

Village of Glen Ellyn

**Management Team Monthly
Report Packet**

May 2010

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GLEN ELLYN POLICE DEPARTMENT

MONTHLY REPORT - MAY 2010

PATROL

Calls for Service

Glen Ellyn Police handled 3600 calls for service during the month of May. 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.

	May 10	May 09	10 YTD	09 YTD
Calls for service	3600	4350	18,170	19,846

Traffic

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

	May 10	May 09	10 YTD	09 YTD
Traffic Citations Issued	346	414	1826	2225
Traffic Warnings Issued	388	437	1997	2052
Traffic Crash Reports	54	69	266	349
DUI	16	13	61	58

INVESTIGATIONS

There were 37 new cases assigned to Detectives in the Investigations Division during the month of May. The chart below shows the case dispositions that were developed during the reporting month followed by a narrative sampling of the cases managed by the investigation division:

Felony Arrests	Misdemeanor Arrests	Ordinance Tickets	Juvenile Dispositions
1	3	5	4

Burglary to Motor Vehicles

May 5 an unknown offender(s) smashed the front window of a vehicle as it was parked at Parkview School and removed a purse. This case is currently under investigation.

May 7 an unknown offender(s) smashed the front window of a vehicle as it was parked at Village Green Park and stole a wallet. A short time later, the victim's credit cards were used to make retail purchases. This case is currently under investigation.

May 7 an unknown offender(s) smashed the front window of a vehicle as it was parked in the Village Links Golf Course parking lot, and removed a purse from the front seat. This case is currently under investigation.

May 17 an unknown offender(s) smashed the front window of a vehicle parked in the Trader Joe's parking lot and stole the victim's purse. The victim's credit cards were then used at various locations in DuPage County. This case is currently under investigation.

May 18 an unknown offender(s) entered an unlocked vehicle parked in a church parking lot and stole a wallet. Offenders subsequently used the victim's credit cards at various locations throughout DuPage County.

Fleeing and Eluding / Domestic Battery

On May 6 patrol officers responded to a domestic disturbance in the 200 block of south Park Blvd. As they arrived, officers observed a vehicle driving through the front yard of the residence. The vehicle then fled the area in an attempt to elude police. Officers pursued the vehicle while other Department personnel determined the status of the incident on Park Blvd. A decision to stop pursuing was made as the offender traveled near the area of I-355 and I-290. The Department was notified a short time later that the suspect who fled the scene was involved in a traffic crash with a Forest Park Police patrol vehicle and taken into custody. Glen Ellyn investigators interviewed the suspect in Forest Park and he was later charged with Aggravated Fleeing and Eluding and Domestic Battery.

Theft over \$300

On May 9 an apartment building owner in the 500 block of Pershing reported that former tenants had stolen property and caused damage after vacating their apartment. A washing machine and refrigerator were both reported as missing. This case is currently under investigation.

Theft under \$300

On May 12 Glenbard West High School personnel received a tip that students working at the concession stand at a school play had pocketed the proceeds from the sales. Various students were interviewed and all admitted to taking cash. The juvenile students involved with this incident were cited under Village of Glen Ellyn ordinance.

On May 6, 10, and May 14 several Glenbard West High School and Hadley Jr High School students reported unknown offender(s) entered their lockers and backpacks while they attended gym classes and/or track meets at the high school. Victims in these incidents reported the loss of items including cell phones, currency, and digital music players. On May 18 a student at Hadley Jr. High was found to be in possession property that had been reported stolen from Glenbard West High School. The juvenile student was interviewed by a detective and the property from this and the other thefts from gym lockers were recovered and returned to their owners.

Identity Theft

On May 12 a resident reported that her identity had been stolen and used at a hospital. The incident came to light after the victim received notices from a collection agency. This case is currently under investigation.

On May 14 a Glen Ellyn business owner discovered that an employee had gained employment with their company using the identity of another person. The true identity of the suspect/ employee was discovered and she was questioned. The suspect/employee and the person who provided her with the victim's identity were charged with Identity theft.

Death Investigations

On May 19 The DuPage County Coroner's Office followed-up with detectives regarding a death investigation that began on February 22. The deceased resident, formerly of the 400 block of Duane Terrace, was determined to have died of an accidental drug overdose. Detectives are seeking to ascertain the circumstances which may have contributed the victim's death.

On May 24 detectives were called to a death investigation at the Wood Glen Condominiums. The residents of the building called police after not seeing resident for days. It was determined the resident who lived alone and committed suicide days earlier.

On May 26 Glen Ellyn Detectives assigned to the DuPage County Major Crimes Task Force were called to assist the Villa Park Police Department in the homicide of Kristine Gilford and her unborn child. Wanted is Kristine's husband, Eric A Gilford who is 31 years old and was a recruiter for the United States Navy. His vehicle was recovered in Fargo North Dakota the morning after the homicide and his whereabouts are unknown.

CRIME REPORTING

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

<i>Reporting Category*</i>	May 10	May 09	10 YTD	09YTD
Homicide	0	0	0	0
Criminal Sexual Assault	1	1	1	4
Robbery	0	1	0	2
Battery	17	12	47	55
Burglary	9	3	30	15
Theft/Deception	41	36	159	158
Motor Vehicle Theft	1	2	2	7
Arson	0	0	0	1
Criminal Damage or Trespass	25	30	96	86
Deadly Weapons	0	0	0	2
Sex Offenses	0	0	3	2
Offenses Involving Children	2	5	15	28
Drug Offenses	7	9	37	38
Liquor Control Act	9	4	17	18
Disorderly Conduct	9	30	60	84
Other Criminal Offenses	30	48	147	227
Crisis Intervention	34	23	173	168
Death/Suicide Investigations	5	7	20	22
Missing Persons	3	2	8	14
Miscellaneous Services	71	79	230	323
Medical Assists	89	111	467	494

**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.

The beginning of May was a wrap up period for education programs, with the DARE graduation taking place at St. James on May 4th. Officer Staples also concluded the Too Good for Drug lessons at Parkview through the end of the month. Officer Staples was a visible presence at the Taste of Glen Ellyn, meeting and greeting current and former students. He was also busy with putting together another installment of the Senior Police Academy set to begin in June.

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.

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
5/3	Baki, Cusack, Holstead	DCSO Special Ops	8	Team Training
5/3-5	Berger	Breath Operator Certification	24	ISP DUI breath certification course
5/3-7	Downey	Crime Scene Investigations	40	ISP evidence technician advanced certification course (Week 4 of 5)
5/5	All Sworn	Range	1	Monthly firearms
5/5-7	Harvey, Webber	Arrest Search and Seizure	24	Legal update for supervisors
5/7	Baki, Cusack	ILEAS WMD/SRT	8	Bi-weekly drills
5/10-15	Downey	Crime Scene Investigations	40	ISP evidence technician advanced certification course (Week 5 of 5)
5/11-13	Baird, Elmore	DWI Detection	24	Advanced DUI, standardized testing
5/13-14	Monson, Munch	Pension Seminar	16	IPPFA annual seminar
5/21	Baki, Cusack	ILEAS WMD/SRT	8	Bi-weekly drills
5/25	Holstead, Staples	Armorer School	24	Colt AR-15 re-certification course
5/26	All Sworn	Range	1	Monthly firearms
5/26	Hampel	Arrest Search and Seizure	24	Legal update for patrol officers



Month in Review

MAY 2010

Building Permit Activity Increase

The future looks bright for the Planning and Development Department as the number of building permits issued and fees collected for May 2010 (first month of FY 10/11) nearly doubled from May 2009. If this trend continues, the steady decline from a high reached in FY06/07 may be reversed in FY10/11. The results and comparisons are listed below:

Building permits issued in May:

2010: 157

2009: 89

Permit fee dollar value collected in May:

2010: \$238,578

2009: \$61,441

Total permits issued in:

FY08-09: 888

FY09-10: 944

Total permit dollar value collected in:

FY08-09: \$1,028,259

FY09-10: \$749,253

Contractor Registration Update

Since the implementation of the new contractor registration regulations on March 15th, the Planning and Development Department has collected the following revenue from the program: March - \$3,865, April - \$6,475, May - \$7,590. The total since this program began through May 31st is \$17,930. It is anticipated that this number will continue to increase due to the summer building season.

From April 1st to May 31st a total of 217 new contractors have registered with the Village.

Contractors have been accepting of the new regulations considering they are familiar with similar requirements in other communities.

Municipal Design Review Network Event

On May 27th the Planning and Development Department hosted a Municipal Design Review Network event at the Civic Center. The Municipal Design Review Network is a forum for Chicago metropolitan area communities with "design review" boards or staff to share and develop "best practices" regarding architectural review of buildings, signage and landscaping. This event focused on recent downtown planning and design projects.

Jim Louthen, President of Town Builder Studios, gave a presentation describing the design, character and pub-

lic process issues involved in the development of Glen Ellyn's Downtown Strategic Plan.

Director Hulseberg shared how various proposed downtown projects have been prioritized and discussed the community plan to create a new downtown organization.

Rita Tungare, Community Development Director in nearby St. Charles, also provided a case study addressing the design and character issues faced by St. Charles in implementing projects for its downtown plan.

These presentations were followed by a walking tour of downtown Glen Ellyn led by Village staff and other volunteers highlighting the Village's downtown and design review process as well as other notable facts about downtown Glen Ellyn. A casual group lunch at a Thipi Tai followed the tour.

Overall there was a great turnout for this event with nearly 65 attendees from 30 different communities and consulting agencies.

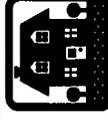
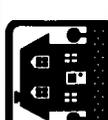
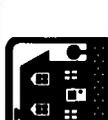
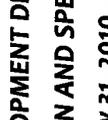
Annexation Agreement Payments

Staff recently sent out 7 letters to property owners that have outstanding balances on repayment plans required by their respective annexation agreements. These properties were given to until June 18th to repay their late payment or face possible water and/or sewer service shutoffs.

Two properties immediately paid their balances, which totaled \$2,842 in late payments. The remaining 5 properties collectively owe \$3,403. One of the property owners requested the Village to enter into a payment plan to help alleviate paying one large lump.

P&D COURT CASES FOR MAY:

- *Property again littered with rubbish and junk. Continued due to property not being cleaned by the compliance date of April 26, 2010. New court date June 1, 2010.*
- *Property at 674 Lenox Ave. Lot not restored. Was not on court call; no explanation given.*
- *Damage to neighbor's trees and project not complete within 18 months. Case continued until June 29, 2010.*
- *Emergency lights and exit signs not operating at Americas Best. Fined \$750. Total fines on this property to date are \$2,750.*



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	Partial application submitted 5/6/10. Review letter mailed 5/25/10, awaiting resubmittal.
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 Workshop	Waiting to hear how petitioner plans to proceed. Made inquiries about alternate proposals in 2007 and 2008. Property is currently for sale.
Cottage Avenue Water Tower - Public Works utility antenna	Special Use Permit for public utility antenna	NA	Pending	NA	Pending	Met with Public Works on May 12 to discuss. Awaiting submission.
488 Crescent Avenue	Special Use for Personal Training Facility	NA	Pending	NA	Pending	Awaiting submission.
578A Duane Street, DuPage Neurology & Wellness Center	Sign Variation	Est. 2/10/2010	NA	NA	Pending	Partial application received 12/11/2009. Awaiting Resubmittal.
90 N. Finley - Nicor	Special Use Permits, Text Amendment, Zoning Variations, Sign Variations and Exterior Appearance for construction of new 196,000 square foot facility.	Pending	Pending	NA	Pending	Review comments sent May 14, 2010. Awaiting resubmission.
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.
345 Fairview Avenue	Variation to allow second floor addition to exceed maximum permitted FAR	NA	NA	Public hearing 4/27/2010. Recommended approval 4-3.	5/17/2010 workshop 5/25/2010 meeting	Approved by Village Board on 5/24/2010.
393 N. Main Street- St. Mark's Episcopal Church	Special Use and Zoning Variation for Nursery School	NA	Public hearing 5/13/2010. Plan Commission recommended approval 9-0.	NA	6/14/10	
411 N. Main Street - Tap House Grill	Special Use for Live Entertainment	NA	Pending	NA	Pending	Application packet and submission list sent 2/9/2010, awaiting submission.
466 Main Street	Zoning Code Text Amendment and Special Use Permit for multi-use cultural, entertainment and assembly space.	NA	Pending	NA	Pending	Awaiting submission.
515-519 Main Street- Churchill Condominiums	Special Use Permit for Cellular Antenna	NA	Pending	NA	Pending	Awaiting submission.
Memorial Park	Enhancements to Fields	NA	?	NA	?	Awaiting submission. At that time, determination will be made about what approvals are necessary.
Newtown Avenue Water Tower	Special Use for DuCom Antenna	NA	Pending	NA	Pending	Awaiting submission.

1N182 Park Boulevard	Annexation, Zoning Map Amendment, Zoning Text Amendment, Special Use and Right-of-Way vacations for Construction Company.	NA	Pending	NA	Pending	Submittals list and applications sent to petitioner 1/26/2009. Waiting for submittal.
475 Pennsylvania Avenue, Barone's	Exterior Appearance and Sign Variations	Pre-application meeting 3/24/2010	NA	NA	Pending	Awaiting submission of formal application.
577 Pennsylvania Avenue, Advance Cosmetics	Sign Variation	Pending	Est. 5/26/2010	NA	Est. 6/14/2010	Submitted partial application on April 6, 2010. Review letter sent 4/23/2010. Awaiting Resubmission.
369 Roosevelt Road - Grandma Sally's	Exterior remodel and possible enclosure of outdoor seating area.	Pending	?	NA	Pending	Applications and submission list sent on July 30, 2009, awaiting submission.
479-483 Roosevelt Road	Exterior remodel and Sign Variations	Public hearing and meeting 4/14/2010. Recommended approval 8-o.	NA	NA	5/10/10	Approved by Village Board on 5/10/10.
610 Roosevelt Road - Arvatis Pizza	Sign Variation	Pending	NA	NA	Pending	Awaiting Submission
631 Roosevelt Road - Shell/Circle K	Exterior Appearance and Sign Variations associated with rebranding of the site to recognize Circle K as the new owner of the convenience store.	Pending	NA	NA	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.
696 Roosevelt Road, Advance Auto Parts	Exterior Appearance and Sign Variations	Pending	NA	NA	Pending	Awaiting Submission.
680 Roosevelt Road, Trader Joes	Special Use Permit for Outdoor Sales and Storage	NA	Pending	NA	Pending	Submission checklist sent on 3/29/2010, awaiting submission
690 Roosevelt Road - La Playa Cantina	Special Use for Live Entertainment	NA	Pending	NA	Pending	Awaiting Submission.
Wahlgren Court	Subdivision approval for 16-unit workforce housing (CHAD) project in unincorporated DuPage County	NA	Pre-application 7/26/2007	NA	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	Awaiting application. Application and submission list sent on 8/17/2009.
487 Pennsylvania Avenue	Special Use for insurance Agency	NA	Pending	NA	Pending	Submittals list sent 9/23/09, awaiting application

ANNEXATIONS

22W500 Ahlstrand	Annexation	NA	NA	NA	NA	Pending	Part of AEE Subdivision, received partial application, fees and escrow. Plat has been revised. The renters are putting the material together, but we still need the owner's signature on a number of documents. A pending divorce between the owners has put the application on hold.
Glen Oak Country Club	Annexation w/Jan. Agreement for a strip of Country Club Property adjacent to Hill Avenue.	NA	NA	NA	NA	Pending	Agreement under negotiation. Plat has been prepared.
Expired Annexation Agreements	Renewal of numerous expired annexation agreements in the Village	NA	NA	NA	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.
Hill Avenue Annexation	Annexation agreements with Elliot Property located east of the Glen Oak Country Club and the industrial property across the street	NA	NA	NA	NA	Pending	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. Met with two property owners to north on April 8, 2010 to discuss same.
NEC of Five Corners	Annexation and Annexation Agreements for Properties in 4-block area northeast of 5-corners.	NA	NA	NA	NA	Pending	Received 7 annexation petitions and interest from 9 other property owners. Decided on R2 zoning based on neighborhood input at previous Plan Commission meeting. Neighborhood meeting held on March 15, 2005 where conservative utility costs were shared. Need to set up another neighborhood meeting and prepare updated and more realistic utility costs.
NWC Five Corners	Annexation of neighborhood north of St. Charles, south of the Great Western Trail, west of Evergreen and east of Mildred.	NA	NA	NA	NA	Pending	Some utility information and costs received.
Marston Area	Renewal of expired annexation agreements followed by annexation of properties contiguous to Glen Ellyn with agreements.	NA	NA	NA	NA	Public hearing 1/25/2010	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	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	NA	Pending	

SELECT SPECIAL PROJECTS

COMMENTS AND REVIEW STATUS

AEE Fire District Reimbursements	Letters sent in April of 2009 requested reimbursement from property owners for payments to Lisle Woodridge Fire Protection district per the terms of annexation agreements. Follow-up letters sent. No payments received to date. Letters mailed on 12/3/2009 informing owners that payment must be received or payment arrangement entered into.
Brochure - Starting a Business in Glen Ellyn	Third draft complete. Awaiting review and finalization.

Building Code Updates 2009	Evaluate the existing building codes and identify new building, fire, and life safety codes that address the needs of the Village. First draft of property maintenance code presented to BBA at 5/5/2010 meeting. First draft of life safety code and second draft of property maintenance code targeted for presentation to the BBA at 6/7/2010 meeting.
College of DuPage	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. At the direction of the Village Board a letter was sent to COD informing them that they must comply with the Glen Ellyn Sign Code and previously approved Sign Plan.
Community Branding	Discussed with Village Board at April 26 meeting as it relates to the implementation of the downtown plan. Direction received to begin research into undertaking a community branding effort.
Establishment of New Downtown Organization	Resolution approving Transitional DAC adopted on 11/23/2009. First meeting of the Transitional DAC held on 12/29/2009. Members of the TDAC and planning team visited Geneva, Batavia, Wheaton, LaGrange, Elmhurst and Highland Park in January and gathered information about the roles and responsibilities of the various organizations in these communities with responsibilities in their downtowns. The committee met twice in March and discussed the proposed structure of the organization and developed a preliminary budget. On April 20, 2010, by a vote of 10-0 the TDAC unanimously recommended that the Village Board approve their proposal for the creation of a new downtown organization. The proposal was presented to the Village Board at the 5/17/10 workshop. Comments from the public are being solicited.
Evaluation of Northside Regional Detention Stormwater Alternatives	Revised report and analysis of potential alternate sites submitted by engineering consultant on 8/28/2009. Recommendation to be forwarded to Village Board after report complete.
Glenbard Wastewater, Bemis Road, Clearwire Antenna	Draft license agreement under review to allow antenna on GWA property which owned by the City of Lombard and in Glen Ellyn's planning jurisdiction.
Lincoln Avenue Right-of-Way Vacation	Request received to consider vacation of Lincoln Avenue right-of-way located between 755 and 767 Chidester Avenue. Scheduled for discussion by Village Board on 6/14/10
Municipal Design Review Network Workshop	Planning and Development Department hosted the May 27 Municipal Design Review Network event in the Civic Center. The workshop focused on Glen Ellyn's downtown strategic plan and downtown redevelopment efforts in St. Charles. The program concluded with a walking tour of Glen Ellyn. Approximately 65 people from over 30 communities attended.
RTA Grant Application	Planning staff working to prepare RTA Community Planning Program Grant application to assist with further study of several projects recommended in the downtown plan including the new train station, parking structures and the two new large mixed use developments on the Main Street parking lot site and in the Crescent/Glenwood Avenue area.
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.



PLANNING AND DEVELOPMENT DEPARTMENT
MONTHLY REPORT
May 2010



	May 2010	2010 YTD	2009 Actual
Total Building Permits Issued	153	387	879
New Single Family dwelling	1	3	7
New Multi-family dwelling	0	0	0
New Commercial building	2	2	1
Additions and Alterations Single-family	22	49	149
Additions and Alterations Multi-family	0	0	0
Demolitions	1	1	16
Additions and Alterations Commercial	4	17	40
Accessory Structure/Miscellaneous	123	315	682
Total Estimated Construction Value (millions)	\$42.73	\$50.44	\$21.34
Certificates of Occupancy (TCO & CO)	0-TCO; 2-CO	3-TCO; 5-CO	24-TCO; 22-CO
Stormwater Permits Issued	2	4	9
Demolition Permits Applications	0	2	11
Sign Permits Issued	3	13	26
Banner Sign Permits Issued	1	14	21
Total Inspections Conducted	421	1483	4876
Building Inspections	249	855	2451
Exterior Appearance/Ordinance Inspections	1	6	12
Elevator Inspections	4	29	107
Fire Inspections	4	53	387
Grading/Stormwater Inspections	34	94	163
Landscape Inspections	1	2	13
Property Maintenance Inspections	88	326	984
Site Inspections	40	118	759
Total Development Applications Acted On	3	11	38
Exterior Appearance	1	2	3
Planned Unit Development	0	0	2
Sign Variation	1	2	4
Special Use Permit	0	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	5	16
Misc. Ordinances/Resolutions Acted On	1	5	25
Annexations Approved	0	0	0
Annexation Agreements Approved	0	31	4
Recapture Agreements Approved	0	0	1
Right-of-Way Vacations	0	1	0
Violation Letters Issued (prior to citation)	30	146	360
Citations Issued	2	4	14
Pre-Existing SU Administrative Approval Request	0	0	2
Consolidations, 2-Lot Subdivs & Land Transfers	0	0	5
Village Code Waiver for Special Event	0	0	5
License Agreements Approved	1	5	8
Administrative Approval - Promotional Event	0	0	2

VILLAGE OF GLEN ELLYN PUBLIC WORKS DEPARTMENT MONTHLY REPORT

May 2010

ADMINISTRATION

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

- 20 tree preservation plans and parkway tree permit applications
- 5 plan re-submittals
- 9 tree fence and root pruning inspections
- 7 refunds of deposit

Six parkway trees were scheduled for removal - letters were prepared and mailed to residents informing them of the pending removals. In addition, 16 tree removals and 2 stumps were completed. The pending and completed removals and completed stump grinding was entered into CartêGraph and Excel spreadsheets.

Admin researched owner-of-record and property identification numbers and prepared and mailed 20 weed violation letters and updated Weed Violation Tracking and Work Management database; requested invoicing for 3 weed violation mowings completed by staff.

The admin team changed classification of 106 parkway trees in CartêGraph from 'Scheduled Removal' to 'Tree' reflecting revision in Emerald Ash Borer Management Plan.

ENGINEERING

Projects in Construction Phase

BRYANT AVENUE/THAIN'S ADDITION –

Contractor: Martam Construction

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

Start	Completion	%done	Contract
4/7/10	10/31/10	23.0%	\$5,709,918.85

Again during the month of May, the contractor regularly had three or more crews on site, with underground work progressing well on Bryant north of Hill and the Lowell corridor and getting underway on Duane. Work completed along Bryant includes 8-inch water main, water main testing, water services and sections of mainline storm sewer. On Lowell, all underground work is now complete, including sanitary sewer service line upgrades and all storm sewer improvements. Concrete curb and gutter and driveway pours began last week on Lowell. Underground work is ongoing on Duane Street, including storm sewer installations, water main construction and sanitary sewer service line replacements.

GLENWOOD/CRESCENT PARKING LOT REHABILITATION –

Contractor: Arrow Road (Value of Contract = \$130,000)
Project work was completed at a final cost of just under **\$87,000**. A final change order was approved by the Village Board at the May 10, 2010 meeting.

RIFORD ROAD RECONSTRUCTION –

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

Contract award to Dunteman has been made by IDOT. The preconstruction conference is scheduled for June 11, 2010 at the IDOT District 1 offices in Schaumburg. A recommendation for hiring Civiltech Engineering as the project construction engineer and establishing project funding amounts was approved at the May 24 Village Board meeting. Project construction activities are anticipated to begin by late June or early July.

SOUTH PARK BOULEVARD LAPP –

Contractor: Geneva Construction

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

The preconstruction conference is scheduled for June 11 at the IDOT District 1 offices in Schaumburg; it is anticipated that the resurfacing work will be performed within the next two months. A revised Local Agency Agreement that reduces the grant dollars to the bid amount (so that excess dollars could be recycled into other DuPage area projects) has been received.

Projects in Design/Bidding Phase

BRAESIDE LIGHTING PROJECT –

Engineer: Pavia-Marting

At the May 24, 2010 Board meeting, the Agreement with DuPage County for use of Community Development Block Grant monies for project construction and the hiring of Pavia-Marting to serve as the design engineer were approved.

CRESCENT BOULEVARD SIDEWALK EXTENSION –

Engineer: Pavia-Marting

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

HILL AVENUE WATER MAIN EXTENSION –

Engineer: Walter E. Deuchler

Updated cost estimates have been prepared by the consultant.

LAKE ELLYN OUTFALL CHANNEL REHABILITATION –

Engineer: Burns & McDonnell

Review comments on stormwater permit application materials are being reviewed by the engineer.

NICOLL WAY LAND BRIDGE REPAIRS –

Engineer: Walter E. Deuchler

The consultant is finalizing the plans and project bidding documents. Project bidding will be deferred until the end of summer to conserve Capital Improvement Project fund balances.

RIGHT TURN LANE ON LAMBERT AT ROOSEVELT –

Engineer: Hampton Lenzini Renwick

IDOT has approved the form and content of the land acquisition plat. The land parcel appraisal process is getting underway.

Projects in Punch List / Closeout Phase

2007 SANITARY SEWER LINING PROJECT –

Contractor: Insituform

(Value of Contract = \$500,000)

The final project cost is **\$486,580**. The final project change was approved by the Village Board on May 10, 2010.

PARK/GE PLACE/PRAIRIE IMPROVEMENTS PROJECT –

Contractor: Brothers Asphalt

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

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

TURNER, EAST OF MAIN ST. STORM SEWER -

Contractor: Neri Brothers Construction

(Value of Contract = \$46,000)

Awaiting final closeout paperwork from the contractor.

Projects under contract

SCADA SYSTEM UPGRADE PROJECT –

Contractor: Gasvoda and Associates

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

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

Engineering Projects

CRESCENT BOULEVARD CONCEPT STUDY –

Engineer: Burns & McDonnell

The consultant is working on the draft project report.

ESSEX COURT DRAINAGE IMPROVEMENTS –

Engineer: Rezek, Henry

A meeting was held with the consultant to re-start project activities. Updated cost estimates, alternative assessments and investigations into possible funding sources through FEMA programs will be performed by the engineer in the upcoming weeks.

NORTH REGIONAL DETENTION FACILITY –

Engineer: A. McGurr, Ltd.

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

SANITARY SEWER EVALUATION SURVEY –

Engineer: RJN Group, Inc.

Flow monitoring has been completed at the selected locations in the Village system and the data are being analyzed.

SUNSET/TURNER IMPROVEMENTS PROJECT –

Engineer: Kudrna & Associates

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

EQUIPMENT SERVICES

In the month of May, 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 1,568 days without a “lost time” accident.

The ESD transported the Newton Pumping Station back-up generator to Public Works and performed cooling system and electrical system repairs. Annual preventive maintenance was also completed.

Equipment Services provided training for Operations seasonal team members. Fuel island safety and operation; wash bay safety and operation; and vehicle pre-trip inspection was covered.

Facilities repairs performed by the ESD included the annual service of the Reno center electric yard gate operator.

Eighty nine work orders were related to the maintenance and repair of Police Department vehicles and equipment. The serpentine accessory drive belt automatic tensioner and the A/V system control console were replaced on patrol squad 02. The ABS brake control module was replaced on patrol squad 05. The front disc brake pads and the ABS instrument panel jewel were replaced on patrol squad 06. The tires; the trunk latch; and the emergency light controller slide switch were replaced on patrol squad 08. The electronically controlled engine cooling fan was replaced on patrol squad 09 and the cylinder number one fuel injector was replaced on the CSO truck. The electric fuel pump was replaced on detective squad 14 and the front disc brakes were replaced on detective squad

16. Audio/video system repairs were performed and a number of DVD discs were replaced and formatted. Numerous chassis and emergency lighting repairs were made and a number of tire repairs were also performed on various police vehicles. All PM's were completed on time.

Sixty three work orders were related to the maintenance and repair of the Glen Ellyn Volunteer Fire Company's vehicles and equipment. The fog lamp and license plate lamp were replaced on Assistant Chief 02's buggy. The siren control was repaired on Medic 21 and the patient module door holder was repaired on Medic 22. The pump panel under body lights were replaced on Engine 26 and the rear suspension leaf spring was replaced on Engine 27. The pump pressure relief switch was replaced on Engine 25 and Engine 28. The pump pressure relief valve was rebuilt on Engine 28. Numerous chassis and emergency lighting repairs were performed on Fire Company vehicles. All PM's were completed on time.

One hundred fifty three work orders were related to the maintenance and repair of Public Works Operations Division vehicles and equipment. The GPS automatic vehicle location system was replaced on dump truck 202 and the am/fm radio was replaced on dump truck 205. Hydraulic tool circuit hose guides were installed on utility/crane truck 228 and a back-up warning alarm was installed on customer service van 229. An air brake chamber was replaced on dump truck 234 and the dump body tarp was repaired. The mower deck scalp rollers and a hydraulic system return hose were replaced on mower 237. The drop side hinges were repaired and serviced on dump truck 244. Brooms; a dirt shoe; a water pressure switch; and the main broom hydraulic fluid tube were replaced on street sweeper 249. A hydraulic circuit check valve was replaced on aerial truck 250 and the chassis batteries were replaced on dump truck 251. Seat panels were replaced on pick-up truck 254. A dirt shoe; a gutter broom; the am/fm radio; and an auto lube grease line were replaced on reserve sweeper 259. The high voltage hybrid battery cooling fan actuator door was reprogrammed on the Forestry Superintendent's vehicle. The battery compartment door and an operator's cab entry step were replaced on loadall 265. The brakes were replaced on tilt

trailer 502 and deck drains were installed. The front suspension stabilizer bar links were replaced on utility truck 270 and the window track was repaired. 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.

Twelve work orders were related to the maintenance and repair of Glenbard Wastewater Authority vehicles and equipment. 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

Information on the Gypsy Moth Egg Mass survey was reviewed by the Village Forester and it showed that heavy populations showed up near Midway Park, 318 Elm, and 290 Kenilworth. These locations had 30 or more egg masses within our data collection area. We will continue to put up Gypsy Moth Traps for monitoring purposes during the summer months.

On May 11th, Public works held a Volunteer Meeting for the Adopt a Flower Bed Program.

On May 12th Operations began treating parkway ash trees for EAB control. 196 trees were treated in approximately 6 days. The products used were imidacloprid and Xytect and they were applied as a soil injection. A backpack sprayer was rented to use for the soil injection methods. Public Works also approached the Glen Ellyn Park District to see if they wanted to join in on this procedure. They also used this method to treat some of their park ash trees.

EAB Research Projects – On May 18, the Village Forester met with representatives from Valent Professional Products, Davey Tree and the Morton Arboretum to discuss Glen Ellyn's participation in the Legacy Tree Project (LTP) and Valent/Morton Arboretum Research Project. The LTP is a partnership between Valent and participating municipalities. The main focus is to raise public awareness of EAB and to educate residents that

trees can be protected with systemic insecticides. Glen Ellyn will be one of 6 communities in the Chicagoland area to participate in this fully funded project for five years. This will occur in the Maryknoll, Derby Glenn subdivisions in addition to trees in Raintree, on S. Ellyn, S. Milton and Sandhurst Circle. Approximately 200 trees will be treated.

The Morton Arboretum research project will use 55 parkway ash trees located in the Raintree subdivision. They will apply a combination of soil drench and basal trunk sprays in June with one other treatments being applied in July. The study will run for 3-4 years.

OPERATIONS

May Rain = 5.17"

This month's weather was as average as average gets. Normal low and high temperature averages matched the historical averages of 71° for the high and 51° for the low. The 5.17" of rain was almost 1.5" more than the 3.7" of rain for an average May; there were 13 days with measurable rainfall. There was a 2 ½ day period when we received over 2" of rain, but Public Works received no phone calls regarding storm water problems.

A few times a year, Operations performs confined space entries. This involves using a harness to lower an employee into a structure that is tested and continuously monitored for proper O₂ levels as well



as proper levels of other atmospheric gases. These

entries are normally performed when repairing water valves or making spot repairs on storm sewer



structures. Respirators and ventilators are used as required. While making repairs, employees are able to examine pipe that is not normally seen or televised and at times find past utility boring that



has pierced the pipe. In the case above (located at South Main/Taft), Operations will research the company that performed this boring and require them to reroute the cable and repair the structure. The cable entry and exit points may cause structure failure as well as an entry point for unwanted materials into the system; the presence of this cable may also cause objects to get caught at this spot causing back ups. Although underground boring is more efficient and overall less disruptive than trenching, the inability to physically view the work is one of the biggest dangers to the structural soundness of our underground infrastructure.

A common task for Operations in the month of May is pothole patching race routes (i.e., Chase to the Taste, Hoof it for Hephziba) as well as asphalt patching in preparation for the July 4th parade and

Freedom Four race. An early start on this work ensures that race and parade routes, as well as high traffic pedestrian routes for the fireworks, are completed regardless of weather interruptions. This



work entails breaking out small patches of failing roadway and laying down 1-2" of fresh asphalt. This work keeps these roadways as safe as possible for holiday foot traffic as well as extends the useful life of the street.

This month, Operations planted a tree in Panfish Park in memory of Gary Webster, Village Manager of Glen Ellyn from 1984-2006. This tree joins ten other



trees in this grove that commemorate civic service to Glen Ellyn by past Village Presidents.

Operations provided phone coverage for the front office seven of twenty working days this month. There are 2-3 Operation's employees who are trained to answer phones, schedule appointments, and deal with questions from the general public. This cross-trained role is vital to maintaining a consistent, professional front office when office personnel are on leave.

Employee happenings:

Training –

- 5 employees – New Hot Box
- 9 seasonal employees – Seasonal Training Program

Employees attending seminars:

- 5 employees – APWA Expo
- 4 employees – EAB soil injection treatments
- 2 employees – Trench Safety and Shoring
- 1 employee – Naperville Management Training Institute – The Practical Coach

Competitions – Rick Mascarella placed 6th out of 36 in the Front Loader at the APWA Expo

No employee evaluations were completed.

Operations has 4 reviews that are 1 month overdue.

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

Utilities

- Bio Bags in Grease lines – 243
- B-Box repairs – 3
- Dust Suppression Meters – 2 days
- Hydrant Repairs – 2
- Hydrant Flushing – 600 (95% complete)
- Hydrant Flow Testing – 104
- Storm Sewer Repair – 1
- Storm Sewer Outfalls Cleaned - 10
- Structure Repairs – 6
- Structure Spot Repairs – 7 (3 confined space entry)
- Misc. – Cleaned grease lines at GWA
 - Cleared overgrown brush around fire hydrants
 - Televised Lowell sanitary sewer for Civil Tech
 - Picked up 2 skids of brick pavers at Taco Bell for future repairs along Roosevelt Rd.

Forestry

- Weed Mows -
 - Inspections - 28
 - Notices – 25
 - Violation inspections - 19
 - Mows – 4
- Misc. –
 - Planted Gary Webster memorial tree in Panfish Park and watered 2 times
 - Watered the transplanted Oak tree at the Summerdale roundabout 3 times
 - Annual irrigation start up by Western Irrigation

Streets

- Asphalt – 1 day pothole patching
- CBD – Volunteer Park shrubs trimmed
- Trash Cans – 5 lids and 2 liners replaced
- Main St Lot – 2 handicapped stalls repainted

Electric –

- 1 fixture rebuilt and replaced
- 2 gas mantels replaced and relit

Flowers –

- Spring flowers delivered (7,213 plants and 28 Hangers)
- Painted pots (10) picked up and planted
- CBD pots (37) and Crescent & Penn Islands replanted with summer flowers
- Volunteer beds prepped for planting
- 5 of 14 beds were planted by volunteers
- 3 tree grates in CBD prepped for summer plantings in lieu of tree replacements
- Volunteer Park shrubs trimmed

Hauling – 21.40 tons

Patching – 4 days

Public Hearing Signs – 0 placed
2 retrieved

Special Events –

- Chase to the Taste – 36 barricades, 41 large cones, 3 road closed signs
- Hoof it for Hephziba – 86 barricades, 6 signs
- Taste of Glen Ellyn – 54 signs on barricades, 63 lit barricades, 12 cones, 18 trash cans, 4 staff (29.5 hrs OT)
- Village Fair – 28 barricades, 3 signs on barricades, 5 trash cans, snow fence posts

PLANT OPERATIONS

Water Plants

Newton - We are in the process of reviewing cost proposals from various well companies to pull and inspect Well # 5.

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

Lift Stations - NO REPORT

Distribution System

32 routine bac-t samples (30 Distributions samples and a sample from well #6).

Administration

Monthly State Report submitted to IEPA

Updates to Cross-Connection records

Continued work on creating 2009 Consumer Confidence Report

Updated Hydrant Flow data

ITEMS BEFORE THE VILLAGE BOARD

May 2010

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

1. A Proclamation was presented declaring the week of May 16-22 as National Public Works Week in Glen Ellyn.
2. Approval of Resolution 10-08 adopting the Emerald Ash Borer Management Plan. The Plan lays out removal, replacement, and treatment program for combating this deadly insect. Our Forestry Team has already begun implementing the plan with many planned removals and application of our treatment program.
3. Approval of a final and balancing change order for the 2007 Sewer Lining Program with Insituform Technologies USA. The final cost of the program was \$486,580 which was \$39,540 above the bid amount. The program allowed for the sanitary sewer lining of nearly 13,300 linear feet of sewer.
4. Approval of a final and balancing change order for the Crescent / Glenwood Parking Lot Rehabilitation Project with Arrow Road Construction. The final cost of the project was \$86,945 which was \$29,495 BELOW the bid amount. The project focused on the resurfacing and restriping of the parking lot.
5. Approval of a three year energy contract with Excelon to purchase electricity for our street lights in Glen Ellyn at a rate of \$0.0343 per kilowatt hour. The energy was bid as part of the Northern Illinois Municipal Electric Cooperative (NIMEC) which pools multiple villages together to garner the best price based on total load.
6. Approval of two Ordinances establishing easements with College of DuPage for sidewalk installation and traffic signal installation. Both of these Village assets were installed outside the Village ROW and required cooperation and easement from COD to clearly state ownership and maintenance responsibilities.
7. Approval of a resolution executing an agreement with DuPage County to accept \$300,000 of Community Development Block Grant (CDBG) funds to assist in the Braeside Neighborhood Lighting Improvements Project. This project will install nearly 60 residential street lights in the Braeside area to help improve safety in the neighborhood. LED lights will be researched for potential installation in this area.
8. Approval of an engineering agreement with Pavia-Marting to perform design services associated with the Braeside Neighborhood Lighting Improvements Project in the amount of \$55,000. Pavia Marting will put together the necessary documents to move forward with construction, likely in Spring 2011.
9. Approval to declare three pieces of equipment as surplus with permission to dispose of as appropriate.
10. Approval to authorize payments to IDOT for the upcoming Riford Road Improvements Project in the amount of \$1,370,000. IDOT will serve as the contracting agency for the project and will bill the contractor accordingly. The Village is responsible to reimburse IDOT as work is completed. The amount approved is for the Village's share of the nearly \$2.54 million project.
11. Approval of an engineering agreement with Civiltech Engineering to perform construction engineering services associated with the Riford Road Improvements Project in the amount of \$230,000. Civiltech will serve as our CM on this project after successfully competing in a proposal process that involved five different engineering consultants.
12. The following Public Works Employees were recognized for exceptional work and/or anniversary dates at a May Village Board Meeting: Marcia Bertsch (20 Years)

PW Budget Tracking**May '10****Operations and Maintenance**

	FY10 Budget	FY10 Revised Budget	Spent YTD	% of FY10	% Spent
Administration & Engineering	\$812,200	\$813,729	\$59,698	8.3%	7.3%
General Fund - Operations	\$2,073,200	\$2,178,192	\$124,388	8.3%	5.7%
Water Fund - O/M	\$3,421,300	\$3,625,311	\$320,918	8.3%	8.9%
Sanitary Sewer Fund - O/M	\$4,501,300	\$4,524,536	\$332,676	8.3%	7.4%
Parking Fund - O/M	\$224,000	\$361,540	\$123,892	8.3%	34.3%
Equipment Services Fund	\$1,543,300	\$1,543,300	\$347,039	8.3%	22.5%
Motor Fuel Tax Fund - O/M	\$705,000	\$810,000	\$62,665	8.3%	7.7%
Total	\$13,280,300	\$13,856,608	\$1,371,276	8.3%	9.9%

Capital Program

Water Fund - Capital	\$1,711,000	\$1,817,900	\$202,259	8.3%	11.1%
Sanitary Sewer Fund - Capital	\$1,820,000	\$2,198,022	\$281,960	8.3%	12.8%
Parking Fund - Capital	\$0	\$0	\$0	8.3%	0.0%
Motor Fuel Tax Fund - Capital	\$0	\$0	\$0	8.3%	0.0%
Capital Projects Fund	\$7,094,000	\$7,558,604	\$231,086	8.3%	3.1%
Total	\$10,625,000	\$11,574,526	\$715,305	8.3%	6.2%

PW CORE FUNCTIONS

Admin	May 10	May 09	+/-	2010 YTD	2009 YTD	+/-
Phone calls	981	1,100	(119)	4,186	4,982	(796)
Work Orders	158	213	(55)	506	600	(94)
Time Sheets	474	436	38	2,476	2,089	387
Invoices	127	140	(13)	639	775	(136)
Customer Service Appts	139	135	4	516	336	180
ESD						
Jobs	319	326	(7)	1,769	1,875	(106)
Scheduled	79	138	(59)	696	1,069	(373)
Non-Scheduled	1	5	(4)	7	6	1
Urgent	6	4	2	29	48	(19)
Routine	233	179	54	1,037	671	366
Total Fuel Pumped (gal)	7,395	7,326	69	40,004	40,937	(933)
Forestry						
Service Requests	94	76	18	143	199	(56)
Operations - Utilities						
Work Orders Completed	18	19	(1)	90	145	(55)
Water Main Breaks	0	0	0	5	15	(10)
Sanitary Sewer Back Ups	7	6	1	37	32	5
Sanitary Sewer Back Ups - Village	1	0	1	5	3	2
Sanitary Sewer Cleaned (feet)	720	0	720	12,300	7,970	4,330
Storm Sewer Structures Cleaned	22	67	(45)	121	145	(24)
Storm Sewer Cleaned (feet)	50	80	(30)	50	945	(895)
Storm Sewer Grates cleaned - cycles	4	4	0	6	12	(6)
Landscape Restorations (50/50)	9	26	(17)	30	26	4
JULIES	492	494	(2)	1,569	1,557	12
Operations - Forestry						
Work Orders Completed	44	26	18	135	85	50
Tree Removals	18	9	9	115	34	81
Tree Stump Grinding	0	28	(28)	94	31	63
Tree Cable Inspections	0	6	(6)	36	9	27
Mowing Cycles	2	2	0	4	2	2
Operations - Streets						
Work Orders Completed	34		34	140		140
Asphalt - Potholes (surface tons)	3	14	(11)	52	92	(40)
Asphalt - Patching (surface tons)	15	15	0	30	15	15
Block Party	1	2	(1)	3	3	0
Parking Meter Collections	4	4	0	21	22	(1)
Parkway Restorations	0	39	(39)	38	39	(1)
Signs - Fabricated	40	37	3	429	339	90
Signs - Installed	30	32	(2)	135	187	(52)
Signs - Rehabbed	45	3	42	130	139	(9)
Street Sweeping (days)	13	18	(5)	50	55	(5)
Street Sweeping (early AM)	8	9	(1)	23	19	4
Street Sweeping (extra)	2	3	(1)	2	3	(1)
Special Events	4	5	(1)	9	9	0

VILLAGE OF GLEN ELLYN RECREATION DEPARTMENT

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



MANAGER'S REPORT FOR May 2010

Prepared by Matt Pekarek

Matt Pekarek

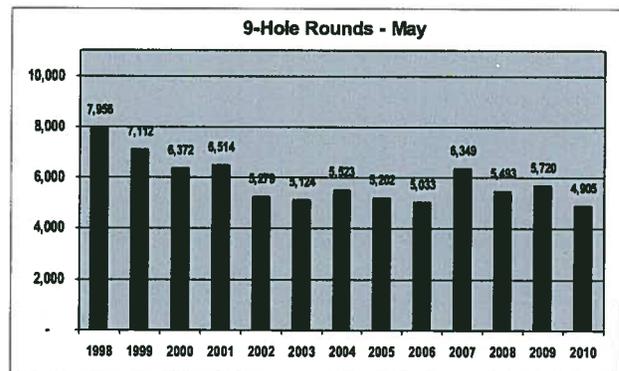
May 2010 was not very good for golf, with rain falling on 13 days. The month started cooler than normal, and ended with hot streak - May 23-26 was one of the hottest overall four day May periods in history. Not only were the days warm, but night time lows seldom dipped below 70°, putting pressure on turf grass.

High Temperatures In May										
	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001
90° days	2				2					2
80° days	7	3	2	13	4	2	8	1	3	7
70° days	9	14	11	8	11	13	8	14	8	4
60° days	6	13	11	10	9	11	10	10	9	17
50° days	7	1	7		3	3	4	6	9	1
40° days					2	2	1		2	
30° days										
Rain	5.2"	3.1"	4.7"	1.5"	4.0"	2.2"	5.4"	6.8"	4.2"	4.1"

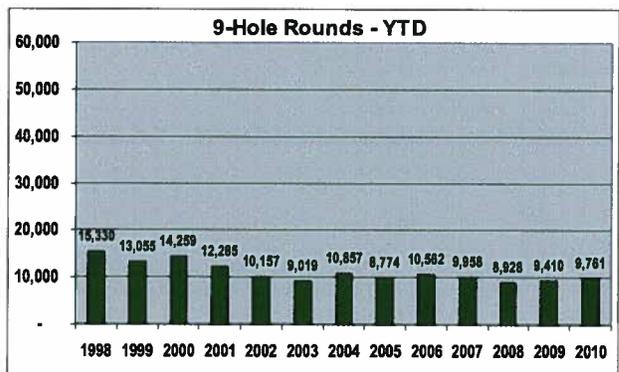
The May 2010 calendar was good for golf, with five Saturdays and Sundays. "Summer" started late with Memorial Day the last day of the month.

Rounds History By Course						
Year	18-Holes		9-Holes		Total	
	May	May YTD	May	May YTD	May	May YTD
1998	6,960	11,163	7,956	15,330	14,916	26,493
1999	6,322	9,843	7,112	13,055	13,434	22,898
2000	5,607	10,159	6,372	14,259	11,979	24,418
2001	5,513	8,948	6,514	12,285	12,027	21,233
2002	4,645	7,317	5,279	10,157	9,924	17,474
2003	0	0	5,124	9,019	5,124	9,019
2004	0	0	5,523	10,857	5,523	10,857
2005	4,957	7,956	5,202	9,774	10,159	17,730
2006	4,556	7,676	5,033	10,562	9,589	18,238
2007	5,559	8,007	6,349	9,958	11,908	17,965
2008	4,933	6,926	5,493	8,926	10,426	15,852
2009	4,796	7,423	5,720	9,410	10,516	16,833
2010	4,780	8,688	4,905	9,761	9,685	18,449

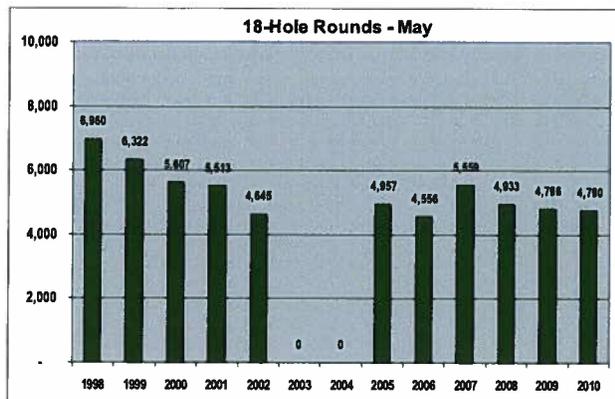
(Note: the 18-hole course was closed January 1, 2003 through June 23, 2004)



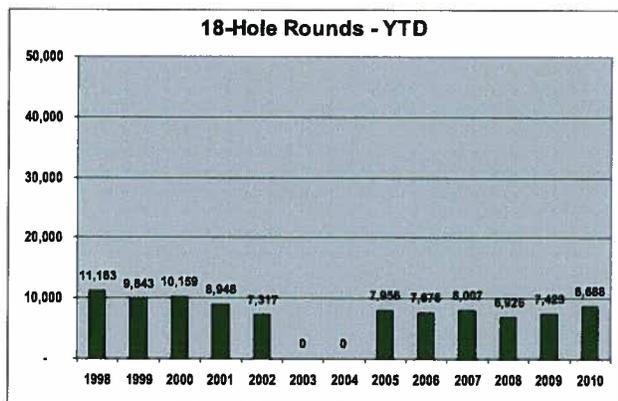
9-hole course rounds were down 14% for the month, the fewest number of rounds played in May in the last decade.



Year-to-date 9-hole course rounds are up 4% over 2009. Play has been virtually flat since September 11, 2001.



May 18-hole rounds were unchanged from 2009.



Year-to-date rounds on the 18-hole course are up 17% from last year.

GOLF

Rounds played were down 8% in May and are up 4% for the year. Green fee revenue was down 8% in May and is up 8% for the year.

The new **Spring Special** helped weekday play in May. 369 rounds were played at half price. Most of this play was on the 18-hole course, explaining the gap between 9-hole rounds (-14% from 2009) and 18-hole rounds (unchanged).

96 golfers purchased the Spring Special, paying \$175 for unlimited free weekday golf in April and unlimited half price weekday golf in May. We extended the Spring Special benefit to include March. March through May a total of 1395 rounds were played at a net effective discount of 55% of posted fees. Total green fee revenue, including the initial \$175 payments totaled \$22,500, which is 5% of all green fee income in that period.

Motorized cart revenue was down 5% in May and is up 14% for the year. Carts were grounded one day this month (two days on the 9-hole course).

Driving Range revenue was down 21% in May and is down 2% for the year.

Resident Cards sales were down 24% in May. Year to date sales are down 5%.

While revenues are ahead of 2009 because of the nicer weather in April, the golfer demand continues to be soft. The price of golf continues to fall as struggling courses discount green fees.

Golf Events

An average of 37 golfers played in eight golf events conducted during weekend **Permanent Times**. Two events were rained out.

Nineteen juniors played in a **9-hole Junior tourney** on Saturday May 1. Twenty-five youngsters played in a **9-hole Junior tourney** on Sunday May 23.

Four 9-hole **Over 60** events were held on Wednesday mornings, with participation typically averaging about 90 players.

Leagues and Group Play

The **Swingin' Set League** began their season on Tuesday May 4. The women play every Tuesday morning through September, with separate divisions on the 9 and 18 hole courses.

Six **evening leagues** began play on the front nine holes of the 18-hole course, generally teeing off between 4:30 p.m. and 5:30 p.m. All but the two Thursday leagues are organized and conducted by Village Links staff.

An average of 10 junior golfers played in **Golf After School** program that ended in May. 71 rounds total were played over the ten program dates.

Golf Instruction

The second wave of the **Adult Golf Lesson Program** was conducted during the month.

40 golfers participated in an **Adult Golf School Program** in May.

GROUNDS

The golf course was in good condition. Rain fell on 13 days in May. Carts were grounded one day and restricted to "roughs only" on seven other days..

We are in our third season of applying **Plant Growth Regulator (PGR)** on our creeping bentgrass greens, tees and fairways. The PGR puts annual bluegrass (*Poa Annua*) under stress, giving the desirable bentgrass a competitive advantage. Our long term goal is to have a pure stand of bentgrass, without *Poa Annua* that is prone to stress and disease. PGR also slows turf growth, allowing a reduction in mowing frequency. Reduced mowing lowers the cost of wages, fuel, and equipment wear and tear. A third benefit of PGR use is that it encourages lateral growth, helping recovery from ball mark damage on greens and divots on tees and fairways.

The first fungicide application of the season was made to tees, greens and fairways to prevent **Dollar Spot Disease** (*sclerotinia homoeocarpa*). At a cost of \$8,500, it is important to properly time this application properly. If the treatment is applied too early, the material is wasted. If treatment is delayed too long, a significant amount of turf damage occurs. Recent experience has shown that the first outbreak of Dollar Spot begins when the average relative humidity is greater than 70% for a consecutive period of at least 5 days.

Wetting agent was applied to tees, greens and fairways. The wetting agent helps even out rootzone moisture, reducing water logged soil and localized dry spots.

Greens

Greens were in very good condition in May.

Ball mark sanding continued. We have sanded 23,000 ballmarks so far in 2010. This work speeds recovery while smoothing the putting surface.

Topdressing is an important practice that keeps greens healthy, firm, smooth and fast. Our goal is to topdress greens lightly every ten days or so. Weather conditions only allowed us to topdress once in May.



Topdressing begins with a light coating of sand spread evenly over the putting surface.



A close up shows sand covering the grass before being brushed into the turf canopy.



We drag a cocoa mat across the green to work the sand into the turf.



Seasonal crew member Jim Monsen sprays turf growth regulator (TGR) around a recently trimmed tree base. The TGR slows the rate that grass grows around the tree, reducing the frequency that we have to trim. This work is done riding a mechanical bunker rake, which is the only equipment that we have capable of turning so tightly around a tree. Great innovation by our grounds staff.



The TGR contains a dye so the operator can see exactly where he has sprayed.

Practice Tee

The practice tee was in good condition

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

Horticulture

Annual flower beds were prepared for planting and roto-tilled. 650 flats of annual flowers were installed. A landscape contractor planted 400 of the flats, primarily in the large display beds at the entrance and in the clubhouse vicinity.

Our crew plants all of the smaller flower beds throughout the property.

Soaker hoses were installed at selective beds to improve the watering process.

Six dead trees were removed from the golf course.

Forty Pin Oak trees were injected with iron and fertilizer to combat iron chlorosis.

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

Drainage and Irrigation

An irrigation leak was repaired on #5 fairway (9). A broken quick coupler valve was repaired on #7 tee (9). The irrigation system is relatively trouble free despite being seven years old.

Turf around sprinkler heads and yardage plates was trimmed. We do this for aesthetic reasons and so that the sprinklers operate without disruption.



Assistant Golf Course Superintendent Mike Ludwig and crew member Mike Schwartz complete an irrigation system repair on #5 fairway (9).

Miscellaneous

Other tasks accomplished during the month included:

1. Parkways along Lambert Road and Taft Avenue were cleared of litter three times.
2. Litter was removed from all 22 golf course ponds.
3. Short collars on the 18-hole course were hand watered on seven days.

Mechanical Maintenance

In addition to routine operations, the following mechanical maintenance tasks were performed:

1. Cart windshields were removed from most golf carts. Windshields were kept on 15 carts for customers who prefer the windshields.
2. A new rear tire was replaced on Cushman #5.
3. Gutters at the Clubhouse were cleaned.
4. Three patio sets were purchased and assembled for use at the restaurant patio.
5. The fire sprinkler systems at the maintenance buildings were tested and serviced.
6. Thirteen outdoor drinking fountains were put out on the golf course for the season.

PRO SHOP

Sales were down 8% in May, and are down 11% for the year.

FOOD SERVICE

Food service revenues were down 7% for the month, and are unchanged year-to-date.

PARKS

Litter was removed from ponds at Panfish Park and Lambert Lake. The overflow structure at Panfish Park was cleared of debris.

A resident donated a memorial bench to Panfish Park in memory of her deceased husband. This is the first memorial bench on department property. The donor paid for the bench, including delivery and installation. The selected bench will not require annual maintenance. We have a letter of understanding with the donor acknowledging that we will not be providing and special care or maintenance. This is a win-win, with the donor being able to place a bench on public property and park users enjoying the benefit of this amenity, at no cost to the community.

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

MISCELLANEOUS

Nicor retired a high pressure natural gas transmission line that ran across the entire Recreation Department property, from Panfish Park to the east, running west across the Village Links and Lambert Lake Nature Preserve into Wheaton.

In retiring this line, Nicor severed the pipe at each end and abandoned the line. This resolves long standing gas leak issues that dated back to the 1990's. The pipe was installed in 1934. Hundreds of leaks developed in recent years. The smell of escaping natural gas frequently alarmed golfers. Leaks were reported dozens of times, but Nicor almost always opted to leave the leaks rather than make repairs. They discussed a variety of solutions over the last 15 years, including replacing the line, rerouting the line and lining the pipe with a plastic sleeve. This solution was a good one for the Village Links, which could have experienced business disruption if another approach was taken.



Dead turf on #13 fairway, caused by some of the numerous leaks in the natural gas pipeline retired by Nicor in May.

ITEMS BEFORE THE VILLAGE BOARD

Last Month
none

Up Coming
none

THE MONTH AHEAD

Junior All Day Camps Begin
Monday June 7

Junior Lessons Begin
Monday June 7

Pro-Junior Qualifying
Sunday June 13

Village Links Junior Match Play
Tuesday June 15 (Qualifying)

"Have One On Us"
Friday, June 18 and Saturday, June 19

Village of Glen Eilyn
General Fund Budget Summary
For the Month Ended May 31, 2010

MONTH

	Current Year		Monthly Variance	
	Last Year May	May	\$	%
Property Tax	16	81	65	406%
Fire SSA Tax	-	-	-	0%
Sales Tax	199,934	230,931	30,997	16%
Home Rule Sales Tax	-	109,541	109,541	100%
State Income Tax	328,839	266,823	(62,016)	-19%
Other Taxes	50,904	34,770	(16,134)	-32%
LICENSES & PERMITS				
Vehicle Licenses	36,946	34,168	(2,778)	-8%
Business Registration	1,660	20,930	19,270	1161%
Liquor Licenses	54,200	36,540	(17,660)	-33%
Building Permits	74,676	106,798	32,122	43%
CHARGES & FEES				
Ambulance Service Fees	-	51,145	51,145	100%
Police Service Reimbursements	557	706	149	27%
Accounting Fees - GWA/Library	20,258	10,675	(9,583)	-47%
OTHER				
Police/Court Fines	45,725	36,280	(9,445)	-21%
Investment Income	1,172	992	(180)	-15%
Miscellaneous Income	6,723	24,394	17,671	263%
Transfers from Other Funds	139,457	135,500	(3,957)	-3%
Revenue Totals	961,067	1,100,274	139,207	14%

YTD

	Current Year		YTD Variance	
	Last Year YTD	YTD	\$	%
Property Tax	16	81	65	406%
Fire SSA Tax	-	-	-	0%
Sales Tax	199,934	230,931	30,997	16%
Home Rule Sales Tax	-	109,541	109,541	100%
State Income Tax	328,839	266,823	(62,016)	-19%
Other Taxes	50,904	34,770	(16,134)	-32%
LICENSES & PERMITS				
Vehicle Licenses	36,946	34,168	(2,778)	-8%
Business Registration	1,660	20,930	19,270	1161%
Liquor Licenses	54,200	36,540	(17,660)	-33%
Building Permits	74,676	106,798	32,122	43%
CHARGES & FEES				
Ambulance Service Fees	-	51,145	51,145	100%
Police Service Reimbursements	557	706	149	27%
Accounting Fees - GWA/Library	20,258	10,675	(9,583)	-47%
OTHER				
Police/Court Fines	45,725	36,280	(9,445)	-21%
Investment Income	1,172	992	(180)	-15%
Miscellaneous Income	6,723	24,394	17,671	263%
Transfers from Other Funds	139,457	135,500	(3,957)	-3%
Revenue Totals	961,067	1,100,274	139,207	14%

BUDGET

	YTD		YTD Variance	
	Annual Budget	Actual	\$	%
Property Tax	2,740,000	81	81	100%
Fire SSA Tax	190,000	-	-	0%
Sales Tax	3,000,000	230,931	5,931	3%
Home Rule Sales Tax	1,750,000	109,541	(21,459)	-16%
State Income Tax	2,100,000	266,823	(40,177)	-13%
Other Taxes	838,000	34,770	(11,730)	-25%
LICENSES & PERMITS				
Vehicle Licenses	425,000	34,168	(832)	-2%
Business Registration	40,000	20,930	5,930	40%
Liquor Licenses	115,000	36,540	(17,460)	-32%
Building Permits	460,000	106,798	52,598	97%
CHARGES & FEES				
Ambulance Service Fees	750,000	51,145	(11,355)	-18%
Police Service Reimbursements	141,000	706	(1,644)	-70%
Accounting Fees - GWA/Library	128,000	10,675	75	1%
OTHER				
Police/Court Fines	640,000	36,280	(17,020)	-32%
Investment Income	19,000	992	(508)	-34%
Miscellaneous Income	238,000	24,394	11,294	86%
Transfers from Other Funds	1,426,000	135,500	-	0%
Revenue Totals	15,000,000	1,146,550	(46,276)	-4%

REVENUES

TAXES

- Property Tax
- Fire SSA Tax
- Sales Tax
- Home Rule Sales Tax
- State Income Tax
- Other Taxes

LICENSES & PERMITS

- Vehicle Licenses
- Business Registration
- Liquor Licenses
- Building Permits

CHARGES & FEES

- Ambulance Service Fees
- Police Service Reimbursements
- Accounting Fees - GWA/Library

OTHER

- Police/Court Fines
- Investment Income
- Miscellaneous Income
- Transfers from Other Funds

Revenue Totals

EXPENDITURES

- Village Board & Clerk
- Village Manager's Office
- Facilities Maintenance
- Finance
- Planning & Development
- General Services
- Police
- Fire
- Public Works - Admin & Eng.
- Public Works - Operations

Expenditure Totals

Net Increase / (Decrease)

29,439	26,552	(2,887)	-10%
56,870	62,775	5,905	10%
26,400	27,349	949	4%
72,281	90,483	18,202	25%
76,099	74,710	(1,389)	-2%
2,561	-	(2,561)	-100%
486,934	494,587	7,653	2%
19,855	137,497	117,642	593%
55,088	59,698	4,610	8%
109,129	124,389	15,260	14%
934,656	1,098,040	163,384	17%
26,411	2,234	(24,177)	

53,000	26,552	852	3%
847,900	62,775	(4,525)	-7%
400,700	31,800	(4,451)	-14%
1,071,500	90,483	(117)	0%
1,135,100	74,710	(14,790)	-17%
-	-	-	0%
6,940,300	494,587	(45,213)	-8%
1,666,100	137,497	(5,103)	-4%
812,200	63,100	(3,402)	-5%
2,073,200	145,100	(20,711)	-14%
15,000,000	1,195,500	(97,460)	-8%
-	(48,950)	2,234	

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

REVENUES							
	Monthly Budget	Monthly Actual	Monthly Budget Variance	Cumulative Budget	Cumulative Actual	Cumulative Budget Variance	Positive (Negative) Variance
May	1,146,550	1,100,274	(46,276)	1,146,550	1,100,274	(46,276)	-4%
June	2,595,150	-		3,741,700			0%
July	1,155,550	-		4,897,250			0%
August	925,650	-		5,822,900			0%
September	2,358,050	-		8,180,950			0%
October	1,002,250	-		9,183,200			0%
November	997,150	-		10,180,350			0%
December	933,250	-		11,113,600			0%
January	837,450	-		11,951,050			0%
February	886,350	-		12,837,400			0%
March	1,008,450	-		13,845,850			0%
April	1,154,150	-		15,000,000			0%
	15,000,000	1,100,274	(46,276)				

EXPENDITURES							
	Monthly Budget	Monthly Actual	Monthly Budget Variance	Cumulative Budget	Cumulative Actual	Cumulative Budget Variance	Positive (Negative) Variance
May	1,195,500	1,098,040	97,460	1,195,500	1,098,040	97,460	8%
June	1,583,400	-		2,778,900			0%
July	1,284,800	-		4,063,700			0%
August	1,200,800	-		5,264,500			0%
September	1,538,500	-		6,803,000			0%
October	1,208,800	-		8,011,800			0%
November	1,187,100	-		9,198,900			0%
December	1,255,500	-		10,454,400			0%
January	1,164,800	-		11,619,200			0%
February	1,232,100	-		12,851,300			0%
March	1,062,500	-		13,913,800			0%
April	1,086,200	-		15,000,000			0%
	15,000,000	1,098,040	97,460				

NET INCOME / (LOSS)					
	Monthly Net Income (Loss)	Monthly Budget Variance Pos. / (Neg)	Cumulative Net Income (Loss)	Cumulative Budget Variance Pos. / (Neg)	
May	2,234	51,184	2,234	51,184	
June	-	-	2,234	51,184	
July	-	-	2,234	51,184	
August	-	-	2,234	51,184	
September	-	-	2,234	51,184	
October	-	-	2,234	51,184	
November	-	-	2,234	51,184	
December	-	-	2,234	51,184	
January	-	-	2,234	51,184	
February	-	-	2,234	51,184	
March	-	-	2,234	51,184	
April	-	-	2,234	51,184	
	2,234	51,184			

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

FY10/11				
	Total Collections	% of Extension		3 Yr. Avg %
		Month	YTD	Month
				YTD
May	81	0.0%	0.0%	0.0%
Jun	-	0.0%	0.0%	46.7%
Jul	-	0.0%	0.0%	49.3%
Aug	-	0.0%	0.0%	50.4%
Sep	-	0.0%	0.0%	92.8%
Oct	-	0.0%	0.0%	96.2%
Nov	-	0.0%	0.0%	98.2%
Dec	-	0.0%	0.0%	98.8%
Jan	-	0.0%	0.0%	99.8%
Feb	-	0.0%	0.0%	99.8%
Mar	-	0.0%	0.0%	99.8%
Apr	-	0.0%	0.0%	99.8%
Total	81	0.0%	0.0%	99.8%
Extension	2,746,263			

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

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

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

Budget	2,900,000	3,000,000	3,136,000	3,000,000	3,000,000	3,000,000
% of Budget	99%	100%	96%	99.5%	99.5%	99.5%

% Increase/ (Decrease) from Prior Year	(1.2%)	4.0%	0.5%	(0.8%)	(0.8%)
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* Monthly projected budget based on previous 5 year collection history.

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

Month Received by Village	FY06/07	FY07/08	FY08/09	FY09/10	FY10/11	% Change From FY09/10 Incr/(Decr)	Monthly Budget*	Monthly Budget Variance		YTD Budget Variance	
								\$	%	\$	%
May	300,200	353,307	411,166	328,839	266,823	(18.9%)	307,000	(40,177)	(13.1%)	(40,177)	(13.1%)
Jun	214,514	225,351	219,791	175,582			185,000				
Jul	203,511	223,133	243,312	191,171			193,000				
Aug	126,311	133,935	141,873	130,133			120,000				
Sep	133,651	137,387	136,400	124,255			121,000				
Oct	228,600	234,067	242,598	191,473			202,000				
Nov	138,242	150,446	151,515	144,264			132,000				
Dec	135,568	137,102	118,018	113,400			115,000				
Jan	181,769	202,289	199,292	199,333			177,000				
Feb	252,099	298,927	250,579	211,259			227,000				
Mar	133,586	159,593	135,806	130,720			126,000				
Apr	227,518	230,351	209,659	203,935			195,000				
Total	2,275,569	2,485,888	2,460,009	2,144,364							

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

% of Budget 106% 106% 98% 87.9%

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

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

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

**PERSONNEL DIVISION
MONTHLY REPORT**

May 2010

Senior Services

Senior Service Team helped 45 seniors with their Medicare claims and the corresponding paperwork through the SHIP program, attended a 2.0 hour Medicare training program, and spent 1.25 hours giving Medicare presentations to senior groups. We spent a total of 4 hours on our monthly social events (Bunco and Book Club). The team attended various Ride DuPage meetings for a total of 3.25 hours. Our team is Chair and Co-chair for two different meetings. We spent 3.00 hours verifying the Pace information for the transportation program. Our senior newsletter took 4.5 hours to compile and mail.

Personnel

- 324 contacts/responses broken down as follows:

- Benefits – 65
- Clerk - 169
- Pay & Compensation Study – 0
- Payroll – 21
- Personnel - 50
- Other – 1
- Risk Management - 14
- Vacancies – 4

- 17 Change of Status Forms broken down as follows:

- Adds – 9
- Changes – 7
- Terminations – 1

Special Projects:

- 7.75 hours working Village Clerk research
- 21.0 hours working on the insurance renewal
- 2.25 hour working PDS
- 9.00 purging files
- 9.75 hours on employer surveys

Other Items:

- 1.75 hours on monthly Munis reports
- 21.00 hours attending meetings

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

Updated June 2010

LONG TERM ROUTINE

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

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

Goal 2: Target areas for redevelopment

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Identify potential redevelopment opportunities in Roosevelt Road Corridor, Downtown & Stacy's Corners	Planning & Development, EDC	Map of redevelopment areas. Site characteristics/ownership information.	May 2010	June 2010	Initial meeting completed to identify target & scope of efforts.
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

June 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	Televised all workshop and regular meetings of the Village Board. Post agenda packet materials online for public access.	May 2009	X	All Village Board meetings televised with video posted online. Packet materials posted online as of January 2010.
Increase public access to documents and public information	Village Manager's Office	Utilization of web site as "library" for documents and reports determined to be relevant.	Jan. 2009	On-Going	Relevant items posted routinely since new web site launched. Page hits have increased from 90,500/month (2009) to 235,000/month (2010).

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

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

Goal 5: Demonstrate a commitment to ethics

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

X - Represents Completed Item

LONG TERM COMPLEX

Goal 6: Implement the Downtown Strategic Plan

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Develop an implementation plan for the Downtown Strategic Plan	Village Manager's Office	Develop complete list of tasks. Prioritize, schedule and assign tasks.	Nov. 2009	June 2010	Implementation planning discussions currently underway. Village Board priorities determined for FY2010-11 Budget.

Goal 7: Develop a marketing plan for aggressive economic development

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Prepare a marketing plan for economic development in Glen Ellyn	EDC	Develop overall marketing strategies for community. Identify economic toolkit to be utilized for Glen Ellyn.	Pending	t/b/d	Pending transfer of shopper attraction marketing to new downtown organization to free up EDC staff time and resources. Implementation dependent upon adequate EDC budget for community marketing.
Identify business types sought within the community	EDC	Identify a hit list of business types identified by residents, community leaders	Ongoing	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	t/b/d	
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	t/b/d	
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
Develop metrics for status and evaluation of efforts	EDC	Establish baseline metrics. Establish marketing metrics. Establish goals achieved metrics for annual report.	April 2010	X	Completed as part of May strategy session.

X - Represents Completed Item

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 protected 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	July 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.	May 2010	Oct 2010	Fire Company is reviewing proposals for strategic planning facilitator.
Determine Village capability to assist with Fire Company challenges	Village Manager's Office	Discuss options and develop a long-term assistance plan.	Pending	t/b/d	Timing dependent upon completion of Fire Company strategic plan
Conduct a review and revision of the provisions of the current service agreement.	Village Manager's Office Fire Chief	Draft and adopt a revised service agreement between the Village and Fire Company.	Pending	t/b/d	Timing dependent upon completion of Fire Company strategic plan

Goal 10: Improve gateways to Downtown Glen Ellyn

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

X - Represents Completed Item

June 2010

SHORT TERM ROUTINE

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

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Determine capabilities and roles of existing organizations serving downtown needs	Village President	Meet and discuss roles with existing organizations.	Oct. 2009	X	Kick off meeting conducted in November 2009.
Conduct comparative analysis of other communities with downtown organizations	Planning & Development Director	Undertake field visits to meet and discuss experiences and organizational structure within other communities.	Dec. 2009	X	Done
Communicate research results	Planning & Development Director	Compile a written report to identify research results and recommend observed best practices that would serve downtown Glen Ellyn.	Nov. 2009	X	Done
Develop recommended organizational structure	Planning & Development Director Village Manager	Develop list of duties, committees, and organizational chart	Pending	July 2010	Village Board discussion to occur to finalize details.
Create organizational structure	Village President Village Board	Appointment of a Board of Directors. Provide funding commitment and written expectations.	Pending	t/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	April 2010	X	Village Manager to identify non-core services utilizing ranking undertaken by Village Board.
Quantify value of non-core services	Village Manager's Office	Identification of costs or labor resources dedicated to provision of non-core services	May 2010	Aug 2010	List to be reviewed and approved by Village Board.

X - Represents Completed Item

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	Fall 2010	County training regarding emergency operations to be conducted for elected officials and key personnel.

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

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

X - Represents Completed Item

June 2010

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

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

X - Represents Completed Item

June 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 employee.		On Going	Trustee Ladesic & Village Manager participated in legislative drivedown sponsored by DuPage Mayors & Managers Conference.

X - Represents Completed Item

June 2010

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

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

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

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

X - Represents Completed Item

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

X - Represents Completed Item

June 2010