

**Village of Glen Ellyn**

**Management Team Monthly  
Report Packet**

**March 2010**

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

**BUDGET**

	MONTH		YTD		BUDGET		Variance	
	Last Year Mar	Current Year Mar	Last Year YTD	Current Year YTD	YTD Budget	YTD Actual	\$	%
<b>REVENUES</b>								
<b>TAXES</b>								
Property Tax	-	-	2,458,581	2,647,245	2,650,000	2,647,245	(2,755)	0%
Sales Tax	281,229	289,305	2,752,596	2,713,423	2,731,000	2,713,423	(17,577)	-1%
Home Rule Sales Tax	-	167,827	-	862,202	750,000	862,202	112,202	15%
State Income Tax	135,805	130,720	2,250,349	1,940,429	2,208,000	1,940,429	(267,571)	-12%
Other Taxes	48,939	45,687	874,484	821,708	865,100	821,708	(43,392)	-5%
<b>LICENSES &amp; PERMITS</b>								
Vehicle Licenses	97,314	135,800	209,961	252,117	175,000	252,117	77,117	44%
Business Registration	730	1,340	36,135	32,071	34,500	32,071	(2,429)	-7%
Liquor Licenses	-	540	116,742	119,753	115,000	119,753	4,753	4%
Building Permits	31,233	31,802	418,937	359,281	470,000	359,281	(110,719)	-24%
<b>CHARGES &amp; FEES</b>								
Ambulance Service Fees	-	54,094	-	384,029	500,000	384,029	(115,971)	-23%
Police Service Reimbursements	2,560	593	208,528	123,616	141,800	123,616	(18,184)	-13%
Accounting Fees - GWA/Library	20,583	20,258	226,413	222,838	222,200	222,838	638	0%
<b>OTHER</b>								
Police/Court Fines	45,882	53,109	450,105	412,898	467,500	412,898	(54,602)	-12%
Investment Income	1,997	1,842	117,736	20,471	11,000	20,471	9,471	86%
Miscellaneous Income	48,587	12,414	346,717	275,529	250,200	275,529	25,329	10%
Transfers from Other Funds	88,917	89,457	1,378,086	1,384,027	1,384,500	1,384,027	(473)	0%
<b>Revenue Totals</b>	<b>803,776</b>	<b>1,034,788</b>	<b>11,845,370</b>	<b>12,571,637</b>	<b>12,375,800</b>	<b>12,571,637</b>	<b>(404,163)</b>	<b>-3%</b>

**EXPENDITURES**

Village Board & Clerk	2,594	712	61,037	68,272	75,600	68,272	(7,328)	-10%
Village Manager's Office	70,074	69,525	685,036	821,596	803,780	821,596	17,816	2%
Facilities Maintenance	56,114	27,172	470,844	342,500	376,920	342,500	(34,420)	-9%
Finance	76,076	77,158	871,019	878,098	954,360	878,098	(76,262)	-8%
Planning & Development	76,988	82,338	922,061	919,445	1,066,080	919,445	(146,635)	-14%
General Services	12,363	-	3,341,771	-	-	-	-	0%
Police	381,928	385,115	5,898,751	5,911,396	6,080,360	5,911,396	(168,964)	-3%
Fire	35,003	91,263	573,452	1,215,467	1,240,600	1,215,467	(25,133)	-2%
Public Works - Admin & Eng.	62,146	65,360	715,482	668,809	698,890	668,809	(30,081)	-4%
Public Works - Operations	128,515	128,779	1,651,362	1,595,127	1,918,320	1,595,127	(323,193)	-17%
<b>Expenditure Totals</b>	<b>901,801</b>	<b>927,422</b>	<b>15,190,815</b>	<b>12,420,710</b>	<b>13,214,910</b>	<b>12,420,710</b>	<b>(794,200)</b>	<b>-6%</b>
<b>Net Increase / (Decrease)</b>	<b>(98,025)</b>	<b>107,366</b>	<b>(3,345,445)</b>	<b>150,927</b>	<b>(239,110)</b>	<b>150,927</b>	<b>390,037</b>	

\* \$3,000,000 reserve transfer to Capital Projects Fund completed in December 2008.

**Village of Glen Ellyn**  
**Fiscal Year 2009/10 General Fund Budget**  
**Cumulative Budget Variances**

<b>REVENUES</b>							
	Monthly Budget	Monthly Actual	Monthly Budget Variance	Cumulative Budget	Cumulative Actual	Cumulative Budget Variance	Positive (Negative) Variance
May	1,000,300	961,067	(39,233)	1,000,300	961,067	(39,233)	-4%
June	2,294,300	2,174,891	(119,409)	3,294,600	3,135,958	(158,642)	-5%
July	991,300	928,276	(63,024)	4,285,900	4,064,234	(221,666)	-5%
August	815,800	683,719	(132,081)	5,101,700	4,747,953	(353,747)	-7%
September	2,124,800	2,086,342	(38,458)	7,226,500	6,834,295	(392,205)	-5%
October	1,043,800	981,402	(62,398)	8,270,300	7,815,697	(454,603)	-5%
November	1,001,300	933,523	(67,777)	9,271,600	8,749,220	(522,380)	-6%
December	951,300	998,545	47,245	10,222,900	9,747,765	(475,135)	-5%
January	863,300	930,781	67,481	11,086,200	10,678,546	(407,654)	-4%
February	925,300	858,303	(66,997)	12,011,500	11,536,849	(474,651)	-4%
March	964,300	1,034,788	70,488	12,975,800	12,571,637	(404,163)	-3%
April	1,149,200	-	-	14,125,000	12,571,637	-	-
	14,125,000	12,571,637	(404,163)				

<b>EXPENDITURES</b>							
	Monthly Budget	Monthly Actual	Monthly Budget Variance	Cumulative Budget	Cumulative Actual	Cumulative Budget Variance	Positive (Negative) Variance
May	1,158,750	934,656	224,094	1,158,750	934,656	224,094	19%
June	1,417,830	1,456,855	(39,025)	2,576,580	2,391,511	185,069	7%
July	1,336,870	1,369,612	(32,742)	3,913,450	3,761,123	152,327	4%
August	1,153,750	1,020,277	133,473	5,067,200	4,781,400	285,800	6%
September	1,467,830	1,334,996	132,834	6,535,030	6,116,396	418,634	6%
October	1,049,830	988,441	61,389	7,584,860	7,104,837	480,023	6%
November	1,136,950	1,004,816	132,134	8,721,810	8,109,653	612,157	7%
December	1,308,370	1,252,046	56,324	10,030,180	9,361,699	668,481	7%
January	1,039,830	1,155,184	(115,354)	11,070,010	10,516,883	553,127	5%
February	1,133,570	976,405	157,165	12,203,580	11,493,288	710,292	6%
March	1,011,330	927,422	83,908	13,214,910	12,420,710	794,200	6%
April	1,039,864	-	-	14,254,774	12,420,710	-	-
	14,254,774	12,420,710	794,200				

<b>NET INCOME / (LOSS)</b>					
	Monthly Net Income (Loss)	Monthly Budget Variance Pos. / (Neg)		Cumulative Net Income (Loss)	Cumulative Budget Variance Pos. / (Neg)
May	26,411	184,861		26,411	184,861
June	718,036	(158,434)		744,447	26,427
July	(441,336)	(95,766)		303,111	(69,339)
August	(336,558)	1,392		(33,447)	(67,947)
September	751,346	94,376		717,899	26,429
October	(7,039)	(1,009)		710,860	25,420
November	(71,293)	64,357		639,567	89,777
December	(253,501)	103,569		386,066	193,346
January	(224,403)	(47,873)		161,663	145,473
February	(118,102)	90,168		43,561	235,641
March	107,366	154,396		150,927	390,037
April					
	150,927	390,037			

Village of Glen Ellyn  
 General Fund Property Tax Collections  
 For the Month Ended February 28, 2010

	<b>FY09/10</b>		3 Yr. Avg. %	
	Total Collections	% of Extension	Month	YTD
May	16	0.0%	0.0%	0.0%
Jun	1,215,144	45.8%	46.8%	46.8%
Jul	95,771	3.6%	1.6%	48.4%
Aug	32,841	1.2%	1.1%	49.5%
Sep	1,100,903	41.5%	42.5%	92.1%
Oct	108,827	4.1%	2.4%	94.5%
Nov	49,935	1.9%	1.9%	96.4%
Dec	18,865	0.7%	0.5%	96.9%
Jan	24,943	0.9%	0.9%	97.8%
Feb	-	0.0%	0.0%	97.8%
Mar	-	0.0%	0.0%	97.8%
Apr	-	0.0%	0.0%	97.8%
<b>Total</b>	<b>2,647,245</b>	<b>99.8%</b>	<b>97.8%</b>	
<b>Extension</b>	<b>2,651,419</b>			

	Last 3 Years of Collections			3 Year Average
	FY08/09	FY07/08	FY06/07	
May	-	-	-	-
Jun	1,144,074	1,131,620	1,081,809	1,119,168
Jul	62,807	33,049	19,356	38,404
Aug	29,972	20,843	28,528	26,448
Sep	1,013,076	1,051,413	986,482	1,016,990
Oct	114,606	31,552	26,539	57,566
Nov	51,901	50,408	36,620	46,310
Dec	12,749	9,416	12,857	11,674
Jan	29,396	20,747	16,527	22,223
Feb	-	-	-	-
Mar	-	-	-	-
Apr	-	4	-	1
<b>Total</b>	<b>2,458,581</b>	<b>2,349,052</b>	<b>2,208,718</b>	<b>2,338,784</b>
<b>Extension</b>	<b>2,465,305</b>	<b>2,353,101</b>	<b>2,353,102</b>	<b>2,390,503</b>

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

Month Received by Village	FY05/06	FY06/07	FY07/08	FY08/09	FY09/10	% Change From FY08/09 Incr/(Decr)	Monthly Budget*	Monthly Budget Variance		YTD Budget Variance	
								\$	%	\$	%
May	237,117	223,492	219,626	227,039	199,934	(11.9%)	229,000	(29,066)	(12.7%)	(29,066)	(12.7%)
Jun	254,043	222,303	243,546	225,651	238,645	5.8%	240,000	(1,355)	(0.6%)	(30,421)	(6.5%)
Jul	237,826	247,526	223,624	240,130	242,671	1.1%	242,000	671	0.3%	(29,750)	(4.2%)
Aug	219,122	245,798	259,975	246,141	251,180	2.0%	246,000	5,180	2.1%	(24,570)	(2.6%)
Sep	255,413	234,778	251,937	255,210	250,496	(1.8%)	253,000	(2,504)	(1.0%)	(27,074)	(2.2%)
Oct	225,688	228,002	240,209	249,699	234,060	(6.3%)	240,000	(5,940)	(2.5%)	(33,014)	(2.3%)
Nov	238,140	250,565	270,617	277,470	268,810	(3.1%)	261,000	7,810	3.0%	(25,204)	(1.5%)
Dec	249,229	221,387	249,109	242,329	243,398	0.4%	248,000	(4,602)	(1.9%)	(29,806)	(1.5%)
Jan	205,120	222,929	246,659	237,604	249,003	4.8%	232,000	17,003	7.3%	(12,803)	(0.6%)
Feb	223,168	252,740	238,984	270,094	245,921	(8.9%)	252,000	(6,079)	(2.4%)	(18,882)	(0.8%)
Mar	298,263	280,122	283,239	281,229	289,305	2.9%	288,000	1,305	0.5%	(17,577)	(0.6%)
Apr	272,110	250,552	267,848	257,380	-	(100.0%)	269,000			(17,577)	
<b>Total</b>	<b>2,915,239</b>	<b>2,880,194</b>	<b>2,995,373</b>	<b>3,009,976</b>	<b>2,713,423</b>						

Budget 2,925,000 2,900,000 3,000,000 3,136,000 3,000,000 3,000,000

% of Budget 100% 99% 100% 96% 90%

% Increase/ (Decrease) from Prior Year 2.9% (1.2%) 4.0% 0.5%

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

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

Month Received by Village	FY05/06	FY06/07	FY07/08	FY08/09	FY09/10	% Change From FY08/09 Incr/(Decr)	Monthly Budget*	Monthly Budget Variance		YTD Budget Variance	
								\$	%	\$	%
May	274,837	300,200	353,307	411,166	328,839	(20.0%)	343,000	(14,161)	(4.1%)	(14,161)	(4.1%)
Jun	170,637	214,514	225,351	219,791	175,582	(20.1%)	209,000	(33,418)	(16.0%)	(47,579)	(8.6%)
Jul	190,719	203,511	223,133	243,312	191,171	(21.4%)	224,000	(32,829)	(14.7%)	(80,408)	(10.4%)
Aug	118,897	126,311	133,935	141,873	130,133	(8.3%)	138,000	(7,867)	(5.7%)	(88,275)	(9.7%)
Sep	125,576	133,651	137,387	136,400	124,255	(8.9%)	144,000	(19,745)	(13.7%)	(108,020)	(10.2%)
Oct	201,133	228,600	234,067	242,598	191,473	(21.1%)	237,000	(45,527)	(19.2%)	(153,547)	(11.9%)
Nov	131,787	138,242	150,446	151,515	144,264	(4.8%)	152,000	(7,736)	(5.1%)	(161,283)	(11.1%)
Dec	119,468	135,568	137,102	118,018	113,400	(3.9%)	138,000	(24,600)	(17.8%)	(185,883)	(11.7%)
Jan	180,245	181,769	202,289	199,292	199,333	0.0%	204,000	(4,667)	(2.3%)	(190,550)	(10.7%)
Feb	222,181	252,099	298,927	250,579	211,259	(15.7%)	269,000	(57,741)	(21.5%)	(248,291)	(12.1%)
Mar	125,763	133,586	159,593	135,806	130,720	(3.7%)	150,000	(19,280)	(12.9%)	(267,571)	(12.1%)
Apr	201,808	227,518	230,351	209,659	-	(100.0%)	232,000			(267,571)	
<b>Total</b>	<b>2,063,051</b>	<b>2,275,569</b>	<b>2,485,888</b>	<b>2,460,009</b>	<b>1,940,429</b>						
Budget	1,850,000	2,140,000	2,349,000	2,503,000	2,440,000		2,440,000				
% of Budget	112%	106%	106%	98%	80%						
% Increase/ (Decrease) from Prior Year	12.9%	10.3%	9.2%	(1.0%)							

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



# Month in Review

MARCH 2010

## Changes to Appearance Reviews

To help facilitate a more efficient finalization of building permits, the Planning and Development Department has created a “hand-off sheet” which will help identify all the important ordinance conditions that must be met prior to the issuance of a final certificate of occupancy. This sheet will be kept on file for all projects and will show whether or not the requisite ordinance conditions for that project have been met.

Additionally, plans will be stamped with a statement that no changes to the landscaping and architectural elevation plans can occur without permission from the Planning and Development Director. This will be imprinted on all elevation and landscaping plan sheets and will help ensure that alterations do not occur in the field without prior Village approval.

Finally, an architectural and landscaping inspection will be conducted prior to the issuance of a temporary certificate of occupancy rather than before the issuance of a final certificate of occupancy. These changes will help ensure that projects are constructed in conformance with the approved plans.

## Contractor Registration Update

The contractor Registration Requirement became effective on March 15th. All permit applicants that come to the service counter or call for information are advised of the new requirement. An information packet is available at the service counter that includes a notification letter previously mailed to our local contractors and builders, an application and instruction form, a reference chart that identifies required submittals, and the adopted Ordinance. In addition, this contractor registration information has been added to the Village website.

From March 15th to the 31st a total of 59 contractor registration applications were received and 59 were approved. The early response from contractors has been reasonable considering they are familiar with similar requirements in other communities. We look forward to an increase in the application rate as seasonal construction work starts.

## Home Fire Sprinkler Cost Assessment

In 2001 the Village approved Ordinance 5017 which mandated that all new one- and two- family dwellings install and maintain a National Fire Protection Association (NFPA) approved fire protection sprinkler system through the structure. During the approval process for this Ordinance there were concerns that adhering to this requirement would significantly increase the cost of the construction. However, a recent study has shown that the average cost to install a sprinkler system would be \$6,440 for a typical new 4,000 square foot home valued at \$800,000.

## Cross Training

In an effort to increase the team’s knowledge and provide better customer service, the plans examiner has been going on inspections and the building inspectors are conducting plan reviews for accessory structures. This cross training benefits not only the Planning and Development Department, but the Village as a whole by increasing expertise and knowledge to help create a knowledgeable rounded staff.

## Inspector Brian Pohlis Obtains Certification

In order to ensure Planning and Development is providing the highest quality inspection services, minimum certifications were recently identified for inspectors. Congratulations go out to Inspector Brian Pohlis who recently obtained his Residential Mechanical Inspector certification. Attached is a summary list of what certifications each inspector holds, what certifications are required, and what additional certifications may be useful for each position.

### P&D COURT CASES FOR MARCH:

- *Property littered with rubbish and junk. Case continued until April 6, 2010.*
- *Failure to complete construction project at 616 Park within 18 months. Case continued until May 4, 2010.*



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



	March 2010	2010 YTD	2009 Actual
<b>Total Building Permits Issued</b>	<b>66</b>	<b>128</b>	<b>879</b>
New Single Family dwelling	1	2	7
New Multi-family dwelling	0	0	0
New Commercial building	0	0	1
Additions and Alterations Single-family	15	19	149
Additions and Alterations Multi-family	0	0	0
Additions and Alterations Commercial	4	9	40
Demolitions	0	0	16
Accessory Structure/Miscellaneous	46	98	682
<b>Total Estimated Construction Value (millions)</b>	<b>\$1.58</b>	<b>\$3.15</b>	<b>\$21.34</b>
<b>Certificates of Occupancy (TCO &amp; CO)</b>	<b>0-TCO;2-CO</b>	<b>3-TCO;3-CO</b>	<b>24-TCO; 22-CO</b>
<b>Stormwater Permits Issued</b>	<b>0</b>	<b>1</b>	<b>9</b>
<b>Demolition Permit Applications</b>	<b>2</b>	<b>2</b>	<b>11</b>
<b>Sign Permits Issued</b>	<b>3</b>	<b>8</b>	<b>26</b>
<b>Banner Sign Permits Issued</b>	<b>3</b>	<b>8</b>	<b>21</b>
<b>Total Inspections Conducted</b>	<b>222</b>	<b>709</b>	<b>4876</b>
Building Inspections	136	422	2451
Exterior Appearance/Ordinance Inspections	1	5	12
Elevator Inspections	1	11	107
Fire Inspections	7	35	387
Grading/Stormwater Inspections	16	25	163
Landscape Inspections	0	1	13
Property Maintenance Inspections	47	156	984
Site Inspections	14	54	759
<b>Total Development Applications Acted On</b>	<b>2</b>	<b>5</b>	<b>38</b>
Exterior Appearance	0	1	3
Planned Unit Development	0	0	2
Sign Variation	0	1	4
Special Use Permit	1	2	7
Stormwater Variation	0	0	2
Subdivision	0	0	2
Zoning Map Amendment	0	0	1
Zoning Text Amendment	0	0	1
Zoning Variation	1	1	16
<b>Misc. Ordinances/Resolutions Acted On</b>	<b>2</b>	<b>4</b>	<b>25</b>
<b>Annexations Approved</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Annexation Agreements Approved</b>	<b>0</b>	<b>31</b>	<b>4</b>
<b>Recapture Agreements Approved</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Right-of-Way Vacations</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Violation Letters Issued (prior to citation)</b>	<b>17</b>	<b>108</b>	<b>360</b>
<b>Citations Issued</b>	<b>0</b>	<b>2</b>	<b>14</b>
<b>Pre-Existing SU Administrative Approval Request</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>Consolidations, 2-Lot Subdivs &amp; Land Transfers</b>	<b>0</b>	<b>0</b>	<b>5</b>
<b>Village Code Waiver for Special Event</b>	<b>0</b>	<b>0</b>	<b>5</b>
<b>License Agreements Approved</b>	<b>3</b>	<b>3</b>	<b>8</b>
<b>Administrative Approval - Promotional Event</b>	<b>0</b>	<b>0</b>	<b>2</b>





**PLANNING AND DEVELOPMENT DEPARTMENT  
DEVELOPMENT CASE, ANNEXATION AND SPECIAL PROJECT STATUS  
AS OF MARCH 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	Pending	NA	NA	Pending	Awaiting submission.
767 Chidester Avenue	Special Use Permits, Zoning Variations, ZMA, Minor Subdivision, etc. to allow construction of 2 single family homes. Home proposed on rear lot is in floodplain/wetlands and zoned CR.	NA	Public hearings 7/13/2006, 8/10/2006 and 4/12/2007, 10-0 recommendation to deny.	NA	5/21/2007 Work-shop, 7/11/2007 Executive Session, 8/10/2007 Executive Session, 8/27/2007 Executive Session.	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	Awaiting submission.
488 Crescent Avenue	Special Use for Personal Training Facility	NA	Pending	NA	Pending	Awaiting submission.
350 Duane Street	Special Use for Outdoor Storage	NA	NA	NA	NA	<b>Letter received March 22 withdrawing request and indicating that all existing outdoor storage will be removed.</b>
578A Duane Street, DuPage Neurology & Wellness Center	Sign Variation	Est. 2/10/2010	NA	NA	Pending	Partial application received 12/11/2009. Awaiting Resubmittal.
349 Fairview Avenue	Zoning Variation to allow a second floor addition that exceeds the maximum permitted lot coverage ratio	NA	NA	Public hearing 4/27/2010	Pending	Application submittal complete.
90 N. Finely - Nicor	Special Use Permits, Text Amendment and Exterior Appearance for expansion of facility	Pending	Pending	NA	Pending	Met with on 12/16/2009, Applications and submittals list sent on 12/12/2009. Awaiting application.
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.
30 S. Lambert - Public Works	Special Use and Zoning Variation for SCADA Tower	NA	Public hearing 02/11/2010, recommended approval 8-0	NA	3/8/2010	Approved by Village Board on 3/8/2010.
393 N. Main Street- St. Mark's Episcopal Church	Special Use and Zoning Variation for Nursery School	NA	5/13/10	NA	Est. 6/14/2010	Complete application received. Requested to be on 5/13/2010 Plan Commission agenda.
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.

734 Main Street	Zoning variation to allow a screen room addition that exceeds the lot coverage ratio	NA	NA	Public hearing 3/23/10 recommended approval 5-1	4/19/2010 workshop 4/26/2010 meeting	Awaiting submission. At that time, determination will be made about what approvals are necessary.
Memorial Park	Enhancements to Fields	NA	?	NA	?	Awaiting Submission
Newton Avenue Water Tower	Special Use for DuCom Antenna	NA	Pending	NA	Pending	Submittals list and applications sent to petitioner 1/26/2009. Waiting for submittal.
1N181 Park Boulevard	Annexation, Zoning, Map Amendment, Zoning Text Amendment, Special Use and Right-of-Way vacations for Construction Company.	NA	Pending	NA	Pending	Awaiting submission of formal application.
475 Pennsylvania Avenue, Barone's	Exterior Appearance and Sign Variations	Pre-application meeting 3/24/2010	NA	NA	Pending	Awaiting application.
577 Pennsylvania Avenue, Advance Cosmetics	Sign Variation	Pending	NA	NA	Pending	Applications and submission list sent on July 30, 2009, awaiting submission.
369 Roosevelt Road - Grandma Sally's	Exterior remodel and possible enclosure of outdoor seating area.	Pending	?	NA	Pending	Resubmitted 2/11/2010, sign variation application still missing. Revised application packet including sign variation application submitted in March.
479-483 Roosevelt Road	Exterior remodel and Sign Variations	4/14/2010	NA	NA	Pending	Awaiting Submission
610 Roosevelt Road - Arvatis Pizza	Sign Variation	Pending	NA	NA	Pending	Awaiting submission. The planning and police department teams met with a representative for the petitioner on January 19 to discuss the exterior appearance and sign variation process and encourage the owner to relocate the Park Boulevard access drive due to traffic safety issues. The owner has since verbally agreed to move the Park Boulevard access drive further south.
631 Roosevelt Road - Shell/Circle K	Exterior Appearance and Sign Variations associated with rebranding of the site to recognize Circle K as the new owner of the convenience store.	Pending	NA	NA	Pending	Awaiting Submission.
696 Roosevelt Road, Advance Auto Parts	Exterior Appearance and Sign Variations	Pending	NA	NA	Pending	Submission checklist sent on 3/29/2010, awaiting submission
688 Roosevelt Road, Trader Joes	Special Use Permit for Outdoor Sales and Storage	NA	Pending	NA	Pending	Awaiting Submission.
690 Roosevelt Road - La Playa Cantina	Special Use for Live Entertainment	NA	Pending	NA	Pending	Recommendation tabled at 2/10/2010 ARC meeting pending additional research by the applicant. In March CDH indicated that they will bring the building into conformance with the approved exterior appearance.
885 Roosevelt Road, Central DuPage Hospital	Revised exterior appearance approval	3/10/2010	NA	NA	NA	
573 Summerdale Avenue	Zoning variation to allow reconstruction in front and side yard setbacks	NA	NA	Public hearing 3/9/10 recommended approval 4-1	4/12/2010 workshop and meeting	
342 Taylor Avenue	Zoning variation to allow residential addition in front and side yard setbacks	NA	NA	Public hearing 3/9/10 recommended approval 4-1	4/12/2010 workshop and meeting	

Wahlgren Court	Subdivision approval for 16-unit workforce housing (CHAD) project in unincorporated DuPage County	NA	Pre-application 7/26/2007	NA	Pending	NA	Pending	Awaiting submission of formal application. Have received preliminary County approvals. However, stormwater issues at County have caused the delay in submitting an application to the Village. Heard petitioner now looking to sell property and/or project. Met with CHAD and County Representative on July 30. Expect submission in near future. Property is for sale.	
503 Duane Street	Sign Variation	Pending	NA	NA	Pending	NA	Pending	Awaiting application. Application and submission list sent on 8/17/2009.	
487 Pennsylvania Avenue	Special Use for Insurance Agency	NA	Pending	NA	Pending	NA	Pending	Submittals list sent 9/23/09, awaiting application	
<b>ANNEXATIONS</b>									
22W500 Ahlstrand	Annexation	NA	NA	NA	Pending	NA	Pending	Part of AEE Subdivision, received partial application, fees and escrow. Plat has been revised. The renters are putting the material together, but we still need the owner's signature on a number of documents. A pending divorce between the owners has put the application on hold.	
Glen Oak Country Club	Annexation w/Jan Agreement for a strip of Country Club Property adjacent to Hill Avenue.	NA	NA	NA	Pending	NA	Pending	Agreement under negotiation. Plat has been prepared.	
Expired Annexation Agreements	Renewal of numerous expired annexation agreements in the Village	NA	NA	NA	Pending	NA	Pending	Planning team pursuing the renewal of numerous expired annexation agreements for properties in unincorporated Glen Ellyn that are connected to Village utilities. Initial efforts to focus on 90 plus expired agreements southeast of the Village limits in the area of Dorschester Court, Brook Court, Marston Avenue and Glencrest Drive.	
<b>Hill Avenue Annexation</b>	<b>Annexation agreement with Elliot Property located east of the Glen Oak Country Club and the industrial property across the street</b>	NA	NA	NA	Pending	NA	Pending	<b>Met with Mr. Elliot on March 17, 2010 to discuss possible terms of annexation agreement particularly related to the possible closure of the Hill Avenue bridge.</b>	
NEC of Five Corners	Annexation and Annexation Agreements for Properties in 4-block area northeast of 5-corners.	NA	NA	NA	Pending	NA	Pending	Received 7 annexation petitions and interest from 9 other property owners. Decided on R2 zoning based on neighborhood input at previous Plan Commission meeting.	
NWC Five Corners	Annexation of neighborhood north of St. Charles, south of the Great Western Trail, west of Evergreen and east of Mildred.	NA	NA	NA	Pending	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	Public hearing 1/25/2010	NA	Public hearing 1/25/2010	Annexation agreements for 29 of 32 properties approved at January 25, 2010 meeting. The planning team is following up on the remaining agreements	
Sunnybrook Estates	Annexation of Sunnybrook Estates Subdivision.	NA	NA	NA	Pending	NA	Pending	Need to evaluate several potential annexation routes and select one to pursue.	
Swift Road	Annexation of Properties Contiguous to Glen Ellyn with Annexation Agreements.	NA	NA	NA	Pending	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. Village Board discussed in executive session in October and November. Letters mailed on 12/3/2009 informing owners that payment must be received or payment arrangement entered into.
Annual Zoning Map Update	Approved by Village Board at 3/22/2010 meeting
Brochure - Starting a Business in Glen Ellyn	Second draft complete. Third draft in progress.
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. Schedule for review, amendment and approval prepared.
College of DuPage	Repeal of IGA by COD discussed by Village Board in Executive Session on July 13. Staff then prepared list of priorities issues to be used as framework for meeting with COD that Village Board discussed in executive session in December 2009. Village President and management met with COD in February to discuss. An updated surrounding community survey was completed in March and COD met with Village staff in March to share a courtesy copy of their plans for landscaping and signage changes on the campus.
Contractors' Registration	Approved by Village Board at 3/8/2010 meeting. Registration in effect beginning 3/15/2010.
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. The committee is scheduled to meet for the last time on April 20 after which a recommendation will be 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, Cleanwire 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.
Life Safety Code	Evaluate the existing code and identify new building and fire codes that address the needs of the Village and prepare a schedule for Board review, amendment, approval and adoption in 2010
Municipal Elevator Program	The Illinois Elevator Safety Program Agreement between the Village of Glen Ellyn and the Office of the State Fire Marshall was executed on October 7, 2009. All approvals have been obtained and the Village has implemented the program.
Sign Code Update	ARC discussed potential amendments at June 3 meeting. Surrounding community survey complete. Second draft of Code complete and undergoing internal review.
Utility Connection Letters - Lambert Farms	Letters sent to properties in Lambert Farms and one property on Crescent Boulevard which were required to connect to Village water by July 1 based on terms of annexation agreements. Two properties in Lambert Farms that were involuntarily annexed each owe the Village more than \$15,000 (including permit fees). A total of 8 of the 10 properties that letters were sent to have applied for permits to connect to water and have paid a total of \$26,400 to the Village in connection fees (plus \$2,800 in permit fees). The Village has or is in the process of entering into payment agreements for the two properties that were involuntarily annexed.





# GLEN ELLYN POLICE DEPARTMENT

## MONTHLY REPORT - March 2010

### PATROL

#### *Calls for Service*

Glen Ellyn Police handled 3893 calls for service during the month of March. 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.

	Mar 10	Mar 09	10 YTD	09 YTD
<b>Calls for service</b>	3893	4166	10,808	11,392

#### *Traffic*

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

	Mar 10	Mar 09	10 YTD	09 YTD
<b>Traffic Citations Issued</b>	387	500	1150	1375
<b>Traffic Warnings Issued</b>	457	415	1183	1123
<b>Traffic Crash Reports</b>	48	44	166	221
<b>DUI</b>	11	10	31	30

### INVESTIGATIONS

There were 48 cases assigned to Detectives in the Investigations Division during the month of March. The following case dispositions were developed during the reporting month:

Felony Arrests	Misdemeanor Arrests	Ordinance Tickets	Juvenile Dispositions
7	8	3	21

The following is a sampling of the cases managed by the investigation division:

#### *Bomb Threats*

On March 4<sup>th</sup> Glen Ellyn Police Officers responded to Glenbard West High School in response to a bomb threat on the school grounds. On the following day, officers were dispatched to the office complex at 799 Roosevelt to investigate another bomb threat. The DuPage County Bomb Squad's Canine Unit was called to assist with the initial assessment at both locations. There was no evidence of any explosive material at either location. In both instances, an unidentified person made a bomb threat, and there is no reason to believe these calls are linked to each other. These cases remain under investigation.

#### *Identity Theft/Unlawful Use of Credit Card*

Detectives pursued leads in six new cases this month where victims have reported the unlawful use of their credit or debit cards. The following briefly describes these incidents:

- A victim whose credit card stolen was stolen in Lombard reported subsequent fraudulent use in Glen Ellyn. This case is currently under investigation.
- On March 8, a Glen Ellyn resident reported her credit card was unlawfully used in various retail establishments throughout DuPage County. This case is currently under investigation.
- On March 19, a Chicago resident reported her debit card was compromised and used in various businesses in Glen Ellyn and DuPage County. This case is currently under investigation.
- On March 20, a Glen Ellyn resident had their identity and credit card used to make purchases on line at the store on Michigan Avenue in Chicago. This case was referred to the proper jurisdiction.
- On March 21, a Glen Ellyn resident had his identity and credit card used to make purchases on line at a camera store in California. This case was referred to the proper jurisdiction.
- On March 26, a Glen Ellyn resident had their identity and credit card used to make purchases on line at a business located in Utah. This case was referred to the proper jurisdiction.

#### *Criminal Damage to Property*

On March 26, six storefront windows at 428 and 430 Roosevelt were destroyed by unknown offenders during the overnight hours. Offenders returned on March 30<sup>th</sup> after the repairs were completed, again destroying the windows. Damages are estimated in excess of \$5,000. This case is currently under investigation.

#### *Burglary*

On March 25, a burglary was reported at the First Congregational Church. Unknown offender(s) entered the church during the previous night. This case is currently under investigation.

#### ***Cases closed through Investigations in March 2010***

##### *Assist to another Police Department*

On March 26, public works employees received a call of a possible appliance being dumped in Lake Ellyn. The "appliance" was in fact an ATM machine that had been reported stolen from the Hanover Park train depot hours earlier. The machine, which had been emptied of its contents, was recovered and turned over to Hanover Park Police Investigators.

##### *Aggravated Criminal Sexual Abuse*

On March 11, the Glen Ellyn Police and the DuPage County Children's Center initiated an investigation into an allegation of Criminal Sexual Abuse. This case involved a 15 year-old victim and a 41 year-old family acquaintance. The suspect was interviewed and affirmed the allegations. Upon the completion of the investigation, a complaint was brought forth charging the acquaintance with Aggravated Criminal Sexual Abuse and Indecent Solicitation of a Child. He has since been arrested and is currently in custody at DuPage County Jail with bail set at \$100,000.

##### *Residential Burglary*

On March 9, a resident reported an unauthorized entry into their residence and the theft of jewelry. A similar incident had been investigated at her residence in October 2009. A suspect in that case was questioned but not charged. As this investigation progressed, detectives determined to interview him again about the present case. The suspect, along with his girlfriend, admitted to entering the residence by using a keyless entry code provided by another family member. Both were charged with Theft and Criminal Trespass to Residence.

##### *Deceptive Practices*

In November 2009, a victim from Saskatoon, Canada reported being defrauded by a Glen Ellyn resident following the private sale of an automobile. In this incident, the victim wired \$43,000 to the suspect as payment for a 2007 Chevrolet Corvette. The suspect failed to ship the vehicle to the victim. When the victim attempted to secure either the vehicle or his money, the suspect claimed his company was now bankrupt. An investigation into the transaction determined that the suspect had not filed for bankruptcy, and in fact had sold the vehicle to an out of state buyer. The suspect was indicted on five counts of Felony Theft over \$10,000.

**Burglary to Motor Vehicle/Criminal Trespass**

On March 19<sup>th</sup>, multiple residents living at 1188 Royal Glen reported an unknown subject was seen entering vehicles in the parking lot and garage over the course of several days. Later, our investigators learned of a suspect that was arrested in Wooddale in a case with similar circumstances. The arrestee was interviewed and he admitted to entering several vehicles at the Royal Glen property and taking small amounts of change and other items of little or no value. The subject was charged with three counts of Criminal Trespass to Motor Vehicle.

**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*	Mar 10	Mar 09	10 YTD	09YTD
Homicide	0	0	0	0
Criminal Sexual Assault	0	0	0	1
Robbery	0	0	0	1
Battery	8	12	18	34
Burglary	3	3	15	6
Theft/Deception	30	35	91	87
Motor Vehicle Theft	0	2	1	4
Arson	0	1	0	1
Criminal Damage or Trespass	23	20	49	41
Deadly Weapons	0	1	0	2
Sex Offenses	1	2	3	2
Offenses Involving Children	2	0	11	6
Drug Offenses	12	7	24	20
Liquor Control Act	4	4	6	6
Disorderly Conduct	19	19	41	38
Other Criminal Offenses	27	47	91	127
Crisis Intervention	41	47	103	119
Death/Suicide Investigations	6	4	13	10
Missing Persons	1	4	3	8
Miscellaneous Services	82	62	162	171
Medical Assists	104	102	270	266

*\*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.*

## 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.

DARE instruction in March continued at Lincoln, St. James and St. Petronille Schools with weekly lessons and presentations by DARE Role Models. Officer Staples also began instructing the students at Parkview a program new to the district (and Glen Ellyn) called "Too Good for Drugs". As the name implies, this is an alternative prevention program for drugs and violence.

Officer Staples also hosted a Senior Police Academy (SPA) Alumni Club meeting at the Meadows. Those in attendance were treated to a presentation by Patrick Deignan from the Citizen's Utility Board (CUB) who discussed ways for seniors to reduce their phone and utility costs.

On March 23, Officers **Andrew Downey** and **Allan Villegas** traveled to the Police Training Institute (PTI) in Champaign to meet with the current recruit class. The invitation to attend is part of PTI's *Cop to Cop* seminar which brings recent PTI grads back to the academy to discuss their experiences as new officers. Officer Villegas graduated from PTI about 18 months ago, having earned the Warren Award for outstanding recruit. He spoke about a recent successful encounter he had with an armed and emotionally disturbed person (EDP). Officer Downey traveled with Villegas and spoke as a veteran field training officer, giving insight as to what the recruits could expect when they returned home to their agencies.

**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.

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## 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
3/4	All Sworn	Range	1	Monthly Firearms training
3/5	Baki, Cusack	ILEAS WMD/SRT	8	Bi-weekly drills
3/9	Berger, Wilkens	SFST Refresher	8	Standardized Field Sobriety testing update
3/11	Baki, Cusack, Holstead	DCSO Special Ops	8	Team Training
3/16	Acton, Holmer	Managing Under Stress	4	Managing Investigations and Patrol Ops
3/19	Baki, Cusack	ILEAS WMD/SRT	8	Bi-weekly drills
3/19	King	Communication and Leadership	4	Affirm and enhance communications with others
3/19	Acton, Vavra	FTO/Recruit Update	8	Annual review of PTI curriculum
3/24	All Sworn	Range	1	Monthly Firearms training
3/25	Cusack, Holstead	DCSO Special Ops	8	Team Training
3/25	Acton, Webber	LE Role in Holocaust: Identifying Hate Groups	6	TLOC quarterly at Holocaust Museum

# VILLAGE OF GLEN ELLYN PUBLIC WORKS DEPARTMENT MONTHLY REPORT

## March 2010

### ADMINISTRATION

It has been a year since the front office team was reduced by 40%. The new phone system that was implemented after the reduction is working well. Callers can now choose to be connected directly to their party without waiting to be transferred. Pressure on employees answering phones has decreased as only two calls can come in at the same time instead of five; if both phone lines are busy, the caller has the option of waiting for an available line or leaving a message. Approximately 949 phone calls were received in March.

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:

- 10 tree preservation plans and parkway tree permit applications
- 1 plan re-submittals
- 6 tree fence and root pruning inspections
- 8 refunds of deposit

64 parkway trees were scheduled for removal - letters were prepared and mailed to residents informing them of the pending removals. In addition, 91 tree removals and 23 stumps were completed. The pending and completed removals and completed stump grinding was entered into CartêGraph and Excel spreadsheets.

A certified trainer and manager of a fitness center gave PW employees a one-hour training session in exercise techniques and nutrition. The trainer remained afterwards to answer individual questions. The new exercise room was set up in an area of the moveable storage room at the Reno Center and was used over 25 times by employees during the month. PW wants to provide employees every opportunity to achieve and maintain a healthy lifestyle.

### ENGINEERING

#### Projects in Construction Phase

#### BRYANT AVENUE/THAIN'S ADDITION –

Contractor: Martam Construction

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

The project bid opening occurred on March 15, 2010 with five contractors submitting bids. The low bid was presented by Martam Construction at just over \$5,700,000. The Village Board approved contract award to Martam on March 22 and allocated \$6,000,000 for construction. An engineering services agreement with Civiltech was also authorized at the March 22 Board meeting. The preconstruction conference was conducted on March 26. The public meeting to discuss construction phase operations and issues will be held on April 6. Project work has begun with the installation of tree protection fencing and pavement removal operations on Bryant between Hill and Walnut. Early project focus will be on Bryant starting with sanitary sewer service line replacements in the corridor.

#### GLENWOOD/CRESCENT PARKING LOT

#### REHABILITATION –

Contractor: pending

(Value of Contract = pending)

On March 30, 2010 fifteen bids were received to rehabilitate the Village-owned parking lot located on the south side of Crescent between Prospect and Main. The scope of the project includes complete removal of the existing pavement, base repairs as required, resurfacing and striping. The work will take place this spring. Arrow Road Construction submitted the low bid of \$116,500 and is recommended for contract award. The Village Board will consider the recommendation at the April 12 formal meeting.

**SOUTH PARK BOULEVARD LAPP –**

Contractor: Geneva Construction

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

Public Works staff is awaiting the scheduling of the preconstruction meeting by IDOT. Village operations personnel are performing various structure repairs in advance of resurfacing.

**Projects in Design/Bidding Phase**

**CRESCENT BOULEVARD SIDEWALK EXTENSION –**

Engineer: Pavia-Marting

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

**HILL AVENUE WATER MAIN EXTENSION –**

Engineer: Walter E. Deuchler

The consultant is preparing updated cost estimates.

**LAKE ELLYN OUTFALL CHANNEL REHABILITATION –**

Engineer: Burns & McDonnell

The project stormwater permit application materials have been drafted and submitted to the Village Engineer and special management area consultant for review and comments.

**NICOLL WAY LAND BRIDGE REPAIRS –**

Engineer: Walter E. Deuchler

Engineering is underway on the project to repair deteriorated curbing and bridge deck elements.

**RIFORD ROAD RECONSTRUCTION –**

Engineer: Burns & McDonnell

The project is all set for the April 23, 2010 IDOT letting. Proposals were received from five engineering consultants for construction oversight services; the proposals will be evaluated by staff in the month of April.

**RIGHT TURN LANE ON LAMBERT AT ROOSEVELT –**

Engineer: Hampton Lenzini Renwick

Initial comments have been received from IDOT on the pre-final plans; a final submittal will be made to IDOT once enough headway is made on land acquisition matters to establish a target letting date. The required land plat has been drafted and submitted to IDOT for approval.

**Projects in Punch List / Closeout Phase**

**2009 STREET IMPROVEMENTS PROJECT –**

Contractor: John Neri Construction

(Value of Contract = \$2,500,000)

The final and balancing change order is ready and will be considered by the Board on April 12. The total project construction cost of **\$2,857,000** is about 20% above the original contract price, with major extra cost items consisting of roadway preparation; curb, sidewalk and driveway replacements; and parkway restorations. Punch list work is now underway and will be completed soon.

**2007 SANITARY SEWER LINING PROJECT –**

Contractor: Insituform

(Value of Contract = \$500,000)

The project is ready to be closed out. The final project cost is **\$486,580**. A final change order will be prepared for Village Board consideration on April 26, 2010.

**BRAESIDE NEIGHBORHOOD IMPROVEMENTS\_-**

Contractor: John Neri Construction

(Value of Contract = \$2,030,000)

The final and balancing change order for the project was approved by the Village Board on March 22, 2010. Final project cost was **\$2,041,360**. The last contractor payment has been processed. The final reimbursement request related to the project Block Grant has been submitted to the DuPage County Community Development Commission. The full \$710,000 grant amount will be realized for the work, with the final reimbursement check expected before the end of the current fiscal year.

**PARK/GE PLACE/PRAIRIE IMPROVEMENTS PROJECT –**

Contractor: Brothers Asphalt

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

The contractor has agreed to participate in mediation 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)

Work has been completed on the project with final restorations performed in March. Project closeout will occur once groundcover is established.

## Projects under contract

### BEN FRANKLIN SCHOOL STORMWATER STORAGE –

Lead Agency: School District 41

(Value of Village Involvement = \$50,000)

The payment of **\$45,000** to the school district for the work was approved. The project is complete.

### SCADA SYSTEM UPGRADE PROJECT –

Contractor: Gasvoda and Associates

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

A special use application for antenna installation at the West PA / Reno Center was approved by the Village Board on March 8, 2010.

### WATER MAIN RELOCATION AT ROUTE 53 BRIDGE –

Contractor: Unique Plumbing

(Value of Contract = \$30,000)

All work is complete. The final project cost was **\$26,178**.

## Engineering Projects

### CRESCENT BOULEVARD CONCEPT STUDY –

Engineer: Burns & McDonnell

A project kick-off meeting was conducted on March 12 with Village, School District and consultant attendees. The Village consultant has completed field surveying and begun to develop possible roadway configurations near Glenbard West. A meeting was held on April 5 with District 87 to discuss preliminary layouts and receive input on various traffic and design considerations.

### ESSEX COURT DRAINAGE IMPROVEMENTS –

Engineer: Rezek, Henry

Staff is preparing some background information on the various alternatives available to accomplish the needed drainage improvements.

### NORTH REGIONAL DETENTION FACILITY –

Engineer: A. McGurr, Ltd.

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

### SANITARY SEWER EVALUATION SURVEY –

Engineer: RJN Group, Inc.

A progress and planning meeting was held on March 18 to discuss 2010 work. Flow monitoring will be

conducted in the Village this spring to collect performance data for use in computer modeling.

### SUNSET/TURNER IMPROVEMENTS PROJECT –

Engineer: Kudrna & Associates

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

### WASTEWATER LIFT STATION MASTER PLAN –

Engineer: Walter E. Deuchler

The draft report has been completed.

## EQUIPMENT SERVICES

In the month of March, 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 1,057 days without a “lost time” accident.

Equipment Services converted three 1-ton dump trucks and numerous pick-up trucks from winter operations to summer operations. Water platforms



were installed and serviced on two of these trucks.



These platforms are used to fill gator bags; water plants and flowers; and general landscape maintenance.

The ESD completed seasonal maintenance and annual repairs on two street sweepers. Sweeping



systems, conveyors, water tanks and wheel bearings were serviced and engine repairs were performed.

Ninety nine work orders were related to the maintenance and repair of Police Department vehicles and equipment. The front tires were replaced on patrol squad 03 and the drivers outside mirror was repaired. The siren speaker was replaced on patrol squad 04 and the front disc brakes were replaced on the police chief's command squad. The A/V vault; in-car mic; and exhaust system were replaced on patrol squad 05 and the power window ground circuit was rewired. The emergency headlight flasher; four tires; and the driver's seat belt buckle were replaced on patrol squad 07 and the in-car printer wiring was repaired. The A/C blend door actuator and the air bag instrument panel indicator were replaced on patrol squad 08 and the A/C system was recycled and recharged. The radiator; the A/C condenser; and the front core support cross member were replaced on patrol squad 09 and the A/C system was evacuated and recharged. Four tires; the MDT cellular antenna; and the instrument panel indicator light were also replaced on patrol squad 09. The spark plugs and A/C blend door actuator were replaced on CSO truck 11 and the A/C system was recycled and recharged. The front disc brakes were replaced on patrol squad 18 and the PCM/TCM were reprogrammed to correct a transmission problem. The rear disc brakes and rotors were replaced on patrol squad 19 and the trailer light control module ground circuit was

repaired. 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.

Forty eight work orders were related to the maintenance and repair of the Glen Ellyn Volunteer Fire Company's vehicles and equipment. Global Positioning Satellite (GPS) systems and modems were installed in 6 vehicles. A shore line auto eject system was installed in the Fire Chief's command squad and four rear tires were replaced on back-up medic 20. Turn signal flashers and patient module lights were replaced in medic 21 and medic 22. The right rear wheel opening body panel was removed, repaired and repainted on engine 26. The front window regulator and left spotlight were also replaced on engine 26. A laptop computer system was installed in snorkel 31 and squad 38. Numerous chassis and emergency lighting repairs were performed on Fire Company vehicles. All PM's were completed on time.

One hundred fourteen work orders were related to the maintenance and repair of Public Works Operations Division vehicles and equipment. The salt spreader monitors were relocated on plow trucks 202/ 204 and the power circuits were rewired to correct an RF interference problem. The hydraulic system was flushed on backhoe 209 and the bucket was repaired. The front tires were replaced on backhoe 210 and the front flusher hose guide was replaced on Vactor 230. A salt spreader control and tailgate pin tethers were installed in truck 241. A pressure gauge and ball valve were replaced on water platform 248. Engine service and annual maintenance was performed on gooper 507 and the taillight ground was repaired on chipper 510. 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.

Fifteen work orders were related to the maintenance and repair of Glenbard Wastewater Authority vehicles and equipment. The windshield wiper motor and driver's seat air valve were replaced on semi tractor 611 and the batteries were tested and 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**

In conjunction with the Environmental Commission, we held an Environmentally Friendly Lawn Care Seminar on March 9<sup>th</sup>. Over forty people attended this seminar. Excellent information was provided on earth friendly lawn care and the entire seminar can be viewed on the website at: <http://www.glenellyn.org/GETV/Online%20Video.html> and it should be on GETV starting the week of April 5, 2010.

The Emerald Ash Borer inspections on approximately 1900 parkway trees have been completed. We found that EAB is in different parts of the Village and that severely infested trees are only showing signs of woodpecker damage. This has caused us to revise our recommendations to the draft management plan that will be presented to the Village Board in April.

The Village Forester attended an Environmental Commission meeting and presented the second revision of the Emerald Ash Borer Management Program. They were very supportive of the changes.

Glen Ellyn was requested to participate in the Midwest Urban Tree Care Forum which introduces college students to the many facets of urban forestry such as municipal, commercial, utility, private, etc. Forty-five students from 6 colleges (Wisconsin, Iowa, Indiana, South Dakota, Illinois, and Michigan) visited



Glen Ellyn on March 26<sup>th</sup> to learn about our Forestry Program, tree preservation and view a site that has

Emerald Ash Borer. Dave Coulter, Tree Preservation Consultant, also presented information on the tour.

As an Advisory Board Member to Western Illinois University School of Agriculture, the Village Forester attended the first meeting held on March 29<sup>th</sup>. As a graduate of WIU in Urban Forestry, the Forester was the only person representing the Urban Forestry profession. The other eleven members represented production agriculture, agriculture finance, food production (Kraft foods), and Agriculture organizations (United Soybean). Our day consisted of: meeting student representatives from each of the 15 Agriculture Clubs, meeting teachers from the School of Agriculture, touring the farms and nurseries and developing goals and objectives for the School of Agriculture.

Pruning and Removal Bids were advertised.

The Forester attended the Tree City USA Conference with Village Trustee Michelle Thorsell at Starved Rock State Park on March 23<sup>rd</sup>. Topics included funding for municipal forestry and utility arboriculture programs. The Village has been awarded the Tree City USA Award for 26 years.

**OPERATIONS**

March                      Snow = 2"  
    Rain = 1.96"

Although there were two small snow events in March, there were no snow removal efforts due to high pavement temperatures melting snow on contact. March is typically not a busy snow removal month, but the use of no salt or labor this month reflects a \$20-25K savings to the snow budget. Below is a comparison of March snow removal efforts of the last three years:

Date	Events	Snow	Shifts	Labor (hrs)	Salt (tons)
3/08	2	5"	3.5	316	173
3/09	2	3"	2	178	240
3/10	2	2"	0	0	0

Weather is always a focus for Operations as all of our work is outdoors. This month had average low temperatures of 32° with the average high of 51°, four degrees warmer than normal. There was a

period of 4 days (3/10-13) when a total of 1.6" of rain occurred. This rain melted all remaining snow with no flooding issues. After the snow melted there were periods of multiple days with high temps in the 60's and low temps above freezing: the thought did occur that Glen Ellyn might experience a spring this year.

Operations' work transition in March is weather dependant. With daily high temperatures rising into the 40's and 50's and overnight lows remaining above freezing, Operations switched from loading snow out from cul-de-sacs during the first week of the month to street sweeping the second week of the month. Similar preparations occur for other transitions as spring approaches: project work in the coming month includes hydrant flushing, stump grinding, and landscape restorations.

This month Operations made a concerted effort on both sanitary and storm sewer cleaning as well as structure repairs. Operations employees were out cleaning sewers 20 of 23 work days in March. By the end of the month, we are over 8,400' ahead of last year in sanitary sewer cleaning (the goal is 5,500' per month, not including contracted sewer cleaning) and 50 structures ahead of 2009's pace in storm sewer structure cleaning (the goal is 35 structures per



month). In an effort to create better roadwork efficiency, Operations is more intentional working with engineering to identify pending road resurfacing projects where Operations can clean all storm sewer structures and make all necessary repairs in advance of the project. This process maintains the proper order of steps in roadwork constructions and provides engineering with a clean slate to monitor contractors work. Operations

spends extensive time evaluating each structure and making spot repairs when possible and complete structure repairs when needed. This is a change from recent past practice that involved digging and replacing all structure repairs. This new process was employee generated to improve efficiency and accountability as well as reduce labor and costs. As a new roadway surface is installed, all curb and roadway disruption associated with the structure



repairs will be repaired by the contractor. This process hopefully ensures that Public Works doesn't need to repair a sewer structure in a newly resurfaced roadway for quite some time.

#### Employee happenings:

- Safety meeting - Lifting Basics and Back Exercises
- Tailgate Safety Talk – Proper work zone for sewer cleaning
- Three employees attended a seminar on Advances in SCADA Technology.
- Three employees attended a pipeline safety seminar.
- Two employees attended a MUTCD/ Cartegraph webinar.
- Jon Braga and Stephanie Chandler became certified Pesticide Operators after attending training and passing the required test.
- Two employee evaluations were completed.
- Operations remains up to date on the PDS process for 16 full time and 1 part time employees.

Below you will find a list of projects completed in March 2010 not captured in the core function spreadsheet:

### **Utilities**

Bio Bags in Grease lines – 243  
B-Box repairs – 3  
Dust Suppression Meters – 3 days  
Hydrant Repairs – 2  
Structure Repairs – 16  
Structure Spot Repairs – 3  
Misc. – Removed hydrant flags  
    Televised storm sewer at 229 Lorraine for  
    sump pump tie in (Engineering request)  
    Cleaned grease line at GWA  
    Pulled and cleaned pumps at S Park Lift  
    Station

### **Forestry**

Winter Pruning –  
    7 days – completed eastern half of zone E and the  
    additional area north of hill in western zone E  
Inspections –  
    EAB – 2 days inspecting parkway ash trees  
    Gypsy Moth – 3 employees spent 2 days  
    completing egg mass inspection

### **Streets**

CBD –  
    Holiday decorations removed by contractor  
    Christmas tree stored at an off site location  
    Holiday lights removed from IPP tree  
    Installed 10 bike racks at Prairie Path Park

Electric –  
    3 fixtures rebuilt and replaced  
    4 bulbs replaced  
    2 fuses replaced

Flowers –  
    Remaining Holiday greens removed  
    Started prepping beds for spring planting

Hauling – 46.15 tons

Patching – 3 days

Public Hearing Signs – 1 placed  
                                    3 retrieved

### **Snow –**

Cleaned up dirt and debris in Ackerman parking  
lot from snow storage and replaced 6 parking  
bumpers  
Readjusted parking bumpers in Duane/Lorraine  
lot and west portion of Main/Penn lot

Consolidated road salt into 2 storage bins  
Misc. –  
    Spring/Summer banners installed at Five Corners,  
    CBD, and Roosevelt Rd.  
    Graveled all Village owned alleys, drives, and road  
    shoulders  
    Trucks – four trucks taken to the safety lane

### **PLANT OPERATIONS**

#### **Water Plants**

Pumped water system needs through the Village's  
two reservoirs while the North Pressure Adjusting  
station was out of service in order for DuPage Water  
Commission to add piping to the new DuPage  
County metering station.

#### **Lift Stations**

S Park - Pulled debris from both pumps

#### **Distribution System**

32 routine bac-t samples (30 Distributions samples  
and a sample from both wells).

TThm & Haa5 samples collected

#### **Administration**

Monthly State Report submitted to IEPA.

Updates to Cross-Connection records

Preliminary work on creating 2009 Consumer  
Confidence Report

**ITEMS BEFORE THE VILLAGE BOARD**

**March 2010**

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

1. The draft budget (including a highlight of Public Works plans for fiscal year 10-11) was presented to the Village Board for consideration.
2. Approval of the purchase of a new Hot Box from Stepp Manufacturing in the amount of \$24,507. This new hot box will replace our old hotbox and provides us more capacity and better heating elements for our pothole and pavement patching.
3. Approval of a final and balancing change order for the Braeside Neighborhood Improvements Project completed in 2009. The final cost of the project was \$2,041,361 which was \$109,667 above the bid amount. The project focused on water main and sanitary sewer improvements to the subdivision and featured the reconstruction of Surrey Drive. The project received \$710,000 of Community Development Block

Grant funds to help offset the total construction cost. Also approved was a amendment for construction engineering services with Civiltech Engineering in the amount \$27,300 for a final engineering cost of \$217,000.

4. Approval of a construction contract with Martam Construction Company in the amount of \$6,000,000 for the Bryant Avenue / Thain's Addition Improvement Project. This is our largest infrastructure improvement project of the season that will include comprehensive utility improvements and roadway rehabilitation along Bryant Avenue and the streets in the Thain's Addition subdivision which is bounded by Walnut, Bryant, Hillside and Whittier. An engineering services agreement was also approved with Civiltech Engineering in the amount of \$525,000 to perform our on-site construction management of the project.
5. The following Public Works Employee was recognized for an anniversary date at a March Village Board Meeting: Dave Buckley (15 Years).

**PW Budget Tracking**

<b><u>March '10</u></b>	<b>FY10 Budget</b>	<b>FY10 Revised Budget</b>	<b>Spent YTD</b>	<b>% of FY10</b>	<b>% Spent</b>
<b><u>Operations and Maintenance</u></b>					
Administration & Engineering	\$750,000	\$758,065	\$668,809	91.7%	88.2%
General Fund - Operations	\$1,999,200	\$2,088,210	\$1,595,126	91.7%	76.4%
Water Fund - O/M	\$3,100,000	\$3,145,000	\$2,591,353	91.7%	82.4%
Sanitary Sewer Fund - O/M	\$3,995,100	\$3,999,859	\$3,655,602	91.7%	91.4%
Parking Fund - O/M	\$491,000	\$491,000	\$319,799	91.7%	65.1%
Equipment Services Fund	\$1,568,000	\$1,568,000	\$1,314,484	91.7%	83.8%
Motor Fuel Tax Fund - O/M	<b>\$756,000</b>	<b>\$756,000</b>	<b>\$732,419</b>	<b>91.7%</b>	<b>96.9%</b>
<b>Total</b>	<b>\$12,659,300</b>	<b>\$12,806,134</b>	<b>\$10,877,592</b>	<b>91.7%</b>	<b>84.9%</b>
<b><u>Capital Program</u></b>					
Water Fund - Capital	\$2,048,000	\$2,286,419	\$1,539,815	91.7%	67.3%
Sanitary Sewer Fund - Capital	\$2,675,000	\$3,590,997	\$1,765,567	91.7%	49.2%
Parking Fund - Capital	\$75,000	\$285,546	\$75,400	91.7%	26.4%
Motor Fuel Tax Fund - Capital	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>91.7%</b>	<b>100.0%</b>
Capital Projects Fund	\$6,588,000	\$7,204,369	\$3,966,056	91.7%	55.1%
<b>Total</b>	<b>\$11,886,000</b>	<b>\$13,867,331</b>	<b>\$7,846,838</b>	<b>91.7%</b>	<b>56.6%</b>

**PW CORE FUNCTIONS**

<b>Admin</b>	<b>Mar 10</b>	<b>Mar 09</b>	<b>+/-</b>	<b>2010 YTD</b>	<b>2009 YTD</b>	<b>+/-</b>
Phone calls	949	1,080	(131)	2,240	2,657	(417)
Work Orders	130	150	(20)	239	266	(27)
Time Sheets	412	428	(16)	1,549	1,242	307
Invoices	118	146	(28)	367	471	(104)
Customer Service Appts	108	35	73	255	56	199
<b>ESD</b>						
Jobs	345	354	(9)	1,115	1,194	(79)
Scheduled	152	252	(100)	511	775	(264)
Non-Scheduled	1	0	1	5	1	4
Urgent	1	4	(3)	21	22	(1)
Routine	191	98	93	578	315	263
Total Fuel Pumped (gal)	7,343	7,726	(383)	25,001	26,105	(1,104)
<b>Forestry</b>						
Service Requests	0	49	(49)	10	64	(54)
<b>Operations - Utilities</b>						
Work Orders Completed	24	44	(20)	49	91	(42)
Water Main Breaks	0	0	0	5	11	(6)
Sanitary Sewer Back Ups	11	6	5	26	16	10
Sanitary Sewer Back Ups - Village	1	1	0	4	2	2
Sanitary Sewer Cleaned (feet)	11,540	1,200	10,340	11,540	3,100	8,440
Storm Sewer Structures Cleaned	87	38	49	88	38	50
Storm Sewer Cleaned (feet)	0	300	(300)	0	340	(340)
Storm Sewer Grates cleaned - cycles	1	4	(3)	1	7	(6)
Landscape Restorations (50/50)	0	0	0	0	0	0
JULIES	362	385	(23)	604	604	0
<b>Operations - Forestry</b>						
Work Orders Completed	25	8	17	58	45	13
Tree Removals	79	12	67	84	15	69
Tree Stump Grinding	25	0	25	25	0	25
Tree Cable Inspections	36	3	33	36	3	33
Mowing Cycles	0	0	0	0	0	0
<b>Operations - Streets</b>						
Work Orders Completed	61		61	106		106
Asphalt - Potholes (surface tons)	7	23	(16)	47	62	(15)
Asphalt - Patching (surface tons)	0	0	0	0	0	0
Block Party	0	0	0	0	0	0
Parking Meter Collections	4	4	0	12	13	(1)
Parkway Restorations	0	0	0	0	0	0
Signs - Fabricated	75	90	(15)	341	112	229
Signs - Installed	15	97	(82)	42	122	(80)
Signs - Rehabbed	31	91	(60)	85	99	(14)
Street Sweeping (days)	16	14	2	16	19	(3)
Street Sweeping (early AM)	6	2	4	6	2	4
Street Sweeping (extra)	0	0	0	0	0	0
Special Events	0	0	0	0	0	0

# VILLAGE OF GLEN ELLYN RECREATION DEPARTMENT

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



## MANAGER'S REPORT FOR March 2010

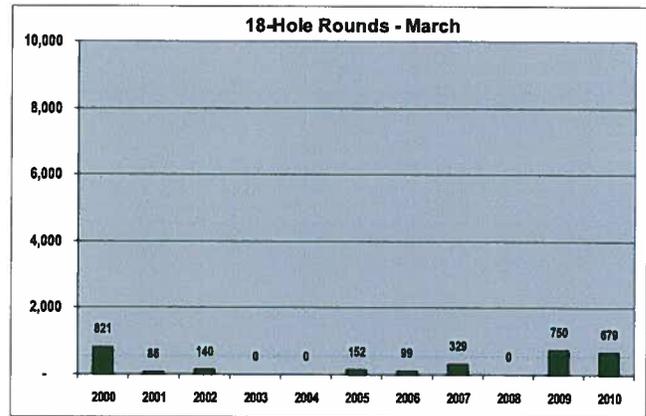
Prepared by Matt Pekarek

*Matt Pekarek*

We began the month with the 9-hole course open on temporary tees and greens. The 9-hole course opened on regular tees and greens on March 12, six days later than last year. The 18-hole course opened March 16. The driving range tee opened March 10.

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

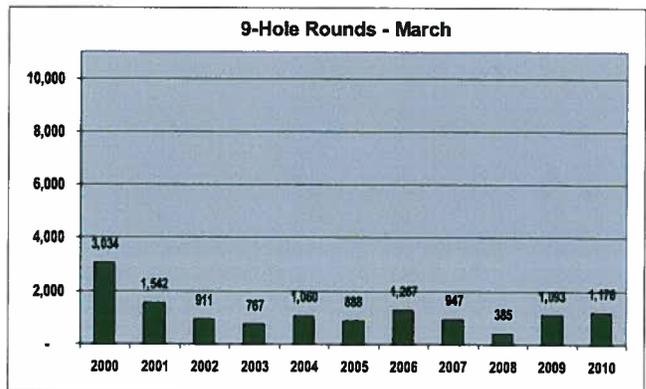
High Temperatures In March										
	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001
70° days	1	3		4		1	1	2		
60° days	8	8	1	8		3	8	7	3	
50° days	6	5	7	6	3	2	3	3	8	5
40° days	13	11	10	4	16	11	11	7	12	14
30° days	3	2	11	6	11	10	8	9	5	11
20° days		2	2	3	1	4		3	1	1
10° days									2	
0° days										
Rain	1.8"	5.0"	1.5"	2.8"	2.6"	0.7"	4.3"	1.1"	3.1"	1.0"
Snow	2"	2"	5"	2"	6"	2"	4"	8"	13"	



We enjoyed a decent amount of play on the 18-hole course for the second consecutive March.

10 Year Rounds History By Course						
Year	18-Holes		9-Holes		Total	
	Mar	Mar YTD	Mar	Mar YTD	Mar	Mar YTD
2000	821	821	3,034	3,771	3,855	4,592
2001	86	86	1,542	1,619	1,628	1,705
2002	140	140	911	1,972	1,051	2,112
2003	0	0	767	952	767	952
2004	0	0	1,060	1,535	1,060	1,535
2005	152	152	888	1,063	1,040	1,215
2006	99	99	1,267	1,825	1,366	1,924
2007	329	329	947	1,159	1,276	1,488
2008	0	0	385	489	385	489
2009	750	750	1,093	1,186	1,843	1,936
2010	679	679	1,176	1,179	1,855	1,858

Only 9-holes were available in 2003 and 2004



9-hole course rounds were slightly better than average.

The weather was very good overall, much like it was in 2009. It was dry enough that we were able to use motorized carts starting March 18.

## GOLF

- A. By the end of March, 2,617 Glen Ellynites had purchased a **2010 Resident Card**, down 6% from last year.
- B. March is a low revenue month, typically accounting for less than 2% of our annual sales. March **rounds of golf** were up 1% from last season. Year-to-date rounds are down 3%. **Green Fee** revenues were down 14% in March. **Driving Range** revenues were up 4%. Early season revenues in March have virtually no impact on our results for 2010.
- C. **Registration for lockers, handicaps, and group lessons** continued during the month.
- D. The drawing for **Weekend Permanent Tee Times** was held on Wednesday, March 10, at the Glen Ellyn Civic Center. 83 hopeful foursomes registered, two fewer than last year and three fewer than in 2007 and 2008. After refunds to those who did not draw an acceptable time, we have 75 foursomes with Permanent Times in 2009, with an additional 8 foursomes using Combo Times, playing the Back 9 holes of the 18-hole course and the 9-hole course.

## GROUNDS

Mild March weather allowed us to start maintaining the golf course. Maintenance efforts were slowed by very wet conditions that prevented the use of most equipment.

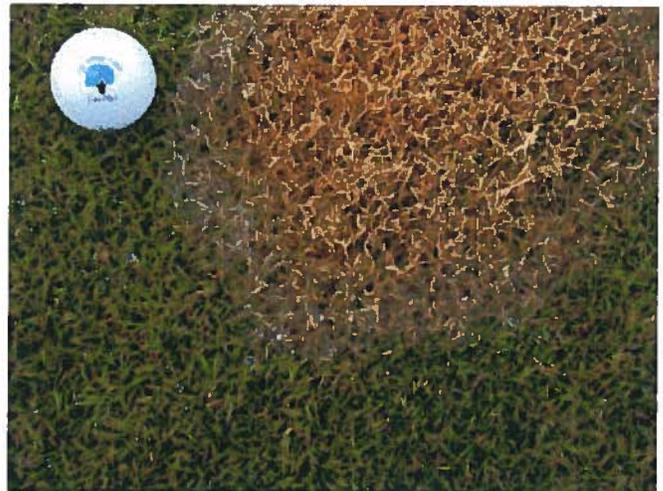


**#15 green is mowed for the first time in 2010.**

Turf grass is not growing enough to perform very much maintenance. We mowed greens three times, and tees and fairways twice. We raked bunkers twice.



**Bunker restoration is time consuming and labor intensive. It takes considerable resources to get sand bunkers in shape for the first time each golf season.**



**Pink Snow Mold (*Microdochium nivale*) above and Grey Snow Mold (*Typhula* spp.) are fungal diseases that attack living turf grass tissue when there is snow cover for more than 45 days. Both types of snow mold were active this past winter on fairway turf. The affected turf will recover from damage in 3 to 4 weeks.**



**Several prairie areas of the course were burned to eliminate non-native plants. Native plants survived centuries of prairie fires by developing hardier seeds and deeper roots than non-native species. Our man-made prairie fires eliminate weeds that would otherwise crowd out the native plants.**



**A pair of dead hybrid poplar trees were removed along the main entrance drive. We planted these poplars in the 1980's to provide some quick growth when all of our trees were quite small. We planted other trees among the poplars, recognizing that these hybrids are short lived.**

Other tasks accomplished in March included:

1. The turf **driving range tee** was uncovered for the season.
2. **Ten tee benches and 8 trash containers** were repaired, sanded, painted and stained.
3. Staff **plowed snow and spread salt** 2 days during the month.
4. **Two dead Cottonwood poplar trees** along the Winchell Way entrance drive were cut down
5. **Catch basins** along roads, cart paths and low turf areas were cleaned of debris to help dry the golf course.

6. Both **golf courses** were set up for normal play. Tee markers, pins and cups were installed.
7. **Greens** were cleaned and mowed with walking mowers for the first time of the season.
8. **Pot holes** were patched in the main parking lot, entrance drive, club house area and maintenance road.
9. **Branches** that had fallen during the winter were picked up and chipped.
10. **Benches, litter caddies and ball washers** were put out for the season.
11. **Bunkers** were cleaned and sand was redistributed on both courses. Bunker rakes were put out for the season.
12. **Holes** created by animals during the winter were filled on greens and tees.
13. **Traffic control ropes and stakes** were put out along cart paths to manage wear on turf.
14. The **entrance drive and main parking lot** were cleaned.
15. Litter was removed from all **golf course ponds**.
16. **Parkways** on the exterior of the property were cleared of litter 3 times.
17. Tee markers were put out on the **Family Tees** on the 9-hole course.
18. **Fairway yardage posts** were put out.

## HORTICULTURE

1. Spring cleaning of **landscape beds** began.
2. Several **washed out landscape beds** were cleaned up.
3. Spring **annual flowers** were planted.

## MECHANICAL MAINTENANCE

Winter servicing and repair of equipment and buildings continues. Other tasks accomplished in March included:

1. A new engine short block was installed in **back-pack blower #2**.
2. Rotary blades on our two **Progressive® rough mowers** were sharpened.
3. All spare **chain-saw chains** were sharpened.
4. A spray mount for a 25 gallon spot sprayer was created for the **Toro Sand Pro® mechanical bunker rake**.
5. A front tire on the **Chevy Suburban®** was repaired.

6. **Hydraulic filters** were replaced on the tractor fleet.
7. A reel motor on **Toro® #2 fairway mower** was replaced.
8. Clubhouse **locker #91** was repaired.
9. The **beverage cart** was repaired.
10. The **storage building fire sprinkler system** was drained and reset.

### PRO SHOP

Retail merchandise sales were down 44% from last March. Sales are down 44% for the year.

### FOOD SERVICE

The Village Links Grill began the month open for lunch every day and for Fish Frys on Friday evenings. We expanded hours in conjunction with the course being open. Golf Express was open every day while the 9-hole course was open. After the 18-hole course opened, the Halfway House was open every day and the Grill stayed open until close.

Food sales were down 1% for the month and are down 3% for the year.

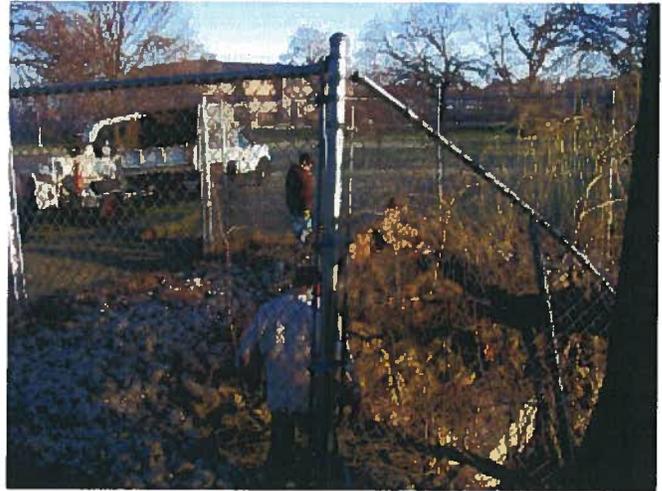
The extra early season business actually hurts the Food Service bottom line. The expanded hours necessary to serve golfers during the erratic spring weather increases costs more than revenues.

### PARKS

A picnic table was pulled out of a lake at Panfish Park.

A large fallen willow limb was removed from the Panfish Park water control structure.

Litter was removed from the ponds at Panfish Park.



*A large fallen willow limb was removed from the Panfish Park water control structure. The limb broke off a willow tree several weeks earlier. We waited for the ground to firm up, so we could bring equipment into the area without causing damage.*

### PROMOTION

We prepared updated promotional coupons for distribution through commercial mass mailings. Coupon distribution is scheduled to begin in early April.

We utilized Village Links eNews to email customers with breaking news on the opening of the golf courses. We resumed regular emails on the first and third Wednesday of each month.

A short advertising campaign was conducted to publicize the Spring Special being introduced this spring. A display ad ran in the DuPage County issues of the Daily Herald for the last two weeks of March. An online ad ran on the sports page of the Daily Herald website.

### ITEMS BEFORE THE VILLAGE BOARD

#### Last Month

**none**

#### Upcoming

**tba** - Purchase of a new Point-Of-Sale System and related computer hardware.

## **THE MONTH AHEAD**

**Spring Scramble**  
Saturday April 3

**Spring Chapman**  
Sunday April 4

**Group Lessons begin**  
Monday April 5

**Golf After School (G.A.S.) begins**  
Monday April 5

**2010 Permanent Starting Times Begin**  
Saturday April 10

**The first Over 60 event of the year**  
Wednesday April 14

**Most 9-hole evening leagues begin**  
early in the month

**Free Swingin' Set Ladies League Golf Clinics**  
April 20, 22, 27

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

***Updated April 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 comment.	Feb. 2010	On-Going	Posted on web/March 2010 eblast/Press contacts made. Message to be in water bill. Summer newsletter.
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.	Pending	June 2010	
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

April 2010

**Goal 3: Increase transparency**

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Increase public awareness of matters coming before the Village Board	Village Manager's Office	Televisе all workshop and regular meetings of the Village Board. Post agenda packet materials online for public access.	May 2009	X	All Village Board meetings televisеd 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 90,000/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	1/10/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	1/10/d	

X - Represents Completed Item

April 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, priorities, schedule and assign tasks.	Nov. 2009	June 2010	Implementation planning discussions currently underway. Village Board priorities received. To be discussed at April 26 workshop.

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 bit of list of business types identified by residents, community leaders	Ongoing	Update t/b/d	Existing list appears on EDC website. List to be refined at the FY2010-11 EDC strategic planning session.
Develop site specific marketing plan for vacancies.	EDC	Market targeted sites to businesses that are sought within community.	Ongoing		
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		
Prepare a marketing plan for targeted redevelopment areas	EDC	Develop site specific marketing strategies for targeted redevelopment areas. Identify economic toolkit to be utilized for each site.	Pending	t/b/d	Timing t/b/d following output from goal #2

X - Represents Completed Item

April 2010

**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	May 2010	
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.	Pending	Oct 2010	Fire Company is currently soliciting proposals for strategic planning facilitator.
Determine Village capability to assist with Fire Company	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 services 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	Designated as a DSP priority by Village Board. Funding is proposed for FY2010-11 budget.
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

April 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	On Going	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	Feb. 2010	Meetings & site visits completed.
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	Apr. 2010	TDAC recommendation has been made. discussed at Village Board workshop of 5/17.
Develop recommended organizational structure	Planning & Development Village Manager	Develop list of duties, committees, and organizational chart	Pending	May 2010	
Create organizational structure	Village President Village Board	Appointment of a Board of Directors. Provide funding commitment and written expectations.	Pending	1/b/d	

**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		May 2010	

X - Represents Completed Item

April 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	t/b/d	
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	t/b/d	

**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

April 2010

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

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Identify budget problems early	Management Team	Monitor major revenue sources to determine if projections will be on target. Provide monthly analysis identifying any deviation or concern.	May 2010	On Going	Early concerns identified by Finance Team regarding revenue weaknesses. Monthly monitoring continues
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	On Going	Mid-fiscal year expense reduction implemented in the amount of \$400,000. Later reductions made with re-organization of full time Clerk-Collector role. Negotiations underway with critical vendors seeking potential price concessions. Savings exceeding \$200,000 have been achieved with efforts continuing.
Monitor FY2010-11 Income Tax Revenues	Village Manager's Office	Reduction of expenses to mirror any reduction in state-wide distribution of income tax.	April 2010	April 2011	Village Board discussion occurred in April resulting in a flexible approach to planning for contingency budget.

X - Represents Completed Item

April 2010

SHORT TERM COMPLEX

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

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

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

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Maintain funding integrity of local pensions	Finance Director	Study pension trends and formulate options regarding IMRF funding. 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 employees.		On Going	Trustee Ladestie & Village Manager participated in legislative drivethown sponsored by DuPage Mayors & Managers Conference.

X - Represents Completed Item

April 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	1/7/10	To occur after EDC provides recommendations.
Adopt economic development toolkit	Village Board	Resolution approving economic development toolkit	Pending	1/7/10	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

April 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 Elyn taxing bodies	Finance Commission	Complete comparative financial analysis with similar taxing bodies.	Oct. 2009	May-10	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. Village team to explore potential joint bidding of newsletters printing in April 2010.
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	

\* - Represents Completed Item

April 2010