

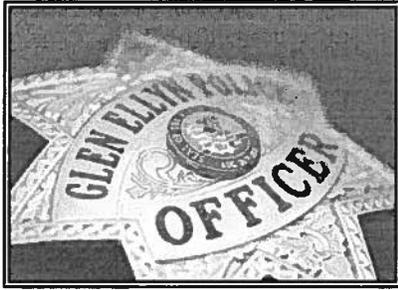
**Village of Glen Ellyn**

**Management Team Monthly  
Report Packet**

**November 2010**

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# GLEN ELLYN POLICE DEPARTMENT

## MONTHLY REPORT - NOVEMBER 2010

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### PATROL

#### *Calls for Service*

Glen Ellyn Police handled 3907 calls for service during the month of November. 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.

	Nov 10	Nov 09	10 YTD	09 YTD
<b>Calls for service</b>	3907	2556	40,398	41,559

#### *Traffic*

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

	Nov10	Nov 09	10 YTD	09 YTD
<b>Traffic Citations Issued</b>	395	320	3785	4491
<b>Traffic Warnings Issued</b>	432	388	4251	4335
<b>Traffic Crash Reports</b>	59	66	674	738
<b>DUI</b>	13	15	126	135

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### INVESTIGATIONS

There were 33 new cases assigned to Detectives in the Investigations Division during the month of November. 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:

<b>Felony Arrests</b>	<b>Misdemeanor Arrests</b>	<b>Ordinance Tickets</b>	<b>Juvenile Dispositions</b>
8	0	2	5

#### *Death Investigation*

On November 28, patrol officers responded to Walgreens at 840 N Main St for an unresponsive 19 year-old male who was seated in a vehicle near the store. Paramedics also responded and quickly determined the subject was dead. The preliminary investigation suggested the death may be drug related. This case is currently under investigation.

### *Aggravated Arson*

In March of 2009 a fire damaged over \$150,000 of property at Sunset Pool. The case had not progressed until November of 2010 when a juvenile was interviewed on an unrelated matter, and admitted to attempting to start a fire at his home. This juvenile lived in close proximity of Sunset Pool, and was asked about the aforementioned incident. The juvenile then admitted to being responsible starting the Sunset fire as well. The juvenile provided details of setting a small fire which quickly spread out of control. In late November the juvenile plead guilty to various criminal charges.

### *Burglary to Motor Vehicle*

On November 7 patrol officers located a suspicious person within a vehicle. This person matched the description (provided by Lombard Police minutes earlier) of a suspect viewed by witnesses leaving the scene of a burglary. A search of the vehicle revealed proceeds from burglaries that occurred in Lombard and Glen Ellyn. The subject was taken into custody and charged with burglary to motor vehicle(s) in Lombard, Glen Ellyn, and unincorporated DuPage County.

In April 2010 a vehicle parked at Parkview School was burglarized and a purse was stolen. The purse was later recovered with blood evidence, possibly linking the crime to a perpetrator. The blood evidence was processed at the DuPage County Crime Lab, which led to a match to an individual previously suspected in similar cases. With the support of this evidence, the suspect was charged with burglary to a motor vehicle. He is currently incarcerated in the Illinois Department of Corrections resulting from dispositions on similar offenses.

### *Residential Burglary*

On November 11 a resident on Travers Road reported a subject entered his home and stole his wife's purse. The resident was in his house when he heard someone moving about his living room. The resident investigated and came across the suspect. The suspect told the resident he was looking for work, and then left the residence abruptly. The case is currently under investigation.

On November 10 a ground floor apartment on Briar St. was burglarized and television, video gaming system, and assorted games were taken. Suspects have been developed in this case and the investigation is ongoing.

On November 16 a resident on Surrey contacted police after she discovered her apartment had been burglarized. Taken in the burglary were child support documents, family photos and a laptop computer. The resident believes her former spouse may be responsible. This case is currently under investigation.

### *Unlawful Use of a Credit Card*

On November 8 a resident had his business bank account compromised when it was used at a men's clothing store in California. Items purchased via the internet were subsequently shipped to an address in Harvey, Illinois. This case was forwarded to Harvey Police Department for further investigation.

In August 2010 patrol officers took initial theft reports from members at the YMCA. Most reported having their wallets stolen from lockers and vehicles. Credit cards belonging to the victims were later used to make purchases. A suspect was developed after tracing a gift card that was purchased with a stolen credit card, was used to purchase an airline ticket. The suspect was interviewed and confessed to multiple burglaries to motor vehicle, locker thefts and unlawful use of credit cards.

In October 2010 a resident reported the illegal use of his credit card. The victim suspected a former roommate. Surveillance footage from various retailers revealed the roommate using the credit card to make the purchases. The roommate was charged with felony unlawful use of a credit card.

### *Retail Theft*

On October 30 two subjects entered Walgreens. While one distracted the clerk the other went behind the counter and took several cartons of cigarettes. Several subjects were identified as part of a crew of individuals committing this same offense throughout DuPage and Cook Counties. Interagency cooperation has led to some of the suspects being apprehended; however, the suspects in the Glen Ellyn case remain at large.

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### **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>	Nov 10	Nov 09	10 YTD	09YTD
Homicide	0	0	0	0
Criminal Sexual Assault	1	1	4	9
Robbery	0	0	1	2
Battery	9	10	98	122
Burglary	6	1	56	36
Theft/Deception	36	33	428	367
Motor Vehicle Theft	0	0	5	11
Arson	1	0	1	3
Criminal Damage or Trespass	10	29	221	228
Deadly Weapons	3	0	4	2
Sex Offenses	0	2	9	15
Offenses Involving Children	3	6	50	54
Drug Offenses	14	15	88	123
Liquor Control Act	5	2	60	57
Disorderly Conduct	8	20	118	181
Other Criminal Offenses	24	23	248	399
Crisis Intervention	23	30	318	374
Death/Suicide Investigations	4	3	35	41
Missing Persons	0	0	18	26
Miscellaneous Services	76	59	844	759
Medical Assists	92	86	1068	1064

*\*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.*

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### **TRAINING**

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

DATE	PERSONNEL	COURSE TITLE	HOURS	TOPIC
11/1	Cusack	Close /High Threat Protection	40	WMD/SRT advanced course
11/3	All Sworn Officers	Monthly Firearms Training	1	Drills/Practice Course of fire
11/3	Miko	Crime Scene	16	Evidence Technician techniques
11/5	Baki, Holstead	ILEAS WMD/SRT	8	Bi-weekly drills
11/17	All Sworn Officers	Monthly Firearms Training	1	Drills/Practice Course of fire
11/18	Baki, Holstead	DCSO Special Ops	8	Team Training (Blue)
11/19	Baki, Cusack, Holstead	ILEAS WMD/SRT	8	Bi-weekly drills

### COMMUNITY EDUCATION

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

- Continued with DARE™ instruction at Ben Franklin, Churchill and Forest Glen Elementary schools.
- Completed a residential survey for a homeowner in the 400 block of North Park Blvd.
- Led DARE™ Role Model week at all 5<sup>th</sup> grade classes.

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





# Month in Review

NOVEMBER 2010

## Dark Windows Ordinance Passed

In recent years, the Central Business District (CBD) has seen an increase in the number of vacant commercial units and buildings. The Glen Ellyn Downtown Strategic Plan states that vacant retail space detracts from the character of the CBD.

In response to this, a "Dark Windows" ordinance was passed by the Village Board on November 22, requiring property owners in the CBD to provide a decorative storefront display if a ground floor space becomes vacant. The purpose of the ordinance is to help maintain continuity of the streetscape and make it more vibrant. This will help to beautify the CBD and hopefully promote cooperation between local property owners and local businesses and organizations who wish to place displays in windows. Over the last several years, such ordinances have gained popularity across the country.

## Downtown Historic District Update

One of the goals of the Downtown Strategic Plan is to designate a historic district in the downtown. Discussions of such a designation began at the Historic Preservation Commission meeting on November 18. Benefits of establishing a historic district include the ability to preserve the historic character of the area, potential exemptions to some building code requirements and the availability of tax incentives for building improvements. A walkthrough of the downtown area recommended for designation is scheduled for December 11. It is anticipated that the Commission will discuss the designation again before the application would be prepared and forwarded to the Village Board and submitted to the Illinois Historic Preservation Association. A public meeting would also be held prior to application, to which CBD property owners would be invited.

## Light Pole Banner Sign Code Amendments

Last year, the Village Board approved a Sign Code amendment that permits car dealerships to display light pole sign banners. On November 22, the Village Board approved an ordinance amending this portion of the code to allow light pole banners to be displayed

at large shopping centers in addition to car dealerships. The new ordinance applies to shopping centers 6.5 acres or more in size, which includes Market Plaza, Pickwick Place and Baker Hill. Banners are allowed on no more than 50% of the light poles. Such banners are meant to and provide visual interest in the often expansive parking lots associated with larger shopping centers and to offer additional identification for such properties.

## Developer Broker Breakfast

The Planning and Development Department teamed up with the Economic Development Corporation to host a breakfast on November 10 with developers and brokers from the area. The purpose of the breakfast was to promote Glen Ellyn as a desirable place to do business. A total of 43 developers and brokers attended the breakfast, with most attendees expressing satisfaction with the event. The Department presented information on permit process improvements, redevelopment site mapping efforts and the Downtown Strategic Plan. Information was presented on several of the top sites targeted for redevelopment within the Village. Other topics covered at the breakfast by the EDC included available business assistance programs, description of the existing commercial base, and an explanation of how brokers and developers can work with Village staff and the EDC. The event also included a welcome by Village President Mark Pfefferman and served as a networking opportunity for participants.

### P&D COURT CASES FOR NOVEMBER:

- 674 Lenox: Lot not restored. Owner did not show up for court. Forfeited his bond and will have a court date in December.
- 616 Park: Failure to complete construction project in 18 months. Extension also expired. Trial set for December 7.
- 188 Newton: Roof work without a permit. Fined \$150. One year court supervision.



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



	November 2010	2010 YTD	2009 Actual
<b>Total Building Permits Issued</b>	129	1166	879
New Single Family dwelling	3	12	7
New Multi-family dwelling	0	0	0
New Commercial building	0	4	1
Additions and Alterations Single-family	12	154	149
Additions and Alterations Multi-family	0	0	0
Demolitions	2	11	16
Additions and Alterations Commercial	7	36	40
Accessory Structure/Miscellaneous	105	949	682
<b>Total Estimated Construction Value (millions)</b>	\$3.28	\$71.44	\$21.34
<b>Certificates of Occupancy (TCO &amp; CO)</b>	0-TCO; 1-CO	5-TCO; 13-CO	24-TCO; 22-CO
<b>Stormwater Permits Issued</b>	3	21	9
<b>Demolition Permits Applications</b>	1	14	11
<b>Sign Permits Issued</b>	2	31	26
<b>Banner Sign Permits Issued</b>	5	27	21
<b>Total Inspections Conducted</b>	399	4685	4876
Building Inspections	268	2914	2451
Exterior Appearance/Ordinance Inspections	1	15	12
Elevator Inspections	7	106	107
Fire Inspections	1	58	387
Grading/Stormwater Inspections	14	256	163
Landscape Inspections	3	18	13
Property Maintenance Inspections	75	993	984
Site Inspections	31	326	759
<b>Total Development Applications Acted On</b>	4	31	38
Exterior Appearance	0	4	3
Planned Unit Development	0	1	2
Sign Variation	0	5	4
Special Use Permit	2	6	7
Stormwater Variation	0	0	2
Subdivision	0	0	2
Zoning Map Amendment	0	0	1
Zoning Text Amendment	1	4	1
Zoning Variation	1	9	16
<b>Misc. Ordinances/Resolutions Acted On</b>	1	14	25
<b>Annexations Approved</b>	0	0	0
<b>Annexation Agreements Approved</b>	0	34	4
<b>Recapture Agreements Approved</b>	0	0	1
<b>Right-of-Way Vacations</b>	0	1	0
<b>Violation Letters Issued (prior to citation)</b>	9	233	360
<b>Citations Issued</b>	0	12	14
<b>Pre-Existing SU Administrative Approval Request</b>	0	0	2
<b>Consolidations, 2-Lot Subdivs &amp; Land Transfers</b>	0	1	5
<b>Village Code Waiver for Special Event</b>	0	2	5
<b>License Agreements Approved</b>	0	7	8
<b>Administrative Approval - Promotional Event</b>	0	1	2
<b>Administrative Approval - Ordinance Extension</b>	1	2	NA



# PLANNING AND DEVELOPMENT DEPARTMENT

## MONTHLY DEMOLITION REPORT

### NOVEMBER 2010

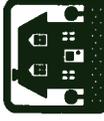


#### MONTHLY COMPARISON - DEMOLITION APPLICATIONS - 1994 to PRESENT

Year	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
1994	1	0	4	3	0	1	7	4	3	1	1	1	26
1995	1	2	9	0	4	0	8	0	2	2	0	0	28
1996	2	0	1	2	2	0	1	2	2	2	1	0	15
1997	0	0	0	2	2	3	3	2	2	2	0	1	17
1998	3	2	3	5	0	2	3	0	4	10	6	6	44
1999	1	1	5	3	3	1	15	2	6	1	1	0	39
2000	2	2	4	10	3	4	4	8	8	3	2	0	50
2001	4	4	5	6	8	2	6	10	6	3	6	7	67
2002	5	28	1	1	5	2	3	2	4	2	5	2	60
2003	1	4	12	8	4	7	9	7	8	5	6	1	72
2004	3	16	4	5	3	4	1	4	7	10	4	3	64
2005	7	4	2	10	7	3	6	5	5	8	6	0	63
2006	7	4	4	4	6	5	3	0	1	7	0	0	41
2007	2	3	5	3	7	4	2	3	0	3	0	1	33
2008	1	0	7	5	5	4	0	1	3	2	1	0	29
2009	2	2	1	0	0	3	2	0	0	0	2	0	12
2010	0	0	2	0	0	1	3	2	5	0	1		14

#### DEMOLITION PERMIT APPLICATIONS DURING CALENDAR YEAR 2010

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



**PLANNING AND DEVELOPMENT DEPARTMENT  
DEVELOPMENT CASE, ANNEXATION AND SPECIAL PROJECT STATUS  
AS OF NOVEMBER 30, 2010**

CASE/DEV. NAME (APPLICANT)	DESCRIPTION OF PROPOSAL	ARC REVIEW (DATES/MTGS.)	PC REVIEW (DATES/MTGS.)	ZBA REVIEW (DATES/MTGS.)	VB REVIEW (DATES/MTGS.)	COMMENTS AND REVIEW STATUS
244 Anthony Street	Zoning Variation for front and side yard garage addition setbacks	NA	NA	Public hearing 10/12/10 and 11/9/2010, recommended approval 6-0	11/15/2010 workshop and 11/22/2010 meeting	Approved at 11/22/2010 Village Board meeting.
767 Chidester Avenue	Special Use Permits, Zoning Variations, ZMA, Minor Subdivision, etc., to allow construction of 2 single family homes. Home proposed on rear lot is in floodplain/wetlands and zoned CR.	NA	Public hearings 7/13/2006, 8/10/2006 and 4/12/2007, 10-0 recommendation to deny	NA	5/21/2007 Work-shop	Waiting to hear how petitioner plans to proceed. Made inquiries about alternate proposals in 2007 and 2008. Property is currently for sale.
Cottage Avenue Water Tower, Public Works utility antenna	Special Use Permit for public utility antenna	NA	Pending	NA	Pending	Submission received July 23, 2010. On hold.
578A Duane Street, DuPage Neurology & Wellness Center	Sign Variation	Est. 2/10/2010	NA	NA	Pending	Partial application received 12/11/2009. Awaiting Resubmittal.
Goodrich Court Subdivision	5-lot Subdivision and Annexation	NA	Pre-ap 8/12/2004, Pre-ap 4/28/2005, Pre-ap 10/27/2005	NA	Pending	Awaiting Resubmittal. Last review sent 12/3/2007. Spoke to in mid July 2009, project on hold but does not currently plan to withdraw.
Memorial Park	Variations for Lights	NA	Pending	NA	Pending	Met with School District on October 22, 2010. Awaiting submission.
980 Oxford Road	Zoning variations for a gazebo, outdoor fireplace and patio that do not meet the minimum side yard setbacks and exceed the maximum permitted areas.	NA	NA	Public hearings 7/27/2010 and 11/23/2010, recommended approval 6-1	Est. 1/17/2010 workshop and 1/24/2010 meeting	Number and scope of requested variations was reduced from original application.
11182 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 7/26/2009. Waiting for submittal.
475 Pennsylvania Avenue, Barone's	Exterior Appearance and Sign Variations	Pre-application meeting 3/24/2010	NA	NA	Pending	Awaiting submission of formal application.
538 Prince Edward	Zoning Variations for lot coverage ratio and rear yard setback of one-story addition	NA	NA	Public hearing 12/14/2010	Est. 1/17/2010 workshop and 1/14/2010 meeting	Application received 10/21/2010.
285 Roosevelt Road, Nicor	Special Use Permit and Zoning Variation for Temporary Facility	NA	Public hearing 11/18/2010, recommended approval 7-0	NA	12/6/2010 Meeting	

631 Roosevelt Road, Shell/Circle K	Exterior Appearance and Sign Variations associated with rebranding of the site to recognize Circle K as the new owner of the convenience store.	Pending	NA	NA	NA	Pending	Awaiting submission. The planning and police department teams met with a representative for the petitioner on January 19 to discuss the exterior appearance and sign variation process and encourage the owner to relocate the Park Boulevard access drive due to traffic safety issues. The owner has since verbally agreed to move the Park Boulevard access drive further south.
680 Roosevelt Road, Trader Joes	Special Use Permit for Outdoor Sales and Storage	NA	Public hearing 10/14/2010, recommended approval 10-0	NA	11/8/2010	<b>Approved by Village Board at 11/8/2010 meeting.</b>	
1200 Roosevelt Road, Northwood University	Special Use Permit for Private School	NA	Public hearing 10/28/2010. Recommended approval 9-1	NA	11/15/2010 workshop and 11/22/2010 meeting	<b>Approved by Village Board at 11/22/2010 meeting.</b>	
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.	
<b>ANNEXATIONS</b>							
22W500 Ahlstrand	Annexation	NA	NA	NA	Pending	Part of AEE Subdivision, received partial application, fees and escrow. Plat has been revised. The renters are putting the material together, but we still need the owner's signature on a number of documents. A pending divorce between the owners has put the application on hold.	
NWC of Park and Butterfield	Annexation agreements to replace expired agreements with School District 87 office building and Village Theatre.	NA	NA	NA	Pending	Draft agreements for both properties prepared. Undergoing internal review.	
Glen Oak Country Club	Annexation w/ an Agreement for a strip of Country Club Property adjacent to Hill Avenue.	NA	NA	NA	Pending	Agreement under negotiation. Plat has been prepared.	
Hill Avenue Annexations	Annexation agreements with Elliot Property located east of the Glen Oak Country Club and the industrial property across the street	NA	NA	NA	Pending	Draft agreement prepared for Elliot property and delivered on July 16, 2010. Draft agreements for the two industrial properties on the north side of Hill Avenue delivered on August 30, 2010. Staff met with Mr. Elliot on August 18, 2010 to discuss terms of agreement. <b>Follow-up email sent to 3 property owners on 9/30/2010.</b>	
NEC of Five Corners	Annexation and Annexation Agreements for Properties in 4-block area northeast of 5-corners.	NA	NA	NA	Pending	Received 7 annexation petitions and interest from 9 other property owners. Decided on R2 zoning based on neighborhood input at previous Plan Commission meeting. Neighborhood meeting held on 3/15/2005 where conservative utility costs were shared. Need to set up another neighborhood meeting and prepare updated and more realistic utility costs.	

NWC Five Corners	Annexation of neighborhood north of St. Charles, south of the Great Western Trail, west of Evergreen and east of Mildred.	NA	NA	NA	NA	Pending	Some utility information and costs received.
Marston and Bemis Road Area	Annexation of properties with existing annexation agreements	NA	NA	NA	NA	Pending	Annexation agreements with 32 properties approved in 2010. Next phase to proceed with annexation of properties.
Glen Crest Subdivision (North)	Renewal of previously approved but never fully executed annexation agreements for more than 40 properties along Marston Avenue, Marston Court, Brook Court, Lorry Court and Crest Court being served by Village water and sanitary sewer since roughly 1975.	NA	NA	NA	NA	Pending	Agreements mailed in early October. Neighborhood meeting held on 10/20/2010. At the end of November 36 of 49 agreements had been signed and returned.
Glen Crest Subdivision (South)	Renewal of previously approved but never fully executed annexation agreements for more than Danby Road being served by Village water and sanitary sewer since roughly 1975.	NA	NA	NA	NA	Pending	Agreements mailed in early October. Neighborhood meeting held on 10/21/2010. At the end of November 35 of 40 agreements had been signed and returned.
Sunnybrook Estates	Annexation of Sunnybrook Estates Subdivision.	NA	NA	NA	NA	7/12/09	Need to evaluate several potential annexation routes and select one to pursue. Amendment to Ordinance approving annexation agreement approved on 7/12/2010 allowing the agreement to be executed.
Swift Road	Annexation of properties contiguous to Glen Elyn with annexation agreements.	NA	NA	NA	NA	Pending	

**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 Elyn	Third draft complete. Awaiting review and finalization.
Building Code Updates 2009	Evaluate the existing building codes and identify new building, fire, and life safety codes that address the needs of the Village. Life safety code and property maintenance code approved by Village Board at 8/23/2010 meeting. Fire code approved at 10/25/2010 Village Board meeting with continued discussions of fire sprinkler regulations in November of 2010. Final draft of Building Code to be reviewed at 1/3/11 Building Board of Appeals meeting. Further discussion with Village Board on sprinklers scheduled for 1/17/2011.
College of DuPage	Village President and management met with COD in February to further discuss the Village's authority related to construction on the campus. An updated surrounding community survey was completed in March of 2010 and COD met with Village staff in March of 2010 to share a courtesy copy of their plans for landscaping and signage changes on the campus. At the direction of the Village Board, a letter was sent to COD in April of 2010 informing them that they must comply with the Glen Elyn Sign Code and previously approved Sign Plan. COD began installing signs in mid-June. A stop work order was placed on the project. Throughout November, Department staff continued to work with the Village Board, Village Manager and Village Attorney regarding this issue.
Community Branding	Discussed with Village Board at April 26 meeting as it relates to the implementation of the downtown plan. Direction received to begin research into undertaking a community branding effort.
807-817 Crescent Right-of-Way Vacation	Vacation of improved right-of-way bisecting the rear yards of 807-817 Crescent Boulevard. Affected property owners planned to enter into a reciprocal access easement agreement and have reached an impasse in regard to the terms of the agreement. Staff from the Public Works and Planning and Development Departments met with the property owners on August 26, 2010 to answer questions about the impact various options would have on the properties and to try to facilitate an agreement. Staff is waiting to hear back from the property owners regarding how they would like to proceed.
Dark Windows Ordinance	Approved by Village Board at 11/22/2010 meeting.
Developer/Broker Breakfast	EDC and Village hosted a breakfast with Developers and Brokers on 11/18/2010 to promote Glen Elyn. A total of 43 developers and brokers were in attendance.

Downtown Historic District	Discussed at the 11/18/2010 Historic Preservation Commission meeting and decided to proceed with the creation of a national historic district in the downtown. A walk through of the downtown with a representative from the National Trust for Historic Preservation is anticipated in mid-December and a public meeting to discuss the potential creation of a new downtown historic district is planned for early 2011.
Evaluation of Northside Regional Detention Stormwater Alternatives	Revised report and analysis of potential alternate sites submitted by engineering consultant on 8/28/2009. Recommendation to be forwarded to Village Board in near future.
Glenbard Wastewater, Bemis Road, Clearwire Antenna	Draft license agreement prepared to allow antenna on GWA property which is owned by the City of Lombard and in Glen Eilyn's planning jurisdiction. Agreement was forwarded to Clearwire. Staff is awaiting a response.
Light Pole Banner Text Amendment	Sign Code amendment to allow shopping centers with 6.5 acres or more to display light pole banner signs approved at 11/22/2010 Village Board meeting.
Lincoln Avenue Right-of-Way Vacation	Request received to consider vacation of Lincoln Avenue right-of-way located between 755 and 767 Chidester Avenue. The planning team met with one of the property owners on 10/19/2010 and reviewed the proposed terms of vacation. Village staff is awaiting a response.
Redevelopment Sites Map	Work continued in November on a new redevelopment site map. Creation of the map is one of the top strategic planning goals adopted by the Village Board.
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 Connections	Reminder letters sent to 7 property owners required by previous agreements to connect to Village utilities in February 2011 and one property owner with a past due connection date.
Utility Payments	Follow-up with property owners on Valley Road and in Arboretum Estates East with past due utility payments, letters will be mailed in early December.

# VILLAGE OF GLEN ELLYN PUBLIC WORKS DEPARTMENT MONTHLY REPORT

**November 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:

- 11 tree preservation plans and parkway tree permit applications
- 4 plan re-submittals
- 12 tree fence and root pruning inspections
- 20 refunds of deposit

21 parkway trees were scheduled for removal - letters were prepared and mailed to residents informing them of the pending removals. In addition, 21 tree removals and 62 stumps were completed. The pending and completed removals and completed stump grindings were entered into CartêGraph and Excel spreadsheets.

The admin team updated tree inventory in Cartegraph and excel spreadsheets to reflect 3 parkway planting space additions.

267 CBD Snow Management Operations flyers were sent to business and property owners in downtown Glen Ellyn.

## **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	88%	\$5,709,918.85

The month of November was spent primarily on final street reconstruction and resurfacing items. Curb and gutter, driveways and sidewalks were installed on Whittier; spot curb repairs and selected driveway replacements were done on Walnut; spot curb

repairs were performed on Hillside. The pavements on Hillside and Walnut were milled down 3" and inspected for base repairs – only limited base repairs were needed. Binder and surface courses of asphalt were placed on Whittier, Walnut and Hillside; prior to surface course placement, manholes in the pavements were adjusted to grade. At two locations, concrete weirs in storm sewer structures were lowered based on drainage design recommendations. Final concrete pavement was installed at the north end of Bryant on Walnut. Portions of the parkways on Whittier were fine-graded. All roadways are fully open for use.

#### **RIFORD ROAD RECONSTRUCTION –**

Contractor: R.W. Dunteman

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

Project work was substantially completed by Thanksgiving, with miscellaneous concrete, retaining wall and traffic signal work still not 100% complete. In November, St. Charles Road was striped and arrangements made with ComEd for the new traffic signal electric service. On Riford, concrete work continued with sidewalk, driveway approach and miscellaneous curbs poured. Manhole frames in the pavement were adjusted to final grade. Parkways were graded, topsoil placed and sod or seed installed per plans. Sanitary sewers in the project corridor were lined. Retaining walls were installed in four locations along the corridor, including the large block wall at St. Charles and Riford. Traffic signal poles, mast arms, controller and support devices and wiring were completed. Split rail fence was installed. Driveways, curbs and sidewalks were sealed. Riford Road was striped. Punch lists were developed and most of that work accomplished by month's end. All traffic control signs were picked up and the roadway opened for full use. The initial reimbursement from

DuPage County was received. Final quantities are now being ascertained by the construction oversight team.

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

**Projects in Design/Bidding Phase**

**BRAESIDE LIGHTING PROJECT –**  
Engineer: Pavia-Marting  
Detailed engineering is proceeding on the project.

**CRESCENT BOULEVARD SIDEWALK EXTENSION –**  
Engineer: Pavia-Marting  
Preliminary plans, specifications and cost estimate have been prepared by the consultant and submitted for Engineering Division review.

**ESSEX COURT DRAINAGE IMPROVEMENTS –**  
Engineer: Rezek, Henry  
Field work is complete. Design work is continuing on the project.

**HILL AVENUE WATER MAIN EXTENSION –**  
Engineer: Walter E. Deuchler  
Updated cost estimates have been prepared by the consultant.

**LAKE ELLYN OUTFALL CHANNEL REHABILITATION –**  
Engineer: Burns & McDonnell  
A stormwater permit submittal was made for review by the Village stormwater management team.

**NICOLL WAY LAND BRIDGE REPAIRS –**  
Engineer: Walter E. Deuchler  
Project bidding will be deferred to conserve Capital Improvement Project fund balances.

**RIGHT TURN LANE ON LAMBERT AT ROOSEVELT –**  
Engineer: Hampton Lenzi Renwick  
The land parcel appraisal process is continuing with approval being sought from IDOT on the appraised values of the needed land take.

**SUNSET/TURNER IMPROVEMENTS PROJECT –**  
Engineer: Kudrna & Associates

The project design plans and specifications are being finalized; a pre-final submittal will be made in early December.

**Projects in Punch List / Closeout Phase**

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

**Projects Under Contract**

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

**BACKUP WELL REHABILITATIONS –** Contractor: Well #5: Layne-Western; Well #6: Water Well Solutions  
(Value of Contracts: Well #5 = \$80,500; Well #6 = \$86,000)  
For Well #5, the existing pumping unit was re-built and installed with a new submersible motor and new column pipe. The well was flow tested and satisfactory flow data were obtained. The pit-less adapter was machined and fitted with an o-ring. Overall the project should come in under budget because we were able to rebuild the pump, reuse the electric cables and did not treat the well with chemicals. The projected cost of the needed work is now about \$55,000.

For Well #6 the packer and test pumping unit were installed at a depth of about 240 ft. below the surface. A pump drawdown test and water sampling were conducted below the packer.

**Engineering Projects**

**CENTRAL BUSINESS DISTRICT TRAFFIC STUDY –**  
Engineer: KLOA  
A progress meeting was held on November 17 to discuss the results of field traffic counts and preliminary assessments of the consultant.

## **NORTH REGIONAL DETENTION FACILITY –**

Engineer: A. McGurr, Ltd.

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

## **SANITARY SEWER EVALUATION SURVEY –**

Engineer: RJN Group, Inc.

A progress meeting was held on November 15 to discuss 2010 smoke testing results and go over items in advance of the completion of the project report.

## **EQUIPMENT SERVICES**

In the month of November, 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 1,751 days without a “lost time” accident. The ESD attended the annual “Right to Know” training.

Facilities repairs performed by the ESD included rewiring the yard gate “hold open” switch and resetting the gate timer. The ESD welded the wash bay Monoxivent hose basket and the lift pulleys were replaced. The ESD oversaw the replacement of the manual yard gate rollers and the fence posts were straightened and reset.

The ESD implemented its rotating snow plan schedule, which provides for ESD staff to be available for twelve hour shifts and provide continuous service during snow/ice events.

One hundred eleven work orders were related to the maintenance and repair of Police Department vehicles and equipment. The TPMS sensor was replaced on patrol squad 03 and the heater cooling system was bled. A seat belt recall was also performed on squad 03. The engine oil cooler lines were replaced on patrol squad 05 and the heater system was also bled. The front suspension strut and the engine block heater were replaced on patrol squad 06. The battery; the exhaust hanger; and the front disc brake pads and rotors were replaced on patrol squad 07. The MDT computer keyboard; the water pump and serpentine accessory drive belt; the belt tensioner and idler pulleys were replaced on patrol squad 18. The battery and traffic director arrow stick segments were replaced on patrol squad 19 and the graphics were replaced on patrol squad

20. Four tires and the battery were replaced on the Deputy Chief’s command squad. Numerous chassis and emergency lighting repairs were made and a number of tire repairs were also performed on various police vehicles. All PM’s were completed on time.

Seventy three work orders were related to the maintenance and repair of the Glen Ellyn Volunteer Fire Company’s vehicles and equipment. The emergency headlamp flasher was replaced on Squad 101 and the preemption power supply and strobe tubes were replaced on Squad 102. The radio chargers were rewired on Squad 103 and a grill strobe was replaced on Squad 104. The patient oxygen system pressure regulator was replaced on Medic 20. The rear suspension sway bar was re-torqued on Medic 21 and the patient module cabinet shelf was repaired on Medic 22. The battery was replaced on Squad 23. The fire water pump front seal was replaced on Engine 26 and the foam gauge was repaired. The tailboard lights were replaced on Engine 27 and the wheel chock holder was straightened. The aerial bucket was repaired on Snorkel 31 and the front wheel seal covers were replaced. The rear tires were replaced on Squad 38 and the air brake system leak was repaired. Numerous chassis and emergency lighting repairs were performed on Fire Company vehicles. All PM’s were completed on time.

One hundred five work orders were related to the maintenance and repair of Public Works vehicles and equipment. A vehicle speed signal conditioner was installed in plow truck 200 and the pre-wet system was resealed on plow truck 201. The salt spinner hydraulic motor and the pre-wet pump were replaced on plow truck 203. The salt spreader circuit boards and wiring harnesses were replaced on plow truck 204 and the tires were replaced on pickup truck 227. The hand gun couplers and the master switch indicator were replaced on Vactor 230 and the battery was replaced on roller 239. The plow hydraulic fittings were replaced on plow truck 241 and the instrument cluster was replaced on Vactor truck 242. The battery and gutter broom was replaced on street sweeper 249 and the electrical system was tested. The door strut; the battery; and the coolant overflow tube were replaced on tractor 253. The gutter broom was replaced on street

sweeper 259 and the conveyor belt was adjusted. The hydraulic plow power pack was replaced on plow truck 271 and the fuel injection pump shut off solenoid was replaced on generator 518. The walk behind snow blowers and salt spreaders were serviced. 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.

Eighteen work orders were related to the maintenance and repair of Glenbard Wastewater Authority vehicles and equipment. The air brake system was leak tested on semi tractor 611 and the TPMS was reset on vehicle 642. All PM's were completed on time.

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

## **FORESTRY**

The Village Forester attended the Environmental Commission tree preservation meeting and participated in discussions regarding a private tree ordinance.

The Village Forester had a meeting with ComEd representatives to discuss pruning operations within the Village.

Steve Piper and Sons, Public Works tree removal contractor, removed 13 parkway trees.

The Village Forester met with Steve Piper and Sons to review the upcoming Annual Pruning Program.

EAB inspections were performed within the pruning zone and 19 ash trees were identified for removal.

## **OPERATIONS**

November Rain = 2.51"

The weather trend continued as November weather mirrored September and October with average temperatures and below average rainfall. Glen Ellyn is 4.25" behind average rainfall for the three fall months. They say it takes a couple of months to

reverse a precipitation trend; we'll see how that plays out for the snow removal season.

Operations prepped this month for snow removal. 300 tons of salt were ordered; this filled salt bins to their 800 ton capacity. Training was held on a Saturday for seasonal snow plow drivers. Employees watched videos on plowing safety and procedures, were instructed in paperwork process for equipment and labor, and were instructed by the Equipment Services Supervisor in the operation of snow removal equipment used by seasonal employees (snow blowers, pick up trucks, 1 ton dumps with salt spreaders and the skid steer used for loading salt). Each employee had the opportunity to operate the equipment and ask any questions. New seasonal employees go through the training and then spend a few snow shifts in on-the-job training before operating equipment on their own. Seasonal snow labor is essential to Public Works snow plan. The more than twenty seasonal snow employees provide a pool of labor to supplement the sixteen Operation's employees who are divided into two shifts for snow removal during each snow event.

November is the month for Operations to set up holiday decorations to help Glen Ellyn residents get in a festive mood for the season. Operations sets up



two Christmas trees, one at Stacy's Tavern and the other in the center of the CBD. There is also an evergreen tree in Prairie Path Park that Operations decorates with LED lights. In addition to these are the holiday greens that are displayed at the horse

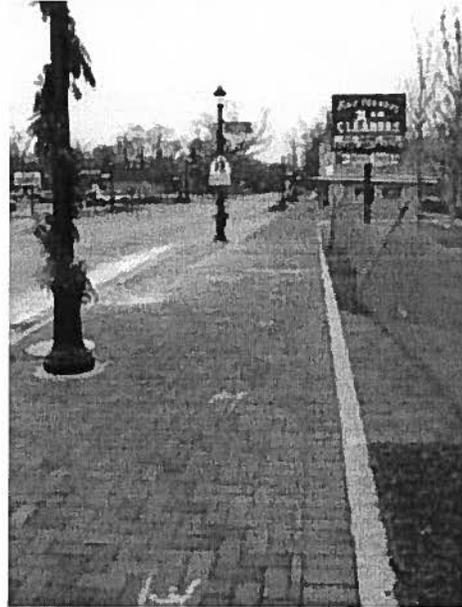


through, Stacy's Corners, the Village Sign bed, as well as planters at the train station, Civic Center and flower clock. A Contractor decorates the flower clock bed as well as changes out the banners on Roosevelt Rd. This year, McFarlane Douglass returned as low bidder for decorating CBD trees with white lights as well as street light poles in the CBD and at Stacy's Corners. Their work received many compliments during the month. This contractor also decorated the Village in 2008-09 with similar results. Although most would think that a white Christmas would make the holiday decorations complete, the men and women who perform snow removal for Public Works might have a different view on that topic.

This month Operations replaced two curb cuts at 820 N Main where the building was knocked down



and the Glen Ellyn Historical Society created a park. The curb cut on Geneva Rd. was backfilled with soil and seed to match the current parkway. The curb cut on N Main was restored with brick to match the



current streetscape at Stacy's Corners. This is not typical Operations' work, yet Jeff Agner and Bob DeRosa spearheaded this effort with assistance from Dave Laurinaitis. The result made it seem as if the curb cut never existed. Operations' takes pride in their ability to adapt and excel at non-routine jobs.

#### Employee happenings:

##### Training –

- All – training on Right-to-Know, Blood-borne pathogens, confined space entry, and personal protective equipment (PPE)- 2.5 hrs
- 3 employees – training on manhole protection rings

##### Evaluations - 2 completed

(2 November reviews not completed)

##### Coverage/Assistance –

- Front Office – 1 employee (2 days and 2 lunches)
- Customer Service – 1 employee to assist (1 day)

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

#### Utilities

- Bio Bags in Grease lines – 243
- B-Box repairs – 5
- Dust Suppression Meters – 1
- Hydrant repairs – 1

**Storm Sewer Repair - 1**

**Misc. –**

- Cleaned Village grease lines
- Cleaned Surrey Lift station
- Cleaned Rt. 53 regulator for GWA
- Shut off and winterized drinking fountains
- Removed 2 driveway aprons at 820 N Main and replaced with curb, dirt and seed at Geneva entrance and curb and 400 brick pavers on Main

**Forestry –**

Misc. – N/A

**Streets**

**Asphalt –**

- 1 day asphaltting spot repairs and main break (9 tons surface)
- 1 day pot hole patching (3.12 tons surface)

**Electrical –**

- 14 electrical work orders completed
- 1 photo eye replaced
- 6 bulbs replaced
- 3 fuses replaced
- 2 ballasts replaced
- 1 traffic signal timings checked
- 3 fixtures wiring repaired
- All outlets checked and repaired for Holiday Lights contractor

**Flowers –**

- Planted 350 pink tulip bulbs for Breast Cancer Awareness (250 in ribbon design at train station and 100 at Fire Station 1)
- Continued fall clean up
- Completed pulling the remaining summer flower beds.
- Pruned roses east of train station
- Pulled fall plantings
- Started holiday decorations: planters at train Station, flower clock, Fire Station, Reno Center, and Civic Center

Started removing pots and groupings

Water – 1 cycle and newly planted bulbs

Hauling – 330 yards of leaves to DuPage Yard waste

Public Hearing Signs – 3 placed  
2 retrieved

**Special Events –**

- Sleepout Saturday – 20 barricades and 3 signs
- Holiday Walk – 44 barricades, 6 lit barricades, 24 barricades with signs, 25 cones, 24 trash cans

(2 sweeping shifts = 4 employees, 12 hrs OT)

Sweeping – 19 days, 2 sweepers and 2 trucks follow  
1 day, 1 sweeper and 1 truck following

**Misc. –**

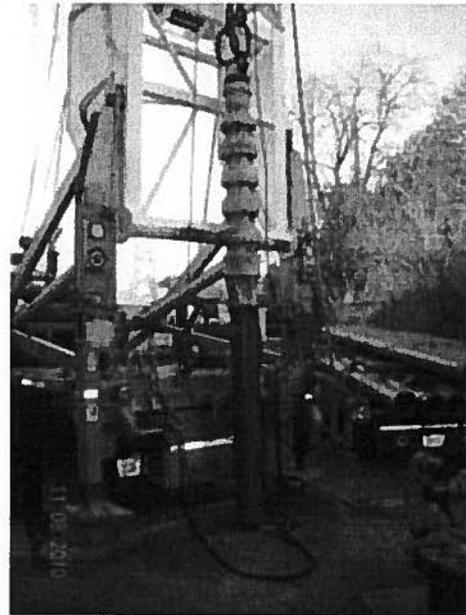
- Changed out banners in CBD and Stacy's Corners
- Horse trough removed
- Two Christmas trees prepped and installed (Main and Crescent; Stacy's Tavern)
- Lights installed on Prairie Path tree
- Holiday tree and street light pole decorations installed by contractor

**PLANT OPERATIONS**

**Water Plants**

**NEW WELL #5 –**

Since well acidation was not necessary and rebuilding the pump was the fraction of the cost to replace, the Village saved approximately \$26,000 during the reconstruction of this well.



**(Motor and refurbished pump being prepared to be lowered into the well casing by Layne-Western.)**

**Well #6 –**

Once the temporary well is up and running, water quality tests will be frequently run for over a month to determine if the water quality and quantity below the bladder is sufficient for our use. Initial tests and flow rates are encouraging.



(Well # 6 test pump and bladder being installed by Water Well Solutions, Inc.)

**Distribution System**

32 routine bac-t samples

**Administration**

Monthly State Report submitted to the IEPA

Updates to Cross-Connection records

Tabulation of data for 2010 LMO-2 Audit

**Lift Stations**

**SURREY** - Wet well was cleaned by operations personnel to removed debris that was causing the pumps to clog and trip the pumps electrical overloads.

**ITEMS BEFORE THE VILLAGE BOARD**

**November 2010**

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

1. Approval of Ordinance No. 5896 granting a utility easement to ComEd for the undergrounding of overhead utility wires along Lambert Rd at the Public Works Center at 30 S Lambert. This is in preparation for the proposed right turn lane for northbound Lambert at Roosevelt Rd.
2. The following Public Works Employee was recognized for exceptional work and/or anniversary dates at a November Village Board Meeting: Joe Caracci.

**PW Budget Tracking**

**November '10**

**Operations and Maintenance**

	<b>FY11 Budget</b>	<b>FY11 Revised Budget</b>	<b>Spent YTD</b>	<b>% of FY11</b>	<b>% Spent</b>
Administration & Engineering	\$812,200	\$813,729	\$451,026	58.3%	55.4%
General Fund - Operations	\$2,073,200	\$2,178,192	\$1,022,949	58.3%	47.0%
Water Fund - O/M	\$3,421,300	\$3,625,311	\$2,026,283	58.3%	55.9%
Sanitary Sewer Fund - O/M	\$4,501,300	\$4,524,536	\$2,470,040	58.3%	54.6%
Parking Fund - O/M	\$224,000	\$361,540	\$207,547	58.3%	57.4%
Equipment Services Fund	\$1,543,300	\$1,543,300	\$965,550	58.3%	62.6%
Motor Fuel Tax Fund - O/M	\$705,000	\$810,000	\$425,801	58.3%	52.6%
<b>Total</b>	<b>\$13,280,300</b>	<b>\$13,856,608</b>	<b>\$7,569,196</b>	<b>58.3%</b>	<b>54.6%</b>

**Capital Program**

Water Fund - Capital	\$1,711,000	\$1,817,900	\$739,501	58.3%	40.7%
Sanitary Sewer Fund - Capital	\$1,820,000	\$2,198,022	\$898,623	58.3%	40.9%
Parking Fund - Capital	\$0	\$0	\$0	58.3%	0.0%
Motor Fuel Tax Fund - Capital	\$0	\$0	\$0	58.3%	0.0%
Capital Projects Fund	\$7,094,000	\$7,558,604	\$2,706,035	58.3%	35.8%
<b>Total</b>	<b>\$10,625,000</b>	<b>\$11,574,526</b>	<b>\$4,344,159</b>	<b>58.3%</b>	<b>37.5%</b>

**PW CORE FUNCTIONS**

<b>Admin</b>	<b>Nov 10</b>	<b>Nov 09</b>	<b>+/-</b>	<b>2010 YTD</b>	<b>2009 YTD</b>	<b>+/-</b>
Phone calls	850	660	190	10,788	10,452	336
Work Orders	110	91	19	1,685	1,534	151
Time Sheets	357	322	35	5,384	4,700	684
Invoices	149	123	26	1,564	1,673	(109)
Customer Service Appts	84	92	(8)	1,188	1,366	(178)
<b>ESD</b>						
Jobs	362	339	23	3,744	3,897	(153)
Scheduled	94	121	(27)	1,413	2,029	(616)
Non-Scheduled	0	4	(4)	9	11	(2)
Urgent	0	2	(2)	68	68	0
Routine	268	212	56	2,254	1,708	546
Total Fuel Pumped (gal)	7,149	7,034	115	86,213	89,890	(3,677)
<b>Forestry</b>						
Service Requests	66	62	4	667	731	(64)
<b>Operations - Utilities</b>						
Work Orders Completed	14	15	(1)	277	255	22
Water Main Breaks	3	2	1	18	22	(4)
Sanitary Sewer Back Ups	7	9	(2)	74	74	0
Sanitary Sewer Back Ups - Village	1	2	(1)	9	11	(2)
Sanitary Sewer Cleaned (feet)	4,300	2,000	2,300	86,160	58,955	27,205
Storm Sewer Structures Cleaned	0	31	(31)	379	422	(43)
Storm Sewer Cleaned (feet)	0	160	(160)	1,095	1,985	(890)
Storm Sewer Grates cleaned - cycles	3	2	1	22	27	(5)
Landscape Restorations (50/50)	7	12	(5)	83	86	(3)
JULIES	312	298	14	4,369	4,137	232
<b>Operations - Forestry</b>						
Work Orders Completed	52	55	(3)	669	432	237
Tree Removals	4	4	0	288	108	180
Tree Stump Grinding	51	28	23	348	230	118
Tree Cable Inspections	0	0	0	36	36	0
Mowing Cycles	0	0	0	12	11	1
<b>Operations - Streets</b>						
Work Orders Completed	48		48	432		432
Asphalt - Potholes (surface tons)	3	1	2	277	86	191
Asphalt - Patching (surface tons)	9	58	(49)	101	233	(132)
Block Party	0	0	0	64	69	(5)
Parking Meter Collections	4	4	0	48	48	0
Parkway Restorations	0	0	0	50	66	(16)
Signs - Fabricated	9	123	(114)	562	454	108
Signs - Installed	13	6	7	204	180	24
Signs - Rehabbed	0	24	(24)	202	324	(122)
Street Sweeping (days)	20	16	4	168	154	14
Street Sweeping (early AM)	7	6	1	73	64	9
Street Sweeping (extra)	2	3	(1)	9	12	(3)
Special Events	2	3	(1)	29	33	(4)

December 8, 2010

## CONSTRUCTION ACTIVITY / PROJECT REPORT

### CONSTRUCTION PROJECT PROGRESS REPORTS

#### Projects in Construction Phase

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

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

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

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

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

**Project metrics as of 12/1/10: Estimated % Complete = 97%; Tentative final contract cost = \$5,100,000 or ~90% of original contract amount of \$5,700,000**

The month of November was spent primarily on final street reconstruction and resurfacing items. Curb and gutter, driveways and sidewalks were installed on Whittier; spot curb repairs and selected driveway replacements were done on Walnut; spot curb repairs were performed on Hillside. The pavements on Hillside and Walnut were milled down 3” and inspected for base repairs – only limited base repairs were needed. Binder and surface courses of asphalt were placed on Whittier, Walnut and Hillside; prior to surface course placement, manholes in the pavements were adjusted to grade. At two locations, concrete weirs in storm sewer structures were lowered based on drainage design recommendations. Final concrete pavement was installed at the north end of Bryant on Walnut. Portions of the parkways on Whittier were fine-graded. All roadways are fully open for use.

##### **RIFORD ROAD RECONSTRUCTION – Contractor: R. W. Dunteman**

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

Project work was substantially completed by Thanksgiving, with miscellaneous concrete, retaining wall and traffic signal work still not 100% complete. In November, St. Charles Road was striped and arrangements made with ComEd for the new traffic signal electric service. On Riford, concrete work continued with sidewalk, driveway approach and miscellaneous curbs poured. Manhole frames in the pavement were adjusted to final grade. Parkways were graded, topsoil placed and sod or seed installed per plans. Sanitary sewers in the project corridor were lined. Retaining walls were installed in four locations along the corridor, including the large block wall at St. Charles and Riford. Traffic signal poles, mast arms, controller and support devices and wiring were completed. Split rail fence was installed. Driveways, curbs and sidewalks were sealed. Riford Road was striped. Punch lists were developed and most of that work accomplished by month’s end. All traffic control signs were picked up and the roadway opened for full use. The initial reimbursement from DuPage County was received. Final quantities are now being ascertained by the construction oversight team.

##### **ROSLYN & SCOTT SANITARY SEWER EXTENSION – Contractor: Lifco Construction**

(Value of Contract = \$21,000)

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

## Projects in Design / Bidding Phase

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

Field work is complete. Design work is continuing on the project.

### **SUNSET / TURNER IMPROVEMENTS PROJECT – Engineer: Kudrna & Associates**

The project design plans and specifications are being finalized; a pre-final submittal will be made in early December.

### **LAKE ELLYN OUTFALL CHANNEL REHABILITATION – Engineer: Burns & McDonnell**

A stormwater permit submittal was made for review by the Village stormwater management team.

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

The land parcel appraisal process is continuing with approval being sought from IDOT on the appraised values of the needed land take.

### **CRESCENT BOULEVARD SIDEWALK EXTENSION – Engineer: Pavia-Marting**

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

### **HILL AVENUE WATER MAIN EXTENSION – Engineer: Walter E. Deuchler**

Updated cost estimates have been prepared by the consultant.

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

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

### **BRAESIDE LIGHTING PROJECT – Engineer: Pavia-Marting**

Detailed engineering is proceeding on the project.

## Construction Projects in Punch List or Closeout Phase

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

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

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

## Other Projects under Contract

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

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

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

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

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

For Well #5, the existing pumping unit was re-built and installed with a new submersible motor and new column pipe. The well was flow tested and satisfactory flow data were obtained. The pit-less adapter was machined and fitted with an o-ring. Overall the project should come in under budget because we were able to rebuild the pump, reuse the electric cables and did not treat the well with chemicals. The projected cost of the needed work is now about \$55,000.

For Well #6 the packer and test pumping unit were installed at a depth of about 240 ft. below the surface. A pump drawdown test and water sampling were conducted below the packer.

**ENGINEERING PROJECTS**

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

A progress meeting was held on November 15 to discuss 2010 smoke testing results and go over items in advance of the completion of the project report.

**CENTRAL BUSINESS DISTRICT TRAFFIC STUDY – Engineer: KLOA**

A progress meeting was held on November 17 to discuss the results of field traffic counts and preliminary assessments of the consultant.

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

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

x:\publicwks\engineer\monthly construction report.doc



**Village of Glen Ellyn  
General Fund Budget Summary  
For the Month Ended  
November 30, 2010**

	MONTH			YTD			BUDGET			
	Last Year	Current Year	Monthly Variance \$ %	Last Year YTD	Current Year YTD	YTD Variance \$ %	Annual Budget	YTD Budget	YTD Actual	Variance \$ %
<b>REVENUES</b>										
<b>TAXES</b>										
Property Tax	49,935	48,834	(1,101) -2%	2,603,437	2,702,260	98,823 4%	2,740,000	2,701,000	2,702,260	1,260 0%
Fire SSA Tax	-	4,644	4,644 2%	-	187,389	187,389 100%	190,000	187,000	187,389	389 0%
Sales Tax	268,810	274,209	5,399 2%	1,685,796	1,790,667	104,871 6%	3,000,000	1,712,000	1,790,667	78,667 5%
Home Rule Sales Tax	156,497	161,725	5,228 3%	278,683	963,213	684,530 246%	1,750,000	996,000	963,213	(32,787) -3%
State Income Tax	144,264	147,046	2,782 2%	1,285,717	1,217,006	(68,711) -5%	2,100,000	1,260,000	1,217,006	(42,994) -3%
Other Taxes	33,209	36,797	3,588 11%	672,194	677,579	5,385 1%	838,000	655,500	677,579	22,079 3%
<b>LICENSES &amp; PERMITS</b>										
Vehicle Licenses	4,200	4,234	34 1%	106,360	89,927	(16,433) -15%	425,000	76,000	89,927	13,927 18%
Business Registration	60	220	160 267%	29,981	40,400	10,419 35%	40,000	40,000	40,400	400 1%
Liquor Licenses	40	-	(40) -100%	114,593	113,620	(973) -1%	115,000	113,000	113,620	620 1%
Building Permits	15,702	30,041	14,339 91%	266,948	409,150	142,202 53%	460,000	339,400	409,150	69,750 21%
<b>CHARGES &amp; FEES</b>										
Ambulance Service Fees	36,549	49,365	12,816 35%	46,371	381,768	335,397 723%	750,000	437,500	381,768	(55,732) -13%
Police Service Reimbursements	7,500	3,465	(4,035) -54%	135,581	118,627	(16,954) -13%	141,000	128,450	118,627	(9,823) -8%
Accounting Fees - GWA/Library	20,258	10,675	(9,583) -47%	141,806	74,725	(67,081) -47%	128,000	74,500	74,725	225 0%
<b>OTHER</b>										
Police/Court Fines	33,367	33,491	124 0%	275,404	252,354	(23,050) -8%	640,000	373,100	252,354	(120,746) -32%
Investment Income	2,361	1,286	(1,075) -46%	11,974	8,321	(3,653) -31%	19,000	10,700	8,321	(2,379) -22%
Miscellaneous Income	21,314	116,019	94,705 444%	118,176	206,636	88,460 75%	238,000	127,700	206,636	78,936 62%
Transfers from Other Funds	139,457	135,500	(3,957) -3%	976,199	948,500	(27,699) -3%	1,426,000	948,500	948,500	- 0%
<b>Revenue Totals</b>	<b>933,523</b>	<b>1,057,551</b>	<b>124,028 13%</b>	<b>8,749,220</b>	<b>10,182,142</b>	<b>1,432,922 16%</b>	<b>15,000,000</b>	<b>10,180,350</b>	<b>10,182,142</b>	<b>1,792 0%</b>
<b>EXPENDITURES</b>										
Village Board & Clerk	4,088	2,267	(1,821) -45%	52,274	33,901	(18,373) -35%	53,000	40,500	33,901	(6,599) -16%
Village Manager's Office	61,499	41,774	(19,725) -32%	535,373	476,068	(59,305) -11%	847,900	491,500	476,068	(15,432) -3%
Facilities Maintenance	32,868	32,650	(218) -1%	211,228	204,242	(6,986) -3%	400,700	231,900	204,242	(27,658) -12%
Finance	71,909	74,220	2,311 3%	590,745	628,842	38,097 6%	1,071,500	653,900	628,842	(25,058) -4%
Planning & Development	72,472	71,394	(1,078) -1%	572,780	632,478	59,698 10%	1,135,100	657,100	632,478	(24,622) -4%
General Services	-	-	- 0%	-	-	- 0%	-	-	-	- 0%
Police	486,072	513,729	27,657 6%	3,990,896	4,288,410	297,514 7%	6,940,300	4,491,700	4,288,410	(203,290) -5%
Fire	97,996	112,091	14,095 14%	793,300	894,890	101,590 13%	1,666,100	1,000,200	894,890	(105,310) -11%
Public Works - Admin & Eng.	56,421	60,607	4,186 7%	412,997	451,026	38,029 9%	812,200	471,900	451,026	(20,874) -4%
Public Works - Operations	121,491	140,176	18,685 15%	950,060	1,022,950	72,890 8%	2,073,200	1,160,200	1,022,950	(137,250) -12%
<b>Expenditure Totals</b>	<b>1,004,816</b>	<b>1,048,908</b>	<b>44,092 4%</b>	<b>8,109,653</b>	<b>8,632,807</b>	<b>523,154 6%</b>	<b>15,000,000</b>	<b>9,196,900</b>	<b>8,632,807</b>	<b>(566,093) -6%</b>
<b>Net Increase / (Decrease)</b>	<b>(71,293)</b>	<b>8,643</b>	<b>79,936</b>	<b>639,567</b>	<b>1,549,335</b>	<b>909,768</b>	<b>-</b>	<b>981,450</b>	<b>1,549,335</b>	<b>567,885</b>

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

<b>REVENUES</b>							
	Monthly Budget	Monthly Actual	Monthly Budget Variance	Cumulative Budget	Cumulative Actual	Cumulative Budget Variance	Positive (Negative) Variance
May	1,146,550	1,100,274	(46,276)	1,146,550	1,100,274	(46,276)	-4%
June	2,595,150	2,559,965	(35,185)	3,741,700	3,660,239	(81,461)	-2%
July	1,043,550	1,034,918	(8,632)	4,785,250	4,695,157	(90,093)	-2%
August	1,037,650	1,031,658	(5,992)	5,822,900	5,726,815	(96,085)	-2%
September	2,358,050	2,374,612	16,562	8,180,950	8,101,427	(79,523)	-1%
October	1,002,250	1,023,164	20,914	9,183,200	9,124,591	(58,609)	-1%
November	997,150	1,057,551	60,401	10,180,350	10,182,142	1,792	0%
December	933,250	-	-	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%
	<b>15,000,000</b>	<b>10,182,142</b>	<b>1,792</b>				

<b>EXPENDITURES</b>							
	Monthly Budget	Monthly Actual	Monthly Budget Variance	Cumulative Budget	Cumulative Actual	Cumulative Budget Variance	(Positive) Negative Variance
May	1,195,500	1,098,040	(97,460)	1,195,500	1,098,040	(97,460)	-8%
June	1,583,400	1,448,106	(135,294)	2,778,900	2,546,146	(232,754)	-8%
July	1,284,800	1,380,162	95,362	4,063,700	3,926,308	(137,392)	-3%
August	1,200,800	1,121,225	(79,575)	5,264,500	5,047,533	(216,967)	-4%
September	1,538,500	1,507,034	(31,466)	6,803,000	6,554,567	(248,433)	-4%
October	1,208,800	1,029,332	(179,468)	8,011,800	7,583,899	(427,901)	-5%
November	1,187,100	1,048,908	(138,192)	9,198,900	8,632,807	(566,093)	-6%
December	1,255,500	-	-	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%
	<b>15,000,000</b>	<b>8,632,807</b>	<b>(566,093)</b>				

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

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

		<b>FY10/11</b>			
	Total Collections	% of Extension		3 Yr. Avg. %	
		Month	YTD	Month	YTD
May	81	0.0%	0.0%	0.0%	0.0%
Jun	1,307,114	47.6%	47.6%	46.7%	46.7%
Jul	53,541	1.9%	49.5%	2.6%	49.3%
Aug	36,908	1.3%	50.9%	1.1%	50.4%
Sep	1,176,444	42.8%	93.7%	42.4%	92.8%
Oct	79,338	2.9%	96.6%	3.4%	96.2%
Nov	48,834	1.8%	98.4%	2.0%	98.2%
Dec	-	0.0%	98.4%	0.5%	98.8%
Jan	-	0.0%	98.4%	1.0%	99.8%
Feb	-	0.0%	98.4%	0.0%	99.8%
Mar	-	0.0%	98.4%	0.0%	99.8%
Apr	-	<u>0.0%</u>	98.4%	<u>0.0%</u>	99.8%
<b>Total</b>	<b>2,702,260</b>	<b>98.4%</b>		<b>99.8%</b>	
<b>Extension</b>	<b>2,746,263</b>				

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

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					% Change From FY09/10 Incr/(Decr)	Monthly Budget*	Monthly Budget Variance		YTD Budget Variance	
	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$			%	\$	%	
May	223,492		219,626		227,039		199,934		230,931		15.5%	225,000		5,931	2.6%	5,931	2.6%	5,931	2.6%												
Jun	222,303		243,546		225,651		238,645		231,267		(3.1%)	240,000		(8,733)	(3.6%)	(2,802)	(0.6%)	(2,802)	(0.6%)												
Jul	247,526		223,624		240,130		242,671		272,791		12.4%	242,000		30,791	12.7%	27,989	4.0%	27,989	4.0%												
Aug	245,798		259,975		246,141		251,180		263,827		5.0%	248,000		15,827	6.4%	43,816	4.6%	43,816	4.6%												
Sep	234,778		251,937		255,210		250,496		273,893		9.3%	253,000		20,893	8.3%	64,709	5.4%	64,709	5.4%												
Oct	228,002		240,209		249,699		234,060		243,749		4.1%	239,000		4,749	2.0%	69,458	4.8%	69,458	4.8%												
Nov	250,565		270,617		277,470		268,810		274,209		2.0%	265,000		9,209	3.5%	78,667	4.6%	78,667	4.6%												
Dec	221,387		249,109		242,329		243,398					245,000																			
Jan	222,929		246,659		237,604		249,003					236,000																			
Feb	252,740		238,984		270,094		245,921					250,000																			
Mar	280,122		283,239		281,229		289,305					290,000																			
Apr	250,552		267,848		257,380		272,753					267,000																			
<b>Total</b>	<b>2,880,194</b>	<b>2,995,373</b>	<b>3,009,976</b>	<b>2,986,176</b>	<b>1,790,667</b>																										

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%)

\* 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/(Decl)	Monthly Budget*	Monthly Budget Variance		YTD Budget Variance	
																									\$			%	\$	%	
May	300,200	353,307	411,166	328,839	266,823	<b>(18.9%)</b>	307,000	(40,177)	(13.1%)	(40,177)	(13.1%)	307,000	(40,177)	(13.1%)	(40,177)	(13.1%)	307,000	(40,177)	(13.1%)	(40,177)	(13.1%)	(40,177)	(13.1%)	307,000	(40,177)	(13.1%)	(40,177)	(13.1%)			
Jun	214,514	225,351	219,791	175,582	142,274	<b>(19.0%)</b>	185,000	(42,726)	(23.1%)	(82,903)	(16.9%)	185,000	(42,726)	(23.1%)	(82,903)	(16.9%)	185,000	(42,726)	(23.1%)	(82,903)	(16.9%)	(82,903)	(16.9%)	185,000	(42,726)	(23.1%)	(82,903)	(16.9%)			
Jul	203,511	223,133	243,312	191,171	199,951	4.6%	193,000	6,951	3.6%	(75,952)	(11.1%)	193,000	6,951	3.6%	(75,952)	(11.1%)	193,000	6,951	3.6%	(75,952)	(11.1%)	(75,952)	(11.1%)	193,000	6,951	3.6%	(75,952)	(11.1%)			
Aug	126,311	133,935	141,873	130,133	131,089	0.7%	120,000	11,089	9.2%	(64,863)	(8.1%)	120,000	11,089	9.2%	(64,863)	(8.1%)	120,000	11,089	9.2%	(64,863)	(8.1%)	(64,863)	(8.1%)	120,000	11,089	9.2%	(64,863)	(8.1%)			
Sep	133,651	137,387	136,400	124,255	134,436	8.2%	121,000	13,436	11.1%	(51,427)	(5.6%)	121,000	13,436	11.1%	(51,427)	(5.6%)	121,000	13,436	11.1%	(51,427)	(5.6%)	(51,427)	(5.6%)	121,000	13,436	11.1%	(51,427)	(5.6%)			
Oct	228,600	234,067	242,598	191,473	195,387	2.0%	202,000	(6,613)	(3.3%)	(58,040)	(5.1%)	202,000	(6,613)	(3.3%)	(58,040)	(5.1%)	202,000	(6,613)	(3.3%)	(58,040)	(5.1%)	(58,040)	(5.1%)	202,000	(6,613)	(3.3%)	(58,040)	(5.1%)			
Nov	138,242	150,446	151,515	144,264	147,046	1.9%	132,000	15,046	11.4%	(42,994)	(3.4%)	132,000	15,046	11.4%	(42,994)	(3.4%)	132,000	15,046	11.4%	(42,994)	(3.4%)	(42,994)	(3.4%)	132,000	15,046	11.4%	(42,994)	(3.4%)			
Dec	135,568	137,102	118,018	113,400			115,000					115,000					115,000						115,000								
Jan	181,769	202,289	199,292	199,333			177,000					177,000					177,000						177,000								
Feb	252,099	298,927	250,579	211,259			227,000					227,000					227,000						227,000								
Mar	133,586	159,593	135,806	130,720			126,000					126,000					126,000						126,000								
Apr	227,518	230,351	209,659	203,935			195,000					195,000					195,000						195,000								
<b>Total</b>	<b>2,275,569</b>	<b>2,485,888</b>	<b>2,460,009</b>	<b>2,144,364</b>	<b>1,217,006</b>																										

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

% of Budget 106% 106% 98% 87.9%

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

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

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

# HUMAN RESOURCES DIVISION MONTHLY REPORT

## November 2010

### Senior Services

Senior Service Team helped 46 seniors with their Medicare claims and the corresponding paperwork through the SHIP program, attended a 2.00 hour Medicare training program, and spent 2.25 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 4.25 hours. Our team is Chair and Co-chair for two different meetings. We spent 2.50 hours verifying the Pace information for the transportation program. Our senior newsletter took 3.75 hours to compile and mail.

### Human Resources

- 437 contacts/responses broken down as follows:

- Benefits – 92
- Clerk - 159
- Other - 3
- Pay & Compensation Study – 13
- Payroll – 13
- Personnel - 64
- Risk Management - 22
- Vacancies – 71

- 55 Change of Status Forms broken down as follows:

- Adds – 2
- Changes – 51
- Terminations – 2

### Special Projects:

- 6.25 hours doing Clerk items
- 1.75 hours working MICA renewal numbers
- 9.25 hours working on the Pay & Classification study
- 10.00 hours working on the Wellness Screening

### Other Items:

- 1.25 hours on the Employee Opinion Survey
- 2.00 hours on PDS
- 1.00 hours setting up testing for candidates
- 1.25 setting up interviews
- 7.75 hours in interviews

- 0.50 posting and writing ads for vacancies
- 1.50 hours on monthly reports
- 22.50 hours attending meetings

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

*Updated December 2010*

**LONG TERM ROUTINE**

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

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

**Goal 2: Target areas for redevelopment**

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Identify potential redevelopment opportunities in Roosevelt Road Corridor, Downtown & Stacy's Corners	Planning & Development, EDC	Map of redevelopment areas. Site characteristics/ownership information.	May 2010	t/b/d	Initial meeting completed to identify target & scope of efforts. Awaiting aerial photos to complete project
Determine scope of potential redevelopment	Planning & Development, EDC	Identify potential redevelopment uses/vision for each site. Identify return on investment for target areas using templates.	Pending	Jan 2011	
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

December 2010

**Goal 3: Increase transparency**

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

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

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

**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	Jan 2011	Recently discussed at October 18 and November 22 workshop. Village Attorney is drafting revisions pertaining to introductory language.
Codification of strategies regarding ethical expectations	President & Village Board	Adoption of a comprehensive ethics policy	Pending	Jan 2011	

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	X	Village Board priorities identified at workshop of June 14. Status of plan is being tracked in separate document.

**Goal 7: Develop a marketing plan for aggressive economic development**

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

**Goal 8: Resolve long-term funding challenges**

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Identify economic challenges likely to be encountered at the local level	Finance Director	Prepare a trend analysis of significant revenues and expenditures. Identify areas projected to require adjustment.	May 2009	On Going	Monthly trend analysis provided by Finance Director to Village Board & Management Team
Benchmark Glen Ellyn	Finance Commission	Complete comparative analysis with similar communities.	Oct. 2009	t/b/d	Discussion on-going to insure formatting of financial data reflects true comparable information between studied communities. Completion will be delayed pending recruitment & selection of new finance director.
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	Draft has been prepared and is under review by Finance Commission.

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

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

**Goal 10: Improve gateways to Downtown Glen Ellyn**

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Development of branding concepts for downtown.	New Downtown Organization	Preparation of a branding theme that can be utilized in gateway design.	Pending	t/b/d	Funding is proposed for FY2010-11 budget. Village Board discussed at 4/26/10 workshop and expressed desire to have new downtown organization coordinate first phase of effort.
Design gateway concepts	Planning & Development Director	Solicit designs from firms	Pending	t/b/d	
Site selection	Public Works	Obtain property or necessary easements for gateway implementation.		On-Going	Village acquired 825 North Main Street Property (Marathon Property)
Construction	Public Works	Upon approval of funding, construct the gateway improvements.	Pending	t/b/d	

X - Represents Completed Item

December 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	
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	
Develop recommended organizational structure	Planning & Development Director Village Manager	Develop list of duties, committees, and organizational chart	Pending	X	
Create organizational structure	Village President Village Board	Appointment of a Board of Directors. Provide funding commitment and written expectations.	Pending	X	

**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	t/b/d	Dependent upon hiring of a new Village Manager

X - Represents Completed Item

December 2010

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

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
County review and approval	Police Chief	Submit draft plan to DuPage County for Office of Emergency Management review and approval.	Dec 2009	X	County Approval Received March 2010
Adoption of plan	Du Page County	County approval of plan		X	Plan has been approved by County and signed by Village President.
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.		Jan 2011	Police Chief to coordinate internal tabletop exercise.

**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/h/d	

X - Represents Completed Item

December 2010

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

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

X - Represents Completed Item

December 2010

**SHORT TERM COMPLEX**

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

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

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

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Maintain funding integrity of local pensions	Finance Director	Study pension trends and formulate options regarding IMRF funding.	Jun 2009	t/b/d	IMRF analysis and recommendation completed. Police pension fund analysis dependent upon hiring of new Finance Director.
Maintain revenue base to fully fund mandated pension requirements	Village Board	Study pension trends and formulate options regarding police pension funding	Aug. 2009	t/b/d	Village Board directed team to provide IMRF funding at actuarially required level. Police Pension Fund discussion remains to occur. Delayed due to recruitment & selection of Finance Director.
Promote legislative awareness of pension crisis	Village President Village Board Village Manager	Provide local legislators with resolution supporting DuPage Mayors & Managers Conference Legislative Agenda. Provide opposition to bills introduced to "sweeten" pension benefits without providing contribution by employee.		On Going	Trustee Ladesic & Village Manager participated in legislative drive-down sponsored by DuPage Mayors & Managers Conference. Village President has provided correspondence to local legislators regarding pension reform support.

X - Represents Completed Item

December 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

December 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	t/b/d	Comprehensive benchmarking study underway. Project will be delayed pending recruitment & selection of new finance director.
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

December 2010

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

**December 2010**

### Goal 1: Create Downtown Organization

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

### Goal 2: Two-Way Traffic/Parking Engineering Study

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Finalize Budget Funding	Village Board	Village Board Direction to Undertake Project in FY2010-11		X	
Prepare RFP for Engineering Services	Public Works	Final Document		X	
Select Engineering Firm	Village Board Review Team	Formal Action by Village Board		X	
Stakeholder Meetings	KLOA Public Works	Documented Public Input		Jan 2011	
Conduct Engineering Study per RFP	KLOA Public Works	Draft Engineering Report		t/h/d	Study presently underway.
Adoption of Engineering Recommendations	Village Board	Formal Action by Village Board		t/h/d	
Develop Action Plan & Budget	Public Works	Complete Plan for Village Board Review		t/h/d	

X - Represents completed item

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

**Goal 3: Downtown TIF Feasibility Analysis**

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Finalize Budget Funding	Village Board	Village Board Direction to Undertake Project in FY2000-11		X	
Prepare RFP for TIF Services	Village Manager's Office	Final Document		X	
Select TIF Firm	Village Board Review Team	Formal Action by Village Board		X	Village Board approved contract with Ehlers for TIF feasibility study
Conduct TIF Study per RFP	TIF Firm Village Manager's Office	TIF Report		Feb 2011	Study underway
Adoption of TIF Recommendations	Village Board	Formal Action by Village Board		April 2011	
Preparation of Re-Development Plan	TIF Firm Village Manager's Office	Preparation of Statutory Documents		t/b/d	Task dependent upon results of feasibility study.
Establish TIF District	Village Board	Formal Action by Village Board		t/b/d	Task dependent upon results of feasibility study.

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

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

X - Represents completed item

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

**Goal 5: Branding & Gateway Improvements**

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Finalize Budget Funding	Village Board	Village Board Direction to Undertake Project in FY2010-11		April 2011	Village Board did not fund branding initiative in FY2010-11, but deferred funding until a new downtown organization was in place to coordinate the effort.
Gateway Improvements to North Entry to Downtown	Planning & Development	Development of a design plan for gateway improvements to be implemented on Main Street in the vicinity of Stacey's Corners		t/b/d	Timing will occur following completion of branding effort. However, several adjacent efforts assist with the creation of an attractive northern gateway. This includes the acquisition of the Marathon Property, and 810 Main Street property.
Gateway Improvements to South Entry to Downtown	Planning & Development	Development of a design plan for gateway improvements to be implemented on Main Street and park Blvd at Roosevelt Road		t/b/d	Timing dependent upon completion of branding effort. Property at 825 North Main acquired for gateway control.
Gateway Improvements to East Entry to Downtown	Public Works	Development of a design plan for gateway improvements to be implemented on Crescent Blvd between Riford and Park	Jun. 2010	t/b/d	Engineering firm has been retained and is working with Village and D-87 to provide design. Grant application has been submitted to DuPage Mayors & Managers Conference for roadway funding

**Goal 6: Retention of Legislative Liaison/Grant Professional**

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Finalize Budget Funding	Village Board	Village Board Direction to Undertake Project in FY2010-11		X	Funding approval provided by Village Board. Initiative will begin during second half of fiscal year.
Develop RFP for Lobbying/Grant Services	Village Manager's Office	Final Document		t/b/d	Timing will occur following determination that a sufficient funding balance has been maintained in the Capital Projects Fund budget for FY2010-11. Will also be dependent upon hiring of new Village Manager
Select Lobbying/Grant Firm	Village Board Review Team	Formal Action by Village Board		April 2011	

X - Represents completed item

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

**Goal 7: Adoption of a Property Maintenance Code \***

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Develop Appropriate Code for Property Maintenance	Planning & Development	Prepare Draft Document for Building Board of Appeals.		X	
Recommendation of Property Maintenance Code	Building Board of Appeals	Formal Action by Building Board of Appeals		X	
Adopt Property Maintenance Code	Village Board	Formal Action by Village Board		X	
Implementation of Property Maintenance Code	Planning & Development	Identification of violations, with follow up action to achieve compliance.		X	Implementation has been initiated as of October 1.

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

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

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

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

X - Represents completed item

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