

Village of Glen Ellyn

**Management Team Monthly
Report Packet**

September 2010

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GLEN ELLYN POLICE DEPARTMENT

MONTHLY REPORT - SEPTEMBER 2010

PATROL

Calls for Service

Glen Ellyn Police handled 3581 calls for service during the month of September. 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.

	Sept 10	Sept 09	10 YTD	09 YTD
Calls for service	3581	3680	29,015	35,542

Traffic

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

	Sept10	Sept 09	10 YTD	09 YTD
Traffic Citations Issued	341	385	3026	3809
Traffic Warnings Issued	441	463	3332	3607
Traffic Crash Reports	71	60	533	588
DUI	19	15	98	109

INVESTIGATIONS

There were 32 new cases assigned to Detectives in the Investigations Division during the month of September. The chart below shows the case dispositions that were developed during the reporting month followed by a narrative sampling of the cases managed by the investigation division:

Felony Arrests	Misdemeanor Arrests	Ordinance Tickets	Juvenile Dispositions
14	2	6	0

Burglary

On September 6, Sport Clips located at 717 Roosevelt was burglarized. Unknown offenders entered the business during the overnight hours by forcing entry to the rear door. Once inside the offenders removed currency from a locked drawer. This case is similar to other reported burglaries to other Sport Clips locations in Elgin and Hillside. The case is under investigation.

Residential Burglary

On September 22, a residence on Chancel Lane was burglarized. Unknown offender(s) forced entry into the home through a ground floor window and removed valuables from within the home. This case is under investigation.

On September 22, an officer from the Island Lake Police Department initiated an investigatory stop on two subjects in a vehicle. The officer discovered items within the vehicle that led him to suspect the two may have been involved in a burglary in Glen Ellyn. The officer from Island Lake contacted our Department and Glen Ellyn Detectives were dispatched to interview the suspects. It was determined that one of the suspects had been renovating a residence in Glen Ellyn. He and the second suspect drove to the home after hours and took a flat screen TV. Both subjects confessed to the burglary, the property was recovered and both were charged with felony burglary.

Burglary to Motor Vehicle

In June, several vehicles were burglarized and two offenders were ultimately charged with the burglaries and unlawful use of credit cards taken in the course of the burglaries. We recently learned that one of the offenders still had stolen property (laptop computer) taken from one of the vehicles. The offender was questioned again and admitted to keeping the computer for his personal use. The case was screened with the State's Attorney's Office and additional charges for possession of stolen property and Obstructing Justice were approved.

On September 24, several residents in the Raintree subdivision reported having their vehicles burglarized. Taken in the burglaries were purses, GPS units and radar detectors. A victim's credit card was subsequently used in Wheaton. This case is currently pending investigation.

Criminal Sexual Assault

On September 16, a woman reported that she was sexually assaulted by a stranger upon returning to her vehicle after shopping at Jewel Osco. The victim described her attacker as a balding white male, with a swastika tattoo on his neck. As victim described the circumstances surrounding the alleged attack, investigating officers noted various inconsistencies. The case was thoroughly investigated, and the victim was presented with the erroneous information she had provided earlier. After speaking with our investigators, the victim admitted she had not been attacked, and had made up the story after getting into an argument with her boyfriend. The woman was charged with disorderly conduct for falsifying a police report.

Deceptive practice

In February of this year, National City Bank reported over \$25,000 had been stolen by a bank employee over the course of two years. After being confronted by bank management the employee abandoned his job. Detectives collected hundreds of documents and discovered the employee was using inactive customer accounts to draw down and move money from account to account to prevent from being caught. The employee was interviewed and presented with the evidence against him, leading to his confession. On September 21, Federico Martinez was charged with two counts of felony theft and two felony counts of misappropriation of funds.

On September 15, 2010 a Glen Ellyn resident reported a fraud involving Craig's List. The resident had conducted a business transaction for the sale of shelves through Craig's list. The resident received two money grams over and above the amount agreed upon and was asked to cash the money grams and send the balance to a location in California. The resident considered this request to be suspicious and upon closer examination determined the money grams were fraudulent. No money or property was exchanged. This case was forwarded to www.IC3.gov which is the Internet Crime Complaint Center that is regulated and sponsored by the United States Department of Justice.

On September 23, PJ's Camera reported that a subject entered the store and purchased a camera with a personal check. The check was later returned "Account Closed". This case is currently under investigation.

Unlawful Use of a Credit Card

In January 2010 a victim reported to the Bloomingdale Police Department that his wallet had been stolen while he was at Lifetime Fitness in Bloomingdale. The victim later discovered that his credit card had also been used to purchase gift cards at Dominick's in Glen Ellyn. The joint investigation between Glen Ellyn and Bloomingdale Police led to the identification of a suspect. During the execution of a search warrant of the suspect's home, proceeds from multiple thefts were discovered, including the gift card purchased in Glen Ellyn. The suspect, Mark Mascari, was charged with various offenses related to theft, unlawful use of credit cards, and identity theft.

On August 30, an employee of the Glen Ellyn Animal Hospital reported the theft and unlawful use of her personal credit card. Investigators determined a different employee of the animal hospital had taken the credit cards from

her co-workers purse while the two were working. A second co-worker also had her credit card taken and used. The suspect then made various purchases using the stolen credit cards. Detectives interviewed the suspect and she admitted to the credit card usage and thefts. The offender, Laura J. Vrzak, was charged with three felony counts of unlawful use of a credit card, one felony count of forgery and one felony count of identity theft.

On September 8, a resident on Royal Glen Drive reported that his ATM card had been illegally used to remove currency from an ATM machine. The victim suspects a former roommate and the case is under investigation.

On September 8, a member of the YMCA reported that his fitness locker had been opened and vehicles keys were stolen. The offender used the keys to unlock the victim's car, which was parked in the parking lot. The unknown offender took the victim's wallet and later used the credit cards at other Glen Ellyn businesses. This case remains under investigation.

Financial Exploitation of Elderly

On September 6, a family member of a senior Glen Ellyn resident discovered she had been sending thousands of dollars to Jamaica via Western Union in a fraud scam. The victim was promised proceeds from a fictitious lottery as compensation for wiring money to various locations in Jamaica. This case is under investigation.

Theft

On September 21, the management of Berkshire Apartments reported several rent checks were removed from the drop box outside the management office. In the weeks that followed it was determined that some of those stolen checks were forged and then cashed in Chicago. The thefts of the checks from the drop box are being investigated; however the victim's were directed to report the forgeries to the Chicago Police Department.

On September 22, a business at 800 Roosevelt reported several lap top computers and projectors were stolen from the office. It was reported that the theft occurred within the last month; however it is not known how the offenders gained entry to the business. This case is under investigation.

Assist to other agencies

On September 14, Glen Ellyn Detectives were interviewing a young adult when they discovered that he resembled a subject pictured in a Critical Reach Bulletin posted by Winfield Police. The Winfield suspect was being sought for burglary to a vehicle and illegally use of a credit card. Winfield Police were notified and asked for assistance interviewing the suspect. Glen Ellyn Detectives obtained a confession on both crimes. Charges are anticipated; however the case is still pending further investigation.

In the early morning hours of September 23, Glen Ellyn Police assisted the Federal Bureau of Investigation in the execution of an arrest and search warrant. The arrestee, Wes C. Nelson (45) of 486 Duane Terrace was taken into custody without incident and charged with the delivery of cocaine. This incident was one of 20 arrests that occurred simultaneously in various jurisdictions in Indiana, Illinois, and Kentucky. Nelson is awaiting trial while in federal custody.

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 September, Officer Staples:

- Delivered medical ID bracelets, a program sponsored by the Department.
- Prepared for the fall 5th grade DARE program.
- Attended the Sunrise First Responder Appreciation Dinner.
- Hosted five "Bullying" presentations to 5th graders in all schools.
- Attended Milton Township Triad meeting.
- Completed a residential survey in the 100 block of Parkside.

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

CRIME REPORTING

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

<i>Reporting Category*</i>	Sept 10	Sept 09	10 YTD	09YTD
Homicide	0	0	0	0
Criminal Sexual Assault	2	1	3	5
Robbery	0	0	1	2
Battery	7	8	83	96
Burglary	6	6	47	30
Theft/Deception	44	37	348	299
Motor Vehicle Theft	1	0	3	9
Arson	0	0	0	3
Criminal Damage or Trespass	13	21	193	183
Deadly Weapons	0	0	1	2
Sex Offenses	2	1	9	11
Offenses Involving Children	6	4	44	46
Drug Offenses	9	14	68	93
Liquor Control Act	3	5	47	47
Disorderly Conduct	9	9	97	143
Other Criminal Offenses	22	24	201	352
Crisis Intervention	26	31	268	307
Death/Suicide Investigations	2	1	30	36
Missing Persons	2	5	13	26
Miscellaneous Services	73	76	683	624
Medical Assists	104	97	881	882

**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.*

ADMINISTRATION

In September, the Department said good-bye to two of our own. Officer Eddie Tovar, a 4 year veteran, accepted a position with the Berwyn Police Department. Officer Tovar stated the opportunity to laterally transfer into his hometown police department was too much to turn down. Eddie was well liked and respected by everyone on our Department, and he will be missed.

Officer Dan Rossiter resigned as well, accepting an offer from the Illinois State Police. Dan will spend the next six months training in Springfield, and will then return to our area, patrolling the Illinois Tollway system. Officer Rossiter was also appreciated by his peers and supervisors in Glen Ellyn, and will no doubt be an asset to the ISP.

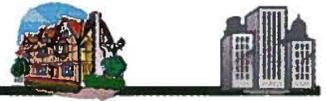
The Department has an authorized strength of 43 sworn officers. For the last two fiscal years, the Department has maintained three openings (unfunded) due to budgetary restrictions. The addition of these two vacancies leaves the Department with a total of five openings.

The Glen Ellyn Fire and Police Commission has authorized the establishing of a new Police Officer Eligibility List, from which new hires will be taken. The hiring process begins with an orientation and testing scheduled for November 6 in Glen Ellyn and November 13 on the campus of Western Illinois University. The Commission received 250 applications within the first four days of advertising the process. The new list will be completed and posted in December, 2010.

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
9/1	All Sworn Officers	Monthly Firearms Training	1	Drills/Practice Course of fire
9/1	Vavra	Tobacco Enforcement	8	Update- tobacco compliance program
9/3	Baki, Cusack, Holstead	ILEAS WMD/SRT	8	Bi-weekly drills
9/9	Baki, Cusack, Holstead	DCSO Special Ops	8	Team Training (all)
9/13	Command staff/Sgt's	Leadership Breakthroughs	8	Reducing Organizational Stress in LE
9/17	Baki, Cusack, Holstead	ILEAS WMD/SRT	8	Bi-weekly drills
9/17	Catalano, J. Terranova	Taser Instructor Recert.	8	Bi-annual instructor recertification
9/21	All Sworn Officers	Breach Point	8	Reducing Organizational Stress in LE
9/22	All Sworn Officers	Monthly Firearms Training	1	Drills/Practice Course of fire
9/23	Baki, Holstead	DCSO Special Ops	8	Team Training (Blue)
9/28	All Sworn Officers	Breach Point	8	Reducing Organizational Stress in LE
9/29	Smith, A. Terranova	Undercover Operations	16	Tactics, planning UC operations
9/30	Downey	Tobacco Enforcement	8	Update- tobacco compliance program



Month in Review

SEPTEMBER 2010

Zoning Code Text Amendment Update

The Village Board recently approved text amendments to the Zoning Code regarding indoor live entertainment and the length of time that zoning approvals are valid.

Amendments to the live entertainment regulations will make it easier for businesses to offer such entertainment. Under the new regulations, live entertainment is allowed as an accessory use an unlimited number of times throughout the year after issuance of a permit by the Planning and Development Department. Such a permit would be valid for three years and is subject to several conditions. This eliminates the need for a special use permit and allows businesses other than restaurants to provide live entertainment. Previously, only restaurants could hold up to two events per year with administrative approval. Events in excess of that needed a special use permit. Businesses other than restaurants were not allowed to provide live entertainment. A permit application is now available for businesses interested in providing indoor live entertainment.

The Board also approved a text amendment to the Zoning Code to extend the time that an applicant has to apply for a permit and begin construction from 18 months to 24 months after zoning approval. This gives petitioners additional time to receive financing before construction must begin. It may also encourage developers to begin working on plans and pursuing entitlements now if they know they can wait to start construction until the economy begins to rebound. The proposed amendment also grants authority to the Planning and Development Director to extend the window for one 12-month period, potentially giving an applicant up to 3 years before construction must begin. Any additional requests for extensions would require Village Board approval.

Annexation Agreements Mailed

The Planning and Development Department recently mailed annexation agreements to 92 properties in the Glen Crest neighborhood, located in the vicinity of Route 53 and Bemis Road. Village water and sanitary sewer were extended throughout the unincorporated subdivision when it was constructed in the mid-1970s and now serves the residents living there. However, the agreement to allow these properties to receive these services has expired. It is Village policy that all unincorporated homes receiving Village water and sanitary sewer have a valid annexation agreement. Therefore, the property owners will

be required to sign the new agreements in order to continue receiving Village utility services. Question and answer meetings will be held with property owners on October 20th and 21st. The Department was successful with a similar approach with 32 homes in the Marston Avenue and Bemis Road area earlier this year.

New Building Codes Go Into Effect

The Property Maintenance Code and the Life Safety Code are two newly adopted codes that will become effective on October 1, 2010. Since compliance with the Life Safety Code was previously adopted and required by the State of Illinois, the Fire Company has already been utilizing the Life Safety Code for annual fire prevention inspections this year. They have completed the inspection of 360 commercial and multi-family buildings and expect to complete all 500 existing buildings this year.

The Property Maintenance Code applies to all existing residential and commercial buildings and properties in the Village. It will be used in conjunction with our normal building permit inspections or when we receive a question or complaint. Staff will also follow-up upon observation of an apparent violation. Some of the principal areas addressed in the Property Maintenance Code include exterior building maintenance, outdoor storage, pest elimination, minimum interior living conditions, overcrowding and unsafe conditions.

P&D COURT CASES FOR SEPTEMBER:

- 616 Park: Failure to complete a construction project within 18 months. Extension also expired. Case continued until Nov. 2
- 431 Phillips: Stopped payment on a check for a permit deposit. Fined \$300 and paid deposit of \$1025.
- Glen Ellyn Apartments: Unsafe conditions of exterior balconies and stairs of occupied building at 60 Windemere. Project complete with \$34,165 of accumulated permit fees. Case dismissed.



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	Pending	Application received 9/3/10.
Baker Hill Townhomes	Sign Variation	Public hearing 8/25/2010. Recommended approval 6-0.	NA	NA	9/13/2010	Approved by Village Board at 9/13/2010 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.
488 Crescent Avenue	Special Use for Personal Training Facility	NA	Pending	NA	Pending	Awaiting submission.
578A Duane Street, DuPage Neurology & Wellness Center	Sign Variation	Est. 2/10/2010	NA	NA	Pending	Partial application received 12/11/2009. Awaiting Resubmittal.
90 N. Finley, Nicor	Special Use Permits, Text Amendment, Zoning Variations, Sign Variations and Exterior Appearance for construction of new 196,000 square foot facility.	Public hearing 9/22/2010, recommended approval 5-0	Public hearing 9/23/2010, recommended approval 8-0	NA	10/18/2010 workshop and 10/25/2010 meeting	
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.
411 N. Main Street, Tap House Grill	Special Use for Live Entertainment	NA	Pending	NA	Pending	Application packet and submission list sent 2/9/2010, awaiting submission.
466 Main Street	Zoning Code Text Amendment and Special Use Permit for multi-use cultural, entertainment and assembly space.	NA	Pending	NA	Pending	Awaiting submission.
515-519 Main Street, Churchill Condominiums	Special Use Permit for Cellular Antenna	NA	Pending	NA	Pending	Awaiting submission.
Memorial Park	Impervious surface and accessory structure variations	NA	Public hearing 9/9/2010, recommended approval 9-1	NA	9/20/2010 workshop 9/27/2010 meeting	Approved by Village Board at 9/27/2010 meeting
980 Oxford Road	Zoning variations for a gazebo, outdoor fireplace and patio that do not meet the minimum side yard setbacks and exceed the maximum permitted areas.	NA	NA	Public hearing 7/27/2010, continued public hearing scheduled for 11/23/19	Pending	Application received 6/30/10

1N182 Park Boulevard	Annexation, Zoning Map Amendment, Zoning Text Amendment, Special Use and Right-of-Way vacations for Construction Company.	NA	Pending	NA	Pending	NA	Pending	Submittals list and applications sent to petitioner 1/26/2009. Waiting for submittal.
475 Pennsylvania Avenue, Barone's	Exterior Appearance and Sign Variations	Pre-application meeting 3/24/2010	NA	NA	Pending	NA	Pending	Awaiting submission of formal application.
479 Pennsylvania Avenue, Treasure House	PUD and Exterior Appearance approval for facade renovation and addition	Meeting 9/22/2010, recommended approval 5-0	Public hearing 9/23/2010, recommended approval 8-0	NA	10/11/10	NA	10/11/10	Pre-application meeting with ARC 8/25/2010. Pre-application with Plan Commission 8/26/2010. Formal application received 9/7/2010.
610 Roosevelt Road, Arvatti's Pizza	Sign Variation	Pending	NA	NA	Pending	NA	Pending	Awaiting Submission
631 Roosevelt Road, Shell/Circle K	Exterior Appearance and Sign Variations associated with rebranding of the site to recognize Circle K as the new owner of the convenience store.	Pending	NA	NA	Pending	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	10/14/2010	NA	11/18/10	NA	11/18/10	Application and project submittals checklist sent 3/29/2010. Partial submission without site plan received 7/29/2010. Second submission received 8/26/2010. Village Board granted temporary waiver pending completion of review process.
696 Roosevelt Road, Advance Auto Parts	Exterior Appearance and Sign Variations	Public hearing 9/8/2010, recommended approval 7-0	NA	NA	10/18/2010 workshop and 10/25/2010 meeting	NA	10/18/2010 workshop and 10/25/2010 meeting	Petitioner has not fully amended plans as recommended by ARC as condition of approval.
1200 Roosevelt Road, Northwood University	Special Use Permit for Private School	NA	Est. 10/28/10	NA	Pending	NA	Pending	Partial application submitted 9/20/2010, review comments sent 9/24/2010.
Wahlgren Court	Subdivision approval for 16-unit workforce housing (CHAD) project in unincorporated DuPage County	NA	Pre-application 7/26/2007	NA	Pending	NA	Pending	Awaiting submission of formal application. Have received preliminary County approvals. However, stormwater issues at County have caused the delay in submitting an application to the Village. Heard petitioner now looking to sell property and/or project. Met with CHAD and County Representative on July 30. Expect submission in near future. Property is for sale.
503 Duane Street	Sign Variation	Pending	NA	NA	Pending	NA	Pending	Awaiting application. Application and submission list sent on 8/17/2009.
487 Pennsylvania Avenue	Special Use for Insurance Agency	NA	Pending	NA	Pending	NA	Pending	Submittals list sent 9/23/09, awaiting application
ANNEXATIONS								
221W500 Ahlstrand	Annexation	NA	NA	NA	Pending	NA	Pending	Part of AEE Subdivision, received partial application, fees and escrow. Plat has been revised. The renters are putting the material together, but we still need the owner's signature on a number of documents. A pending divorce between the owners has put the application on hold.

NWC of Park and Butterfield	Annexation agreements to replace expired agreements with School District 87 office building and Village Theatre.	NA	NA	NA	NA	Pending	Draft agreements for both properties prepared. Undergoing internal review.
Glen Oak Country Club	Annexation w/an Agreement for a strip of Country Club Property adjacent to Hill Avenue.	NA	NA	NA	NA	Pending	Agreement under negotiation. Plat has been prepared.
Hill Avenue Annexations	Annexation agreements with Elliot Property located east of the Glen Oak Country Club and the Industrial property across the street	NA	NA	NA	NA	Pending	Draft agreement prepared for Elliot property and delivered on July 16, 2010. Draft agreements for the two industrial properties on the north side of Hill Avenue delivered on August 30, 2010. Staff met with Mr. Elliot on August 18, 2010 to discuss terms of agreement.
NEC of Five Corners	Annexation and Annexation Agreements for Properties in 4-block area northeast of 5-corners.	NA	NA	NA	NA	Pending	Received 7 annexation petitions and interest from 9 other property owners. Decided on R2 zoning based on neighborhood input at previous Plan Commission meeting. Neighborhood meeting held on 3/15/2005 where conservative utility costs were shared. Need to set up another neighborhood meeting and prepare updated and more realistic utility costs.
NWC Five Corners	Annexation of neighborhood north of St. Charles, south of the Great Western Trail, west of Evergreen and east of Mildred.	NA	NA	NA	NA	Pending	Some utility information and costs received.
Marston Area	Renewal of expired annexation agreements followed by annexation of properties contiguous to Glen Eilyn with agreements.	NA	NA	NA	NA	Public hearing 1/25/2010 on 29 of 32 agreements. Public hearing on remaining 3 agreements scheduled for 10/11/2010	Annexation agreements for 29 of 32 properties approved at 1/25/2010 meeting. Remaining 3 agreements have been signed.
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 have been prepared and customized for each property. Agreements to be mailed in early October. Neighborhood meeting scheduled for 10/20/2010
Glen Crest Subdivision (South)	Renewal of previously approved but never fully executed annexation agreements for more than 40 properties along Glen Crest Drive, Ridge Road and Danby Road being served by Village water and sanitary sewer since roughly 1975.	NA	NA	NA	NA	Pending	Agreements have been prepared and customized for each property. Agreements to be mailed in early October. Neighborhood meeting scheduled for 10/21/2010
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 Eilyn with annexation agreements.	NA	NA	NA	NA	Pending	

SELECT SPECIAL PROJECTS	COMMENTS AND REVIEW STATUS
AEE Fire District Reimbursements	Letters sent in April of 2009 requested reimbursement from property owners for payments to Lisle Woodridge Fire Protection district per the terms of annexation agreements. Follow-up letters sent. No payments received to date. Letters mailed on 12/3/2009 informing owners that payment must be received or payment arrangement entered into.
Annual ARC Awards	ARC selected award recipients at 8/25/2010 meeting. Awards presented at 9/27/2010 Village Board meeting.
Brochure - Starting a Business in Glen Elynn	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. First draft of building code to be reviewed at 10/4/2010 Building Board of Appeals meeting. Fire code reviewed at Village Board workshop 9/20/10 and returned to Building Board of Appeals with comments and recommendations.
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 Elynn Sign Code and previously approved Sign Plan. COD began installing signs in mid-June. A stop work order was placed on the project. Throughout September, 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	The proposed Ordinance was reviewed at a public hearing before the Plan Commission on 8/26/2010. The Plan Commission recommended approval by a vote of 11-0. The request was removed from the September 13, 2010 Village Board agenda to allow time for additional public input and is anticipated to be considered at a Village Board meeting in November.
Downtown Historic District	One of the recommendations in the Downtown Strategic Plan is the creation of a new historic district in the downtown. Department staff began researching this issue in July and met in September to discuss various options of proceeding. Anticipated to be on October Historic Preservation Commission agenda.
Establishment of New Downtown Organization	Resolution approving Transitional DAC adopted on 11/23/2009. First meeting of the Transitional DAC held on 12/29/2009. Members of the TDAC and planning team visited Geneva, Batavia, Wheaton, LaGrange, Elmhurst and Highland Park in January and gathered information about the roles and responsibilities of the various organizations in these communities with responsibilities in their downtowns. The committee met twice in March and discussed the proposed structure of the organization and developed a preliminary budget. On 4/20/2010, by a vote of 10-0, the TDAC unanimously recommended that the Village Board approve their proposal for the creation of a new downtown organization. The proposal was discussed by the Village Board at workshop meetings on 5/17/10, July 19, 2010 and September 10, 2010. It is anticipated that a transitional board for the new downtown organization will be appointed in October.
Evaluation of Northside Regional Detention Stormwater Alternatives	Revised report and analysis of potential alternate sites submitted by engineering consultant on 8/28/2009. Further research was conducted in September of 2010. Recommendation to be forwarded to Village Board after report complete.
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 Elynn's planning jurisdiction. Agreement was forwarded to Clearwire. Staff is awaiting a response.
Length of Zoning Approval	Zoning Code Text Amendment approved on 9/13/2010.
Lincoln Avenue Right-of-Way Vacation	Request received to consider vacation of Lincoln Avenue right-of-way located between 755 and 767 Chidester Avenue. Met with Village Board for direction in executive session. Meeting with property owner to west scheduled for October 11.
Live Entertainment Text Amendment	Zoning Code Text Amendment approved on 9/13/2010.
Sign Code Update	ARC discussed potential amendments at June 3 meeting. Surrounding community survey complete. Second draft of Code complete and undergoing internal review.
Utility Connection Letters - Lambert Farms	Letters sent to properties in Lambert Farms and one property on Crescent Boulevard which were required to connect to Village water by July 1 based on terms of annexation agreements. Two properties in Lambert Farms that were involuntarily annexed each owe the Village more than \$15,000 (including permit fees). All 10 properties are now connected to Village water.
Utility Payments	Letters sent to property owners in Arboretum Estates East subdivision and along Valley Road with overdue utility payments. Payment has been received by all property owners with the exception of 3 properties on Valley Road. Final 30 day notices being sent to the 3 outstanding properties informing them that their water will be shut off if payment is not received or a payment agreement entered into.



PLANNING AND DEVELOPMENT DEPARTMENT
MONTHLY REPORT
September 2010



	September 2010	2010 YTD	2009 Actual
Total Building Permits Issued	125	893	879
New Single Family dwelling	2	9	7
New Multi-family dwelling	0	0	0
New Commercial building	0	4	1
Additions and Alterations Single-family	14	121	149
Additions and Alterations Multi-family	0	0	0
Demolitions	3	7	16
Additions and Alterations Commercial	2	26	40
Accessory Structure/Miscellaneous	104	726	682
Total Estimated Construction Value (millions)	\$6.87	\$85.59	\$21.34
Certificates of Occupancy (TCO & CO)	1-TCO; 2-CO	5-TCO; 11-CO	24-TCO; 22-CO
Stormwater Permits Issued	3	17	9
Demolition Permits Applications	5	13	11
Sign Permits Issued	4	27	26
Banner Sign Permits Issued	2	18	21
Total Inspections Conducted	620	3815	4876
Building Inspections	397	2335	2451
Exterior Appearance/Ordinance Inspections	4	12	12
Elevator Inspections	43	96	107
Fire Inspections	0	55	387
Grading/Stormwater Inspections	51	228	163
Landscape Inspections	4	11	13
Property Maintenance Inspections	84	807	984
Site Inspections	37	271	759
Total Development Applications Acted On	4	19	38
Exterior Appearance	0	2	3
Planned Unit Development	0	0	2
Sign Variation	1	3	4
Special Use Permit	0	3	7
Stormwater Variation	0	0	2
Subdivision	0	0	2
Zoning Map Amendment	0	0	1
Zoning Text Amendment	2	0	1
Zoning Variation	1	7	16
Misc. Ordinances/Resolutions Acted On	0	10	25
Annexations Approved	0	0	0
Annexation Agreements Approved	0	31	4
Recapture Agreements Approved	0	0	1
Right-of-Way Vacations	0	1	0
Violation Letters Issued (prior to citation)	11	216	360
Citations Issued	1	11	14
Pre-Existing SU Administrative Approval Request	0	0	2
Consolidations, 2-Lot Subdivs & Land Transfers	0	0	5
Village Code Waiver for Special Event	0	1	5
License Agreements Approved	0	6	8
Administrative Approval - Promotional Event	0	1	2



PLANNING AND DEVELOPMENT DEPARTMENT

MONTHLY DEMOLITION REPORT

SEPTEMBER 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				13

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	Pending	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	Pending	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	Pending	GE Park District
9	90 N. Finley	9/8/2010		26 acres	N/A	No	Demo & Com. Bldg	Pending	Nicor
10	781 Revere	9/7/2010	90 x 174	15660	1952	No	Demo & SFR	Pending	S.P. Lodinha

VILLAGE OF GLEN ELLYN PUBLIC WORKS DEPARTMENT MONTHLY REPORT

September 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:

- 31 tree preservation plans and parkway tree permit applications
- 10 plan re-submittals
- 16 tree fence and root pruning inspections
- 18 refunds of deposit

20 parkway trees were scheduled for removal - letters were prepared and mailed to residents informing them of the pending removals. In addition, 44 tree removals and 98 stumps were completed. The 20 pending and 44 completed removals and 98 completed stump grindings were entered into Cart&Graph and Excel spreadsheets.

The admin team updated tree inventory in Cartegraph and excel spreadsheets to reflect 15 parkway planting space additions.

The admin team prepared and ordered 110 trees from four Suburban Tree Consortium nurseries for planting in October 2010.

Postcards were created and sent to the residents who are scheduled to receive parkway trees in the fall. Address lists were prepared for utility locators.

Uniform orders for Public Works were scheduled and entered into MUNIS.

ENGINEERING

Projects in Construction Phase

2010 ASPHALT SKIP PATCHING PROGRAM –
Contractor: Orange Crush (Value of Contract = \$72,000)
Patching work was substantially completed at the designated locations throughout the Village. Some

smaller patches are still to be performed on Hill Avenue east of Cumnor and near the intersection of Smith and Grandview.

BRYANT AVENUE/THAIN'S ADDITION –

Contractor: Martam Construction

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

Start	Completion	%done	Contract
4/7/10	10/31/10	66.5%	\$5,709,918.85

Work in September included continuing concrete work on the Bryant Avenue corridor and significant roadway construction on Duane Street and Longfellow. Miscellaneous concrete pavement and curb and gutter sections were poured on Bryant, as well as sidewalks. Curb and gutter and driveways were excavated, framed and poured on Duane between Carleton and Whittier and on Longfellow between Hillside and Walnut. Hot mix asphalt pavement (binder course) was placed on Duane Street in mid-September and on Longfellow in early October. Sanitary sewer service line improvements were completed on Whittier in September, with water main work and storm sewer work on Whittier expected to be done early this month. The sewer lining subcontractor was on site to clean and measure sewers and the actual lining work is now started. Parkway preparation, dirt placement and sodding are underway on all streets that have new curb and gutter. The project contractor has requested a three week time extension from the current October 31 completion date, coinciding with the length of the July laborer and operator strike; the contractor request is under consideration by the Village.

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)

On St. Charles, the binder layer of asphalt has been placed and manhole structure adjustments performed; the roadway is ready for final surface course installation. On Riford Road between Crescent and Oak all underground work was completed. The roadway in the area was excavated to grade and the aggregate base course installed; that section of roadway is ready for concrete curb and gutter placement which is scheduled for the week of October 11. On Riford between Oak and St. Charles, the water main has been installed and pressure tested, and is currently undergoing disinfection testing. Once the main tests clean, water services will be installed and various tie-ins to side street water mains accomplished. Other work completed includes all storm sewer north of Oak Street and the installation of solids (Vortex) separators near the storm sewer outfalls. Once all underground work is completed, the Oak-to-St. Charles corridor will undergo roadway re-building including excavation, base placement and concrete curb/driveway/sidewalk work.

ROSLYN & SCOTT SANITARY SEWER EXTENSION –

Contractor: Lifco Construction

(Value of Contract = \$21,000)

The project is nearly complete after a start during the last week of September. Work accomplished to date includes installation of the new manhole and pipe; all connections; concrete sidewalk, curb and roadway base patch; removal of old structures; pipe plugging; and tree re-planting. Asphalt patching work will be done in the next week or so. The new system is operational.

SOUTH PARK BOULEVARD LAPP –

Contractor: Geneva Construction

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

All work is complete on the project. The project engineers are developing final quantities for payment and dealing with other close-out items.

Projects in Design/Bidding Phase

BRAESIDE LIGHTING PROJECT –

Engineer: Pavia-Marting

A progress meeting was conducted in September to discuss project status, costs and the selection of the type of illumination to be used for the project.

CRESCENT BOULEVARD SIDEWALK EXTENSION –

Engineer: Pavia-Marting

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

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

Work continues on permitting issues associated with the project.

NICOLL WAY LAND BRIDGE REPAIRS –

Engineer: Walter E. Deuchler

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

RIGHT TURN LANE ON LAMBERT AT ROOSEVELT –

Engineer: Hampton Lenzini Renwick

The land parcel appraisal process is continuing. A request for a fee increase above the current funding ceiling for the project was approved by the Village Board in September.

Projects in Punch List / Closeout Phase

PARK/GE PLACE/PRAIRIE IMPROVEMENTS PROJECT –

Contractor: Brothers Asphalt

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

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

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.

Engineering Projects

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

A project kick-off meeting was held on September 28. Automatic (at 9 mid-block locations) and manual (at 9 intersection locations) traffic counts are currently being conducted in the downtown area.

**CRESCENT BOULEVARD CONCEPT STUDY –
Engineer: Burns & McDonnell**

The final report was prepared and transmitted to the Village. A meeting was held with District 87 representatives to discuss roadway and parking lot issues was held on September 29.

**ESSEX COURT DRAINAGE IMPROVEMENTS –
Engineer: Rezek, Henry**

The RHMG proposal to complete the design of the Essex Court project and to incorporate already-designed improvements for sections of Lake Road and Grand Avenue into a single package for bidding and construction in 2011 was approved by the Village Board in September.

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

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

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

Smoke testing was completed in August in the central portion of the Village, including the northern section of Braeside that feeds into the Surrey lift station. Analysis of the data and preparation of the project report are underway.

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

A proposal from the consultant to cover additional costs associated with bringing the project to bid and to review a drainage problem in the project area was approved by the Village Board in September.

EQUIPMENT SERVICES

In the month of September, 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 1,690 days without a “lost time” accident.

The Equipment Services team attended a salt spreader calibration seminar presented by the DuPage River Salt Creek Workgroup. Class room presentations were followed by hands on demonstrations of open and closed loop system calibration for salt and liquid spreading equipment.

Facilities repairs performed by the ESD included the repair of the Newton water pumping station backup generator. The generator was removed from the



trailer; the leaking integral fuel tank was repaired; the trailer deck was sandblasted and rhino lined; and the generator was reinstalled. The generators diesel fuel injector pump shut down solenoid was also replaced. The equipment and assistance to



remove/install this extremely heavy generator from the trailer was provided by the Glenbard Wastewater Authority. This cooperative team effort between the ESD and GWA was financially beneficial

to the Village and reduced the down time to a piece of equipment that is vital to the water system.

The ESD completed the upfit of two 2010 Ford Crown Victoria police interceptors. These vehicles will be used by the Police Department for general



patrol. These upfits were performed 100% in-house, which saved the Village thousands of dollars. These vehicles include "state of the art" equipment such as

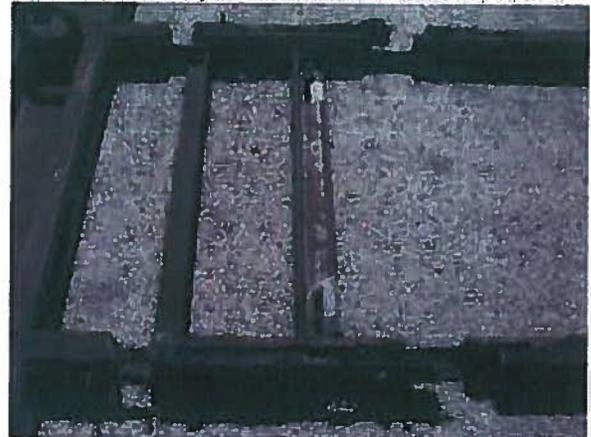


GPS vehicle location systems, digital audio/video systems with 2 cameras, computer systems with cellular communication and on-board printers, electronic gun rack/lock systems, vehicle speed monitoring radars, prisoner partitions, poly prisoner seats, LED lighting, LED light bars and new graphics packages.

One hundred four work orders were related to the maintenance and repair of Police Department vehicles and equipment. The ESD inspected, diagnosed and repaired five article 36 seized vehicles at the Police impound lot. The front disc brakes and tires were replaced on patrol squad 03 and the engine block heater was replaced on patrol squad

04. The front disc brake pads and rotors; two exhaust system hangers; a fuel tank cap; and the vapor purge and vent solenoids were replaced on patrol squad 06. The emergency traffic director arrow stick was replaced on patrol squad 07 and the ignition coil and fuel injector were replaced on patrol squad 18. The ABS yaw rate sensor; the front wheel bearing/hub; and the battery were replaced on patrol squad 19 and the EBCM was reprogrammed. Audio/video system repairs were performed and a number of DVD discs were replaced and formatted. Numerous chassis and emergency lighting repairs were made and a number of tire repairs were also performed on various police vehicles. All PM's were completed on time.

Equipment Services replaced the corroded rear sub frame in GEFD squad 38. A custom fabricated sub



frame that incorporates a tailboard and fuel tank mountings was installed and undercoated. Body cross members and main frame hangers were cut from the old frame and rewelded to the new frame.



The fuel tank pick up was relocated within the tank and re-welded before reinstallation in the new frame.

Forty three work orders were related to the maintenance and repair of the Glen Ellyn Volunteer Fire Company's vehicles and equipment. The SIR air bag clock spring was replaced in assistant chief O2's buggy and the pre-emption wiring was repaired. The tailboard was straightened on Engine 27 and the shoreline charging system was repaired on squad 36. The front power window regulator was replaced on squad 38 and the cascade air tanks were removed/replaced for hydro-testing. Numerous chassis and emergency lighting repairs were performed on Fire Company vehicles. All PM's were completed on time.

Ninety nine work orders were related to the maintenance and repair of Public Works vehicles and equipment. Battery jump lug recalls were performed on plow trucks 202 and 204. The emergency light dome was replaced on dump truck 203 and the front disc brakes were replaced on truck 208. The water platform hose reel rewind motor was replaced on truck 231 and the water platform hose and reel tension spring were repaired on truck 248. Brooms and dirt shoes were replaced on street sweeper 249. A hydraulic brake line; the main broom height sensor; and brooms were replaced on street sweeper 259 and the door latch was adjusted. The hybrid battery air flow blend door actuator was replaced on vehicle 261. 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. Van 603 was decommissioned and the graphics were removed. The vehicle was prepared for auction. The hydraulic ride control check valve was resealed on wheel loader 610 and the rear tire was repaired. The battery was replaced in cube van 624 and the charging system was tested. A tire was replaced on truck 626 and the wheel was straightened. Break in service was performed on forklift 632. 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 a tree risk seminar that was held in Oak Park.

113 trees were tagged by the Forester at four different nurseries for the fall tree planting program.

The Village Forester attended the Environmental Commission subcommittee meeting on Tree Preservation.

OPERATIONS

September Rain = 2.14"

The weather in September had average temperatures but below average rainfall. This broke the three month summer string of average temperatures and above average rainfall. There was 2.14" of rain compared to the September average of 3.2". With the prediction for over 1" of rain at the beginning of the month, Operations was out cleaning catch basins to reduce the chance for standing water in the streets. With 75% (over 1.5" of rain) of the month's precipitation falling in the first two days, trees and turf started showing signs of stress by the end of the month due to lack of moisture.

One of Operations main tasks is the responsibility of installing and maintaining all street signs in the Village. There are over 4,000 street and traffic signs on Glen Ellyn maintained roads. Operations fabricates the signs and installs both the post (pictured below) and the sign. When a road project



is completed, all signs in the project corridor are rehabbed (old signs and posts removed during the

project and new ones installed after parkway restoration is completed at the end of the project).

The Manual on Uniform Traffic Control Devices (MUTCD), under a new Federal rule that went into effect in January 2008, states that agencies have until January 2012 to establish and implement a sign assessment or management method that will maintain minimum levels of sign retroreflectivity. The concern is sign visibility at night when 50% of traffic fatalities occur. For the last five years, Public Works has used sign material that meets the retroreflectivity standards, but will need to contract a company during the next year to assess and GPS all signs to comply with the new mandate. Once this is done, Sign View (a module of the Public Works Cartegraph software) will maintain the proper records for each individual sign; type, material, date installed and reflectivity.

When properties annex into the Village, Public Works becomes responsible for existing infrastructure. On Glen Park Rd, there are three homes that annexed into the Village that had a ditch and culvert to deal with stormwater along the roadside (no curbs). This system was not efficient and held standing water after most significant rain events. This month, Operations installed two storm



structures to capture the water and direct it to an existing storm sewer main. These structures will reduce labor hours dealing with the flooded culverts as well as improve resident satisfaction regarding standing water in the neighborhood.

Employee happenings:

Training –

- 1 employee – FEMA training session (1 day)

- 2 employees – confined space entry (1 day)
- 2 employees – management seminar in Naperville
- 5 employees – tree risk assessment (2 days)
- 4 employees – trench safety seminar (1 day)
- 2 employees – snow and ice seminar (½ day)
- 1 employee – submersible pumps (½ day)
- 1 employee – meter maintenance (½ day)
- 2 employees – manhole lining demo
- All Operations employees – generator hook up for Taylor St. underpass traffic signal
- Safety – hard hat inspection for all employees
- Evaluations - 1 completed
(Operations is up to date on all reviews)
- Coverage/Assistance –
 - Front Office – 1 employee (1 lunch)
 - Engineering - 1 employee (1 day)
 - Plant Operations – 1 employee (½ day)
- Misc. – Letters were sent to last year's seasonal snow plow drivers regarding intent to return

Below is a list of projects completed in September 2010 not captured in the core function spread sheet:

Utilities

- Bio Bags in Grease lines – 243
- B-Box repairs – 2
- Dust Suppression Meters – 0
- Hydrant repairs – 4 (part of leak study – completes the 27 leaking hydrants identified)
- Sanitary Sewer Cleanout repairs - 3
- Storm Sewer repairs - 1
- Structure Repairs – 6
- Structure Spot Repairs – 0
- Storm Sewer Structure Installations - 2
- Valve Repair – 1
- Valve Box repair – 1

Misc. – Televised sanitary sewers on Whittier and Riford in the road projects (requested by CivilTech)

Forestry

Weed Mows -

- Inspections - 0
- Notices – 0
- Violation inspections - 1
- Mows – 0

Misc. –

- Watered the transplanted Summerdale Oak tree and Webster memorial tree two times

Trimmed barberries and sumacs at Volunteer Park
and boxwoods at Penn lot entrance

Streets

- Asphalt – 1 day work order patching with (2.6 tons surface)
- ½ day pothole patching Hillside in project (2 tons cold mix)
- 1.5 days prepping 16 locations (3 tons material removed)
- 1.5 days asphaltting (12 tons surface)

CBD – Cleaned all parking lot corners

Weeded sidewalks – 2 cycles

Electrical –

- 5 fixtures replaced and rebuilt
- 4 bulbs replaced
- 1 fuse holder replaced
- 3 fuses replaced
- 1 control unit replaced
- 2 gas mantles replaced and relit
- Checked all contactor boxes

Flowers –

- Delivery of fall plants – 1460 total
- Pulled plants from all pots and groupings (62 pots) and planters (10) and replanted with fall plants
- Pulled plants from all Village maintained beds and replanted Horse trough, Penn Island, Forest/ Crescent Island, Fire Station 1, Schock's Park, and Civic Center with fall plants

Watering – 10 rounds

Hauling – 16 tons to Viola

Public Hearing Signs – 4 placed
3 retrieved

Special Events –

- St. Pet's 5K run – 64 barricades, 5 signs
- Tom Heighway 5K run – 37 barricades, 3 signs
- 9/11 Fire House ceremony – 21 lit barricades, 4 signs
- Tavern Days – 8 trash cans, 12 cones, and 3 logs

Misc. –

- All parking meter batteries changed out and locks lubricated
- Banners in CBD and 5 Corners changed out in house
- 20 Festival of the Arts banners removed in house on Roosevelt Rd.
- Fall Banners changed out on Roosevelt Rd by contractor

PLANT OPERATIONS

Water Plants

NEWTON AND WILSON RESERVIORS – plant personnel installed high-security vent covers



Old style vent cover



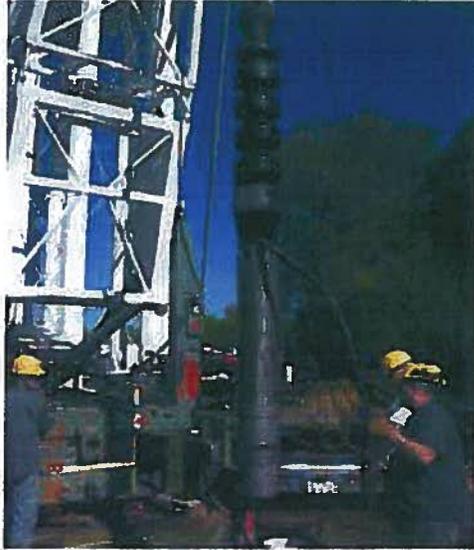
New high-security vent shroud

NEWTON PUMPING STATION - The tank on the Newton pump station back-up generator developed a leak below the battery, allowing water to contaminate the fuel. ESD personnel removed the



generator from the trailer, patched the hole, and rhino-lined the trailer top before reinstalling the generator to the trailer.

WELL #5 – pulled for inspection and repair by Layne-Western



Lift Stations

No Activity to report

Distribution System

32 routine bac-t samples

Administration

Monthly State Report submitted to the IEPA

Updates to Cross-Connection records

Updated Hydrant Flow data and record consolidation

ITEMS BEFORE THE VILLAGE BOARD

September 2010

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

1. Approval of a contract with Layne-Western in the amount of \$80,500 for the repairs necessary to make backup Well #5 operational again. Electrical damage has caused the well to be taken out of service. The project will include removal of the well mechanical and electrical components, inspection and evaluation of the components, and repair and/or replacement

of components as necessary. The project will also include televising and inspection of the well shaft.

2. Approval of a license agreement with Glenbard High School District 87 to allow fencing, wooden bollards, and concrete parking blocks in the Village's right-of-way. The work is intended to provide safety enhancements around the new Memorial Field. Parking will consist of 30 degree parking instead of the historical perpendicular (90 degree) parking.
3. Approval of an engineering amendment with Kudrna & Associates in the amount of \$32,466 for additional design engineering services necessary to complete the design of the Sunset / Turner Improvements Project and bring the project to bid in early 2011 for construction in 2011. This project has been on hold due to budgetary issues for two years. The amendment brings the total design engineering agreement to \$261,400.
4. Approval of an engineering amendment with Hampton, Lenzini, and Renwick in the amount of \$6,056 for additional design engineering services necessary to complete the design of the Right Turn Lane on Lambert Road at Roosevelt Road Project and bring the project to bid for construction in 2011. The amendment brings the total design engineering agreement to \$62,527.
5. Approval of an engineering agreement with RHMG, Inc. in the amount of \$65,000 for design engineering services associated with the Essex Court Drainage Improvement Project. The project has been on again / off again for nearly four years. The new agreement will include detailed design to bring the project to bid for construction in 2011.
6. Approval of two resolutions regarding our Motor Fuel Tax (MFT) estimated expenditures for the 2009 and 2010 calendar years. These resolutions inform and document our intended use of MFT dollars each year to IDOT. A follow up reporting of actual expenditures occurs after the calendar years are completed.
7. Approval of a contract with McFarlane Douglass in the amount of \$24,000 to

- provide holiday decorations in our Central Business District (CBD) and Stacy's Corners. This annual contract provides street light decorations on 225 street lights and lights in over 85 trees. McFarlane Douglass did an excellent job for us two years ago and received many compliments.
8. Approval of the purchase of vehicle #250, a 55 foot articulating aerial lift truck, from Transchicago Truck Group in the amount of \$135,747. This vehicle is utilized for many core functions provided by Public Works including tree maintenance and street light maintenance.
 9. Approval of the purchase of vehicle #510, a wood chipper, from Bandit Industries in the amount of \$43,835. This vehicle is utilized for tree maintenance throughout the year.
 10. A presentation was made to the Village Board at a Workshop regarding installation of new sidewalk along Greenfield Avenue between Kenilworth and Lambert (north side). The Village Board supported the installation.
 11. A presentation was made to the Village Board at a Workshop regarding installation of new sidewalk along Ridgewood Avenue

between Kenilworth and 337 Ridgewood (south side). The Village Board supported the installation.

12. A presentation was made to the Village Board at a Workshop regarding CBD sidewalk snow shoveling. Options and costs were given to the Village Board for a number of options that included no change, contracted services, in-house services, and combined services. The Village Board supported no change to our current procedures this year. Potential changes will be explored during the FY12 budget preparation.
13. The following Public Works Employees were recognized for exceptional work and/or anniversary dates at a September Village Board Meeting: Mark Mellor, Ken Major, Erik Hendrickson, Greg Garcia, Joe Soderberg, Jeff Soderberg, Dan Harris, and Calvin Studzinski. The engineering team and Civiltech were also complimented for their efforts as they pertain to the current construction projects.

PW Budget Tracking

<u>September '10</u>	FY10	FY10 Revised		% of	%
<u>Operations and Maintenance</u>	Budget	Budget	Spent YTD	FY10	Spent
Administration & Engineering	\$812,200	\$813,729	\$331,808	41.7%	40.8%
General Fund - Operations	\$2,073,200	\$2,178,192	\$754,112	41.7%	34.6%
Water Fund - O/M	\$3,421,300	\$3,625,311	\$1,450,432	41.7%	40.0%
Sanitary Sewer Fund - O/M	\$4,501,300	\$4,524,536	\$1,773,244	41.7%	39.2%
Parking Fund - O/M	\$224,000	\$361,540	\$179,815	41.7%	49.7%
Equipment Services Fund	\$1,543,300	\$1,543,300	\$747,479	41.7%	48.4%
Motor Fuel Tax Fund - O/M	\$705,000	\$810,000	\$300,933	41.7%	37.2%
Total	\$13,280,300	\$13,856,608	\$5,537,823	41.7%	40.0%

Capital Program

Water Fund - Capital	\$1,711,000	\$1,817,900	\$706,494	41.7%	38.9%
Sanitary Sewer Fund - Capital	\$1,820,000	\$2,198,022	\$671,289	41.7%	30.5%
Parking Fund - Capital	\$0	\$0	\$0	41.7%	0.0%
Motor Fuel Tax Fund - Capital	\$0	\$0	\$0	41.7%	0.0%
Capital Projects Fund	\$7,094,000	\$7,558,604	\$2,130,895	41.7%	28.2%
Total	\$10,625,000	\$11,574,526	\$3,508,678	41.7%	30.3%

PW CORE FUNCTIONS

Admin	Sept 10	Sept 09	+/-	2010 YTD	2009 YTD	+/-
Phone calls	1,016	1,035	(19)	8,923	8,930	(7)
Work Orders	186	170	16	1,435	1,320	115
Time Sheets	407	436	(29)	4,649	3,977	672
Invoices	114	158	(44)	1,234	1,396	(162)
Customer Service Appts	100	298	(198)	980	1,138	(158)
ESD						
Jobs	327	315	12	3,055	3,213	(158)
Scheduled	254	143	111	1,245	1,809	(564)
Non-Scheduled	0	0	0	9	6	3
Urgent	2	4	(2)	68	59	9
Routine	71	168	(97)	1,733	1,258	475
Total Fuel Pumped (gal)	7,543	7,831	(288)	71,526	75,002	(3,476)
Forestry						
Service Requests	80	101	(21)	576	633	(57)
Operations - Utilities						
Work Orders Completed	18	17	1	249	217	32
Water Main Breaks	2	1	1	12	18	(6)
Sanitary Sewer Back Ups	7	5	2	63	58	5
Sanitary Sewer Back Ups - Village	0	1	(1)	6	9	(3)
Sanitary Sewer Cleaned (feet)	15,600	9,500	6,100	72,810	48,955	23,855
Storm Sewer Structures Cleaned	41	23	18	343	376	(33)
Storm Sewer Cleaned (feet)	0	530	(530)	745	1,825	(1,080)
Storm Sewer Grates cleaned - cycles	1	1	0	19	19	0
Landscape Restorations (50/50)	10	10	0	70	73	(3)
JULIES	483	436	47	3,568	3,425	143
Operations - Forestry						
Work Orders Completed	93	69	24	535	353	182
Tree Removals	20	10	10	264	94	170
Tree Stump Grinding	41	25	16	276	186	90
Tree Cable Inspections	0	3	(3)	36	36	0
Mowing Cycles	2	1	1	12	9	3
Operations - Streets						
Work Orders Completed	40		40	392		392
Asphalt - Potholes (surface tons)	3	6	(3)	274	83	191
Asphalt - Patching (surface tons)	15	53	(38)	85	148	(63)
Block Party	20	22	(2)	54	60	(6)
Parking Meter Collections	5	4	1	39	39	0
Parkway Restorations	0	0	0	50	66	(16)
Signs - Fabricated	8	17	(9)	537	293	244
Signs - Installed	4	17	(13)	183	166	17
Signs - Rehabbed	8	4	4	202	300	(98)
Street Sweeping (days)	20	21	(1)	127	116	11
Street Sweeping (early AM)	8	9	(1)	57	50	7
Street Sweeping (extra)	1	0	1	7	8	(1)
Special Events	4	7	(3)	21	27	(6)

October 7, 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. The project engineers are developing final quantities for payment and dealing with other close-out items.

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

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

Project metrics as of 8/31/10: Estimated % Complete = 52%; Contractor Billings (w/out retention and thru Pay Est. #5) = 52%

Work in September included continuing concrete work on the Bryant Avenue corridor and significant roadway construction on Duane Street and Longfellow. Miscellaneous concrete pavement and curb and gutter sections were poured on Bryant, as well as sidewalks. Curb and gutter and driveways were excavated, framed and poured on Duane between Carleton and Whittier and on Longfellow between Hillside and Walnut. Hot mix asphalt pavement (binder course) was placed on Duane Street in mid-September and on Longfellow in early October. Sanitary sewer service line improvements were completed on Whittier in September, with water main work and storm sewer work on Whittier expected to be done early this month. The sewer lining subcontractor was on site to clean and measure sewers and the actual lining work is now started. Parkway preparation, dirt placement and sodding are underway on all streets that have new curb and gutter. The project contractor has requested a three week time extension from the current October 31 completion date, coinciding with the length of the July laborer and operator strike; the contractor request is under consideration by the Village.

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)

On St. Charles, the binder layer of asphalt has been placed and manhole structure adjustments performed; the roadway is ready for final surface course installation. On Riford Road between Crescent and Oak all underground work was completed. The roadway in the area was excavated to grade and the aggregate base course installed; that section of roadway is ready for concrete curb and gutter placement which is scheduled for the week of October 11. On Riford between Oak and St. Charles, the water main has been installed and pressure tested, and is currently undergoing disinfection testing. Once the main tests clean, water services will be installed and various tie-ins to side street water mains accomplished. Other work completed includes all storm sewer north of Oak Street and the installation of solids (Vortex) separators near the storm sewer outfalls. Once all underground work is completed, the Oak-to-St. Charles corridor will undergo roadway re-building including excavation, base placement and concrete curb/driveway/sidewalk work.

2010 ASPHALT SKIP PATCHING PROGRAM – Contractor: Orange Crush

(Value of Contract = \$72,000)

Patching work was substantially completed at the designated locations throughout the Village. Some smaller patches are still to be performed on Hill Avenue east of Cumnor and near the intersection of Smith and Grandview.

ROSLYN & SCOTT SANITARY SEWER EXTENSION – Contractor: Lifco Construction

(Value of Contract = \$21,000)

The project is nearly complete after a start during the last week of September. Work accomplished to date includes installation of the new manhole and pipe; all connections; concrete sidewalk, curb and roadway base patch; removal of old structures; pipe plugging; and tree re-planting. Asphalt patching work will be done in the next week or so. The new system is operational.

Projects in Design / Bidding Phase

LAKE ELLYN OUTFALL CHANNEL REHABILITATION – Engineer: Burns & McDonnell

Work continues on permitting issues associated with the project.

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

The land parcel appraisal process is continuing. A request for a fee increase above the current funding ceiling for the project was approved by the Village Board in September.

CRESCENT BOULEVARD SIDEWALK EXTENSION – Engineer: Pavia-Marting

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

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

Updated cost estimates have been prepared by the consultant.

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

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

BRAESIDE LIGHTING PROJECT – Engineer: Pavia-Marting

A progress meeting was conducted in September to discuss project status, costs and the selection of the type of illumination to be used for 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)

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

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.

ENGINEERING PROJECTS

CRESCENT BOULEVARD CONCEPT STUDY – Engineer: Burns & McDonnell

The final report was prepared and transmitted to the Village. A meeting was held with District 87 representatives to discuss roadway and parking lot issues was held on September 29.

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

Smoke testing was completed in August in the central portion of the Village, including the northern section of Braeside that feeds into the Surrey lift station. Analysis of the data and preparation of the project report are underway.

CENTRAL BUSINESS DISTRICT TRAFFIC STUDY – Engineer: KLOA

A project kick-off meeting was held on September 28. Automatic (at 9 mid-block locations) and manual (at 9 intersection locations) traffic counts are currently being conducted in the downtown area.

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

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

ESSEX COURT DRAINAGE IMPROVEMENTS – Engineer: Rezek, Henry

The RHMG proposal to complete the design of the Essex Court project and to incorporate already-designed improvements for sections of Lake Road and Grand Avenue into a single package for bidding and construction in 2011 was approved by the Village Board in September.

SUNSET / TURNER IMPROVEMENTS PROJECT – Engineer: Kudrna & Associates

A proposal from the consultant to cover additional costs associated with bringing the project to bid and to review a drainage problem in the project area was approved by the Village Board in September.

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VILLAGE OF GLEN ELLYN RECREATION DEPARTMENT

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



MANAGER'S REPORT FOR SEPTEMBER 2010

Prepared by Matt Pekarek

Matt Pekarek

September 2010 was a good month for golf, though it paled in comparison to the exceptional September that we had last year. The month started very rainy, with over 1.5-inches falling in the first two days. The rest of the month was dry, with just over a half inch falling the next 29 days. It helped that temperatures were moderate, never falling below 45° F.

High school golf teams dominated weekday afternoons on the 9-hole course, driving away most other play for the season in that time slot.

Outing/group play activity is high, particularly on weekends.

Our seventeenth annual Fall Fest, a package of promotions intended to boost activity as play slows for the year, began after Labor Day.

Rounds History By Course						
Year	18-Holes		9-Holes		Total	
	Sep	Sep YTD	Sep	Sep YTD	Sep	Sep YTD
1998	6,263	40,780	6,529	50,349	12,792	91,129
1999	6,077	38,961	6,640	46,850	12,717	85,811
2000	5,777	38,811	6,129	48,344	11,906	87,155
2001	5,199	35,615	5,708	43,867	10,907	79,482
2002	5,664	33,041	5,679	39,699	11,343	72,740
2003	0	0	5,584	37,122	5,584	37,122
2004	6,306	23,241	6,148	39,221	12,454	62,462
2005	4,912	31,470	5,464	37,397	10,376	68,867
2006	4,496	30,110	4,815	37,049	9,311	67,159
2007	5,657	32,647	5,876	37,947	11,533	70,594
2008	4,659	30,301	4,736	36,785	9,395	67,086
2009	5,183	28,759	5,823	36,189	11,006	64,948
2010	4,989	29,579	5,033	33,821	10,022	63,400

High Temperatures in September										
	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001
100° days										
90° days			2	3		4			3	1
80° days	8	7	7	14	4	14	15	12	13	7
70° days	15	18	13	9	14	8	12	10	11	10
60° days	5	5	7	4	10	4	3	6	3	10
50° days	2	1	1		2			2		2
40° days										
30° days										
Rain	2.1"	3.4"	10.9"	0.9"	5.5"	1.7"	0.3"	2.2"	2.0"	5.8"

For the first time in several seasons, course conditions were an issue throughout the area. The Village Links fared very well, thanks to some good fortune, improvements made during the 2004 course renovation and upgrades to our maintenance program in recent years. The good condition of the golf course was noted by visiting golfers. It appeared that the Village Links brand was strengthened considerably as a result. In coming years, this brand improvement could help us withstand further erosions in demand for public golf.

GOLF

Golf rounds were down 9% in September. Rounds are down 2% for the year. Green fee revenue was down 14% in September and is down 6% for the year.

Motorized cart rentals were down 3% in September and are down 1% for the year.

Driving range sales were down 26% for the month, and are down 14% for the season.

Golf Events

- 22 golfers participated in the **Links Cup Qualifying** on Sunday September 12.
- 14 golfers competed in the **Fall Chapman** on Saturday September 11.

3. 52 golfers competed in the **Fall Scramble** on Sunday September 19.
4. The **Swingin' Set Golf League** ended their 41st season of play at the Village Links on Tuesday September 28.
5. Two **Over 60 Group** events were held on the 9-hole course in September, with an average of 79 players participating. One event was rained out.
6. **Glenbard High Schools East, South and West** continue to use the facility through early October. The High Schools each play dual meets and practice on the 9 hole course on weekdays after school and make extensive use of the driving range and four practice greens.
7. Ten juniors participated in an **After School Golf League** that appeals to youngsters who do not make the high school golf teams. The league plays 14 dates on Mondays and Thursdays.

Outings & Group Play

We finished the 2010 Outing Season with just under 1,000 rounds played, responsible for \$52,000 in revenue. Outings typically end up with about 40% fewer participants than what organizers were expecting initially. Many outings expect price concessions. This group play can help us hedge against further declines in demand for public golf.

Outing Recap - September 2010					
Scheduled This Month			Average		
#	# golfers	Revenue	# golfers	Revenue	
26	956	\$ 67,721	37	\$ 2,605	
Played This Month			Average		
#	# golfers	Revenue	# golfers	Revenue	
23	561	\$ 27,109	24	\$ 1,179	
Played Year-to-Date			Average		
#	# golfers	Revenue	# golfers	Revenue	
49	933	\$ 52,272	19	\$ 1,067	
Scheduled Rest of Year			Average		
#	# golfers	Revenue	# golfers	Revenue	
			#DIV/0!	#DIV/0!	
Played YTD & Scheduled ROY			Average		
#	# golfers	Revenue	# golfers	Revenue	
49	933	\$ 52,272	19	\$ 1,067	

GROUNDS

The golf course is in superior condition. Many area courses have poor playing conditions resulting from the harsh weather of 2010. Our excellent conditions are the result of work done last year in September, October and November. In 2010 we began preparing

the course for next season. Conditions in 2011 will depend on the work accomplished this Fall.

It is important to recognize the work cycle that impacts course conditions - an investment that does not pay dividends for several months. Even then, the extent of the dividends is unpredictable. A mild weather year can produce good playing conditions, regardless of the work done the prior season. Harsh weather like we had this summer reveals

The month began with greens tees and fairways under considerable stress. 2010 was one of the most stressful turf summers in Chicago area history, with heavy rains, floods, and high temperatures killing golf course turf throughout the region. The Village Links reached Labor Day relatively unscathed, but our turf had teetered on the edge of failure all summer. The shorter days, cooler temperatures and lower humidity allowed turf to recover and reduced the risk of disease.

Greens

Greens are in superior condition. We sanded 11,000 ball marks this month, 94,000 for the year.

Weak and dead turf areas on 9-hole course greens were spiked, seeded and top dressed. Smaller bare spots on these greens were seeded by hand and topdressed twice.

Greens on the 18-hole course are significantly better than those on the 9-hole course. The 18-hole course greens have a better variety of creeping bentgrass (Penn A-4®) and the greens were built new in 2003 to modern USGA specifications. With the 9-hole greens effected more by the harsh summer weather, we aerated those greens September 13, which was earlier in the season than in past years.

We followed the improved aeration customer service protocol for the third year. That included publicizing our greens aeration dates in advance (website, newsletter and at the course), notifying customers when they reserve tee times, and providing a 25% green fee discount for the week following aeration. We return to full green fees on the 10th day after aeration began. We also provide photos of current greens conditions and aeration updates every day on the website.



#5 green of the 9-hole course being aerated. After aeration cores are pulled from the green, a core harvester (the green machine on the right) picks up the cores and lifts them into a work vehicle.



After the aeration cores have been removed, the green is top dressed with sand. The sand is brushed into the aeration holes.



We also aerated the north chipping green (the green with a sand bunker off the parking lot). This green was severely weakened in the July 23 flood and has been closed for much of the last few months while recovering.

We are experimenting with a new aeration pattern on greens. Smaller holes, spaced closer together provides the same aeration benefit, but because smaller holes close up faster, we will return to "normal" putting conditions sooner.



In 2009 (above) we aerated greens with 0.5-inch diameter holes spaced every two inches (2" x 2" pattern).



In 2010 (above) we aerated greens with 0.4-inch diameter holes spaced closer together (1" x 1.5" pattern). The net result is that we removed slightly more green surface in 2010 (9%) than in 2009 (6.5%), but the greens recovered quicker from the aeration.



After soil cores are removed from a tee, the cores are ground up with a mower.



After the cores are ground up, the remaining soil is dragged back into the aeration holes using a drag mat. This is #8 tee, 9-hole course.

Fairways

Fairways are in superior condition.

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

For the third straight year, we are "spiking" fairways instead of aerating. Spiking uses a 7/8-inch diameter solid tine to punch holes into the fairway. Aeration uses hollow tines to remove cores of soil. Aeration is better for the fairways, as the soil cores smooth the fairways when they are broken up and dragged back into the holes. But that process causes a mess that drags out for nearly a month. Spiking is a less effective alternative that is much less disruptive to golfers. We completed all fairways on the 9-hole course and started work on the 18-hole course.

Spiking is a less effective alternative to core aeration. We can get by with spiking some years, but spiking can never replace aeration. Knowing that we need to aerate eventually, we experimented with new aeration equipment on #16 fairway. The new equipment pulls aeration plugs and grinds the plugs in one process, without waiting a few hours for the soil plugs to dry out. This equipment, plus new blowers and sweepers, would reduce the mess caused by fairway aeration and shorten the disruption on each hole. #16 fairway was the only fairway aerated this year. The other fairways were spiked without removing soil plugs. We will monitor #16 fairway next year to see if it plays better than the rest - we expect to see a difference in just one year.



We are "spiking" forty-four acres of fairways. Spiking uses solid tines to punch holes into the fairway, without removing cores of soil. Conventional aeration, which removes soil cores, is more effective than spiking but creates considerably more mess for golfers.

Other Tasks

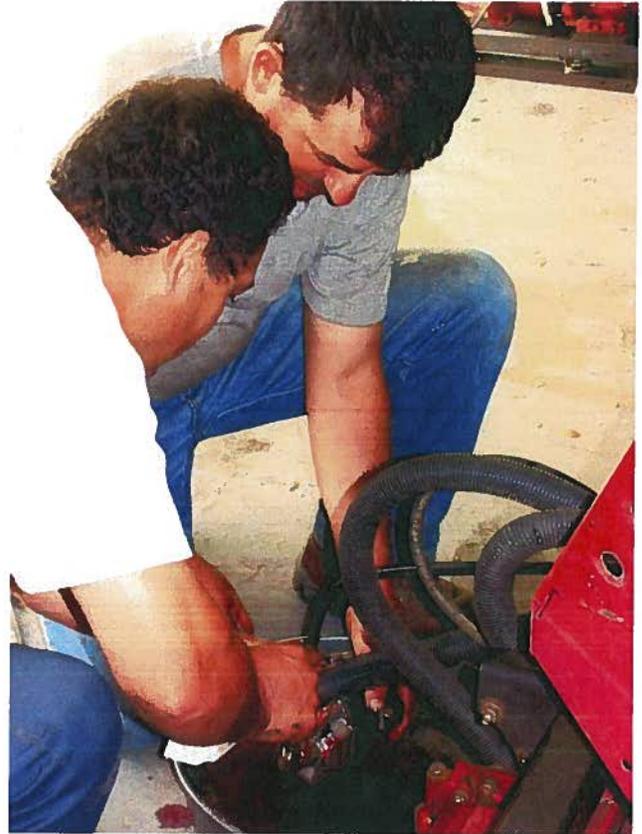
The following miscellaneous tasks were accomplished during the month:

1. Yardage plates on tee and fairways were trimmed.
2. Litter was removed from parkways twice.
3. Branches were picked up throughout the course after two days of high winds.
4. Recycled mulch was hauled from the Lambert Lake compost site to the golf course storage bins. This mulch will be added to landscape beds in coming weeks.
5. Multiple pieces of equipment needed for October greens aeration were prepared, including the greens aerators, core harvester and heavy application top dressing machine.
6. All cart path edges were trimmed.

MECHANICAL MAINTENANCE

In addition to routine servicing of equipment and minor repairs, the following projects were completed in September:

1. Eleven greens mower reels and bedknives were sharpened.
2. The golf cart bullpen security flood lights were repaired.
3. The main aerator shaft on the Cushman GA-60® fairway aerator was replaced.
4. 87 windshields were installed on the motorized cart fleet.
5. A failed hydraulic motor was replaced on Toro® 84" trim mower #2.
6. Seven pieces of equipment received routine service.
7. Damaged steering linkage was repaired on 3 golf carts.
8. A failed hydraulic hose was replaced on Toro® fairway mower #3.
9. New brake pads were installed on the Dodge® dumptruck.



Crew members Javier Garcia and Juan Garcia replace a hydraulic motor on a Toro® trim mower.

PRO SHOP

Pro Shop sales were down 10% from last September, and are down 14% for the year.

FOOD SERVICE

Food sales were down 4% for the month, and are down 4% for the year.

PARKS

Debris was removed from the ponds at Panfish Park and Lambert Lake Nature Preserve.

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

THE MONTH AHEAD

Fall Fest '10

Special Promotions Continue in October

Free Tuesdays in October

VIP and Resident Card Holders Play
the 9-Hole Course free

The Final Month for School Golf

18-Hole Course Greens Aeration

October 4-5

Columbus Day

Monday October 11

PROMOTION

Our seventeenth annual Fall Fest promotion began September 7 and runs through November 16. One of the most popular Fall Fest promotions is half priced green fees on Mondays and Tuesdays. The promotions were publicized in a newsletter mailed to 4,500 residences.

ITEMS BEFORE THE VILLAGE BOARD

Last Month

None

UpComing

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

UPCOMING PROJECTS

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

Planning begins for the Annual Village Links Holiday
Open House Scheduled for Sunday December 5.

HUMAN RESOURCES DIVISION MONTHLY REPORT

September 2010

Senior Services

Senior Service Team helped 44 seniors with their Medicare claims and the corresponding paperwork through the SHIP program, attended a 2.00 hour Medicare training program, and spent 2.0 hours giving Medicare presentations to senior groups. We spent a total of 4 hours on our monthly social events (Bunco and Book Club). The team attended various Ride DuPage meetings for a total of 3.5 hours. Our team is Chair and Co-chair for two different meetings. We spent 2.75 hours verifying the Pace information for the transportation program. Our senior newsletter took 4.00 hours to compile and mail.

Human Resources

- 426 contacts/responses broken down as follows:

- Benefits – 87
- Clerk - 233
- HR Committee - 0
- Other - 2
- Pay & Compensation Study – 1
- Payroll – 17
- Personnel - 46
- Risk Management - 18
- Vacancies – 22

- 21 Change of Status Forms broken down as follows:

- Adds – 0
- Changes – 16
- Terminations – 5

Special Projects:

- 14.50 hours doing Clerk items
- 2.25 hours working Medicare Part D letters

Other Items:

- 2.00 hours working risk management agenda and minutes
- 3.25 hours purging files
- 1.00 protesting unemployment claims
- 3.75 posting and writing ads for vacancies
- 1.75 hours on monthly reports
- 31.75 hours attending meetings
- 1.75 hours correcting insurance problems

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

Updated October 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	Oct 2010	Initial meeting completed to identify target & scope of efforts. Awaiting aerial photos to complete project
Determine scope of potential redevelopment	Planning & Development, EDC	Identify potential redevelopment uses/vision for each site. Identify return on investment for target areas using templates.	Pending	t/b/d	
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

Goal 3: Increase transparency

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Increase public awareness of matters coming before the Village Board	Village Manager's Office	Televised all workshop and regular meetings of the Village Board. Post agenda packet materials online for public access.	May 2009	X	All Village Board meetings televised with video posted online. Packet materials posted online as of January 2010.
Increase public access to documents and public information	Village Manager's Office	Utilization of web site as "library" for documents and reports determined to be relevant.	Jan. 2009	On-Going	Relevant items posted routinely since 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	Oct 2010	Discussed at October 18 workshop. Village Board is in the process of final review comments.
Codification of strategies regarding ethical expectations	President & Village Board	Adoption of a comprehensive ethics policy	Pending	Dec 2010	

X - Represents Completed Item

October 2010

LONG TERM COMPLEX

Goal 6: Implement the Downtown Strategic Plan

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Develop an implementation plan for the Downtown Strategic Plan	Village Manager's Office	Develop complete list of tasks. Prioritize, schedule and assign tasks.	Nov. 2009	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 Ellyn	EDC	Develop overall marketing strategies for community. Identify economic toolkit to be utilized for Glen Ellyn.	Pending	t/b/d	Pending transfer of shopper attraction marketing to new downtown organization to free up EDC staff time and resources. Implementation dependent upon adequate EDC budget for community marketing.
Identify business types sought within the community	EDC	Identify a hit list of business types identified by residents, community leaders	Ongoing	X	List is available on EDC website.
Match targeted business types with sites to improve community outcome	EDC	Market targeted sites to businesses that are sought within community.	Ongoing	Ongoing	EDC maintains space & inventory report. Report utilized for recruitment to fill vacancies.
Target developers seeking projects similar to Glen Ellyn needs/wants	EDC	Market targeted sites to developers whose business history reflects development similar to what is sought on sites.	Ongoing	Nov 2010	Developer/broker open house scheduled for 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	

SHORT TERM ROUTINE

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

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Determine capabilities and roles of existing organizations serving downtown needs	Village President	Meet and discuss roles with existing organizations.	Oct. 2009	X	Kick off meeting conducted in November 2009.
Conduct comparative analysis of other communities with downtown organizations	Planning & Development Director	Undertake field visits to meet and discuss experiences and organizational structure within other communities.	Dec. 2009	X	Done
Communicate research results	Planning & Development Director	Compile a written report to identify research results and recommend observed best practices that would serve downtown Glen Ellyn.	Nov. 2009	X	Done
Develop recommended organizational structure	Planning & Development Director Village Manager	Develop list of duties, committees, and organizational chart	Pending	X	
Create organizational structure	Village President Village Board	Appointment of a Board of Directors. Provide funding commitment and written expectations.	Pending	Sept 2010	Village Board approved roles & structure. Board of Directors to be appointed on October 25.

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	Dec 2010	List to be reviewed and approved by Village Board.

X - Represents Completed Item

October 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.		Dec 2010	Internal tabletop exercise to be developed

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

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

X - Represents Completed Item

October 2010

Goal 1.5: Monitor spending closely this year (FY 2009-10).

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

X - Represents Completed Item

October 2010

SHORT TERM COMPLEX

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

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

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

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target	Comments
Maintain funding integrity of local pensions	Finance Director	Study pension trends and formulate options regarding IMRF funding. Study pension trends and formulate options regarding police pension funding	Jun 2009	Oct 2010	IMRF analysis and recommendation completed. Police pension fund analysis to be done by October 2010.
Maintain revenue base to fully fund mandated pension requirements	Village Board	Provide actuarially required contribution to pensions in order to not defer obligations.	Aug. 2009	t/h/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 drivedown sponsored by DuPage Mayors & Managers Conference.

X - Represents Completed Item

October 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 lery approved by Village Board.

X - Represents Completed Item

October 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

October 2010

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

October 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		Oct 2010	Appointment of members solicited for the October 25 agenda
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 FY20010 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		Nov 2010	
Conduct Engineering Study per RFP	KLOA Public Works	Draft Engineering Report		Jan 2011	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 FY20010-11		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		Oct 2010	Review team has completed analysis of four proposals received. Recommendation to select a TIF consultant will be on the November 8 Village Board agenda.
Conduct TIF Study per RFP	TIF Firm Village Manager's Office	TIF Report		Feb 2011	
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			Task dependent upon results of feasibility study.
Establish TIF District	Village Board	Formal Action by Village Board			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 Eilyn 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

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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 8 to 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		Feb 2011	Timing will occur following determination that a sufficient funding balance has been maintained in the Capital Projects Fund budget for FY2010-11.
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		Nov 2010	The draft ordinance has been reviewed by the Chamber, and has been provided to downtown property owners. The final draft will be on the November 22 Village Board agenda.
Implement Dark Windows Ordinance	Planning & Development	Formal Action by Village Board		t/d/fb	

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.