an average of 34 participants per event. Two events were rained out.
4. Thirty-four golfers participated in the Annual **Parent-Junior Championship**. Juniors age 13 and older played on Saturday July 31. Juniors age 12 and younger played 9-holes on Sunday August 1. The event was moved back a week because of the flood of July 23-24.
5. The **Swingin' Set Ladies League** conducted their three day medal play championship in July. The 9-hole league played Tuesday July 20 through Thursday July 22 and the 18-hole league played Tuesday July 27 through Thursday July 29.

Golf Instruction

Junior Golf Lessons concluded in July. **Group Lessons for Beginning Adults** continue into early August.

GROUNDS

The golf course is in very good condition.

Weather dominated our course maintenance efforts in July. The weather was extremely hot and humid. July 2010 was the 7th hottest since record keeping began in 1872. July 2-29, the Chicago area set an all-time record with 28 consecutive days over 80° F. The average temperature was up 3.7° F over last year.

The first 21 days of the month were dry, with only 1.6" of rain. The last ten days were quite wet, with 7.6" of rain falling, including 6.86" of rain July 23-24. The 902" total rainfall made 2010 the third wettest July ever.

The heat and persistent soil moisture have shortened bentgrass root depths. Short roots along with heat,

humidity and excessive soil moisture, make bentgrass turf susceptible to disease.

The flood of July 23-24 put additional pressure on the 70 acres of turf that were covered with water. Flooding smothers the grass and shortens roots even further, leaving the turf more susceptible to summer diseases.

Conditions in July were ideal for the formation of *Sclerotinia Homoeocarpa* Dollar Spot and *Rhizoctonia* Brown Patch on green, tee and fairway turf. The average relative humidity was over 70% on 17 days in July. A few well-timed fungicide applications avoided any damaging outbreaks from these 2 prevalent diseases. Isolated development of *Pythium Graminicola* disease was observed on the golf course for the second month in a row.



Warm temperatures, heavy dew and high humidity are a perfect recipe for Dollar Spot disease, forming here on fairway turf in July. Dollar Spot is one of the biggest disease threats at the Village Links. Without treatment tees, greens and fairways could be wiped out.

All bentgrass will continue to be at risk for another month or two. Bentgrass handles heat and humidity better than *Poa annua*. *Poa annua* is weak throughout the course.

Greens

Greens are in good condition. Slower putting conditions are part of the price we pay for having greens survive the heat, humidity and wet conditions.

Ballmark sanding continued. 21,000 ballmarks were sanded in July with green-dyed sand. We have sanded 58,000 ballmarks this year.

Greens were vented using 1/8-inch diameter solid tines.

We hand watered greens and green collars 21 of 31 days. Hand watering puts water only on dry spots and avoids over-watering the rest of the green. To alleviate some of the localized dry spots, wetting agent was applied to spot locations.

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



#3 green being vented last month. Venting is similar to aeration, but without any core removal. Solid tines punch holes into the green. The 1/8" diameter tines are so narrow that after the green is rolled to smooth the surface, golfers hardly even notice the disruption.

Tees

Tees are in very good condition.

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

Fairways

Fairways are in very good condition.

The wet conditions created a lot of work on fairways. Staff spent an inordinate amount of time moving stakes, ropes and signs to direct motor cart traffic away from wet areas. Still, carts were grounded two days on the 18-hole course and three days on the 9-hole course. Cart ruts in fairways were rolled smooth.

While we were trying to avoid cart damage to wet areas, we watered localized dry spots on fairways by hand on seven days. The size of the fairways makes this a time consuming task.

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

Sand Bunkers

Bunkers on the 18 hole course were edged.

520 man hours were spent repairing bunkers washed out by two heavy rainfalls in July. We have spent 1200 man hours shoveling washed out sand bunkers this year.

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



The grounds crew working hard to repair sand bunkers damaged by the late July storm.

Roughs

The roughs are in good condition. Wear areas that are outside of the coverage of the irrigation system were watered with portable hose based sprinklers. This was the first time this season that we have had to use portable sprinklers.

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

Practice Tee

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

Miscellaneous

1. Turf around irrigation sprinklers and course yardage plates were trimmed.
2. Litter was removed from the parkways two times during the month.

Irrigation and Drainage

A collapsed storm sewer pipe which drains the Berkshire Apartment complex south of #5 golf hole was dug up to alleviate flooding. The line will be replaced by the apartment owners.

Horticulture

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

Gypsy Moth Traps were placed around the golf course. The traps attract male moths and are used to monitor local infestation levels. A moderate amount of males were captured during the Gypsy Moth Mating Season. Gypsy Moths are a serious threat to trees. They are

voracious feeders that can defoliate entire stands of trees, putting those trees at risk.

For the first time ever Gypsy Moth Eggs were discovered on the golf course. Two egg masses were found on the trunk of a Pin Oak located left of the approach on the #9 golf hole of the 9-hole course.



The first Gypsy Moth egg mass discovered at the Village Links is on this Pin Oak tree trunk on hole #9 of the 9-hole course. Staff has been monitoring trees for Gypsy Moth activity for over a decade.



This close-up of the photo above shows Gypsy Moth eggs visible in the upper right corner of the photo and a parasitic wasp in the lower left corner.

While scouting for Gypsy Moth activity, staff noticed the presence of parasitic wasps that feed on Gypsy Moth eggs. Staff left the egg masses in place to provide the parasitic wasps with a food source and encourage their presence. We will monitor the egg

masses to see how much damage is done by the parasitic wasps. Any egg masses not destroyed by the wasps by the end of their summer life cycle will be removed by staff before winter sets in.

MECHANICAL MAINTENANCE

In-season servicing and repair of building and equipment continued. A sampling of work performed during the month included:

1. A **hydraulic drive motor** was repaired on Jacobsen® Fairway Mower #1.
2. **Cutting units** on a Jacobsen® Fairway Mower were sharpened.
3. A new **drive shaft** was installed in the Progressive® #2 rough mower.
4. Two rotary mowers were repaired.
5. New tires were installed on the **Toro Sand Pro® bunker rake**.
6. A **greens mower trailer** was repaired.
7. A new battery was installed in the **Toro® #1 84" trim mower**.
8. Wiring for the **weather station** was repaired.
9. The power-take-off u-joints were replaced on the **Progressive® #1 rough mower**.
10. The cutting units were sharpened on **Toro® #4 fairway mower**.



Seasonal crew member Javier Garcia replacing hydraulic motor seals on a Jacobsen® fairway mower.

FOOD SERVICE

Sales were down 11% for the month, and are down 5% for the year. Food sales track closely with rounds played.

PRO SHOP

Pro Shop sales were down 25% from last July and are down 20% for the year.

PARKS

A storm damaged willow tree was removed from Panfish Park. The tree was located near the walking path and was risk to fall onto someone using the path.

Mulch was placed around trees at Panfish Park.

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

Trees and shrubs were trimmed along the west side of Lambert Road, along Lambert Lake Nature Preserve.

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



A declining weeping willow tree at Panfish Park was removed. The tree was located near the walking path and was a threat to fall on those underneath it.

CONSERVATION

Our first ever Purple Martin pair successfully raised their 4 young which fledged at the end of the month. They have joined a few other local Purple Martins that will feed at the golf course for the next month before migrating to South America to over-winter.



Purple Martin nestlings in their bird house 22 days after hatching.



The young Purple Martins fledged at the end of July, venturing out of their nest for the first time.

REVIEW OF NEW REVENUE SOURCES

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

The Village Links Facilities Master Plan Steering Committee had an organizational meeting July 6.

Committee members are being recruited. Information is being collected from area Park Districts. A meeting is scheduled for August 9, 2010.

ITEMS BEFORE THE VILLAGE BOARD

Last Month

none

Up Coming

Village Board Meeting - November 22, 2010 -
Motion to approve 2011 Village Links User Fees.

UPCOMING PROJECTS

Formulate 2010 Fall Fest promotion.

Conduct a study of Green Fees in the Chicago area market to help develop a pricing plan for 2011. (September-October).

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

THE MONTH AHEAD

Village Links Husband/Wife Championship
Sunday August 1

Village Links Junior Championship
Monday-Tuesday August 2-3

43rd Annual Glen Ellyn Open
Sunday August 22

Evening Leagues end their season:

Monday Skins Game (18) August 23

Tuesday Team Play (18) August 24

Wednesday Wagglers (18) Sept 1

Thursday Ladies of The Links (18) August 26

Thursday Valley View League (18) Sept 2

Friday Nine & Wine (18) Sept 3

Monday Bell Labs (9) - August 23

Tuesday Lucent Technologies (9) August 31

Wednesday Knights of Columbus (9) Sept 8

Thursday Night Men (9) August 12

School Golf Begins

Glenbard High Schools East, South and West.

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

MONTH

	Current Year		Monthly Variance
	Last Year Jul	Jul	
Property Tax	95,771	53,541	(42,230) -44%
Fire SSA Tax	-	4,208	4,208
Sales Tax	242,671	272,791	30,120 12%
Home Rule Sales Tax	-	133,493	133,493 100%
State Income Tax	191,171	199,951	8,780 5%
Other Taxes	66,280	51,557	(14,723) -22%
LICENSES & PERMITS			
Vehicle Licenses	24,107	9,463	(14,644) -61%
Business Registration	4,000	3,700	(300) -8%
Liquor Licenses	4,300	60	(4,240) -99%
Building Permits	35,230	43,321	8,091 23%
CHARGES & FEES			
Ambulance Service Fees	-	43,141	43,141 100%
Police Service Reimbursements	14,363	1,689	(12,674) -88%
Accounting Fees - GWA/Library	20,258	10,675	(9,583) -47%
OTHER			
Police/Court Fines	47,194	46,486	(708) -2%
Investment Income	1,196	1,125	(71) -6%
Miscellaneous Income	42,278	24,217	(18,061) -43%
Transfers from Other Funds	139,457	135,500	(3,957) -3%
Revenue Totals	928,276	1,034,918	106,642 11%

YTD

	Last Year YTD	Current Year		YTD Variance
		YTD	YTD	
	1,310,931	1,360,736	49,805	4%
	-	94,501	94,501	100%
	681,250	734,989	53,739	8%
	-	380,991	380,991	100%
	695,592	609,048	(86,544)	-12%
	333,909	320,049	(13,860)	-4%
	75,302	54,254	(21,048)	-28%
	28,655	35,150	6,495	23%
	111,413	109,500	(1,913)	-2%
	137,397	212,483	75,086	55%
	-	158,603	158,603	100%
	15,824	5,514	(10,310)	-65%
	60,774	32,025	(28,749)	-47%
	132,959	117,037	(15,922)	-12%
	3,519	3,334	(185)	-5%
	58,338	60,443	2,105	4%
	418,371	406,500	(11,871)	-3%
Revenue Totals	4,064,234	4,695,157	630,923	16%

BUDGET

	Annual Budget	YTD Budget	YTD Actual	Variance	
					\$
	2,740,000	1,345,000	1,360,736	15,736	1%
	190,000	94,500	94,501	1	0%
	3,000,000	707,000	734,989	27,989	4%
	1,750,000	410,000	380,991	(29,009)	-7%
	2,100,000	685,000	609,048	(75,952)	-11%
	838,000	331,500	320,049	(11,451)	-3%
	425,000	53,000	54,254	1,254	2%
	40,000	37,000	35,150	(1,850)	-5%
	115,000	108,000	109,500	1,500	1%
	460,000	152,600	212,483	59,883	39%
	750,000	187,500	158,603	(28,897)	-15%
	141,000	7,050	5,514	(1,536)	-22%
	128,000	31,900	32,025	125	0%
	640,000	159,900	117,037	(42,863)	-27%
	19,000	4,500	3,334	(1,166)	-26%
	238,000	64,300	60,443	(3,857)	-6%
	1,426,000	406,500	406,500	-	0%
Revenue Totals	15,000,000	4,785,250	4,695,157	(90,093)	-2%

EXPENDITURES

Village Board & Clerk	3,835	1,022	(2,813)	-73%
Village Manager's Office	77,450	104,118	26,668	34%
Facilities Maintenance	46,587	31,725	(14,862)	-32%
Finance	104,594	105,786	1,192	1%
Planning & Development	111,450	115,970	4,520	4%
General Services	-	-	-	0%
Police	631,475	586,899	(44,576)	-7%
Fire	175,840	182,428	6,588	4%
Public Works - Admin & Eng.	78,884	85,445	6,561	8%
Public Works - Operations	139,497	166,769	27,272	20%
Expenditure Totals	1,369,612	1,380,162	10,550	1%
Net Increase / (Decrease)	(441,336)	(345,244)	96,092	

	37,766	28,433	(9,333)	-25%
	229,929	211,074	(18,855)	-8%
	94,155	89,998	(4,157)	-4%
	245,507	265,818	20,311	8%
	296,494	271,673	(24,821)	-8%
	-	-	-	0%
	1,939,554	1,971,653	32,099	2%
	292,060	429,199	137,139	47%
	189,588	214,958	25,370	13%
	436,070	443,502	7,432	2%
	3,761,123	3,926,308	165,185	4%
	303,111	768,849	465,738	

	53,000	30,900	28,433	(2,467)	-8%
	847,900	222,300	211,074	(11,226)	-5%
	400,700	104,700	89,998	(14,702)	-14%
	1,071,500	295,800	265,818	(29,982)	-10%
	1,135,100	299,100	271,673	(27,427)	-9%
	-	-	-	-	0%
	6,940,300	1,955,500	1,971,653	16,153	1%
	1,666,100	443,100	429,199	(13,901)	-3%
	812,200	214,500	214,958	458	0%
	2,073,200	497,800	443,502	(54,298)	-11%
Revenue Totals	15,000,000	4,063,700	3,926,308	(137,392)	-3%
	-	721,550	768,849	47,299	

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	-		5,822,900			0%
September	2,358,050	-		8,180,950			0%
October	1,002,250	-		9,183,200			0%
November	997,150	-		10,180,350			0%
December	933,250	-		11,113,600			0%
January	837,450	-		11,951,050			0%
February	886,350	-		12,837,400			0%
March	1,008,450	-		13,845,850			0%
April	1,154,150	-		15,000,000			0%
	15,000,000	4,695,157	(90,093)				

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	-		5,264,500			0%
September	1,538,500	-		6,803,000			0%
October	1,208,800	-		8,011,800			0%
November	1,187,100	-		9,198,900			0%
December	1,255,500	-		10,454,400			0%
January	1,164,800	-		11,619,200			0%
February	1,232,100	-		12,851,300			0%
March	1,062,500	-		13,913,800			0%
April	1,086,200	-		15,000,000			0%
	15,000,000	3,926,308	(137,392)				

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	-	-		768,849	47,299
September	-	-		768,849	47,299
October	-	-		768,849	47,299
November	-	-		768,849	47,299
December	-	-		768,849	47,299
January	-	-		768,849	47,299
February	-	-		768,849	47,299
March	-	-		768,849	47,299
April	-	-		768,849	47,299
	768,849	47,299			

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

		FY10/11			
		<u>% of Extension</u>		<u>3 Yr. Avg %</u>	
	<u>Total Collections</u>	<u>Month</u>	<u>YTD</u>	<u>Month</u>	<u>YTD</u>
May	81	0.0%	0.0%	0.0%	0.0%
Jun	1,307,114	47.6%	47.6%	46.7%	46.7%
Jul	53,541	1.9%	49.5%	2.6%	49.3%
Aug	-	0.0%	49.5%	1.1%	50.4%
Sep	-	0.0%	49.5%	42.4%	92.8%
Oct	-	0.0%	49.5%	3.4%	96.2%
Nov	-	0.0%	49.5%	2.0%	98.2%
Dec	-	0.0%	49.5%	0.5%	98.8%
Jan	-	0.0%	49.5%	1.0%	99.8%
Feb	-	0.0%	49.5%	0.0%	99.8%
Mar	-	0.0%	49.5%	0.0%	99.8%
Apr	-	0.0%	49.5%	0.0%	99.8%
Total	1,360,736	49.5%		99.8%	
Extension	2,746,263				

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

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

Month Received by Village	FY06/07					FY07/08					FY08/09					FY09/10					FY10/11					Monthly Budget*	Monthly Budget Variance		YTD Budget Variance	
May	223,492	219,626	227,039	199,934	230,931	227,039	227,039	199,934	199,934	230,931	227,039	227,039	199,934	199,934	230,931	225,000	5,931	2.6%	5,931	2.6%	225,000	5,931	2.6%	5,931	2.6%					
Jun	222,303	243,546	225,651	238,645	231,267	225,651	225,651	238,645	238,645	231,267	225,651	225,651	238,645	238,645	231,267	240,000	(8,733)	(3.6%)	(2,802)	(0.6%)	240,000	(2,802)	(0.6%)	(2,802)	(0.6%)					
Jul	247,526	223,624	240,130	242,671	272,791	240,130	240,130	242,671	242,671	272,791	240,130	240,130	242,671	242,671	272,791	242,000	30,791	12.7%	27,989	4.0%	242,000	27,989	12.7%	27,989	4.0%					
Aug	245,798	259,975	246,141	251,180		246,141	246,141	251,180	251,180		246,141	246,141	251,180	251,180		248,000					248,000									
Sep	234,778	251,937	255,210	250,496		255,210	255,210	250,496	250,496		255,210	255,210	250,496	250,496		253,000					253,000									
Oct	228,002	240,209	249,699	234,060		249,699	249,699	234,060	234,060		249,699	249,699	234,060	234,060		239,000					239,000									
Nov	250,565	270,617	277,470	268,810		277,470	277,470	268,810	268,810		277,470	277,470	268,810	268,810		265,000					265,000									
Dec	221,387	249,109	242,329	243,398		242,329	242,329	243,398	243,398		242,329	242,329	243,398	243,398		245,000					245,000									
Jan	222,929	246,659	237,604	249,003		237,604	237,604	249,003	249,003		237,604	237,604	249,003	249,003		236,000					236,000									
Feb	252,740	238,984	270,094	245,921		270,094	270,094	245,921	245,921		270,094	270,094	245,921	245,921		250,000					250,000									
Mar	280,122	283,239	281,229	289,305		281,229	281,229	289,305	289,305		281,229	281,229	289,305	289,305		290,000					290,000									
Apr	250,552	267,848	257,380	272,753		257,380	257,380	272,753	272,753		257,380	257,380	272,753	272,753		267,000					267,000									
Total	2,880,194	2,995,373	3,009,976	2,986,176	734,989	3,009,976	3,009,976	2,986,176	2,986,176	734,989	3,009,976	3,009,976	2,986,176	2,986,176	734,989															

Budget	2,900,000	3,000,000	3,136,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
% of Budget	99%	100%	96%	99.5%	99.5%	99.5%	99.5%	99.5%	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					Monthly Budget*	Monthly Budget Variance		YTD Budget Variance	
																											\$	%	\$	%
May	300,200	353,307	411,166	328,839	266,823	328,839	328,839	328,839	328,839	328,839	328,839	328,839	328,839	328,839	328,839	328,839	328,839	328,839	328,839	328,839	328,839	328,839	328,839	328,839	328,839	307,000	(40,177)	(13.1%)	(40,177)	(13.1%)
Jun	214,514	225,351	219,791	175,582	142,274	175,582	175,582	175,582	175,582	175,582	175,582	175,582	175,582	175,582	175,582	175,582	175,582	175,582	175,582	175,582	175,582	175,582	175,582	175,582	175,582	185,000	(42,726)	(23.1%)	(82,903)	(16.9%)
Jul	203,511	223,133	243,312	191,171	199,951	191,171	191,171	191,171	191,171	191,171	191,171	191,171	191,171	191,171	191,171	191,171	191,171	191,171	191,171	191,171	191,171	191,171	191,171	191,171	191,171	193,000	6,951	3.6%	(75,952)	(11.1%)
Aug	126,311	133,935	141,873	130,133		130,133	130,133	130,133	130,133	130,133	130,133	130,133	130,133	130,133	130,133	130,133	130,133	130,133	130,133	130,133	130,133	130,133	130,133	130,133	130,133	120,000				
Sep	133,651	137,387	136,400	124,255		124,255	124,255	124,255	124,255	124,255	124,255	124,255	124,255	124,255	124,255	124,255	124,255	124,255	124,255	124,255	124,255	124,255	124,255	124,255	124,255	121,000				
Oct	228,600	234,067	242,598	191,473		191,473	191,473	191,473	191,473	191,473	191,473	191,473	191,473	191,473	191,473	191,473	191,473	191,473	191,473	191,473	191,473	191,473	191,473	191,473	191,473	202,000				
Nov	138,242	150,446	151,515	144,264		144,264	144,264	144,264	144,264	144,264	144,264	144,264	144,264	144,264	144,264	144,264	144,264	144,264	144,264	144,264	144,264	144,264	144,264	144,264	144,264	132,000				
Dec	135,568	137,102	118,018	113,400		113,400	113,400	113,400	113,400	113,400	113,400	113,400	113,400	113,400	113,400	113,400	113,400	113,400	113,400	113,400	113,400	113,400	113,400	113,400	113,400	115,000				
Jan	181,769	202,289	199,292	199,333		199,333	199,333	199,333	199,333	199,333	199,333	199,333	199,333	199,333	199,333	199,333	199,333	199,333	199,333	199,333	199,333	199,333	199,333	199,333	199,333	177,000				
Feb	252,099	298,927	250,579	211,259		211,259	211,259	211,259	211,259	211,259	211,259	211,259	211,259	211,259	211,259	211,259	211,259	211,259	211,259	211,259	211,259	211,259	211,259	211,259	211,259	227,000				
Mar	133,586	159,593	135,806	130,720		130,720	130,720	130,720	130,720	130,720	130,720	130,720	130,720	130,720	130,720	130,720	130,720	130,720	130,720	130,720	130,720	130,720	130,720	130,720	130,720	126,000				
Apr	227,518	230,351	209,659	203,935		203,935	203,935	203,935	203,935	203,935	203,935	203,935	203,935	203,935	203,935	203,935	203,935	203,935	203,935	203,935	203,935	203,935	203,935	203,935	203,935	195,000				
Total	2,275,569	2,485,888	2,460,009	2,144,364	609,048	2,144,364	2,100,000																							

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

July 2010

Senior Services

Senior Service Team helped 46 seniors with their Medicare claims and the corresponding paperwork through the SHIP program, attended a 2.25 hour Medicare training program, and spent 1.75 hours giving Medicare presentations to senior groups. We spent a total of 4 hours on our monthly social events (Bunco and Book Club). The team attended various Ride DuPage meetings for a total of 4.0 hours. Our team is Chair and Co-chair for two different meetings. We spent 2.5 hours verifying the Pace information for the transportation program. Our senior newsletter took 4.0 hours to compile and mail.

Personnel

- 438 contacts/responses broken down as follows:

- Benefits – 104
- Clerk - 206
- Other - 2
- Pay & Compensation Study – 4
- Payroll – 38
- Personnel - 46
- Risk Management - 37
- Vacancies – 1

- 28 Change of Status Forms broken down as follows:

- Adds – 2
- Changes – 22
- Terminations – 4

Special Projects:

- 10.25 hours doing Village Clerk research
- 13.25 hours working on the insurance renewal
- 1.25 hours doing Liquor License research
- 5.25 hours working on Personnel problems/issues
- 8.00 hours purging files
- 3.75 hours on researching law changes
- 4.00 protesting unemployment claims

Other Items:

- 2.00 hours on monthly reports
- 19.50 hours attending meetings

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

Updated August 2010

LONG TERM ROUTINE

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

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

Goal 2: Target areas for redevelopment

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

X - Represents Completed Item

August 2010

Goal 3: Increase transparency

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

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

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

Goal 5: Demonstrate a commitment to ethics

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Discuss and develop strategies to enhance public perceptions of commitment to ethics	President & Village Board	Public discussion at Village Board meeting.	Jan. 2009	t/b/d	Awaiting re-scheduling of matter for workshop discussion.
Codification of strategies regarding ethical expectations	President & Village Board	Adoption of a comprehensive ethics policy	Pending	t/b/d	

X - Represents Completed Item

August 2010

LONG TERM COMPLEX

Goal 6: Implement the Downtown Strategic Plan

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Develop an implementation plan for the Downtown Strategic Plan	Village Manager's Office	Develop complete list of tasks. Prioritize, schedule and assign tasks.	Nov. 2009	Sept 2010	Village Board priorities identified at workshop of June 14. Village Manager to prepare list of tasks, ownership, performance measures and completion targets for <i>Downtown Strategic Plan</i> elements.

Goal 7: Develop a marketing plan for aggressive economic development

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

Goal 8: Resolve long-term funding challenges

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

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

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

Goal 10: Improve gateways to Downtown Glen Ellyn

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

X - Represents Completed Item

August 2010

SHORT TERM ROUTINE

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

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

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

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

X - Represents Completed Item

August 2010

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

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
County review and approval	Police Chief	Submit draft plan to DuPage County for Office of Emergency Management review and approval.	Dec 2009	X	County Approval Received March 2010
Adoption of plan by Village	Village Board	Village Board ordinance/resolution officially adopting the plan	Pending	Aug 2010	
Conduct emergency plan training exercise	Police Chief	Conduct a multi-departmental training exercise to familiarize personnel with the emergency plan. Provide assessment for future training needs. Provide calendar of future exercises.	Pending	Late Summer 2010	County training regarding emergency operations to be conducted for elected officials and key personnel.

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

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

X - Represents Completed Item

August 2010

Goal 15: Monitor spending closely this year (FY 2009-10).

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

X - Represents Completed Item

August 2010

SHORT TERM COMPLEX

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

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

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

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

X - Represents Completed Item

August 2010

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

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

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

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

X - Represents Completed Item

August 2010

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

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

X - Represents Completed Item

August 2010