

Village of Glen Ellyn

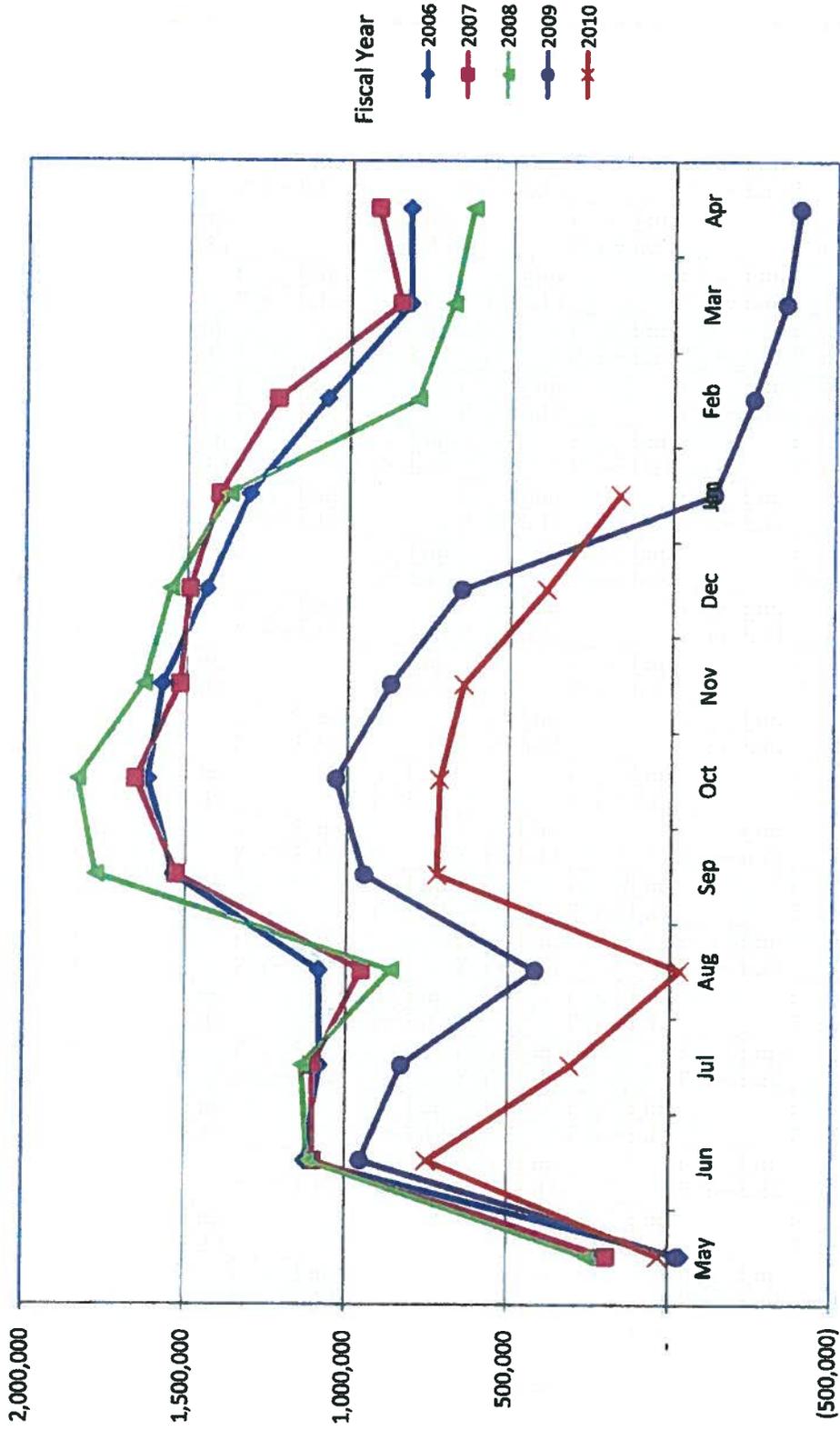
**Management Team Monthly
Report Packet**

January 2010

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Village of Glen Ellyn YTD Net Income/(Loss) by Month General Fund



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

	MONTH			YTD			BUDGET		
	Last Year Jan	Current Year Jan	Monthly Variance \$ %	Last Year YTD	Current Year YTD	YTD Variance \$ %	YTD Budget	YTD Actual	Variance \$ %
REVENUES									
TAXES									
Property Tax	29,396	24,943	(4,453) -15%	2,458,581	2,647,245	188,664 8%	2,650,000	2,647,245	(2,755) 0%
Sales Tax	237,604	249,003	11,399 5%	2,201,273	2,178,197	(23,076) -1%	2,191,000	2,178,197	(12,803) -1%
Home Rule Sales Tax	-	140,395	140,395 100%	-	560,554	560,554 100%	875,000	560,554	(60,554) 17%
State Income Tax	199,292	199,333	41 0%	1,863,965	1,598,450	(265,515) -14%	2,440,000	1,598,450	(190,550) -11%
Other Taxes	53,508	45,363	(8,145) -15%	794,992	752,852	(42,140) -5%	918,000	752,852	(29,048) -4%
LICENSES & PERMITS									
Vehicle Licenses	2,616	2,519	(97) -4%	105,522	112,390	6,868 7%	85,000	112,390	27,390 32%
Business Registration	150	180	30 20%	34,955	30,461	(4,494) -13%	33,500	30,461	(3,039) -9%
Liquor Licenses	-	3,080	3,080 100%	116,742	119,173	2,431 2%	115,000	119,173	4,173 4%
Building Permits	15,669	30,624	14,955 95%	369,181	308,396	(60,785) -16%	500,000	308,396	(116,604) -27%
CHARGES & FEES									
Ambulance Service Fees	-	79,249	79,249 100%	-	258,846	258,846 100%	562,500	258,846	(116,154) -31%
Police Service Reimbursements	14,735	(15,043)	(29,778) -202%	204,135	121,058	(83,077) -41%	145,000	121,058	(13,142) -10%
Accounting Fees - GWA/Library	20,583	20,258	(325) -2%	185,247	182,322	(2,925) -2%	242,000	182,322	522 0%
OTHER									
Police/Court Fines	31,158	24,655	(6,503) -21%	345,310	336,786	(8,524) -2%	510,000	336,786	(45,714) -12%
Investment Income	2,472	2,298	(174) -7%	113,886	16,633	(97,253) -85%	12,000	16,633	7,633 85%
Miscellaneous Income	5,512	34,467	28,955 525%	289,210	250,070	(39,140) -14%	297,000	250,070	(22,270) 10%
Transfers from Other Funds	88,917	89,457	540 1%	1,200,252	1,205,113	4,861 0%	1,473,500	1,205,113	(387) 0%
Revenue Totals	701,612	930,781	229,169 33%	10,283,251	10,678,546	395,295 4%	11,086,200	10,678,546	(407,654) -4%
EXPENDITURES									
Village Board & Clerk	4,030	10,551	6,521 162%	55,786	66,831	11,045 20%	80,000	66,831	(9) 0%
Village Manager's Office	82,327	67,063	(15,264) -19%	557,976	688,379	130,403 23%	872,399	688,379	(21,959) 3%
Facilities Maintenance	44,634	40,950	(3,684) -8%	379,505	286,930	(92,575) -24%	409,400	286,930	(24,910) -8%
Finance	88,559	59,843	(28,716) -32%	727,516	731,525	4,009 1%	1,029,000	731,525	(73,675) -9%
Planning & Development	102,023	70,189	(31,834) -31%	776,791	761,559	(15,232) -2%	884,160	761,559	(122,601) -14%
General Services	18,345	-	(18,345) -100%	3,302,788	-	(3,302,788) -100%	-	-	- 0%
Police	658,924	509,361	(149,563) -23%	5,120,606	5,083,223	(37,383) -1%	6,497,000	5,083,223	(70,337) -1%
Fire	133,603	144,477	10,874 8%	522,040	1,030,040	508,000 97%	1,363,700	1,030,040	(7,280) 1%
Public Works - Admin & Eng.	82,992	55,576	(27,416) -33%	590,484	544,943	(45,541) -8%	758,065	544,943	(35,647) -6%
Public Works - Operations	262,074	197,174	(64,900) -25%	1,377,454	1,323,453	(54,001) -4%	2,088,210	1,323,453	(255,187) -16%
Expenditure Totals	1,477,511	1,155,184	(322,327) -22%	13,410,946	10,516,883	(2,894,063) -22%	11,070,010	10,516,883	(553,127) -5%
Net Increase / (Decrease)	(775,899)	(224,403)	(551,496) -71%	(3,127,695)	161,663	3,289,358 106%	(129,774)	161,663	145,473 11%

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

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

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

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

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

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

		FY09/10		3 Yr. Avg. %	
				Month	YTD
	Total Collections				
May	16	0.0%	0.0%	0.0%	0.0%
Jun	1,215,144	45.8%	45.8%	46.8%	46.8%
Jul	95,771	3.6%	49.4%	1.6%	48.4%
Aug	32,841	1.2%	50.7%	1.1%	49.5%
Sep	1,100,903	41.5%	92.2%	42.5%	92.1%
Oct	108,827	4.1%	96.3%	2.4%	94.5%
Nov	49,935	1.9%	98.2%	1.9%	96.4%
Dec	18,865	0.7%	98.9%	0.5%	96.9%
Jan	24,943	0.9%	99.8%	0.9%	97.8%
Feb	-	0.0%	99.8%	0.0%	97.8%
Mar	-	0.0%	99.8%	0.0%	97.8%
Apr	-	0.0%	99.8%	0.0%	97.8%
Total	2,647,245			97.8%	
Extension	2,651,419				

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

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

Month Received by Village	FY05/06					FY06/07					FY07/08					FY08/09					FY09/10					% Change From FY08/09		Monthly Budget		YTD Budget	
	FY05/06	FY06/07	FY07/08	FY08/09	FY09/10	Incr/(Decr)	%	Budget*	Variance	%	Variance	%	Budget*	Variance	%	Variance	%	Budget*	Variance	%	Variance	%	\$	%	\$	%					
May	274,837	300,200	353,307	411,166	328,839	(20.0%)	343,000	(14,161)	(4.1%)	(14,161)	(4.1%)	343,000	(14,161)	(4.1%)	(14,161)	(4.1%)	343,000	(14,161)	(4.1%)	(14,161)	(4.1%)	(14,161)	(4.1%)	(14,161)	(4.1%)	(14,161)	(4.1%)				
Jun	170,637	214,514	225,351	219,791	175,582	(20.1%)	209,000	(33,418)	(16.0%)	(33,418)	(16.0%)	209,000	(33,418)	(16.0%)	(33,418)	(16.0%)	209,000	(33,418)	(16.0%)	(33,418)	(16.0%)	(33,418)	(16.0%)	(33,418)	(16.0%)	(33,418)	(16.0%)				
Jul	190,719	203,511	223,133	243,312	191,171	(21.4%)	224,000	(32,829)	(14.7%)	(32,829)	(14.7%)	224,000	(32,829)	(14.7%)	(32,829)	(14.7%)	224,000	(32,829)	(14.7%)	(32,829)	(14.7%)	(32,829)	(14.7%)	(32,829)	(14.7%)	(32,829)	(14.7%)				
Aug	118,897	126,311	133,935	141,873	130,133	(8.3%)	138,000	(7,867)	(5.7%)	(7,867)	(5.7%)	138,000	(7,867)	(5.7%)	(7,867)	(5.7%)	138,000	(7,867)	(5.7%)	(7,867)	(5.7%)	(7,867)	(5.7%)	(7,867)	(5.7%)	(7,867)	(5.7%)				
Sep	125,576	133,651	137,387	136,400	124,255	(8.9%)	144,000	(19,745)	(13.7%)	(19,745)	(13.7%)	144,000	(19,745)	(13.7%)	(19,745)	(13.7%)	144,000	(19,745)	(13.7%)	(19,745)	(13.7%)	(19,745)	(13.7%)	(19,745)	(13.7%)	(19,745)	(13.7%)				
Oct	201,133	228,600	234,067	242,598	191,473	(21.1%)	237,000	(45,527)	(19.2%)	(45,527)	(19.2%)	237,000	(45,527)	(19.2%)	(45,527)	(19.2%)	237,000	(45,527)	(19.2%)	(45,527)	(19.2%)	(45,527)	(19.2%)	(45,527)	(19.2%)	(45,527)	(19.2%)				
Nov	131,787	138,242	150,446	151,515	144,264	(4.8%)	152,000	(7,736)	(5.1%)	(7,736)	(5.1%)	152,000	(7,736)	(5.1%)	(7,736)	(5.1%)	152,000	(7,736)	(5.1%)	(7,736)	(5.1%)	(7,736)	(5.1%)	(7,736)	(5.1%)	(7,736)	(5.1%)				
Dec	119,468	135,568	137,102	118,018	113,400	(3.9%)	138,000	(24,600)	(17.8%)	(24,600)	(17.8%)	138,000	(24,600)	(17.8%)	(24,600)	(17.8%)	138,000	(24,600)	(17.8%)	(24,600)	(17.8%)	(24,600)	(17.8%)	(24,600)	(17.8%)	(24,600)	(17.8%)				
Jan	180,245	181,769	202,289	199,292	199,333	0.0%	204,000	(4,667)	(2.3%)	(4,667)	(2.3%)	204,000	(4,667)	(2.3%)	(4,667)	(2.3%)	204,000	(4,667)	(2.3%)	(4,667)	(2.3%)	(4,667)	(2.3%)	(4,667)	(2.3%)	(4,667)	(2.3%)				
Feb	222,181	252,099	298,927	250,579	-	(100.0%)	269,000	-	0.0%	-	0.0%	269,000	-	0.0%	-	0.0%	269,000	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%				
Mar	125,763	133,586	159,593	135,806	-	(100.0%)	150,000	-	0.0%	-	0.0%	150,000	-	0.0%	-	0.0%	150,000	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%				
Apr	201,808	227,518	230,351	209,659	-	(100.0%)	232,000	-	0.0%	-	0.0%	232,000	-	0.0%	-	0.0%	232,000	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%				
Total	2,063,051	2,275,569	2,485,888	2,460,009	1,598,450																										

Budget	1,850,000	2,140,000	2,349,000	2,503,000	2,440,000		2,440,000
% of Budget	112%	106%	106%	98%	66%		
% Increase/ (Decrease) from Prior Year	12.9%	10.3%	9.2%	(1.0%)			

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



Month in Review

JANUARY 2010

Reimbursement of Fees Agreement

Petitioners seeking Village Board approval for various types of development projects are required by Village Code to reimburse the Village for out-of-pocket expenses related to the application. Such expenses include public notice costs, consultant time and recording costs. In order to increase awareness and better formalize this process, the Planning and Development team recently developed a Reimbursement of Fees Agreement. The agreement is now part of the material required for petitioners seeking Village Board approval for various types of development projects. A copy of the new agreement is attached.

Community Rating System

The Planning and Development team is working to be a part of the Community Rating System (CRS) program. CRS recognizes communities that go beyond the minimum floodplain management requirements outlined by the National Flood Insurance Program. According to FEMA, CRS can “enhance public safety, reduce damage to property and public infrastructure, avoid economic disruption and losses, reduce human suffering, and protect the environment.” Homeowners who live in communities that are part of CRS receive a discount on their flood insurance premiums. The Planning and Development team and the Village’s consulting engineer recently met with a State of Illinois consultant to review the CRS application. The Village team will complete and submit the formal application for CRS by the end of February. However, due to the application cycles with the state, if approved, the Village will not formally be part of the CRS program until May 2011.

Giordano’s project moves forward

In 2007, the Planning and Development team worked with the owner of the Giordano’s, located at 455 Roosevelt Road, to discuss proposed renovations to the building and site. The project received a recommendation for approval from the Architectural Review Commission in 2007. However, the project was delayed as the property owner looked at alternative methods of providing stormwater detention and because the required payment for the vacation of the Sunset Avenue

right of way on which some of the improvements were proposed had not been received. An agreement was recently reached between the property owner and the Village for a reduction in the purchase price of the right of way based on an updated appraisal and payment for the right of way was received. In January, the project was approved by the Village Board. Giordano’s has submitted for building permits on the project.

Annexation Agreement Renewals

In February, the Village Board approved the renewal of 29 annexation agreements on Marston Avenue, Bemis Road and Birchbrook Court. There are three outstanding agreements for which the Village has requested renewal and not yet received. The homeowners have been notified that failure to enter into an annexation agreement will result in the Village disconnecting the home from Village water and sewer services. These services were originally provided to the homeowner on the condition they enter into an annexation agreement with the Village. The Planning and Development team will continue to seek an agreement with the three remaining properties.

Transitional Downtown Advisory Committee

During the month of January, the Transitional Downtown Advisory Committee (TDAC) and the Planning and Development team met with representatives from six different communities with downtown organizations. The information and ideas collected at these meetings will help guide TDAC discussions during the next two months as they develop a proposal for a new downtown organization for Glen Ellyn.

P&D COURT CASES FOR JANUARY:

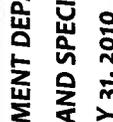
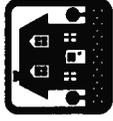
- *Construction project not completed. Permit and extensions have expired. Case continued to Jan. 26, 2010 due to illness in defendant’s family.*
- *Construction project not completed. Permit and extensions have expired. Case continued until Feb. 23, 2010.*
- *Construction project caused damage to tree on neighboring property. Case continued until Feb. 23, 2010.*



PLANNING AND DEVELOPMENT DEPARTMENT
MONTHLY REPORT
January 2010



	January 2010	2010 YTD	2009 Actual
Total Building Permits Issued	20	20	879
New Single Family dwelling	0	0	7
New Multi-family dwelling	0	0	0
New Commercial building	0	0	1
Additions and Alterations Single-family	1	1	149
Additions and Alterations Multi-family	0	0	0
Additions and Alterations Commercial	3	3	40
Accessory Structure/Miscellaneous	16	16	682
Total Estimated Construction Value (millions)	\$0.72	\$0.72	\$21.34
Certificates of Occupancy (TCO & CO)	1-TCO; 1-CO	1-TCO; 1-CO	24-TCO; 22-CO
Stormwater Permits Issued	0	0	9
Demolition Permits Issued	0	0	11
Sign Permits Issued	4	4	26
Banner Sign Permits Issued	3	3	21
Total Inspections Conducted	253	253	4876
Building Inspections	146	146	2451
Exterior Appearance/Ordinance Inspections	1	1	12
Elevator Inspections	3	3	107
Fire Inspections	20	20	387
Grading/Stormwater Inspections	5	5	163
Landscape Inspections	0	0	13
Property Maintenance Inspections	58	58	984
Site Inspections	21	21	759
Total Development Applications Acted On	2	2	38
Exterior Appearance	1	1	3
Planned Unit Development	0	0	2
Sign Variation	1	1	4
Special Use Permit	0	0	7
Stormwater Variation	0	0	2
Subdivision	0	0	2
Zoning Map Amendment	0	0	1
Zoning Text Amendment	0	0	1
Zoning Variation	0	0	16
Misc. Ordinances/Resolutions Acted On	1	1	25
Annexations Approved	0	0	0
Annexation Agreements Approved	31	31	4
Recapture Agreements Approved	0	0	1
Right-of-Way Vacations	1	1	0
Violation Letters Issued (prior to citation)	60	60	360
Citations Issued	1	1	14
Pre-Existing SU Administrative Approval Request	0	0	2
Consolidations, 2-Lot Subdivs & Land Transfers	0	0	5
Village Code Waiver for Special Event	0	0	5
License Agreements Approved	0	0	8
Administrative Approval - Promotional Event	0	0	2



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
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 7/3/2006, 8/10/2006 and 4/12/2007, 10-0 recommendation to deny.	NA	5/21/2007 Work-shop, 7/11/2007 Executive Session, 8/10/2007 Executive Session, 8/27/2007 Executive Session.	Waiting to hear how petitioner plans to proceed. Made inquiries about alternate proposals in 2007 and 2008. Property is currently for sale.
488 Crescent Avenue	Special Use for Personal Training Facility	NA	Pending	NA	Pending	Awaiting Submission.
350 Duane Street	Special Use for Outdoor Storage	NA	Pending	NA	Pending	Partial application received on January 25, 2010. Undergoing staff review.
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. Finely - Nicor	Special Use Permits, Text Amendment and Exterior Appearance for expansion of facility	Pending	Pending	NA	Pending	Met with on 12/16/2009, Applications and submittals list sent on 12/12/2009. Awaiting application.
Goodrich Court Subdivision	5-lot Subdivision and Annexation	NA	Pre-ap 8/12/2004, Pre-ap 4/28/2005, Pre-ap 10/27/2005	NA	Pending	Awaiting Resubmittal. Last review sent 12/3/2007. Spoke to in mid July 2009, project on hold but does not currently plan to withdraw.
670 Kenilworth Avenue	Zoning Variation to allow oversize shed	NA	NA	Public Hearing 12/8/2009, 7-0 recommendation to deny	NA	Variation request withdrawn by applicant.
30 S. Lambert - Public Works	Special Use and Zoning Variation for Scada Tower	NA	Public hearing 01/14/2010	NA	2/8/10	Partial application received
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.
Memorial Park	Enhancements to Fields	NA	?	NA	?	Awaiting submission. At that time, determination will be made about what approvals are necessary.
Midway Park Statue	Informational ARC recommendation and acceptance of public art donation	2/10/10	NA	NA	3/9/10	
1182 Park Boulevard	Annexation, Zoning Map Amendment, Zoning Text Amendment, Special Use and Right-of-Way vacations for Construction Company.	NA	Pending	NA	Pending	Submittals list and applications sent to petitioner 1/26/2009. Waiting for submittal.
577 Pennsylvania Avenue, Advance Cosmetics	Sign Variation	Pending	NA	NA	Pending	Awaiting application.
369 Roosevelt Road - Grandma Sally's	Exterior remodel and possible enclosure of outdoor seating area.	Pending	?	NA	Pending	Applications and submission list sent on July 30, 2009, awaiting submission.
454 Roosevelt Road - Giordano's	Exterior Appearance, Sign Variations and Ordinance repealing and replacing original vacation of Sunset Avenue right-of-way to reduce the cost.	10/10/2007, 9-0 recommendation to approve	NA	NA	1/11/2010	Exterior Appearance, Sign Variations and Right-of-Way Vacation approved by Village Board on January 25, 2010.

479-483 Roosevelt Road	Exterior remodel and Sign Variations	Pending	NA	NA	NA	Pending	Review comments sent 10/27/2009, awaiting resubmission
589 Roosevelt Road - Qdoba - Market Plaza	Sign Variation	2/10/2010	NA	NA	NA	3/8/10	Complete application received.
610 Roosevelt Road - Arvatis Pizza	Sign Variation	Pending	NA	NA	NA	Pending	Awaiting Submission
631 Roosevelt Road - Shell/Circle K	Exterior Appearance and Sign Variations associated with rebranding of the site to recognize Circle K as the new owner of the convenience store.	Pending	NA	NA	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.
Advance Auto Parts - 696 Roosevelt Road	Exterior Appearance and Sign Variations	Pending	NA	NA	NA	Pending	Awaiting Submission.
690 Roosevelt Road - La Playa Cantina	Special Use for Live Entertainment	NA	Pending	NA	NA	Pending	Awaiting Submission.
940 Roosevelt Road - Elynn's Tap and Grill	Special Use for Live Entertainment	NA	Public hearing 1/14/2010, Recommended approval 8-0	NA	NA	2/8/10	
573 Summerdale Avenue	Zoning variation to allow reconstruction in front yard setback	NA	NA	Public hearing 2/23/10	NA	Pending	
342 Taylor Avenue	Zoning variation to allow residential addition in front and side yard setbacks	NA	NA	Public hearing 3/9/10	NA	Pending	
Wahlgren Court	Subdivision approval for 16-unit workforce housing (CHAD) project in unincorporated DuPage County	NA	Pre-application 7/26/2007	NA	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	NA	Pending	Awaiting application. Application and submission list sent on 8/17/2009.
487 Pennsylvania Avenue	Special Use for Insurance Agency	NA	Pending	NA	NA	Pending	Submittals list sent 9/23/09, awaiting application
ANNEXATIONS							
222W500 Ahlstrand	Annexation.	NA	NA	NA	NA	Pending	Part of AEE Subdivision, received partial application, fees and escrow. Plat has been revised. The renters are putting the material together, but we still need the owner's signature on a number of documents. A pending divorce between the owners has put the application on hold.
21W701 Bemis Road	Annexation Agreement	NA	NA	NA	NA	Public hearing 1/11/2010	Annexation agreement approved by Village Board on January 11, 2010

Glenbard South	Annexation w/Agreement of 300-foot of land adjacent to Park Boulevard.	NA	NA	NA	NA	Public hearing 1/25/2010	Annexation agreement approved by Village Board on January 25, 2010
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.
Expired Annexation Agreements	Renewal of numerous expired annexation agreements in the Village	NA	NA	NA	NA	Pending	Planning team pursuing the renewal of numerous expired annexation agreements for properties in unincorporated Glen Ellyn that are connected to Village utilities. Initial efforts to focus on 90 plus expired agreements southeast of the Village limits in the area of Dorschester Court, Brook Court, Marston Avenue and Glencrest Drive.
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. Some utility information and costs received.
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	
Marston Area	Renewal of expired annexation agreements followed by annexation of properties contiguous to Glen Ellyn with agreements.	NA	NA	NA	NA	Public hearing 1/25/2010	Annexation agreements for 29 of 34 properties approved at January 25, 2010 meeting. The planning team is following up on the remaining agreements
Sunnybrook Estates	Annexation of Sunnybrook Estates Subdivision.	NA	NA	NA	NA	Pending	Need to evaluate several potential annexation routes and select one to pursue.
Swift Road	Annexation of Properties Contiguous to Glen Ellyn with Annexation Agreements.	NA	NA	NA	NA	Pending	
COMMENTS AND REVIEW STATUS							
SELECT SPECIAL PROJECTS							
AEE Fire District Reimbursements	Letters sent in April of 2009 requested reimbursement from property owners for payments to Lisle Woodridge Fire Protection district per the terms of annexation agreements. Follow-up letters sent. No payments received to date. Village Board discussed in executive session in October and November. Letters mailed on 12/3/2009 informing owners that payment must be received or payment arrangement entered into.						
Brochure - Starting a Business in Glen Ellyn	First draft complete. Revisions in progress.						
Building Maintenance Code Update	Evaluate the existing code and identify new building and fire codes that address the needs of the Village and prepare a schedule for Board review, amendment, approval and adoption in 2010.						
CDBG for Braeside Neighborhood	Phase II application for previous Community Development Block Grant awarded for Braeside neighborhood. Planning and Public Works team members attended kick off meeting at County on August 26. Resolution authorizing application acted on at 9/28/2009 Village Board meeting. Neighborhood meeting held on 9/29/2009. Two applications, one for streetlighting and one for drainage were submitted on October 1. At County's request an updated income survey was conducted of the Valley Road properties and submitted to the County. Streetlighting project has been recommended for approval by County review committee.						
College of DuPage	Repeal of ICA by COD discussed by Village Board in Executive Session on July 13. Staff prepared list of priorities issues to be used as framework for meeting with COD. Village Board discussed in executive session again in December 2009. Staff to expand on previously conducted survey and report back to Board.						
Contractors' Registration	Preparing second draft of proposed Ordinance in response to comments received at Builder's Forum for presentation at January 11, 2010 Village Board workshop meeting.						
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 TDAC is scheduled to meet a total of 4 times between February and March and will use the information received from these community interviews to assist in making a recommendation on the structure for a new Glen Ellyn downtown organization.						
Evaluation of Northside Regional Detention Stormwater Alternatives	Revised report and analysis of potential alternate sites submitted by engineering consultant on 8/28/2009. Recommendation to be forwarded to Village Board after report complete.						

Life Safety Code	Evaluate the existing code and identify new building and fire codes that address the needs of the Village and prepare a schedule for Board review, amendment, approval and adoption in 2010.
Municipal Elevator Program	The Illinois Elevator Safety Program Agreement between the Village of Glen Ellyn and the Office of the State Fire Marshall was executed on October 7, 2009. All approvals have been obtained and the Village has implemented the program.
Sign Code Update	ARC discussed potential amendments at June 3 meeting. Estimated to be reviewed by ARC in March/April. Survey of surrounding community Code requirements, developed, distributed and responses returned. First draft of updated Code complete and undergoing internal review.
Utility Connection Letters - Lambert Farms	Letters sent to properties in Lambert Farms and one property on Crescent Boulevard which were required to connect to Village water by July 1 based on terms of annexation agreements. Two properties in Lambert Farms that were involuntarily annexed each owe the Village more than \$15,000 (including permit fees). A total of 8 of the 10 properties that letters were sent to have applied for permits to connect to water and have paid a total of \$26,400 to the Village in connection fees (plus \$2,800 in permit fees). The Village has or is in the process of entering into payment agreements for the two properties that were involuntarily annexed.

REIMBURSEMENT OF FEES AGREEMENT

Village of Glen Ellyn Acct: # _____
Initial Deposit Amount: _____

I. DESCRIPTION OF PROJECT: _____

II. OWNER:

A. Owner of Property: _____

B. Owner's Address: _____

C. Owner's Home Phone Number: _____ Fax: _____

D. Owner's Work Phone Number: _____

E. Owner's E-mail: _____

F. If Owner is a Land Trust or Corporation, the attached disclosures of interest should be filled out.

III. PERSON MAKING REQUEST (Petitioner):

A. Name of Petitioner: _____

B. Petitioner's Address: _____

C. Petitioner's Home Phone Number: _____

D. Petitioner's Work Number: _____

E. Petitioner's E-mail: _____

IV. LOCATION OF PROPERTY:

A. General Location of Property: _____

B. Acreage of Parcel: _____

C. Permanent Index Number(s): _____

D. Legal Description (Please attach)

V. REIMBURSEMENT OF FEES:

The Ordinances of the Village require the owners of property, or individuals seeking to utilize property, to receive approval by ordinance or the issuance of a permit to undertake various uses or improvements of property in the Village. These uses can include requests for textual or map changes in the Zoning Ordinance, applications for building permits, requests for zoning relief and other similar requests. The Village has established a fee schedule for the anticipated use of staff time in processing such petitions or applications. In many cases, however the Village cannot reasonably evaluate the validity or compliance of the petition or application with the Ordinances of the Village without the use of reports from various consultants. In some cases, the application or petition requires among other things, public hearings and associated public notice costs, preparation of minutes or transcripts from the public hearing or meeting, recording costs of Ordinances and the preparation of reports by consultants whose services require the payment of out-of-pocket expenses by the Village. These expenses would not have been incurred but for the petition or application. The Village does not intend to seek to make a profit on its utilization of such consultants, but requires that the applicant, or the person receiving benefit, shall be obligated to reimburse the out-of-pocket expenses incurred by the Village. The Village shall seek to employ consultants who shall charge rates consistent with those paid by private parties who seek similar consulting services. The Village intends, through this Agreement, to cause the payment of out-of-

pocket expenses and to require the creation of an escrow fund to guarantee that the petition or application will not result in the citizens of the Village being required to pay for costs incurred at the request of the owner or applicant.

This document shall constitute a contract when an application is made for a license, permit, request for zoning relief or other approval involving the use of real property. Should the Village, in its sole and exclusive discretion, determine that it is necessary or desirable for the Village to obtain professional services, including, but not limited to, attorneys, engineers, planners, architects, surveyors, court reporters, traffic, drainage or other consultants, including full and/or part time site inspection services during the actual construction of any required improvements, and/or to incur costs related to any required notices or recordations, in connection with any application or petition filed by the petitioner then the petitioner and owner shall be jointly and severally liable for the payment of such professional fees and costs, as shall actually be incurred by the Village. The Planning and Development Director is hereby authorized to assign the above described services to the Village staff or to consultants, as the Director deems appropriate and without prior notification to the petitioner.

Any application or petition to be reviewed by the Planning and Development Department or by the Plan Commission or Architectural Review Commission shall require the petitioner to establish an escrow account with the Village in an amount determined by the Planning and Development Director to reimburse the Village for all out of pocket costs associated with the request. These out of pocket costs will cover such things as services provided by the Village's consulting engineer, consulting attorney, consulting planner, traffic consultant, wetland consultant, landscape consultant, architectural consultant, appraiser and transcriber, among others, as well as reproduction costs, public hearing notice costs, recording costs, etc. Along with the application the petitioner shall also submit a signed copy of this agreement thereby acknowledging and agreeing to reimburse the Village for all out of pocket costs associated with the application or petition.

This agreement shall be accompanied by an initial deposit in an amount to be determined by the Director of Planning and Development but shall be no less than \$500. The Village will provide an itemized list of Village expenses incurred related to any charge to the escrow account, and the petitioner shall deposit funds to reimburse the Village for those expenses upon notice from the Village that the deposit has dropped below \$500. If the expenses are not reimbursed, then reviews meetings and permits associated with out of pocket costs will cease, and the request will not be moved forward through the review process. At the completion of the review process, and development of the project, if appropriate, any remaining balance from the deposit will be returned to the petitioner, without interest, after all expenses have been paid.

The Village shall deduct the incurred expenditures and costs from the funds deposited. If the remaining deposit balance falls below \$500.00, the petitioner, upon notice by the Village, shall be required to replenish the deposit to its initial amount. The Village shall mail the petitioner regular invoices for the fees and costs incurred. The petitioner shall replenish the deposit amount within thirty (30) days of issuance of each such invoice directing replenishment of the deposit.

A petitioner who withdraws his or her petition may apply in writing to the Planning and Development Director for a refund of his or her remaining escrow balance. The Planning and Development Director may, at his or her discretion, approve such refund less any actual fees and costs, which the Village has already paid or incurred relative to the application.

Upon the failure of the petitioner or owner to reimburse the Village in accordance with this Agreement, no further action shall be undertaken on the application by the Village President and Board of Trustees, or by any other official or quasi-official individual or body thereunder, including the conduct of any hearings or deliberations, reviews of any plans or applications, the granting of any relief or approvals, issuance of any permits or occupancies, performance of inspections and the execution or recording of any documents, until all such outstanding fees are paid in full and/or the initial deposit is restored to its full amount. Upon any failure to reimburse the Village in accordance with this Section, the Village may in its discretion, apply any or all of the initial deposit to the outstanding balance due. In the event that such amounts are not paid in full within sixty (60) days after the date when the statement of such amounts due is delivered or deposited in the U.S. mail by the Village, such amounts due shall be deemed delinquent and thereafter a delinquency charge of one percent (1%) per month, or portion thereof, with a minimum delinquency charge of \$5.00 per month, shall be added to the amount due until such amount due, including all delinquency charges, is received by the Village.

The remedies available to the Village as set forth hereinabove are non-exclusive and nothing herein shall be deemed to limit or waive the Village's right to seek relief of such fees against any or all responsible parties in a court of competent jurisdiction.

Any remaining balance of any funds deposited pursuant to this Agreement shall be refunded at such time as the completion of Village deliberation on the petition or application, recordation of all necessary documents associated with the petition or application, issuance of a building permit, approval of a final inspection, or issuance of a final certificate of occupancy upon the real property in question whichever occurs later.

BY SIGNING BELOW, THE PETITIONER AND OWNER ACKNOWLEDGE THAT EACH OF THEM HAS READ THE FOREGOING PARAGRAPHS AND EACH OF THEM FULLY UNDERSTANDS AND AGREES TO COMPLY WITH THE TERMS SET FORTH HEREIN. FURTHER, BY SIGNING BELOW, EACH SIGNATORY WARRANTS THAT HE/SHE/IT POSSESSES FULL AUTHORITY TO SO SIGN.

THE PETITIONER AND OWNER AGREE THAT PETITIONER AND OWNER SHALL BE JOINTLY AND SEVERALLY LIABLE FOR PAYMENT OF FEES REFERRED TO IN APPLICABLE SECTIONS OF THE ORDINANCES OF THE VILLAGE OF GLEN ELLYN, AND THE OBLIGATIONS FOR PAYMENT RELATING TO THE FILING OF PETITION OR APPLICATION, AS SET FORTH HEREIN.

Petitioner

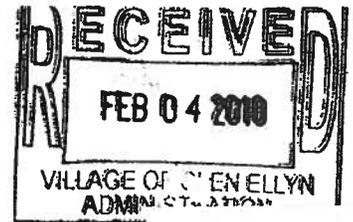
Owner

Date: _____

Village of Glen Ellyn

By: _____
Planning and Development Director

Date: _____



MEMORANDUM

DATE: February 3, 2010

TO: Steve Jones, Village Manager

FROM: Staci Hulseberg, Director of Planning & Development

SUBJECT: Demolitions in Glen Ellyn

The Planning & Development Department didn't received any new requests for demolition in the month of January. The Monthly Comparison Chart, showing the teardown trends by month since 1994, is attached.

The 2009 Demolition Table is attached. The table lists the property address, date submitted, lot sizes and area, the year of the earliest available Village records, historical or architectural landmark designation, and the applicant or builder for all properties submitted this year.

REQUESTS FOR DEMOLITION (Calendar Year)

	<u>1993</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>
Houses	15	24	26	14	17	42	38
Other	<u>2</u>	<u>2</u>	<u>2</u>	<u>1</u>	<u>0</u>	<u>2</u>	<u>1</u>
Total	17	26	28	15	17	44	39
	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>
Houses	46	62	60	69	61	60	38
Other	<u>4</u>	<u>5</u>	<u>0</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
Total	50	67	60	72	64	63	41
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>			
Houses	32	27	11	0			
Other	<u>1</u>	<u>2</u>	<u>1</u>	<u>0</u>			
Total	33	29	12	0			

**DEMOLITION PERMITS IN THE VILLAGE OF GLEN ELLYN
DURING THE CALENDAR YEAR 2009**

No	Address	Date	Lot Size	Lot Area	Earliest Record	Historical	Action	Status	Applicant / Builder
1	917 Lenox	1/26/09	100 x 150	15000		No	Demo only	Completed 2/2/09	GE Park District
2	921 Lenox	1/26/09	100 x 150	15000	1977	No	Demo only	Completed 2/2/09	GE Park District
3	251 Newton	2/16/09	100 x 493	49300	1948	No	Demo & SFR	Completed 4/20/09	Jonathan Huard
4	116 E. Geneva Rd.	2/20/09	166 x 308	51128	2007 annexed	No	Demo only	Completed 4/29/09	Countrywide Mortgage Co.
5	266 Montclair	3/17/09	85 x 145	12325	1952	No	Demo & SFR	Completed 5/12/09	Julie & Christopher Langan/ Tiburon Homes
6	200 Exmoor	6/2/09	75 x 164	12300	1925	No	Demo & SFR	Completed 7/9/09	Ray Whalen Builders
7	879 Smith	6/18/09	65 x 149	9685	1984	No	Demo only- no pictures required Class II demo	Completed 8/7/09	Glen Ellyn Homes
8	382 Hill	6/30/09	86 x 257	22102	1978	No	Demo & SFR	Completed 9/18/09	Tim Pisarski
9	691 Chidester	7/22/09	100 x 178	17800	1983	No	Demo only	Completed 9/10/09	Pam Ridinger
10	370 Roosevelt (Taco Bell)	7/28/09	150 x 137	20550	1975	No	Commercial Demo & New Building	Completed 9/15/09	Shamrock TBC
11	820 Duane	11/13/09	100 x 112	11200	1973	No	Demo only	Pending	Rite-Way Custom Homes
12	236 Lorraine	11/16/09	266 x 69	18354	1972	No	Demo & SFR	Completed 12/17/09	Edward O'Neill
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									



GLEN ELLYN POLICE DEPARTMENT

MONTHLY REPORT – January 2010

PATROL

Calls for Service

Glen Ellyn Police handled 3602 calls for service during the month of January. 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.

	Jan 10	Jan 09	10 YTD	09 YTD
Calls for service	3602	3762	3602	3762

Traffic

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

	Jan 10	Jan 09	10 YTD	09 YTD
Traffic Citations Issued	370	465	370	465
Traffic Warnings Issued	384	337	384	337
Traffic Crash Reports	61	106	61	106
DUI	10	10	10	10

INVESTIGATIONS

There were 26 cases assigned to Detectives in the Investigations Division during the month of January. In 2009 the detectives managed a total number of 374 new investigations. The following case dispositions were developed during the January 2010:

Felony Arrests	Misdemeanor Arrests	Ordinance Tickets	Juvenile Dispositions
2	0	3	4

Noteworthy Investigations

Theft

On January 20 a cashier at Walgreens was a victim of a short change scam. A customer (offender) made a minimal purchase and paid with a large bill. As the cashier attempted to make change, the offender repeatedly produced other currency, requesting additional change. This continued until the offender received over \$240 over the amount he handed the cashier. Video footage was collected and a Critical Reach Bulletin was disseminated to other law enforcement agencies.

Motor Vehicle Thefts

On January 15, two residents of the Berkshire Apartments reported their vehicles stolen from the complex parking lots. In both instances, the offender gained access to the keys. Since the reported date of the theft, one vehicle has been recovered on the south side of Chicago and the other is still missing.

Identity theft/Credit Card Fraud

On January 4, a victim had his credit card stolen while he was exercising at the Bloomingdale Life Time Fitness. The credit card was later used by an offender at the Dominick's in Glen Ellyn.

On January 5, a Pace Bus driver had her purse stolen while she was working. Her credit cards were later used at retail locations in Market Plaza. The victim provided a description of two passengers who rode her bus just before she discovered her purse missing. Detectives developed possible suspects based on the offender's descriptions, the location of the incident, and prior police contacts. The following day the suspects returned to one of the businesses to exchange an item they illegally purchased the day before. The clerk, having already been alerted by Detectives, immediately called police and both suspects were apprehended. During custodial interviews of both juvenile subjects, admissions were obtained detailing their roles in the purse theft and illegal use of the credit card. This case was referred to the DuPage County State's Attorney's office for juvenile prosecution.

On January 12, a Glen Ellyn resident had her purse stolen while shopping at Dominick's. A subject had grabbed her purse from her shopping cart and ran from Dominick's to an awaiting vehicle. The victim's credit cards were used shortly afterwards. Photographs of the offender obtained from store surveillance cameras were distributed to other law enforcement agencies via a Critical Reach Bulletin. A suspect was identified with assistance from law enforcement contacts. He was interviewed while being held in Cook County Jail on unrelated charges. He admitted to being in Dominick's at the time his accomplice stole the purse. This subject also was identified as the individual on surveillance videos from other stores attempting to sell items purchased with the victim's credit card. Felony charges were approved for one of the offenders in the case, and charges are pending on two others involved in the theft and unlawful use of the credit cards.

On January 25, a resident discovered her credit card was used on line for the purchase of an \$800.00 crib. She was informed the crib was shipped to an address in unincorporated Glen Ellyn. Investigators questioned the resident who received the shipment and discovered he had answered an online job offer off the internet advertising website, *Craig's List*. His responsibility was to open and inspect products shipped to him for damage and then repackage the items and reship the products to an address in Russia. This resident cooperated with Detectives by surrendering various items that had received home in recent days. Detectives soon determined all of the shipments had been purchased with stolen credit cards and further noted that the elements related to this case were dispersed across the United States. This internet scam was reported to the FBI and entered into IC3.gov (Internet Crime Complaint Center). IC3.gov uses the data to help link criminal activity to the geographic source of the activity, while also serving as an information clearing house for agencies investigating similar events. *Note* - Since IC3's inception in 2005, Glen Ellyn police have directed hundreds of victims to this website and have entered numerous scams and other criminal activity into the system on behalf of victims.

Forgery

Arlington Heights Police notified the investigation's division of a forgery that occurred in Glen Ellyn in October 2009. At that time, an Arlington Heights resident had her vehicle burglarized. Among the items taken from the vehicle was the victim's purse. Her identification and personal checks were later used to make cash withdrawals totaling \$2,000 from U.S. Bank locations in Glen Ellyn. Arlington Heights developed a suspect in the case. Unfortunately the clerks at the Glen Ellyn branches of US Bank were unable to identify the suspect in a photographic line up. No further leads are available and the case has been suspended.

Aggravated Criminal Sexual Assault

Brian Milnikel, the director of the children's choir at St James the Apostle Church in Glen Ellyn, was arrested by Naperville Police on January 19. He and his associate were charged with possessing child pornography in their Naperville home. A letter informing parents of St. James students about this arrest was distributed by the school staff. After reading the letter and speaking to her son, a parent was led to believe Milnikel may have had inappropriate contact with her son. Glen Ellyn investigators were contacted and assisted by referring the family to The DuPage County Children's Center for the purpose of conducting a *victim sensitive interview*. It was later determined the allegation made by the student was unfounded.

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>	January 10	January 09	10 YTD	09YTD
Homicide	0	0	0	0
Criminal Sexual Assault	0	0	0	0
Robbery	0	0	0	0
Battery	3	12	3	12
Burglary	1	2	1	2
Theft/Deception	31	31	31	31
Motor Vehicle Theft	1	2	1	2
Arson	0	0	0	0
Criminal Damage or Trespass	4	13	4	13
Deadly Weapons	0	1	0	1
Sex Offenses	1	0	1	0
Offenses Involving Children	5	0	5	0
Drug Offenses	2	7	2	7
Liquor Control Act	2	0	2	0
Disorderly Conduct	11	9	11	9
Other Criminal Offenses	37	35	37	35
Crisis Intervention	30	38	30	38
Death/Suicide Investigations	4	3	4	3
Missing Persons	0	3	0	3
Miscellaneous Services	39	46	39	46
Medical Assists	114	81	114	81

**The number of incidents within each category is determined by the most significant act as determined by the officer who documented the incident. For example, an armed robbery involving the use of a gun will only show as one offense within the robbery category; it will not also be counted as an event in the Deadly Weapons category and the Theft category.*

COMMUNITY EDUCATION

Officer Tom Staples continues to serve as the Department's Community Education Officer. His primary responsibilities include DARE™ instruction, facilitating the Citizen Police Academy, and the delivery of various Elderly Service Officer (ESO) programs. In January, Officer Staples completed the DARE lesson schedule which began in September 2009. Graduations for 5th grade DARE students were held at Benjamin Franklin, Churchill, and Forest Glen Elementary Schools. A new DARE series is underway at St. James, St. Petronille and Lincoln Elementary schools.

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

TRAINING

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

DATE	PERSONNEL	COURSE TITLE	HOURS	TOPIC
1/5	Elmore	Interview and Interrogation	24	Advanced development in the lawful gathering of information in all settings
1/6	All Sworn	Monthly Firearms Training	1	Close quarter live fire combat training
1/12	Nemchock	Arson Investigation	16	Basic crime scene for Evidence Technician
1/14	Cusack/Holstead	DCSO Special Ops	8	Team Training
1/15	Baki/Cusack	ILEAS WMD/SRT	8	Bi-weekly drills
1/19	Munch	DUI - Standardized FST	24	Advanced DUI detection and case preparation
1/20	All Sworn	Monthly Firearms Training	1	Close quarter live fire combat training
1/25	Rossiter/Schmidt	Medical Tactics for Law Enforcement	8	Officer survival techniques - traumatic injury
1/28	Cusack/Holstead	DCSO Special Ops	8	Team Training
1/29	Baki/Cusack	ILEAS WMD/SRT	8	Bi-weekly drills

VILLAGE OF GLEN ELLYN PUBLIC WORKS DEPARTMENT MONTHLY REPORT

January 2010

ADMINISTRATION

The 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:

- 5 tree preservation plans and parkway tree permit applications
- 4 plan re-submittals
- 6 tree fence and root pruning inspections
- 4 refunds of deposit

Eleven parkway trees were scheduled for removal; letters were prepared and mailed informing residents of the pending removal.

Good progress was made entering 2008/2009 completed parkway tree pruning into CartêGraph — approximately 2/3 entered. Nearly up to date entering 2009/2010 completed pruning into CartêGraph.

Kathy Horn completed the Freedom of Information Act (FOIA) training.

ENGINEERING

Projects Being Readied for Bidding

BRYANT AVENUE – THAIN'S ADDITION –

Engineer: Engineering Resource Associates

The consultant is about 95% complete with plans and specifications. Pre-final plans, cost estimate and specifications have been delivered for Village review and comment. The project bid opening should occur in early March.

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Engineer: Pavia-Marting

Field work has been started and will be finalized as weather permits. Preliminary layouts of the sidewalk have been performed by the engineer.

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Engineer: Hampton Lenzini Renwick

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Contractor: Pending

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the work was \$990,000 and ARRA funding is \$775,000. All construction costs will be handled within the grant amount, with the Village responsible for construction engineering services and some portion of any construction cost overruns. IDOT approval of the Geneva bid is pending. A proposal from Civiltech for CM services will be considered by the Village Board on February 8.

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Lead Agency: School District 41

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

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Contractor: Gasvoda and Associates

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

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Contractor: Unique Plumbing

(Value of Contract = \$30,000)

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Contractor: John Neri Construction

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

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Engineer: A. McGurr, Ltd.

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Engineer: Kudrna & Associates
Project engineering will pick up again in 2010 for bidding in 2011.

TAYLOR BASIN DRAINAGE STUDY –
Engineer: Engineering Resource Associates
A final version of the report is nearly complete.

WASTEWATER LIFT STATION MASTER PLAN –
Engineer: Walter E. Deuchler
The draft report has been completed.

EQUIPMENT SERVICES

In the month of January, 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 1,448 days without a "lost time" accident.

The ESD continued its rotating snow plan schedule through the month of January; which provides for ESD staff to be available for twelve hour shifts and provide continuous service during snow/ice events.

Facilities repairs performed by the ESD included the installation of a block heater for the back up generator at Fire Station #1.

Seventy four work orders were related to the maintenance and repair of Police Department vehicles and equipment. 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. The battery was replaced on patrol squad 02 and the front disc brake pads/rotors were replaced on patrol squad 05. A demonstration audio/video system was installed in patrol squad 05 for Department evaluation. The front disc brakes were replaced on patrol squad 09 and the LED bed cap lights were replaced on CSO patrol squad 11. The rear brakes were serviced and adjusted on detective car 12 and the MDT computer was

removed and repaired on patrol squad 18. The light bar power supply was replaced on patrol squad 19 and the battery was replaced on patrol squad 20. All PM's were completed on time.

Thirty eight work orders were related to the maintenance and repair of the Glen Ellyn Volunteer Fire Company's vehicles and equipment. The back board compartment straps were replaced on Medic 21 & 22 and the oxygen tank fitting was replaced on Medic 21. The cab jack controller was replaced and rewired on Engine 27. The air brake drier was replaced on Engine 28 and the accessory drive belts were adjusted. The on-board generator fan shroud was adjusted on Tower 30 and the quartz work light was replaced. The air line was repaired and reinstalled on Squad 38. Numerous chassis and emergency lighting repairs were performed on Fire Company vehicles. All PM's were completed on time.

Two hundred sixteen work orders were related to the maintenance and repair of Public Works Operations Division vehicles and equipment. The majority of this month's work orders were related to the maintenance and repair of Public Works Operations Division snow/ice fighting vehicles and equipment. The exhaust pipes were replaced from the turbo charger to the muffler on plow truck 201. The #6 fuel injector and the air intake snow valve assembly were replaced on plow truck 203 and the muffler and exhaust pipes to the turbo were replaced. The tailgate and rear bumper was replaced on pick up truck 208 and the gate was Rhino lined. The cab entry step was replaced on wheel loader 214. The horn and windshield washer nozzle was replaced on pick up 227 and the parking brake air valve was replaced on dump truck 234. The exhaust pipe from the turbo charger to the muffler was replaced on wheel loader 246 and the tailgate latch was repaired on pick up 254. The front disc brakes were replaced on plow truck 260 and the front 4X4 hubs were replaced on pick up 271. All PM's were completed on time.

Twenty two work orders were related to the maintenance and repair of Glenbard Wastewater Authority vehicles and equipment. The battery and outside rearview mirror were replaced on liftgate truck #626. 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 public forum regarding ComEd’s tree trimming practices along the county’s trail system.

The Village Forester met with a representative from the Morton Arboretum to discuss a Gypsy Moth Egg Mass Survey for the Village of Glen Ellyn. We will conduct this survey on February 11th and 12th as part of our Gypsy Moth Inspection Program. We have identified 6 addresses throughout the Village and will inspect all trees within a 300’ zone of each address. All trees on both public and private property will be inspected for gypsy moth egg sacs. We will mail informational letters to each resident within these zones. Data will be collected and reviewed as part of the overall Gypsy Moth Inspection Program.

B. Haney continued zone pruning of 10” DBH and greater trees.

An RFP was developed for a pruning training workshop for Village staff to be presented in February.

The Tree City USA Application was completed and submitted to the IDNR and Arbor Day Foundation. Glen Ellyn was one of 15 communities to be part of a test group to provide this information via online submittal.

Village Forester held an International Society of Arboriculture Certification Test at the Public Works Department.

OPERATIONS

January Snow = 12.75”

Weather is the #1 topic of conversation and the #1 factor in scheduling work for Operations in the winter months. January 2010 was kinder and gentler than past years as far as snow removal was concerned. Although the average daily high and low temperatures were 5° colder than normal, snow

removal did not dominate the work schedule. There were 4 snow events with 11” falling in one event and a total of only 1.75” accumulating over the remaining three events. Below is a comparison of snow removal efforts during the last three January’s:

Date	Snow	Shifts	Labor (hrs)	Salt (tons)
1/08	19”	11	1,556	803
1/09	25”	14	1,744	908
1/10	12.75”	6	956	465

Other activities that filled the month were hauling snow from cul-de-sacs, pot hole patching and washing trucks. Operations removes snow from cul-de-sacs and hauls it to Ackerman Park. Cul-de-sacs have limited area to store snow; this proactive activity provides 1-ton drivers better options for storing snow when clearing snow from cul-de-sacs.



Operations spent 8 days this month clearing snow from cul-de-sacs. They also spent 8 days washing snow removal equipment. This activity cleans salt from the complete exterior of the 10-wheel and 1-ton plow trucks. Reducing salt’s corrosive effects prolongs the life of the vehicle as well as keeps the trucks operating as safely as possible with less brake line and electrical wiring issues. Operations also spent 7 days this month pot hole patching. There are a few roadways that have consistent pot hole problems (Bryant north of Hill, Park south of Roosevelt), but overall the number of roads with pot hole issues has declined over the last two years and the worst areas of pot holes are on the Village’s 2010 roadway improvement plan.

Another winter activity for Operations is the cyclical pruning of Village trees in the public right-of-way. The Village is divided into five zones; each year

Operations prunes all trees in one zone that are 6" DBH and less while a contractor does all trees larger than 6". This year, zone E was divided in half to accommodate a reduced budget for contracted pruning. To assist in further reducing the budget, Operations took on the responsibility of all trees 9" DBH and less; this added 202 trees to Operations 2009-10 winter pruning list. The total number of trees to be pruned in-house this year is now similar to other years as the additional trees make up for only pruning half the zone. The biggest difference in pruning larger trees is that they require more aerial work than smaller trees. Operations uses various means to prune trees: from the ground, by climbing, and by bucket truck. This photo captures all three means of pruning (a climber in the 1st tree on the



left, ground personnel to the right and the bucket truck pruning in the background). Operations' crews were out pruning trees 16 of 20 working days in January; this is cold work as the average daily high temperature this month was 27°. Since Operations is ahead of schedule (70% complete) with pruning, 200 additional trees (9" DBH and less) were added to this year's list from a portion of next year's western half of zone E.

This month, Operations showed its' flexibility and resourcefulness when dealing with a snow event and a water main break occurring on the same day. The night shift was sent home that day at 11am to rest for evening snow removal duties (this reduces available personnel by 45%). The day shift was able to fully staff snow removal efforts by re-arranging routes for full time personnel while utilizing seasonal labor for sidewalks to free up four full time employees to repair the main break. Cross-training, adaptability, creative scheduling, and mutual trust

enable Operations' maintenance workers and crew leaders to address and remedy multiple issues while saving the Village contracting costs. This is a great example of the type of team work for which Operations consistently strives.

Employee happenings:

- Eight employees attended in-house tree pruning training.
- Three PW employees attended a webinar on 2010 changes to the MUTCD.
- One employee evaluation completed.

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

Utilities

- Bio Bags in Grease lines - 243
- Misc. – Cleaned Surrey Lift station
- Back flushed Orchard Lift station
- Assisted GWA by using Vactor to remove grease build up in sewer line at treatment plant

Forestry

- Winter Pruning –
 - 16 days (434 trees out of 613 in Eastern half of zone E)
 - 100 of 200 additional 9" and under trees pruned in the Western half of zone E

Streets

- Electric –
 - 2 fixtures replaced
 - 1 bulb replaced
- Flowers –
 - Fall plans completed and order submitted to grower.
 - Painted pots picked up and pressure washed for CBD Appearance Committee.

- Hauling – UPM (cold patch asphalt) – 14 tons
- Public Hearing Signs – 1 placed
1 retrieved

Holiday decorations –

- CBD and Stacy's Christmas trees removed
- Contractor removed CBD street light pole decorations

Misc. –

- Truck Cleaning – 11 trucks had interior cabs completely cleaned

PLANT OPERATIONS

Water Plants

WPAS - Installed new reservoir fill controller

Lift Stations

Surrey - Cleaned Wet Well

Orchard - Flushed Force Main

Distribution System

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

Nitrate & Nitrite samples on wells 5 & 6

Administration

Monthly State Report submitted to IEPA.

Updates to Cross-Connection records

Updates to hydrant flow records

Worked on closing out old construction permits

Resubmitted request for a Zoning Variance and a Special-Use Permit for the installation of a 50' radio tower at the West Pressure Adjusting Station (WPAS).

ITEMS BEFORE THE VILLAGE BOARD

January 2010

Activity in front of the Village Board in January consisted of:

1. Recognition was given for the receipt of the APWA 2009 Project of the Year for Transportation Less than \$5 million for the Parkside/Summerdale Improvements Project. This award was given by the Chicago Metro Chapter of APWA and qualifies for Regional and National Awards.
2. Approval of an engineering services agreement amendment with Civiltech Engineering in the amount of \$21,500 for construction engineering services on the Lambert Farms Project. This amendment closes out the Lambert Farms Project as well

- as our Bond Program for Storm Sewer Improvements approved in November 2000.
3. Approval was granted to purchase two parcels of land in conjunction with the upcoming Riford Road Reconstruction Project. The two pieces are located on the west side of 715 St. Charles Road and on the south side of the Park District's Ackerman Park property. Total purchase price for both parcels was \$105,000.
4. Discussion on the potential of changing our leaf collection program within the Village. Options included: no change in current sticker program, offer a "free" no sticker program, have a contractor vacuum leaves raked to the parkway, or have Public Works perform collection. Costs are being developed for options 1-3, while in-house collection has been ruled out. A survey will be performed to gauge resident input.
5. Discussion on potential changes to our Holiday Decorations / Lights Program in the Central Business District (CBD). General feeling from the Village Board was that the decorations were not acceptable this year. Direction was given to bid again next year at the same budget level and provide heightened oversight of installation.
6. Discussion on potential shoveling of sidewalks near schools. Direction was given to continue to utilize an educational campaign encouraging residents to shovel their sidewalks and help those with limitations. The Village Board asked to gather Ordinances from other municipalities that have village-wide snow shoveling ordinances.
7. Discussion on potential changes to shoveling of sidewalks in the CBD. Direction was given to research costs associated with having a contractor perform these services. Public Works Administration will gather this data and forward to the Village Board.
8. The following Public Works Employees were recognized for exceptional work at the January Village Board Meeting: Bill Miller, Jeff Agner, Bob DeRosa, Jeff Perrigo, Frank Frasco, Rick Patsch, and Reed Chandler.

<u>PW Budget Tracking</u> <u>January '10</u>	FY10 Budget	FY10 Revised Budget	Spent YTD	% of FY10	% Spent
<u>Operations and Maintenance</u>					
Administration & Engineering	\$750,000	\$758,065	\$544,943	75.0%	71.9%
General Fund - Operations	\$1,999,200	\$2,088,210	\$1,323,452	75.0%	63.4%
Water Fund - O/M	\$3,100,000	\$3,145,000	\$2,173,934	75.0%	69.1%
Sanitary Sewer Fund - O/M	\$3,995,100	\$3,999,859	\$3,014,594	75.0%	75.4%
Parking Fund - O/M	\$491,000	\$491,000	\$290,283	75.0%	59.1%
Equipment Services Fund	\$1,568,000	\$1,568,000	\$1,180,152	75.0%	75.3%
Motor Fuel Tax Fund - O/M	\$756,000	\$756,000	\$654,076	75.0%	86.5%
Total	\$12,659,300	\$12,806,134	\$9,181,434	75.0%	71.7%
<u>Capital Program</u>					
Water Fund - Capital	\$2,048,000	\$2,286,419	\$1,503,017	75.0%	65.7%
Sanitary Sewer Fund - Capital	\$2,675,000	\$3,590,997	\$1,701,874	75.0%	47.4%
Parking Fund - Capital	\$75,000	\$285,546	\$19,069	75.0%	6.7%
Motor Fuel Tax Fund - Capital	\$500,000	\$500,000	\$500,000	75.0%	100.0%
Capital Projects Fund	\$6,588,000	\$7,204,369	\$3,747,306	75.0%	52.0%
Total	\$11,886,000	\$13,867,331	\$7,471,266	75.0%	53.9%

PW CORE FUNCTIONS

	Jan 10	Jan 09	+/-	Jan 10 YTD	Jan 09 YTD	+/-
Admin						
Phone calls	643	782	(139)	643	782	(139)
Work Orders	50		50	50	0	50
Time Sheets	543	439	104	543	439	104
Invoices	123	210	(87)	123	210	(87)
Customer Service Appts	70		70	70	0	70
ESD						
Jobs	428	439	(11)	428	439	(11)
Scheduled	201	314	(113)	201	314	(113)
Non-Scheduled	3	1	2	3	1	2
Urgent	11	11	0	11	11	0
Routine	213	113	100	213	113	100
Total Fuel Pumped (gal)	8,671	10,847	(2,176)	8,671	10,847	(2,176)
Forestry						
Service Requests	0	10	(10)	0	10	(10)
Operations - Utilities						
Work Orders Completed	13	19	(6)	13	19	(6)
Water Main Breaks	4	6	(2)	4	6	(2)
Sanitary Sewer Back Ups	7	3	4	7	3	4
Sanitary Sewer Back Ups - Village	1	0	1	1	0	1
Sanitary Sewer Cleaned (feet)	0	300	(300)	0	300	(300)
Storm Sewer Structures Cleaned	0	0	0	0	0	0
Storm Sewer Cleaned (feet)	0	40	(40)	0	40	(40)
Storm Sewer Grates cleaned - cycles	0	0	0	0	0	0
Landscape Restorations (50/50)	0	0	0	0	0	0
JULIES	125	97	28	125	97	28
Operations - Forestry						
Work Orders Completed	5	23	(18)	5	23	(18)
Tree Removals	1	2	(1)	1	2	(1)
Tree Stump Grinding	0	0	0	0	0	0
Tree Cable Inspections	0	0	0	0	0	0
Mowing Cycles	0	0	0	0	0	0
Operations - Streets						
Work Orders Completed	19		19	19		19
Asphalt - Potholes (surface tons)	20	12	8	20	12	8
Asphalt - Patching (surface tons)	0	0	0	0	0	0
Block Party	0	0	0	0	0	0
Parking Meter Collections	4	5	(1)	4	5	(1)
Parkway Restorations	0	0	0	0	0	0
Signs - Fabricated	179	0	179	179	0	179
Signs - Installed	18	0	18	18	0	18
Signs - Rehabbed	27	7	20	27	7	20
Street Sweeping (days)	0	0	0	0	0	0
Street Sweeping (early AM)	0	0	0	0	0	0
Street Sweeping (extra)	0	0	0	0	0	0
Special Events	0	0	0	0	0	0

February 3, 2010

CONSTRUCTION ACTIVITY / PROJECT REPORT

CONSTRUCTION PROJECT PROGRESS REPORTS

Projects Being Readied for Bid

SOUTH PARK BOULEVARD LAPP – Contractor: pending

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

VILLAGE OF GLEN ELLYN RECREATION DEPARTMENT

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



MANAGER'S REPORT FOR January 2010

Prepared by Matt Pekarek

Matt Pekarek

January is our quietest month, with customer counts at a low for the year. Our attention is on the approaching outdoor season. The 9-hole course is open on temporary tees and greens. The driving range is open on artificial turf mats. The Pro Shop is open everyday. The Village Links Grill is open for lunch and for private parties.

GOLF

Preparations for the 2010 season are under way. We are updating **the website, newsletters and other promotional materials** for the new season.

The 2010 **golf events and lesson programs** have been scheduled. The Village Links has the most heavily programmed golf competition and lesson offering in the Illinois.

10 Year Rounds History By Course							
Year	18-Holes		9-Holes		Total		
	Jan	Jan YTD	Jan	Jan YTD	Jan	Jan YTD	
2000	0	0	299	299	299	299	
2001	0	0	1	1	1	1	
2002	0	0	695	695	695	695	
2003	0	0	72	72	72	72	
2004	0	0	153	153	153	153	
2005	0	0	15	15	15	15	
2006	0	0	326	326	326	326	
2007	0	0	210	210	210	210	
2008	0	0	104	104	104	104	
2009	0	0	7	7	7	7	
2010	-	-	3	3	3	3	

Summary of 2010 Scheduled Programs

	# Dates	Student Hours of Instruction	Potential Rounds of Golf
Golf Tournaments	60		2,400
In-House League Events	110		4,900
Outside League Events	165		5,144
Group Lessons	168	1,620	
One Day Camps/Schools	188	8,256	
Total	691	9,876	12,444

The **2010 Junior Golf Lesson program** will offer 15 four-lesson Classes and 96 One Day Golf Camps.

The **Four Lesson Classes** are geared to the beginning youngster, utilizing a one hour class format. Participants hit range balls at each session. Those who attend all four sessions also receive two free 9-hole rounds of golf during off hours. The program is conducted at the driving range and practice greens. The cost is \$30, which includes a T-shirt. There is a limit of 18 students per class, with two instructors at each session. Overall capacity is 270 students.

The **One Day Golf Camps** are geared to juniors who can play the course. These camps include three hours of clinic instruction at the driving range and practice greens, followed by lunch and an instructional nine holes of golf. This program offers schedule flexibility,

High Temperatures In January										
	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001
70° days										
60° days			2			1	1			2
50° days			1	2	3	2		1	2	2
40° days	2		5	8	16	2	2	16	10	14
30° days	9	8	8	10	11	12	8	9	15	4
20° days	14	13	8	11	1	10	14	5	4	6
10° days	6	8	4			4	3			3
0° days		2	3				3			
Rain	0.6"		0.1"	1.1"	2.6"	2.9"	0.1"	1.9"	1.5"	1.1"
Snow	12"	22.3"	11"	3"	6"	28"	15"	2"	6"	

allows for more personalized instruction, and gets the juniors on the course. The cost is \$50. Overall capacity is 768 students.

The Adult Group Lesson Program consists of 36 evening classes. Each class consists of three one-hour lessons, and including practice time on the driving range and practice greens. The cost is \$50. There is a limit of 5 students per class. Overall capacity is 180 students.

One Day Adult Golf Schools mirror the All Day Junior Golf Camps. Each of the 92 schools include three hours of clinic instruction at the driving range and practice greens, followed by lunch on their own, and an instructional nine holes of golf with on-course coaching. This new program is slotted into the Spring and Fall months. The cost is \$50. Overall capacity of the one day schools is 736 students.

Seven **in-house leagues** are scheduled for 2010. These leagues involve 110 separate days of competition, each requiring their own pairings, scoring and posting of results. Eight **outside leagues** play over 160 dates each year.

2010 League Program

House Leagues					
<i>Open to the Public - Conducted by Village Links</i>					
Course	Day	League	# Dates	# Players	Potential Rounds
18	Monday	Monday Men	16	24	384
9	Mon & Thu	Golf After School	7	24	168
18	Monday	Monday Skins	15	32	480
18	Tuesday	Tuesday Team Play	16	32	512
9	Wednesday	Wednesday Over 60	23	100	2,300
18	Wednesday	Wednesday Wagglers	18	32	576
18	Friday	Nine & Wine	15	32	480
Total - House Leagues			110		4,900
Outside Leagues					
<i>Not Open to the Public - Conducted by the league itself</i>					
Course	Day	League	# Dates	# Players	Potential Rounds
9	Monday	Bell Labs	19	24	456
18	Tuesday	Swingin' Set 18	22	40	880
9	Tuesday	Swingin' Set 9	22	52	1,144
9	Tuesday	Lucent	21	32	672
9	Wednesday	Knights of Columbus	23	24	552
18	Thursday	Ladies of the Links	20	16	320
18	Thursday	Valley View	18	40	720
9	Thursday	Thursday Night Men	20	20	400
Total - Outside Leagues			165		5,144
Total - All Leagues			275		10,044

GROUNDS

Most of our work was indoors in January. We have three full-time year round staff and two seasonal staff members working this off-season. Tasks and projects completed during the month included:

1. **Snow was plowed** 5 days during the month.
2. **Holiday decorations and lights** were removed from the main entrance, circle drive and clubhouse exterior.
3. Twenty-eight **tee benches** were refurbished, stained and painted.
4. An electronic calculating time clock was installed to replace a 10 year old mechanical time clock. The time clock eliminates the need for paper time sheets. It will eliminate payroll math errors and will reduce staff time for payroll processing. The time clock and software will pay for itself in 6 months.



MECHANICAL MAINTENANCE

Staff is in the process of performing annual off-season maintenance on key equipment.

1. A heater failed in the **Maintenance Storage Building fire sprinkler room**. Several valves and piping froze and ruptured. Repairs to the system were made and a new electric heater and water meter was installed.
2. Ten **walk behind greens mowers** were serviced and sharpened.
3. The restaurant **vacuum cleaner** was repaired.
4. All **restaurant kitchen equipment** was serviced.
5. A buckled **wall panel** in the kitchen was repaired.
6. Nine mowers were serviced and **30 bedknives and reels** were sharpened.

Horticulture

1. Annual flowers were ordered from a new grower. We hope to improve the quality of the annuals.

Education

1. Horticulturist Mike Moriarity attended the **MidAm Horticulture Trade Show**.
2. Assistant Golf Course Superintendent Mike Ludwig began **web-based training for the Toro® Site Pro Software** used to control the golf course irrigation system.
3. Golf Course Superintendent Chris Pekarek 'attended' a **web-based live meeting hosted by the United States Golf Association**. The topic was controlling organic matter in sand based greens through aerification and sand topdressing.

PRO SHOP

January is the slowest month of the year in the Pro Shop. **Retail merchandise sales** were up 5%.

FOOD SERVICE

The **Village Links Grill** was open for lunch and private parties. Sales were down 19%, primarily due to fewer private parties.

PARKS

No activity.

REVIEW OF NEW REVENUE SOURCES

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

In January, staff distributed a memorandum summarizing various efforts to increase revenues since the golf course opened in 1967. Members of the Recreation Commission were asked to bring their suggestions for

potential new revenue sources to the February Commission meeting.

MISCELLANEOUS

A draft budget for FY 2010-11 was developed.

The 2010 preseason newsletter was prepared and mailed to 4800 residences on our customer mailing list.

Information Brochures covering various topics are being updated. This information is also being updated on the website.

ITEMS BEFORE THE VILLAGE BOARD

Last Month

none

Upcoming

none

UPCOMING PROJECTS

1. Planning for the annual March Madness night begins. This event is set for Friday March 12, and consists of a Fish Fry and a Pro Shop sale.

THE MONTH AHEAD

1. We are open for Winter Golf 9:00 AM - 5:00 PM on the 9 hole course and driving range every day. The Pro Shop is also open daily. The Village Links Grill is open for lunch.
2. Customers begin signing up for 2010 Resident Cards and for the 2010 Permanent Time Drawing.
3. Registration for the 2010 Junior Golf Lesson Program begins Saturday February 6.
4. Fish Frys held every Friday evening beginning February 19.