

Quarterly Report Packet

August 2013 – October 2013

Management Team





Village of Glen Ellyn



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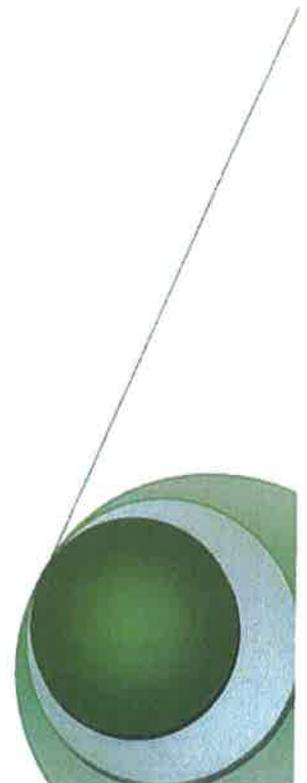
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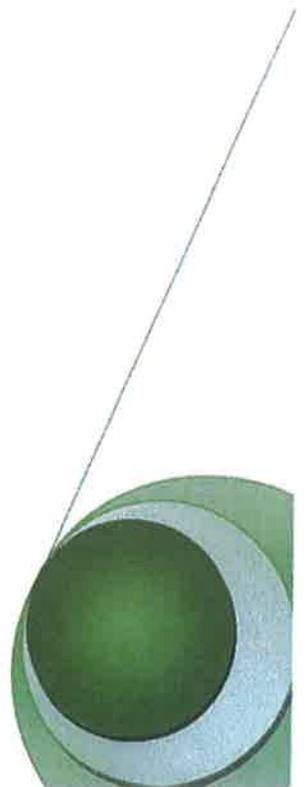


Village of Glen Ellyn



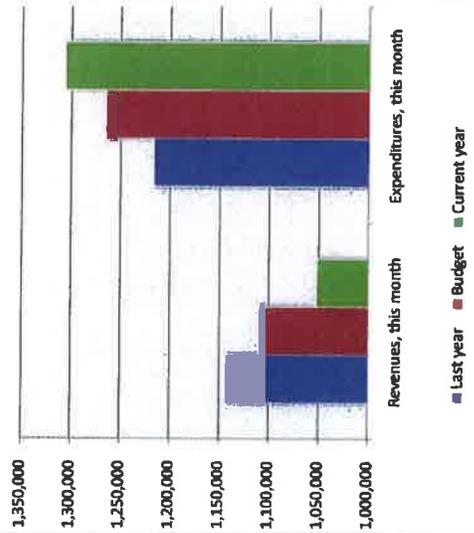
Finance Department

August 2013 – October 2013

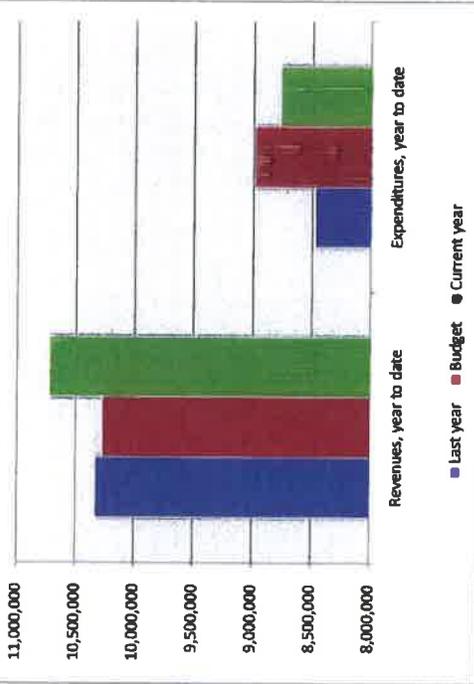


General Fund Budget Summary For the Six Months Ended October 31, 2013

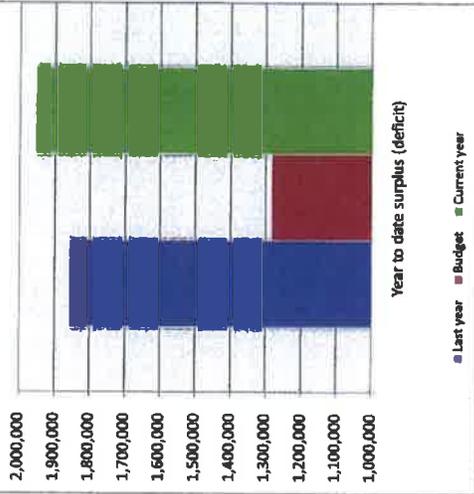
Revenues and Expenditures, this month



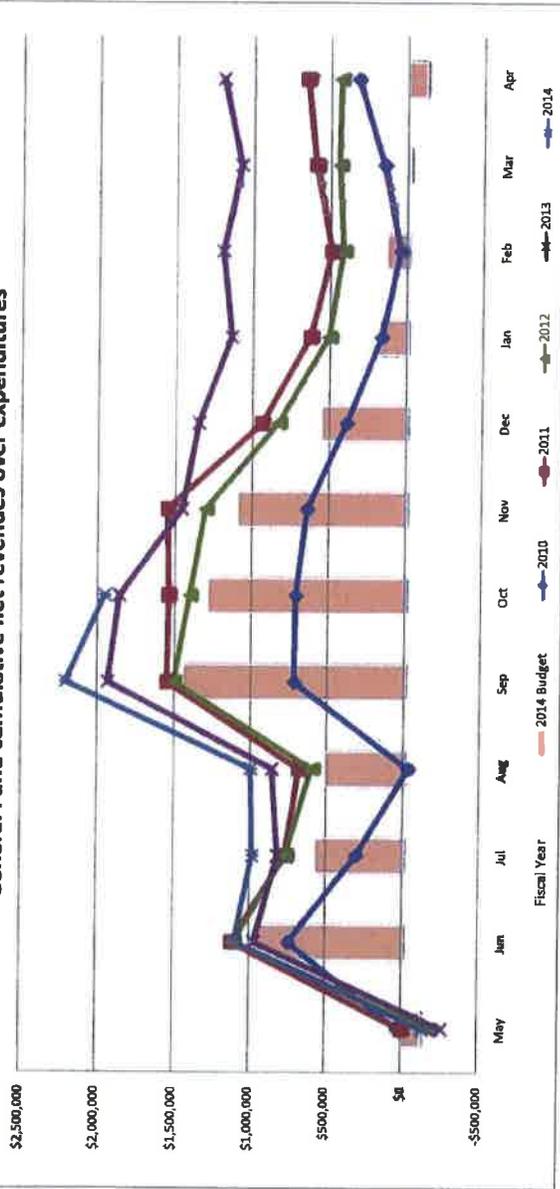
Revenues and Expenditures, year to date



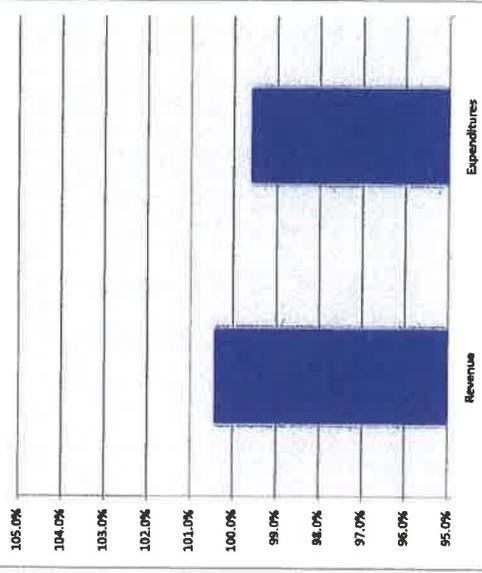
Year to date surplus (deficit)



General Fund cumulative net revenues over expenditures



Projection as a percent of revised budget - Expenditure projections from first quarter report



General Fund Budget Summary For the Six Months Ended October 31, 2013

	MONTH				YTD				Projections				
	Last Year	Current Budget	Current Year	Variance from LY \$ %	Variance from Budget \$ %	Last Year	Current Budget	Current Year	Variance from LY \$ %	Variance YTD Budget \$ %	Annual Projection	Revised Budget	Percent of budget
REVENUES													
TAXES													
Property Tax	68,162	82,279	28,042	(40,120) -59%	(54,237) -193%	2,881,518	2,968,893	3,093,812	152,294 5%	64,319 2%	3,069,000	3,069,000	100%
Econ Dev SSA Tax	2,588	4,450	361	(2,227) -86%	(4,089) -1133%	153,473	148,382	148,332	5,091 3%	(505) 0%	152,000	156,000	92%
Fire SSA Tax	1,917	4,853	2,179	262 14%	(2,674) -123%	171,285	175,096	177,055	3,811 2%	1,959 1%	180,000	181,000	99%
Sales Tax	246,032	250,610	251,388	5,356 2%	778 0%	1,475,698	1,501,171	1,508,358	32,660 2%	7,187 0%	3,129,400	3,115,000	100%
Home Rule Sales Tax	136,906	137,636	140,104	3,198 2%	2,468 2%	849,593	849,387	842,161	(7,526) -1%	(6,226) 0%	1,776,700	1,786,000	99%
State Income Tax	28,229	248,003	257,711	29,482 13%	9,708 4%	1,278,427	1,381,667	1,428,014	103,340 8%	46,347 3%	2,654,000	2,619,000	101%
Other Taxes	87,161	70,846	77,622	(4,539) -6%	6,776 9%	784,428	795,082	830,112	45,684 6%	35,030 4%	1,229,000	1,194,000	103%
Subtotal Taxes	765,935	798,676	757,407	(8,588) -1%	(41,269) -5%	7,594,742	7,890,882	7,967,844	373,102 5%	136,362 2%	12,190,100	12,130,000	100%
LICENSES & PERMITS													
Vehicle Licenses	6,909	7,410	6,240	(669) -10%	(1,170) -19%	88,399	93,600	97,641	5,242 10%	4,041 4%	390,000	390,000	100%
Business Registration	970	1,025	1,190	220 23%	165 14%	36,294	38,294	38,625	2,060 6%	331 1%	41,000	41,000	100%
Liquor Licenses	1,680	1,680	1,520	(160) -10%	(160) -11%	114,686	119,160	117,161	2,475 2%	4,001 3%	120,000	120,000	100%
Building Permits/Registrations/Fees	59,239	59,070	59,728	498 1%	6,658 11%	342,516	303,587	440,048	97,532 28%	139,463 31%	589,000	555,000	106%
Subtotal Licenses & Permits	68,789	63,185	68,678	(113) 0%	5,493 8%	582,166	548,641	693,475	111,309 19%	144,834 21%	1,140,000	1,106,000	103%
CHARGES & FEES													
Cable Franchise Fees	28,384	-	-	(28,384) -100%	-	293,917	310,000	253,557	(40,860) -13%	(56,353) -2%	542,000	620,000	87%
Ambulance Service Fees	68,094	63,000	41,016	(27,068) -40%	(21,984) -54%	330,764	306,600	315,437	(15,327) -5%	8,637 3%	700,000	700,000	100%
Police Service Reimbursements	3,700	3,188	2,385	(1,315) -36%	(803) -34%	140,646	119,517	143,297	2,649 2%	2,730 2%	150,000	139,000	113%
Service Fees - GWA/Library	10,792	10,850	10,850	58 1%	0 0%	64,752	65,100	65,100	348 1%	-	130,200	130,200	100%
Subtotal Charges & Fees	110,960	77,038	54,251	(56,708) -51%	(22,787) -42%	830,081	800,217	777,391	(52,690) -6%	(22,828) -3%	2,522,200	1,583,200	96%
OTHER													
Police/Court Fines	49,199	42,640	39,550	(15,668) -32%	(9,110) -27%	273,688	251,632	246,483	(22,056) -9%	(51,490) -2%	510,000	510,000	100%
Investment Income	1,902	1,667	2,133	231 12%	466 22%	8,853	10,000	11,936	3,083 35%	1,936 16%	22,000	20,000	110%
Miscellaneous Income	13,099	9,934	19,619	6,520 50%	9,685 49%	248,104	131,806	329,529	81,725 53%	197,723 80%	390,300	346,900	113%
Transfers from Other Funds	132,541	116,500	116,500	(15,041) -12%	0 0%	795,246	699,000	(96,246) -12%	-	0 0%	1,198,000	1,198,000	100%
Subtotal Other	196,741	170,741	171,782	(24,959) -13%	1,041 1%	1,325,891	1,092,437	1,286,743	(39,142) -3%	194,311 15%	2,120,300	2,074,900	100%
Revenue Totals	1,142,485	1,109,640	1,052,118	(89,367) -8%	(57,522) -5%	10,332,880	10,272,178	10,725,459	392,579 4%	453,281 6%	16,972,600	16,894,100	100%

	MONTH				YTD				Projections				
	Last Year	Current Budget	Current Year	Variance from LY \$ %	Variance from Budget \$ %	Last Year	Current Budget	Current Year	Variance from LY \$ %	Variance YTD Budget \$ %	Annual Projection	Revised Budget	Percent of budget
EXPENDITURES													
Village Board & Clerk	781	2,240	767	(14) -2%	(1,473) -65%	36,080	52,915	34,152	(1,928) -5%	(16,763) -31%	78,100	78,100	100%
Village Manager's Office	59,570	83,687	60,507	987 2%	(23,190) -28%	479,585	523,837	482,876	3,291 1%	(40,961) -8%	1,013,600	1,014,200	100%
Facilities Maintenance	27,384	35,028	46,874	19,490 71%	11,246 32%	38,889	234,048	247,768	59,454 26%	13,720 6%	521,900	513,500	102%
Senior Services	5,479	6,199	8,139	2,660 49%	1,940 31%	12,814	42,091	49,813	10,924 26%	7,722 18%	91,050	91,050	100%
History Park	885	2,562	985	100 11%	(1,577) -62%	24,540	25,766	24,540	1,716 9%	(1,226) -5%	45,600	45,600	100%
Information Technology*	29,951	81,573	81,573	included w/ Finance	51,622 172%	175,927	175,927	191,818	15,891 9%	(15,891) -9%	331,000	331,000	100%
Finance**	77,244	75,003	60,381	64,710 84%	(14,622) -19%	529,311	440,562	409,392	72,900 14%	(31,169) -7%	1,232,200	828,900	100%
Planning & Development	100,024	92,889	90,697	(9,327) -9%	(2,192) -2%	569,891	611,596	567,133	(2,758) 0%	(4,463) -2%	1,248,075	1,248,075	98%
Economic Development	553,479	529,467	554,409	7,245 53%	(18,408) -74%	154,852	198,531	153,584	(44,947) -23%	(40,947) -23%	469,617	469,617	100%
Police	186,158	174,971	176,281	(9,877) -5%	24,942 5%	4,145,233	4,311,311	4,322,203	10,892 0%	10,892 0%	7,573,800	7,612,800	99%
Public Works - Admin & Engineering**	70,820	51,284	46,352	(24,468) -35%	(4,932) -10%	930,344	909,533	931,344	(4,108) 0%	17,703 2%	1,771,000	1,771,000	100%
Public Works - Operations**	120,928	156,239	172,890	51,952 43%	16,641 11%	449,068	335,005	318,772	(130,522) -29%	(16,234) -4%	678,963	674,963	101%
Expenditure Totals	1,216,372	1,264,812	1,206,220	89,848 7%	41,400 3%	8,474,665	8,988,074	8,771,599	296,934 4%	(216,475) -2%	16,951,856	17,014,931	100%
Net Surplus / (Deficit)	(73,887)	(155,172)	(254,102)	(180,215) -16%	(98,930) -9%	1,858,215	1,284,104	1,953,860	95,845 4%	669,756 6%	20,744	(120,831)	
Encumbrances						248,958	298,935	298,935					
Surplus / (deficit) net of encumbrances						1,609,257	1,654,925	1,654,925					

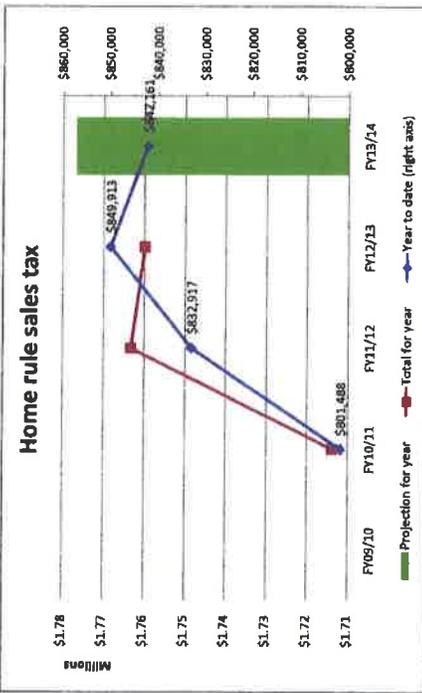
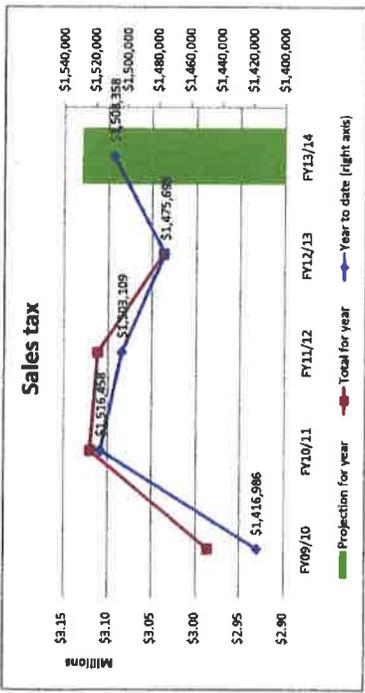
* Information Technology cost center was included in the Finance Department for FY12/13. For variance from last year calculations, IT and Finance have been combined for comparability.
 ** Public Works was reorganized to directly charge personnel costs to the benefiting fund. As a result, variance from last year calculations are less meaningful.

General Fund Notes:

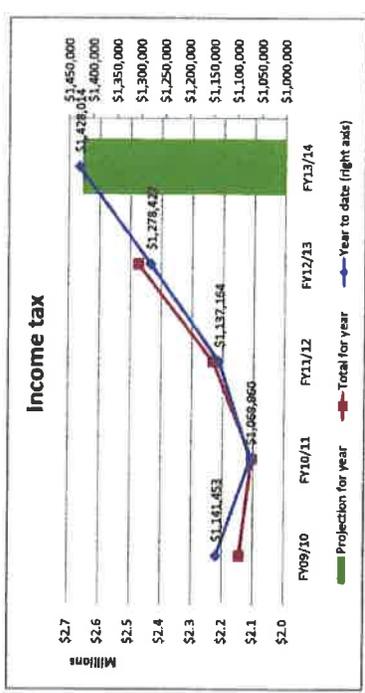
- 1 Economic Development SSAs: Budgeted \$160,000, but we expect about \$154k due to lowered EAV in the districts
- 2 Franchise Fees: New franchise agreement in place. No longer receiving PEG dollars (about \$12k/quarter). Also, will remain lower while three PEG overpayments are corrected.
- 3 Police/Court Fees: this revenue is down due to staffing.
- 4 Village Manager's Office: lower legal costs paid in the first six months of the year
- 5 Planning & Development: Scanning services delayed, little use of stormwater engineering and building review budgets needed.

Recurring notes:

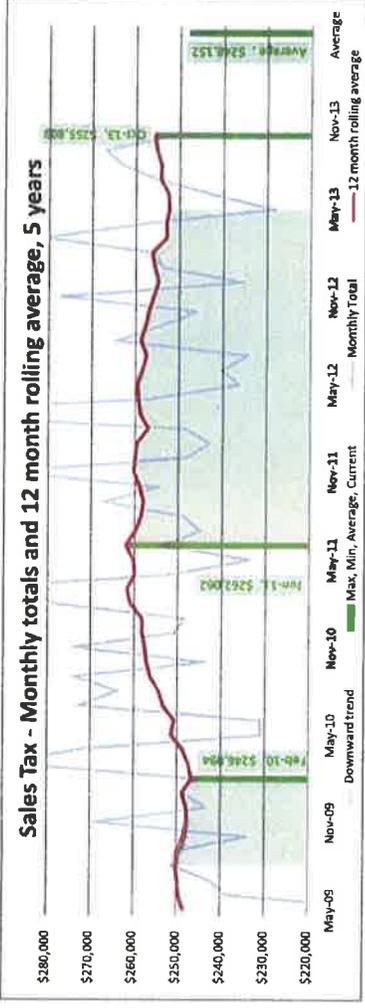
- a Income tax: Higher than expected May receipts. First 2 months were a total of \$100,000 ahead of last year. Since July, monthly receipts have returned to prior year levels.
- b Building Permits: Fresh Market development permit (\$18k), Jewel exterior remodel permit (\$16k), plus higher activity have led to better revenues.
- c Police Service Reimbursements: Includes \$17k in fingerprinting fees for District 87, which was under budgeted at \$5k.
- d Miscellaneous Income: \$195K in Federal Drug Forfeiture revenue received.
- e Village Board & Clerk: budget savings due to timing of electronic agenda packet, and spending just \$1k of \$10k for professional services so far.
- f Facilities Maintenance: \$20 more in contributions to the Facilities Maintenance Reserve Fund, plus timing of payments for regular maintenance contracts (\$8k) and higher utility costs (\$3k).
- g Senior Services: Senior transportation costs are \$10k higher than last year at this time.
- h History Park: \$2,500 for concrete work, plus additional landscaping costs had increased costs this year.
- i IT: Variance to budget due to this being a new cost center without an established spending pattern.
- j Economic Development: The annual budget has been reallocated to recognize the payment timing change for Downtown Alliance. No transfers out for Fresh Market Development as yet (\$21k budgeted).
- k Police: Higher expenses due to higher personnel costs and the purchase of Tasers (\$52k).
- l PW Admin: Year over year change due to changes in personnel allocation.
- m PW Ops: Later than usual payments for street painting, tree removals, EAB. This is a work and invoice timing issue.



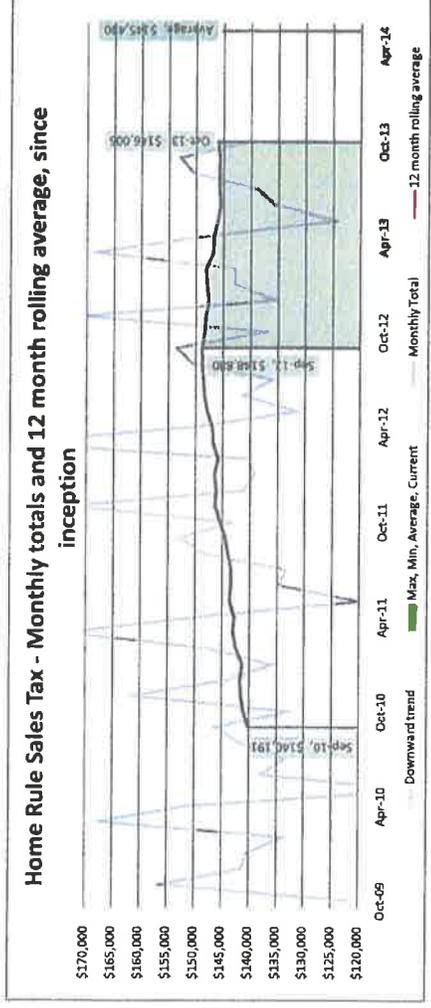
YTD	FY10/11	FY11/12	FY12/13	FY13/14
HRST / ST	52.9%	55.4%	57.6%	55.8%



Note: Staff is developing project based reporting for capital projects.

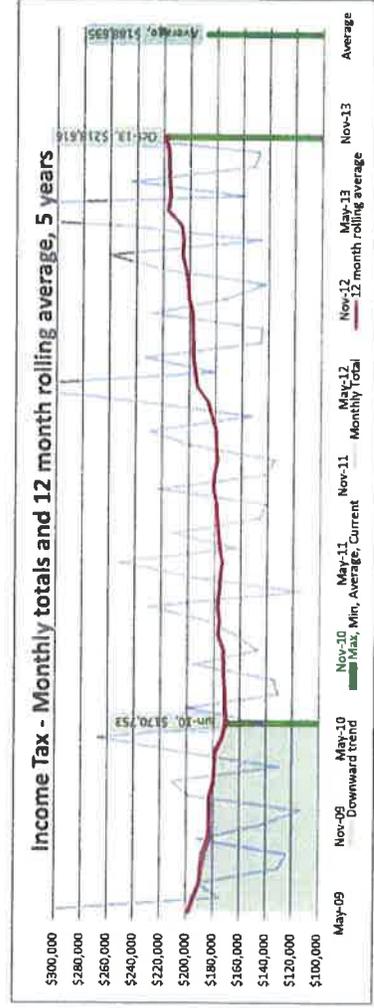


Months in downward trend: 31
 Months of current trend: 5
 YTD % Ch. 2.2%



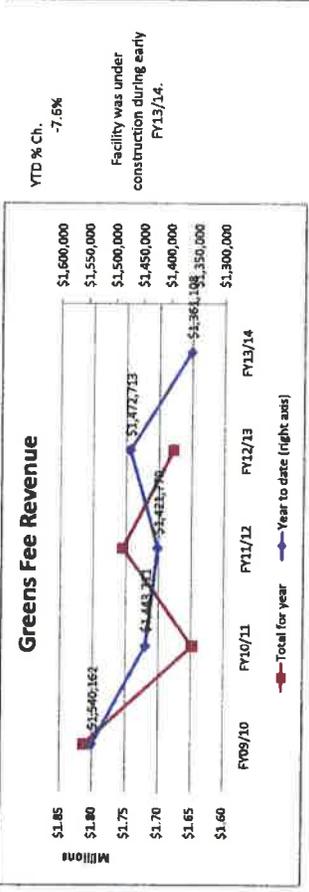
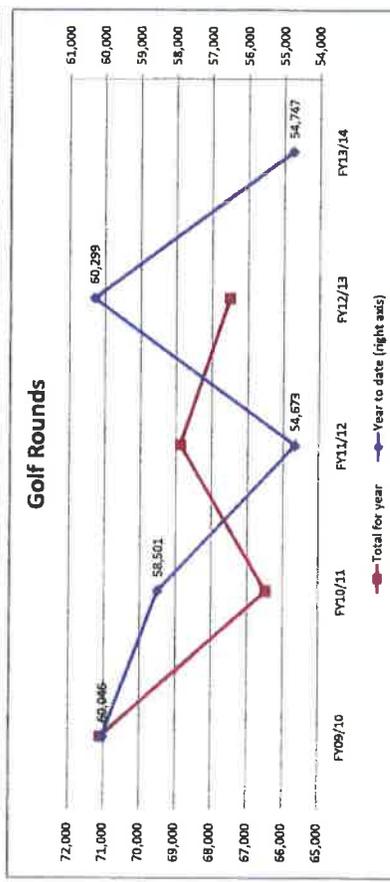
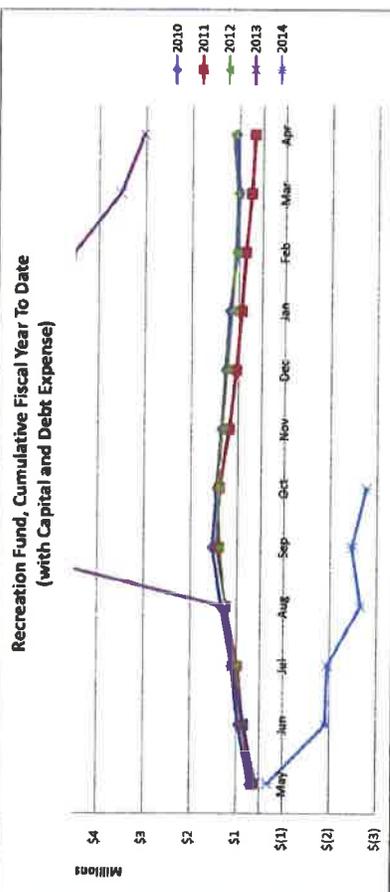
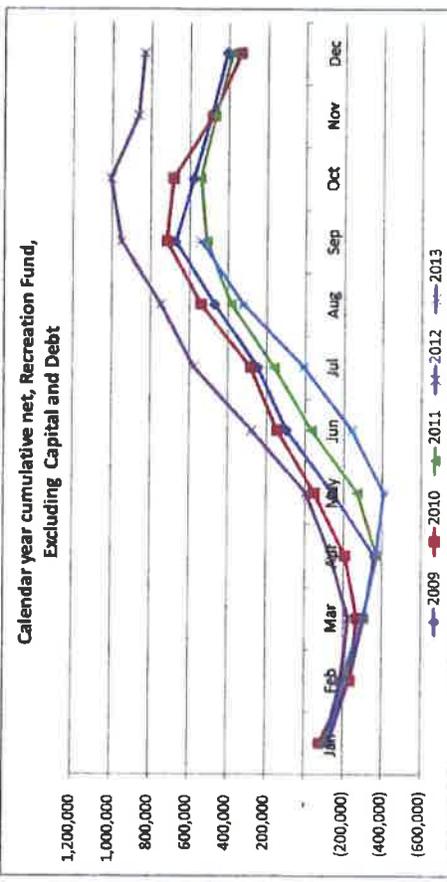
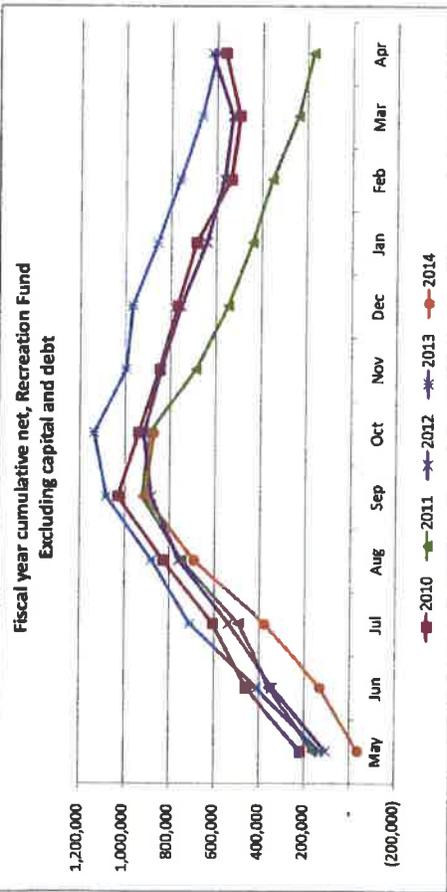
Months in downward trend: 14
 Months of current trend: 14
 YTD % Ch. -0.9%

	Budget	Projection	Difference	%
ST	\$ 3,115,000	\$ 3,129,400	14,400	0.5%
HRST	\$ 1,786,000	\$ 1,776,700	(9,300)	-0.5%
Total	\$ 4,901,000	\$ 4,906,100	5,100	0.1%



Months in downward trend: 14
 Months of current trend: 40
 YTD % Ch. 11.7%

Recreation Fund For the Six Months Ended October 31, 2013



	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	Prior Year	From Prior Year
May	10,122	9,412	8,387	10,272	7,442	7,442	-27.6%
June	10,827	10,571	10,856	12,359	9,856	9,856	-20.3%
July	13,398	11,169	11,648	10,896	11,398	11,398	4.1%
August	11,622	11,883	12,420	11,823	12,042	12,042	1.9%
September	10,489	9,589	8,865	9,747	9,291	9,291	-4.7%
October	3,588	5,877	2,497	5,202	4,778	4,778	-8.2%
November	2,383	2,409	2,319	1,850			
December	108	15	345	979			
January	3	12	405	94			
February	*	43	231	25			
March	1,832	1,209	4,283	577			
April	6,728	4,301	6,521	3,681			
Total	71,100	66,490	68,677	67,505	54,747	54,747	
YTD	60,046	58,501	54,673	60,299	54,747	54,747	

Note: additional reporting for Village Links activity is being developed.

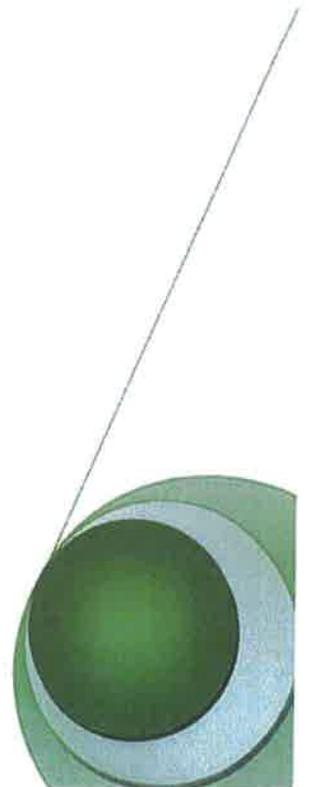


Village of Glen Ellyn



Planning and Development Department

August 2013 – October 2013





Quarterly Report

AUGUST-OCTOBER 2013

Hotel License Agreement: On September 9, 2013 the Village Board approved an Ordinance requiring all hotels/motels in Glen Ellyn to obtain an annual hotel license. License applications were sent out on November 4th and business owners will be required to obtain the license by January 1, 2014. In particular, this license will allow for inspections of both public and private spaces within hotels/motels to ensure compliance with the Village Code. The license also specifies that occupants can stay no longer than a maximum of 60 days in transient units and 365 days in extended stay units. As a part of the inspection, hotel registers will be reviewed and recorded by Village inspectors to ensure occupants do not exceed the stipulated maximum stay. With this license requirement in place, the Village hopes to better address hotel/motel sanitary and safety issues.



Wayfinding Update: After gathering feedback from a well-received public survey, the Lakota Group created a build-out of the preferred signage design. This build-out was presented to the ARC and Village Board and the Lakota Group is now making further revisions based on the feedback received. They have also begun looking at where the new signs will be located. A final wayfinding plan should be completed by early next year. Actual wayfinding signage will be implemented in phases as the budget allows.

Sign Code Update: After three meetings, the ARC is about halfway through reviewing proposed changes to the Village Sign Code. More than a revision, this is a comprehensive rewrite of the current Sign Code. The hope is that this rewrite will better suit the needs of modern-day businesses. The ARC's review of the new Code was advertised on the Village's website and Facebook page, through a press release and information was sent to Alliance and Chamber members. The ARC expects to spend 2-3 more meetings reviewing and revising the Code

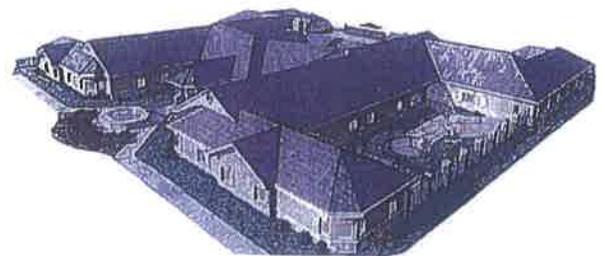
before it is sent to the Village Board. A finalized Sign Code should be completed by early next year.

New Development Update:

Fresh Market at 285 Roosevelt anticipates opening in February of 2014. Jewel-Osco at 599 Roosevelt has begun interior and exterior remodel work and hopes to be done before Thanksgiving. Work on Dunkin Donuts -Baskin Robbins at 651 Roosevelt is progressing steadily. Work on Autumn Leaves Memory Care at 190 Geneva is also progressing steadily and they hope to open next fall. An application for final plat of approval for the Amber Ridge Subdivision at 760 Sheehan is under staff review. The Plan Commission hearing date has yet to be set. Orleans Homes has picked up the Courtyards of Glen Ellyn project at Kenilworth and Pennsylvania and is working through the Architectural Review Commission for changes to the exterior design while simultaneously beginning site work. A number of other projects are also in the works and will most likely be reviewed in early 2014.

P&D COURT CASES:

263 Merton Avenue



Autumn Leaves Memory Care Facility

825 N. Main Update: The environmental remediation of the Village owned site at 825 North Main Street (home of the former Marathon gas station at Stacy's Corner) is now complete with a "no further remediation" letter recently being issued by the Environmental Protection Agency. With this milestone being complete, the Village plans to prepare a new RFP this spring in hopes of finding a developer for this site.



**PLANNING AND DEVELOPMENT DEPARTMENT
QUARTERLY REPORT
AUGUST - OCTOBER 2013**



	AUG-OCT	2013 YTD	2012 Actual
Total Building Permits Issued	427	1322	1413
New Single Family dwelling	9	27	24
New Multi-family dwelling	0	0	0
New Commercial building	0	1	0
Additions and Alterations Single-family	50	173	154
Additions and Alterations Multi-family	0	0	0
Demolitions	10	25	22
Additions and Alterations Commercial	16	51	67
Accessory Structure/Miscellaneous	342	1045	1146
Total Estimated Construction Value (millions)	\$10.09	\$34.42	\$33.49
Certificates of Occupancy (TCO & CO)	3 TCO; 0 CO	18 TCO; 9 CO	13 TCO; 12 CO
Stormwater Permits Issued	13	41	37
Demolition Permit Applications	8	25	22
Contractors Registered	202	596	728
Sign Permits Issued	9	28	36
Banner Sign Permits Issued	8	18	32
Total Inspections Conducted	1002	3627	5022
Building Inspections	762	2705	3415
Exterior Appearance/Ordinance Inspections	0	18	6
Elevator Inspections	24	48	109
Grading/Stormwater Inspections	31	98	234
Drainage Inspections/Complaints	20	64	124
Landscape Inspections	1	11	9
Property Maintenance Inspections	60	352	601
Site Inspections	87	331	513
Total Development Applications Acted On	11	35	60
Exterior Appearance	2	8	9
Planned Unit Development	0	0	0
Sign Variation	1	5	5
Special Use Permit	3	6	11
Stormwater Variation	0	0	0
Subdivision	0	1	1
Zoning Map Amendment	0	1	3
Zoning Text Amendment	0	1	2
Zoning Variation	5	13	29
Administrative Approvals	2	4	5
Consolidations, 2-Lot Subdivs & Land Transfers	2	4	5
Promotional Event	0	0	0
Ordinance Extension	0	0	0
Indoor Live Entertainment	0	0	0
Pre-Existing Special Use	0	0	0
Misc. Ordinances/Resolutions Acted On	2	11	17
FOIA Requests Processed by Department	55	153	220
Annexations Approved	0	0	2
Annexation Agreements Approved	2	2	9
Violation Letters Issued (prior to citation)	19	253	278
Citations Issued	3	33	13
License Agreements Approved	0	9	10



**PLANNING AND DEVELOPMENT DEPARTMENT
MONTHLY DEMOLITION REPORT
OCTOBER 2013**



MONTHLY COMPARISON - DEMOLITION APPLICATIONS - 1994 to PRESENT

Year	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
1994	1	0	4	3	0	1	7	4	3	1	1	1	26
1995	1	2	9	0	4	0	8	0	2	2	0	0	28
1996	2	0	1	2	2	0	1	2	2	2	1	0	15
1997	0	0	0	2	2	3	3	2	2	2	0	1	17
1998	3	2	3	5	0	2	3	0	4	10	6	6	44
1999	1	1	5	3	3	1	15	2	6	1	1	0	39
2000	2	2	4	10	3	4	4	8	8	3	2	0	50
2001	4	4	5	6	8	2	6	10	6	3	6	7	67
2002	5	28	1	1	5	2	3	2	4	2	5	2	60
2003	1	4	12	8	4	7	9	7	8	5	6	1	72
2004	3	16	4	5	3	4	1	4	7	10	4	3	64
2005	7	4	2	10	7	3	6	5	5	8	6	0	63
2006	7	4	4	4	6	5	3	0	1	7	0	0	41
2007	2	3	5	3	7	4	2	3	0	3	0	1	33
2008	1	0	7	5	5	4	0	1	3	2	1	0	29
2009	2	2	1	0	0	3	2	0	0	0	2	0	12
2010	0	0	2	0	0	1	3	2	5	0	1	2	16
2011	1	0	4	2	3	2	0	5	3	4	0	0	24
2012	2	1	0	1	2	4	2	5	2	1	2		22
2013	1	4	6	1	2	2	1	6	2	0			25

DEMOLITION PERMIT APPLICATIONS SUBMITTED DURING CALENDAR YEAR 2013

No.	Address	Date	Lot Size	Lot Area	Earliest Record	Historic	Action	Status	Applicant/Builder
1	285 Roosevelt	1/18/2013				No	Comm.	04/15/13	Fresh Market
2	138 S. Elyn	2/11/2013	50X200	10000	04/22/49	No	Demo & SFR	06/11/13	Greenscape Homes
3	333 Grandview	2/11/2013	50X150	7500	04/27/50	No	Demo & SFR	03/25/13	Greenscape Homes
4	412 Prospect	2/25/2013	100X148	14800	10/19/50	No	Demo & SFR	06/17/13	St. Petronille's Rectory
5	249 Taylor	2/25/2013	90X139	12510	07/11/52	No	Demo & SFR	04/03/13	Gits Home Builders
6	538 Turner	3/7/2013	50X179	8950	08/21/87	No	Demo only	07/19/13	Skarin Homes
7	739 Hillside	3/11/2013	50x150	7500	05/30/51	No	Demo & SFR	Pending	Greenscape Homes
8	464 Whittier	3/12/2013	60x180	10800	11/13/72	No	Demo & SFR	05/10/13	Hinsbrook Construction
9	699 Chidester	3/22/2013	74x200	14800	03/02/50	No	Demo & SFR	08/09/13	Faganel Builders
10	224 Newton	3/25/2013	66x300	19800	10/02/58	No	Demo & SFR	05/02/13	Riteway Custom Homes
11	255 Scott	3/26/2013	70x140	9800	09/29/52	No	Demo & SFR	05/10/13	McMaster/Faganel Builders
12	672 Riford	4/4/2013	75x200	15000	10/11/50	No	Demo & SFR	07/02/13	Muellner Construction
13	323 Elm	5/15/2013	52X139	7228	11/19/53	No	Demo & SFR	7/25/2013	Greenscape Homes

DEMOLITION PERMIT APPLICATIONS SUBMITTED DURING CALENDAR YEAR 2013

No.	Address	Date	Lot Size	Lot Area	Earliest Record	Historic	Action	Status	Applicant/Builder
14	246 Kenilworth	5/20/2013	50x300	15000	08/05/66	No	Demo & SFR	7/26/2013	Riteway Custom Homes
15	273 Montclair	6/7/2013	80x142	11360	09/25/52	No	Demo & SFR	8/2/2013	Riteway Custom Homes
16	534 Elm	6/10/2013	75x160	12000	05/04/50	No	Demo & SFR	8/21/2013	Greenscape Homes
17	255 Lorraine	7/12/2013	60x230	13800	03/30/54	No	Demo & SFR	8/8/2013	Jack Mc Mahon
18	351 Windsor	8/6/2013	55X168	9240	09/22/52	No	Demo & SFR	Pending	Greenscape Homes
19	109 Grove	8/12/2013	50X124	6200	06/07/52	No	Demo & SFR	Pending	Loftis Group
20	190 Geneva	8/16/2013	275X543	149325	No records	No	Commercial	10/15/2013	Autumn Leaves/ LaSalle Group
21	336 Grandview	8/22/2013	50X194	9700	05/12/95	No	Demo & SFR	10/31/2013	Kurt Kittner
22	372 Cumnor	8/29/2013	70X176	12320	04/14/56	No	Demo only	Pending	Ladesic & Scott
23	711 N. Park	8/29/2013	100x160	16000	3/20/1961	No	Demo & SFR	10/10/2013	Riordan Signature Homes
24	469 Hawthorne	9/6/2013	75X124	9300	11/14/1969	No	Demo & SFR	10/11/2013	Jullison Construction
25	293 Grandview	9/18/2013	70X195	13650	9/26/1977	No	Demo & SFR	10/25/2013	Riteway Custom Homes



**PLANNING AND DEVELOPMENT DEPARTMENT
DEVELOPMENT CASE, ANNEXATION AND SPECIAL PROJECT STATUS**

As of October 31, 2013



CASE/DEV. NAME (APPLICANT)	DESCRIPTION OF PROPOSAL	ARC REVIEW (DATES/MTGS)	ZONING REVIEW (DATES/MTGS)	V5 REVIEW (DATES/MTGS)	COMMENTS AND REVIEW STATUS
Baker Hill, New Cellular Tower	PUD Amendment	NA	Pending	NA	Submitted 10/14/13. Review complete 10/24/13. Awaiting resubmission.
Brookhaven Subdivision	New 9-lot subdivision and annexation on Sunnybrook	NA	Pending	NA	Awaiting submission.
676 Crescent Boulevard, Spaulding Point	Impervious surface setback variations for new park at Memorial Field	NA	Pending	NA	Submitted 10/11/2013. Review complete 10/11/2013. Awaiting resubmission.
Duane Street Parking Lot	Special Use Permit and Exterior Appearance	8/28/2013. Recommended approval 8-0.	Public Hearing 8/22/2013. Recommended approval 4-3.	9/9/2013	Approved at 9/9/13 Village Board meeting.
424 Forest Avenue, First United Methodist Church	Revised Exterior Appearance	9/5/2013. Recommended approval 5-0.	NA	10/14/2013	Approved at 10/14/13 Village Board meeting.
315 Hawthorne Avenue	Variation from lot coverage ratio requirements	NA	NA	Pending	
21W576 Hill Avenue, Acom/Hill Subdivision	New 8-lot subdivision and annexation	NA	Pre-application meeting 9/26/2013	Pending	Awaiting submission.
475 Hillside Avenue	Variation to allow a two-story detached garage within required setback	NA	NA	Pending	
453-499 Kenilworth, Courtyards of Glen Elynn	Revised Exterior Appearance	Considered at 10/23/2013 meeting and tabled until 11/13/2013 to allow time for changes	NA	10/8/2013, continued to 11/12/2013 continued to 11/26/2013	
30 S. Lambert Road	Special Use, Zoning Variations and Exterior Appearance for new Public Works salt-storage facility	Pending	Pending	ESL 11/25/13	Awaiting submission.
565 Lee Street	Rear Yard setback variation	NA	NA	10/20/2013	Approved at 10/20/2013 Village Board meeting.

764 Lincoln Avenue	Variation to allow screened porch that exceeds lot coverage ratio	NA	NA	8/17/2013 Recommended approval 4-1.	9/23/2013	Approved at 9/23/13 Village Board meeting.
401 Main Street, Blackberry Market	Sign Variation	Public hearing 9/11/13. Recommended approval 7-o.	NA	NA	9/23/2013	Approved at 9/23/13 Village Board meeting.
560 Newton	Variation from alteration area requirements	NA	NA	11/13/2013 Recommended approval.	12/9/2013	
31 Ott	Rezoning and possible variations	NA	Pre-application meeting 7/25/2013	NA	Pending	Withdrawn due to relayed financial unfeasibility
602 Prairie Avenue	Variation from rear yard requirements	NA	NA	9/24/2013. Recommended approval 5-1.	10/14/2013	Approved at 10/14/2013 Village Board meeting.
340 Roosevelt Road, Flips	Special Use Permit and Zoning Variations for drive thru	NA	Pending	NA	Pending	Awaiting Submission
369 Roosevelt Road, (former Grandma Sally's site)	Addition and site work for new Indian restaurant with retail component	Pending	Pending	NA	Pending	Awaiting submission
420 Roosevelt Road, West Suburban Auto Body	Amendment to Special Use to accommodate expansion	NA	Public hearing 9/12/13. Recommended approval 8-o.	NA	10/14/2013	Approved at 10/14/13 Village Board meeting.
667 Roosevelt Road, (Short-term) loans	Exterior Appearance of building modifications	Est. 11/13/13	NA	NA	Est. 11/29/13	
School District Expansion Projects	Ullcohn and Ben Franklin expansions	Pending.	NA	NA	Pending	Awaiting submission.
760 Sheehy, Amber Ridge Subdivision	Final subdivision approval for 22-lot development	NA	Pending	NA	Pending	Submitted 10/16/13. Under review.
558 Taylor Avenue	Variation to allow one-story addition that exceeds lot coverage ratio	NA	NA	10/8/2013. Recommended approval 5-1.	Pending	Applicant hold.

301 Windsor Avenue	Verification from front yard requirements	NA	NA	9/16/2013 Recommended approval 5-1.	10/14/2013	Approved at 10/14/2013 Village Board meeting.
ANNEXATIONS						
Glen Oak Country Club (1 property)	Annexation w/ an Agreement for a strip of Country Club Property adjacent to Hill Avenue.	NA	NA	NA	Pending	Country Club has expressed renewed interests and staff has met with to discuss potential terms and costs.
Hill Avenue Annexations (3 properties)	Annexation agreements with Elliot Property located east of the Glen Oak Country Club and the industrial property across the street	NA	NA	NA	9/9/2013 - Nooning and Cuyler	Nooning and Cuyler approved at 9/9/2013 meeting. Elliot agreement still in progress.
Marston, Bemis and Glen Crest Area	Annexation	NA	NA	NA	Pending	Agreements with about 150 property owners many of which were renewed between 2010 and 2012. Next step to proceed with annexation. Key agreement for contiguous property expires in 2019.
Marston and Bemis Road Area	Amendments to 5 agreements needed to change the future zoning district designation upon annexation.	NA	NA	NA	Pending	Village Attorney consulted and draft amendments prepared.
SELECT SPECIAL PROJECTS						
COMMENTS AND REVIEW STATUS						
AEI Fire District Reimbursements	Letters sent in April of 2009 requested reimbursement from property owners for payments to Libe Woodridge Fire Protection district per the terms of annexation agreements. Follow-up letters have since been sent on a regular basis informing owners that payment must be received or payment arrangements entered into. Payment deferral agreements signed by 2 of 6 of the property owners with overdue payments.					
ARC Awards	Presented at August 12, 2013 Village Board meeting.					
Brochure - Starting a Business in Glen Elynn	Draft brochure forwarded to Economic Development Coordinator for completion.					
Building Code Updates	All proposed code amendments and adoption of 2009 codes completed. New 2012 Energy Code recommended for approval by Building Board of Appeals at February 21, 2013 Building Board of Appeals meeting. Village Board considered at March 18, 2013 meeting and tabled pending further research.					
Hotel/Motel License Code	Approved by Village Board at September 9, 2013 meeting.					
Industrial zoning district	Draft district regulations in progress as required by recently approved annexation agreements on Hill Avenue. Tentatively scheduled for review at December 2013 Plan Commission hearing. Per the annexation agreements, the new district must be adopted by the end of February 2014.					
License Agreements, 26 N. Park	Working on license agreement to allow a sign in the public right-of-way.					
Medical Marijuana	Researching possible locations where facilities could locate in the village in accordance with New State law after which an evaluation and recommendation will be made regarding whether or not the Village should look at adopting any zoning code text amendments.					
Oberweis/Market Plaza Cross Access	Discussions ongoing.					
Redevelopment Site Maps	Updating redevelopment site maps with current aerials and economic development context information. The maps will be forwarded to economic development to manage and maintain once the update is complete.					
Rental Inspection Survey	Working with DuPage Mayor and Managers Conference on a survey to determine what communities in DuPage conduct inspections of multi-family rental units and what the inspections cover. This project follows up on related research done in 2012.					

Sign Code Update	ARC reviewed at three meetings between September 25, 2013 and October 31, 2013. It is estimated to take 2-3 more meetings to complete the review, with a recommendation likely being forwarded to the Village Board in early 2014.
Valley Road Utility Connections	Reminder letters out to property owners in Valley Road area with required June 2013 connection dates. Responses received from numerous property owners asking for extension. Property owners given until December 2013 to submit permits.
Crescent Boulevard Utility Connection	Staff working with two property owners on Crescent that were required to connect by 2009 in accordance with annexation agreements and negotiating extensions and payment plans. Various meetings held with property over this quarter.
Village Green ICA Amendments	Agreement finalized and approved at October 14, 2013 Village Board meeting.
Wayfinding Study	Proposed sign family built out in response to public survey results and reviewed by ARC and Village Board. Further amendments to the design are in progress and the consultant team is beginning to review potential sign locations.
Zoning Code Text Amendments	Drafting a handful of proposed miscellaneous amendments to be considered by the Plan Commission at a December public hearing.

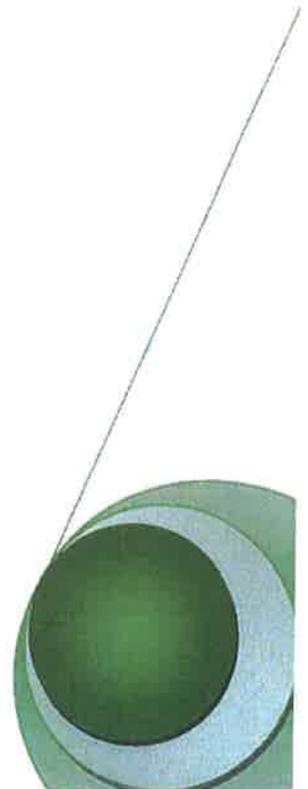


Village of Glen Ellyn



Police Department

August 2013 – October 2013





FY QUARTERLY REPORT OF POLICE DEPARTMENT ACTIVITY

August-October 2013

CRIME REPORTING

The Police Department volume of law enforcement activity during the reporting period is demonstrated by category in the table below. The data includes activity 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 reporting to the State. The criteria used for UCR reporting is more restrictive and would not reflect the broad range of activity managed by Department personnel. The statistical reporting from the same reporting period one year ago is included for comparison purposes. This data is insufficient for use in establishing trends, assessing workload distribution or any other statistical analysis. Further data, delving beyond this simple report of frequency, is essential in discovering accurate and meaningful insight beyond this report.

<i>Reporting Category*</i>	Aug-Oct 2013	Aug-Oct 2012	FY 13/14 YTD	FY 12/13 YTD
Homicide	1	0	1	0
Criminal Sexual Assault	1	0	3	5
Robbery	8	1	9	6
Battery	11	21	35	88
Burglary	11	10	52	28
Theft/Deception	92	121	306	376
Motor Vehicle Theft	1	1	9	6
Arson	0	0	1	2
Criminal Damage or Trespass	45	41	142	185
Deadly Weapons	0	4	1	8
Sex Offenses	2	2	14	11
Offenses Involving Children	5	12	16	42
Drug Offenses	46	37	149	156
Liquor Control Act	24	26	79	105
Disorderly Conduct	38	30	131	111
Other Criminal Offenses	53	64	161	206
Crisis Intervention	65	73	253	225
Death/Suicide Investigations	9	8	32	21
Missing Persons	2	0	7	9
Miscellaneous Services	213	170	662	560
Medical Assists	365	331	1209	1088

**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.*

PATROL

Calls for Service

Glen Ellyn Police handled 10,811 calls for service from August through October 2013. A call for service, simply put, is any sort of activity police personnel perform that is logged through Ducomm (dispatch). Incidents in this category are representative of singular events, either dispatched or self-initiated by an officer. Calls for service include criminal, non-criminal and administrative activity.

Category	Aug-Oct 2013	Aug-Oct 2012	FY 13/14 YTD	FY 12/13 YTD
Calls for service	10,811	9,102	20,829	18,621

Traffic

Category	Aug-Oct 2013	Aug-Oct 2012	FY 13/14 YTD	FY 12/13 YTD
Traffic Citations Issued	1001	860	1916	1750
Traffic Warnings Issued	1642	1016	2914	2047
Traffic Crash Reports	188	209	363	401
DUI	30	37	63	72

INVESTIGATIONS

The chart below shows the number of cases managed through the investigations division, including the disposition totals by quarter:

Quarter	Investigations	Felony	Misdemeanor	Ordinance	Juvenile
1 st Q (May-Jul)	95	8	11	5	5
2 nd (Aug-Oct)	75	11	1	18	4
3 rd (Nov-Jan)	-	-	-	-	-
4 th (Feb-Apr)	-	-	-	-	-
YTD Totals	170	19	12	23	9

LOCAL ADJUDICATION

Since January 2012, the Village of Glen Ellyn has offered Local Adjudication on the 3rd Wednesday of each month. Individuals who receive a parking ticket in the Village may plead their case before a Hearing Officer.

The table to the right lists the dispositions that occur at each Hearing.

The 'Default Upheld' determination is the conclusion of any citation that is unpaid and uncontested at the Hearing.

The Hearing Officer decisions are listed in the final two columns.

Hearing Date	Default Upheld	Not-Liable	Liable
5/15/2013	83	11	5
6/19/2013	141	17	21
7/17/2013	108	10	15
8/21/2013	137	19	14
9/18/2013	151	21	26
10/16/2013	151	26	14
	771	104	95

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 completed during the quarterly reporting period.

Training Category	2nd Qtr. Hours	Cumulative Training Hours FY13/14
Firearms (Range)	148	276
Special Operations	184	336
Investigations	104	152
Criminal Procedure	48	48
Juvenile Law	8	56
Property & Evidence	0	32
Education & Safety	0	72
Defensive Tactics	0	0
Management & Leadership	176	176
Traffic and Crash Inv.	0	0
Other ¹	360	704
In-service ²	484	988
In-service ³	262	342
Total Training Hours	1774	3182

COMMUNITY EDUCATION

The Police Department dedicates a full time officer to the tasks and responsibilities known as Community Education. This officer commits the majority of his time from August through April leading the 5th grade students in all schools through the DARE™ curriculum. This officer also is actively involved in programming the Senior Citizen's Police Academy, an long-time educational outreach of the Police Department. Participants interact with numerous police personnel, who speak about and demonstrate their specialty assignments and skills. Academy attendees also take 'field trips' to our dispatch center and the Dupage County Jail. The Community Education Officer facilitates numerous other programs, sponsored completely by the Police Department or in partnership with other groups or agencies. The quarterly community education activity is summarized below.

August

Senior Citizens Police Academy (CPA) - The CPA included a field trip to Ducomm (dispatch), numerous guest speakers covering a numerous issues, and concluded with a graduation in week six. Thirty seniors participated in the CPA, with the graduates receiving t-shirts and certificates marking their participation.

Child Time Preschool - The Community Education Officer offered a modified program to introduce our youngest residents to a fun and simple safety tips. Twenty-five children participated, with all receiving coloring books and the chance to sit in a police car!

¹ Include 400 hour Basic Law Enforcement course

² Field Training (new officer(s))

³ Annual Defensive Tactics/Taser training

YMCA - Our officer visited a YMCA summer camp, where he spoke to 85 children, on age appropriate safety measures. He also added a segment describing the work of a police officer. The campers were treated to coloring books and a chance to sit in a police car.

Arc Preschool - The Community Education Officer offered a modified program to introduce our youngest residents to a fun and simple safety tips.

September

DARE™ - Churchill School (five classrooms); Forest Glen School (three classrooms); Ben Franklin School (four classrooms). Each of these classrooms receives one lesson from the DARE™ curriculum per week.

S.A.L.T. - Our officer is actively involved with Milton Township S.A.L.T. where he attends monthly meetings. Their Statement of Purpose best describes the foundation of our partnership with S.A.L.T. - *"The purpose of Milton Township S.A.L.T. Council is to determine and to meet needs of Senior Citizens by reducing crime and abuse and enhancing safety through communication and education in cooperation with the Township, Law Enforcement, and other community agencies and organizations."*

Bullying Presentation - Our officer delivered a presentation centered on the harmful impacts of bullying to the Hadley School 6th grade students.

Crime Scene 101 - The fourth and fifth grade STEAM teachers at Lincoln School asked our Community Education Officer to present a lesson demonstrating how police officers use math and science within the context of their duty. Our officer, who also serves as a Certified Evidence Technician, developed a plan to configure classrooms into a mock burglary scene. A power point presentation and worksheets supplemented the lesson. Eight classes participated in this hands-on exercise. They studied the principles of identifying and recovering tool marks and footwear & tire impressions. Students learned the ins and outs of fingerprint and DNA recovery. The lesson emphasized the importance of accurate data collection and the use of various forms of measurement. Their discussion included how police officers develop a hypothesis and then employ critical thinking and problem solving to either support the hypothesis or lead the investigation into a different direction. According to our community education officer, "The students had a lot of fun working together to solve the 'crime' while learning about police work".

October:

DARE™ - Churchill School (five classrooms); Forest Glen School (three classrooms); Ben Franklin School (four classrooms). Each of these classrooms receives one lesson from the DARE™ curriculum per week.

Crime Scene 101 - As above, with addition four classes participating.

Community Showcase - The Community Education Officer hosted the *Glen Ellyn Police Department* table at Glen Ellyn Volunteer Fire Company Open House. He interacted with dozens of residents and their children, highlighting several of our programs, including ID bracelet (emergency medical information), residential security checks and Smart911. Police Department pamphlets were also distributed, offering easy to use guides to parking in the Central Business District and Identity Theft Protection.

S.A.L.T. - The Community Education Officer attended the monthly meeting.

Community Shredder Event - In partnership with the Glen Ellyn Chamber of Commerce, the Department hosted the 6th Annual Community Shredder event. Approximately 500 cars dropped off items to be shredded, totally 12,800 lbs. of documents. This year, residents also donated used athletic shoes to the Winged Foot Foundation and eyeglasses to the Lions Club.

Active Shooter Presentation - About 60 members of the Glen Ellyn Public Library staff attended a discussion on reacting to a violent (armed) subject in the Library. Other scenarios were covered as well, with the community education officer fielding questions about the homeless that frequent the library. The discussion led to the authority of police to act in certain circumstances, and the importance of working together with police to keep the library a safe and enjoyable place for residents to visit.

Senior Auto Inspection Day - The Senior Auto Inspection Day is an annual event sponsored by S.A.L.T., the Glen Ellyn Senior Center, the Dupage County Sheriff's Police, and the Glen Ellyn Police Department. Hosted at the Wheaton Fire Station on Fapp Circle, about 100 seniors arrived to have a certified mechanic complete a no-cost safety check on their vehicles. Police and Fire officials joined to welcome the seniors, building positive relationships with public safety.

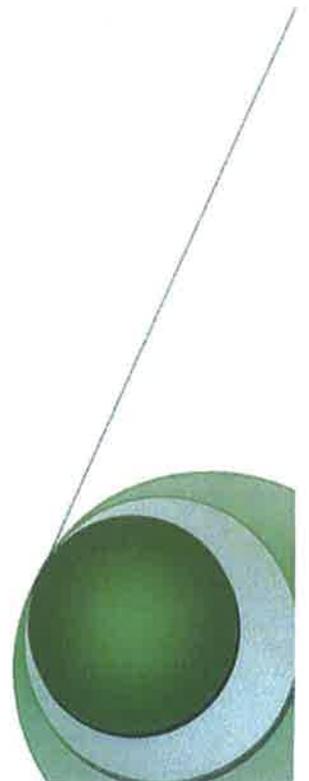


Village of Glen Ellyn



Public Works Department

August 2013 – October 2013



VILLAGE OF GLEN ELLYN PUBLIC WORKS DEPARTMENT QUARTERLY REPORT



August- October 2013

ADMINISTRATION

The admin team processed and entered results into MUNIS and the Tree Preservation Tracking Program and provided copies to the Building and Zoning Department for thirty new Work-in-Parkway Applications.

132 parkway trees were scheduled for removal; letters were prepared and mailed to residents informing them of the pending removals. The tree inventory was updated in Cartegraph and Excel spreadsheets to reflect 134 available parkway planting spaces, 160 completed tree removals, 318 completed stump removals and 173 new trees planted.

The admin team researched owner-of-record and property identification numbers (PIN) and prepared and mailed 5 weed violation letters and updated Weed Violation Tracking and Cartegraph databases. Two property owners were invoiced for mowing of non-compliant properties.

The admin team researched owner of record and PIN numbers and prepared and mailed 40 private property tree EAB letters and 1 Dutch Elm Disease letter.

Since all PW employees now enter their individual time and activities into Cartegraph, there is no need for the admin team to enter daily time sheets into the database. Additional duties and projects will be assigned to the admin team as needed (i.e., administration of the PW employee safety stamp program).

In August, the 2013 American Public Works Association Congress and Exposition was held in Chicago at McCormick Place. This was a unique opportunity for Glen Ellyn public works employees to attend as the yearly convention is rarely within driving distance (Anaheim in 2012 and Toronto in 2014). Fourteen employees attended various



educational opportunities and/or the exposition floor. Education sessions addressed current public works issues—as well as ongoing challenges. The exposition was an extensive gathering of exhibitors that showcased the latest products, services and technologies specific to public works.

151 postcards were created and mailed announcing parkway tree planting to all residents on the fall planting list.

The admin team met with representatives from Konica-Minolta, Xerox and Canon to research a copier replacement. Analysis was completed and a recommendation will be made in November.

ENGINEERING

See the extensive Monthly Construction Activity/Project Reports published on the Village of Glen Ellyn website.

(<http://www.glenellyn.org/GE/Publications.html>)

EQUIPMENT SERVICES

No Report.

FORESTRY

180 sites were inspected for tree planting conflicts. Additional sites beyond the number of trees being planted in October were inspected as a back-up in case a resident doesn't want a tree or if there are underground utility conflicts.

Trees were tagged at area nurseries for fall planting. 12 trees were tagged at Weiler Nursery and 25 trees were tagged at Beeson's McHenry County Nursery.

The Fall 2013 parkway reforestation program was completed. 173 trees were purchased from 5 nurseries and planted in October.

OPERATIONS

August	Rain = 1.22"
September	Rain = 1.8"
October	Rain = 2.94"
Total	5.96"

August 2013 continued the summer trend of drier and cooler than average temperatures. The monthly average high temperature was the average 82°, but the average low temperature of 59° was 7° below normal. The last week of the month was warmer than average with high temperatures above 85° but only two of the days were in the 90's. August's rainfall was 2.77" below average bringing the summer rainfall deficit to a total of 5.4". There were only 5 days of measurable rain during the month.

Although September's monthly average temperatures were normal (75° High and 56° Low) the range of the low and high temperatures were dramatic. The high temperature ranged from 92° to 47°, a range of 45° over 30 days! September was also drier than normal with only 7 days having measurable rainfall. The month saw a deficit of 1.5" of rain increasing the running deficit or rain to 6.9" since June this year.

October weather was average with the month's average temperatures 2-3° below the average high of 61° and average low of 46°. Rainfall was slightly less than the average of 3.24".

August witnessed hydrant flushing occurring later in the year than normal. This is usually a spring project, but due to the immense amount of follow up work associated with the April flood and the onset of warm summer temperatures, the program was planned for the fall. With summer temperatures remaining cool, Utilities was able to start and complete hydrant flushing before the end of August. All 1,265 hydrants get their ports greased and are opened fully and flushed until the flow is



clear. The oil reservoir is filled to ensure that the hydrant stem remains lubricated for ease of use in case of emergency. This yearly activity is vital in keeping hydrants in working order and maintaining a potable water system.

At the beginning of August, the final phase of the 810 N Main project was completed with the asphaltting of the parking lot at 800 N Main where drainage was connected. All aspects of this project



are now complete. August also marks the month when most seasonal employees stop working as they head back to college. This 10-12 week influx of labor allows the Street/Forestry and Utility divisions to accomplish larger, labor intensive tasks as well as address multiple projects at one time as 1-2 seasonal employees are paired with a full time employee. The following are examples of projects that seasonal

employees assist with: storm sewer catch basin cleaning, sewer televising, JULIE locates, tree removals, flower planting and maintenance,



asphalting, painting infrastructure in the CBD, and summer special events. Reliance on seasonal employees both in summer and winter allows Public Works to maintain service levels and quality without additional full time employees.

On September 5th, Utilities dealt with a water main break at 266 Roosevelt Rd, in front of the Wheaton Animal Clinic. In order to repair the main located in the drive approach, one west bound lane of traffic was closed. The crew came in at 3am to reduce the impact to the morning rush hour. The crew utilized



a back hoe and the Vector to expose the water main as they needed to dig around a 4" gas main and wiring for both traffic signals and Roosevelt Rd streetlights. A 4" linear break was repaired and the roadway was opened by 6:30am. The flexibility of the Utilities Division to alter work hours allowed this water main break repair to occur with the least amount of disruption to vehicle traffic on Roosevelt and to businesses affected by the shutdown.

Another Utilities project started in September was repairing a culvert along Riford Rd that was televised after the April flooding event. This work was done

in-house by the Utilities Division to reduce the cost of the project as well as to ensure the project scope met desired results. A flare was installed at the beginning of the pipe to assist in collecting water from Perry's Nature Preserve (the triangle park between Riford, Oak and Grand). The spot repair



which planned for a 12' section of pipe ended up using 40' of PVC pipe. The crew also made repairs to



two manholes (one solid and one grate) along this section of pipe. This culvert takes water from the Preserve as well as overland water before it crosses over Riford Rd. This work was just one of a few projects that Public Works performed this year in response to the April flooding event.

October is when Operation starts cleaning roadways and catch basins of the falling autumn leaves. The

Street Division has sweepers out on the streets cleaning gutters and roadways of leaves; a 10-wheel dump truck works in tandem with the sweeper to improve efficiency as sections of the village become inundated with leaves and sweepers travel only half a block before the hopper gets full. The Utilities Division sends the Vactor truck out to clean catch



basins. Both divisions work hard to keep up with falling leaves throughout the Village. The lack of moisture in the ground due to the summer rainfall deficit and the cold snap in the second half of October have leaves falling at a quicker pace than normal. The removal of leaves by both divisions allows the storm water system to work as designed to convey water off the roadways to the nearby lakes, rivers and detention areas throughout the Village.

As property owners of multiple parcels on the southwest corner of N Main St and St. Charles Rd. where the Glen Ellyn Historical Center (GEHS), Stacy's Tavern and Park and the Glen Ellyn Chamber of Commerce are located, Public Works is involved in maintaining the grounds of all three properties.



A gravel pad was installed next to the GEHS garage as a storage space for parade floats and other historical center needs. A brick paver walk way was installed behind 810-14 N Main to allow building



occupants access to the newly created gravel parking lot.

Employee happenings this quarter:

Hire – 1 new seasonal employee for Forestry

Safety –

4 topics covered (outrigger safety awareness, proper trailer hook up, hitches, driving in the rain)

Training – (311.5hours)

<u>Topic</u>	<u>Length</u>	<u>(# of employees)</u>
APWA Congress	4 hrs	7
Suburban Tree Meeting	2 hrs	3
Chipper	2 hrs	9
Chipper Greasing	0.5 hrs	10
#206 Bucket Truck	2 hrs	5
Pressure Washer	0.5 hrs	9
Rayco Stump Grinder	0.5 hrs	3
Deicing Workshop	4.5 hrs	2
GIS Webinar	0.5 hrs	1
Cartegraph User Group	5 hrs	1
Urban Tree Assessment	4 hrs	2
De-Icing Workshop(s)	4 hrs	4
AWWA Regulatory Update	8 hrs	1
IAA Annual Meeting	16 hrs	2
Snow Driver Training	8 hrs	6
Illinois Professional Service Institute (IPSI)	40 hrs	2
Pipeline Assessment	16 hrs	2

Below is a list of tasks completed not found in the quarterly core function spread sheet:

Utilities

Bio Bags in Grease lines – 848

Dust Suppression out – 12 days

Manholes

Frame Adjustment - 5

Sanitary Sewer –

Odor investigations – 4 (3 no issues, determine cause due to venting at 433 N Main)

Televising (In-House) – 26,441’

Vault Lid replaced – 5

Cleanout repairs - 5

Sanitary misc. –

2 days assisting road improvement projects –

Televising sanitary services

Resolved 2 issues on Euclid project

Fall cleaning of grease lines completed

Reworked bio bag list (dropped 2 and added 2 based on televising)

Televised sewers at 885 Sheehan – no issues

Televised new sewer connection at 621 Duane to insure proper installation

Storm Sewer –

Storm grate replaced – 1 (stolen)

Storm grate reinstalled – 5 (in catch basin)

Televising (In-House) – 2,002’

Catch Basin Frame adjustment - 3

Catch Basin rebuilt – 4

Storm sewer spot repair – 1

Storm misc. –

Dug up storm manhole on Reno back road and replaced cone with a flat top

Storm sewer rescues –

1 set of car keys

Library – picked up 120 Sandbags used in April Flood event

Water –

B-Box repairs – 13

Hydrant flushing – 12 days (flushing completed)

Hydrant repair – 2

Hydrant auxiliary valves found/repared - 19

Valve repair - 4

Vault lid replaced – 1

Water Service (new) - 1

Water misc. -

6 days flushing and taking samples in Lorraine/Traver area

Cleared valve vaults and inspected water main

behind Crowne Plaza

Turned off drinking fountains for the year

Made 1” tap at NPAS for chlorine feed

Spoil Hauled Out – 728.5 tons

Utilities Misc –

1 sink hole inspected

12 concrete restorations

Forestry

Flowers –

Watering as needed

Beds and Pots weeded as needed

Picked up painted pots

Pulled beds for Fall flowers

Planted Fall flowers

Hanging baskets removed from CBD and Stacy’s Corners

2014 Flower designs started

Irrigation –

repairs made at Stacy’s Park and Stewart Commuter lot

Stacy’s Park shut down for season

Trees –

Planting-

PW – 62 trees in 4 days

Contractor – planted 114 trees in 2 days

Mulching – 176 newly planted trees

Pruning –

Construction – additional on 2 projects

Opticom – clearance for several units

School Speed Zones – completed

Watering –

Grant tree gator bags at regular intervals

Gator bags retrieved as watering need ends

Forestry Misc. –

PW west fence line cleared for fence repairs

8 logs delivered to Stacy’s Tavern for Tavern Days

Gypsy Moth traps picked up and contents counted

Streets

Asphalt –

2½ days pothole patching (2T-UPM, 1.5T- surface)

8 days patching utility digs (40T surface)

21 work orders

5 sidewalk tripping hazard addressed

CBD –

North side of Crescent b/w Main and Forest

Sidewalks pressure washed by contractor

Trash cans removed, pressure washed, painted and reinstalled

Banners changed out

Experimental bike rack (rhino lined) installed on Park south of RR tracks.

Main St sidewalks b/w Crescent and Pennsylvania were pressure washed by a contractor

American Flags removed

Re-signed additional car charging station

Electrical –

37 electrical work orders completed

19 bulbs replaced

2 photo eyes replaced

2 ballasts replaced

1 pole replaced by contractor

7 fixtures replaced

2 street light bases replaced

3 gas mantles replaced

1 green light replaced

1 red light replaced

2 calls for contractor to check traffic signal timing

1 traffic signal replaced (by contractor due to accident at Park/Sheehan0

3 in-house checks on timing issues

Signal loops replaced at Park/Sheehan (damaged by Recreation construction contractor)

Hauling –

9.75 tons to Advanced Waste

128 tons of grindings for Reno back road

37 loads of leaves collected

8 loads of dirt hauled in

Public Hearing Signs – 9 placed

8 retrieved

Road kill - 45

Signs –

2 marker posts re-installed due to accident

1 marker post removed for construction

2 weight limit signs replaced for Hill Ave bridge (Limit reduced to 8 tons)

24 “Cell Phone Prohibited” signs installed in all School Zone areas

22 truck numbers fabricated for ESD

11 logos fabricated for ESD

Special Events – (15.5 hrs Reg, 15 hrs OT)

Festival of the Arts - 35 barricades (23 w/ signs)

Sounds on the Street –8 water filled barriers, 22 barricades (13 w/signs), 11 trash cans, Main St. Holiday lights turned on and off, (2 employees – 8 hrs Reg, 7 hrs OT)

Backyard BBQ –12 water filled barriers, 42 barricades (7 w/signs), 32 sand bags, 11 trash cans, 2 generators, (6 employees – 8 hrs Reg, 7 hrs OT)

Tavern Days – 8 trash cans, 12 cones

GWHS Football Games (4) – 18 barricades, 8 signs

GWHS Homecoming – 30 barricades (2 w/ signs)

Tom Heighway Run – 31 barricades, 6 signs

Pumpkin Run – 26 barricades (12 w/ signs)

Halloween Parade – 31 barricades (11 w/ signs)

Jack Marston 5K – 53 barricades (19 w/ signs)

Community Shredder Event – 8 barricades

Misc.–

Assisted PD installing and removing a temporary Speed detection device in Raintree

Banners changed out at Stacy’s Corners (In-House)

and on Roosevelt (contractor)

GEHS/Chamber project completed

Five trucks taken to safety lane

Bike rack installed at History Center

Gravel pad installed at History Center

Landscape walkway blocks add to 810 N Main

Restored Island in Shock’s Parking lot

Started prepping Christmas Tree

Worked on Reno back road project



PLANT OPERATIONS –

No Report

ITEMS BEFORE THE VILLAGE BOARD

August - October 2013

Public Works activity in front of the Village Board during this time consisted of:

1. Approval of an agreement with ERA for FEQ computer modeling services related to increasing the peak discharge rate from Lake Ellyn, in the total not-to-exceed amount of \$38,000 (including a 10% contingency), to be expensed to the Capital Projects Fund.
2. Approval to waive competitive bidding for a cooperative purchase which is an authorized exception in the purchasing policy to approve the purchase of two 2014 Ford F-350 dump trucks with snow plow equipment from Freeway Ford of Lyons, Illinois in the amount of \$121,187, through the Suburban Purchasing Cooperative, to be expensed to the Capital Outlay – Vehicles Fund.
3. Approval of the annual Cottage Avenue Water Tower maintenance agreement with Utilities Service Company of Perry, Georgia in the not-to-exceed amount of \$22,000, to be expensed to the Water Division Maintenance Building & Grounds Fund.
4. Approval to increase the appropriation of funds associated with the 2013/14 Tree Planting Program by \$35,000 for a revised total appropriation not-to-exceed \$72,000, to be expensed to the General Fund with a required budget amendment.
5. Approval of the purchase of a new Caterpillar Model 938K Front End Loader from Patten Caterpillar of Elmhurst, Illinois in the total amount of \$140,450 to include the trade in of the 1998 Case 721B for \$35,750, to be expensed to the Capital Projects Fund.
6. Approval to increase the appropriation of funds associated with the 2013 Sewer Lining Program by \$150,000, including an 8% contingency, for a revised total appropriation of \$500,000 for sanitary system improvements to be expensed to the Sanitary Sewer Fund.
7. Approval of Resolution No. 13-17, A Resolution Concerning the Determination of the Glen Ellyn Village Board that Change Order No. 1 with Insituform Technologies for an Increase in the Contract Price of \$138,089 is Required for the 2013 Sewer Lining Program for a Revised Contract Cost of \$465,772.
8. Approval to increase the appropriation for engineering services associated with the Lenox-Linden Project performed by RHMG Engineers in the amount of \$87,000, for a revised total appropriation of \$192,000, including a 10% contingency, to be expensed to the Water, Sanitary Sewer and Capital Project Funds.
9. Approval of Amendment No. 1 to the engineering services agreement with RHMG Engineers for the Lenox-Linden Project to include the detailed design of Elm and Chidester between Lenox and Riford in the amount of \$79,320 resulting in a total, not-to-exceed fee of \$174,820 for the work.
10. Approval of the 2013 Emerald Ash Borer Management Plan.
11. Approval to award a contract to Hoppy's Landscaping, Inc. for the construction of the Duane/Glenwood Metra Parking Lot, in the amount of \$575,000 (including a 6% contingency) to be expensed to the Parking Fund.
12. Approval to award a construction oversight agreement to Rempe-Sharpe & Associates of Geneva, Illinois, in the amount of \$45,000 (including a 15% contingency) to be expensed to the Parking Fund.
13. Approval to increase the appropriation for engineering services associated with the design of the Duane-Glenwood Metra Parking Lot project in the amount of \$4,416, for a revised total appropriation of \$34,416 to be expensed to the Parking Fund, and to increase the contract amount of the design services agreement with Rempe-Sharpe & Associates to provide for additional design expenses in the amount of \$8,521 resulting in a not-to-exceed amount of \$34,416.
14. Approval of a construction contract with DiNatale Construction of Addison, Illinois for the 2013 Sidewalk, Curb and Concrete Street

- Rehabilitation Program, in the not-to-exceed amount of \$135,000 (including a 7% contingency) to be expensed to the Capital Projects Fund.
15. Approval to award a five year contract to Utility Service Company of Perry, Georgia to paint the interior and exterior of the water tower, install a vortex style mixer and provide maintenance services and cleaning as needed at a cost of \$135,260 per annum for five years, to be expensed to the Water Sewer Fund.
 16. Approval of an engineering services agreement with Pavia-Marting and Co. of Roselle, Illinois for design of roadway improvements associated with the 2014 Street Resurfacing Project, in the amount of \$49,000 (including a 10% contingency) to be expensed to the Capital Projects Fund.
 17. Approval of an engineering services agreement with URS Corporation of Chicago, Illinois for design of roadway and underground improvements associated with the Elm-Geneva Connectors-Cottage Improvements Project, in the amount of \$88,000 (including a 10% contingency) to be expensed to the Water, Sanitary Sewer and Capital Projects Funds.
 18. Approval of an engineering services agreement with Hampton, Lenzini and Renwick of Elgin, Illinois for design of roadway and underground improvements associated with the Glenwood-Arbor-Ridgewood Improvements Project, in the amount of \$102,000 (including a 10% contingency) to be expensed to the Water, Sanitary Sewer and Capital Projects Funds.
 19. Approval of a two-year contract for snow hauling to Marcott Enterprises, Inc. of Villa Park, Illinois in the not-to-exceed amount of \$40,000; \$20,000 to be expensed to the General Fund for the first year of the contract.
 20. Approval of the recommendations of the Capital Improvements Commission on the Lenox/Linden Improvements Project to include: widening of Lenox between Hawthorne/Linden to 28 feet with permeable pavers in the parking lane; at the intersection of Lenox/Linden, alternate bid modular pavers; width of Lenox between Linden/Essex to 27 feet without bump outs to protect trees; between Essex and Oak on Lenox, no change in the roadway width and no new sidewalk installed on the east side of the roadway where none currently exists; construct new winding path sidewalk on the east side of Lenox between Hawthorne and Essex, in cooperation with the Glen Ellyn Park District; no sidewalk on the south side of Linden between Main and Lenox.
 21. Approval to award a contract to K-Five Construction Corporation of Lemont, Illinois for large-area asphalt patches including Commercial Business District parking lots associated with the 2013 Skip Paving Program, in the amount of \$150,000 to be expensed to the Capital Projects and Parking Funds.
 22. Approval to award a contract through the State of Illinois Joint Purchase Program to Morton Salt Inc. of Chicago, Illinois for the purchase of bulk rock salt at a unit price of \$52.74 per ton in a not-to-exceed amount of \$95,000, to be expensed to the Motor Fuel Tax Fund.
 23. Approval of a motion to reject all bids received on September 10, 2013 for the Nicoll Way Land Bridge Rehabilitation Project.
 24. The following Public Works Employee(s) were recognized for exceptional work and/or anniversary dates at a Village Board Meeting during the 2nd Quarter: A thankful resident called to compliment Victor Zarate, Emma Sprau and Kathryn Horn for their professionalism in having a broken limb from an oak tree promptly removed; a new resident sent an email to the Public Works Department thanking them for the great job they do and commending all of the municipal employees for their attention to detail, professionalism and friendliness in making Glen Ellyn a wonderful place to live and visit; a letter was sent by a thankful resident to Robert Greenberg of the for the principle part he played throughout the process of securing reimbursement through the Overhead Sewer/Backflow Prevention Valve Share Cost Program; A complimentary

letter was received from a resident recognizing the extraordinary efforts of Jennifer Brown, Greg Garcia and Victor Zarate in removing large tree branches from in front of their home very quickly after a storm; a grateful resident sent a letter to Bob Greenberg thanking him for the incredible response time in having the storm sewer catch basins on their street cleaned; The Village Board and Management Team recognized Emma Sprau, Greg Garcia, Victor

Zarate, Dylan Lavenau and Jeff Blecha for their terrific efforts in planting and beautifying the downtown this fall season; a grateful resident sent an email of thanks to Julius Hansen, Director of the Public Works Department, for procuring a dedicated Electric Vehicle Parking Space & Free Dual-Plug ChargePoint Station, which allows him to charge his vehicle during his weekly visits to the downtown; and years of service award: Frank Frasco (10).

PW Budget Tracking

<u>October '13</u>	FY14	FY14 Revised		% of	%
<u>Operations and Maintenance</u>	Budget	Budget	Spent YTD	FY14	Spent
Administration & Engineering	\$672,500	\$674,963	\$318,772	50.0%	47.4%
General Fund - Operations	\$2,260,700	\$2,301,126	\$1,042,311	50.0%	46.1%
Water Fund - O/M	\$5,841,500	\$5,883,124	\$2,519,717	50.0%	43.1%
Sanitary Sewer Fund - O/M	\$4,863,600	\$4,927,497	\$2,453,317	50.0%	50.4%
Parking Fund - O/M	\$278,500	\$278,500	\$118,123	50.0%	42.4%
Equipment Services Fund	\$1,941,000	\$1,941,000	\$689,545	50.0%	35.5%
Motor Fuel Tax Fund - O/M	\$656,000	\$656,000	\$345,924	50.0%	52.7%
Total	\$16,513,800	\$16,662,210	\$7,487,709	50.0%	45.3%

Capital Program

Water Fund - Capital	\$2,338,000	\$2,680,254	\$737,998	50.0%	31.6%
Sanitary Sewer Fund - Capital	\$2,510,000	\$2,870,169	\$455,144	50.0%	18.1%
Parking Fund - Capital	\$682,100	\$767,936	\$13,029	50.0%	0.0%
Motor Fuel Tax Fund - Capital	\$250,000	\$250,000	\$4,320	50.0%	0.0%
Capital Projects Fund	\$6,006,500	\$7,266,222	\$1,412,380	50.0%	23.5%
Total	\$11,786,600	\$13,834,581	\$2,622,871	50.0%	22.3%

	PW CORE FUNCTIONS					
	2Q 13/14	2Q 12/13	+/-	2Q 13/14 YTD	2Q 12/13 YTD	+/-
Admin						
Phone calls	2,565	2,869	(304)	5,333	6,503	(1,170)
Work Orders	345	361	(16)	831	991	(160)
Invoices	354	520	(166)	881	986	(105)
Customer Service Appts	432	432	0	1,015	799	216
ESD						
Jobs	1,038	1,056	(18)	2,204	1,974	230
Scheduled	936	496	440	1,993	801	1,192
Non-Scheduled	64	77	(13)	145	79	66
Urgent	38	45	(7)	66	48	18
Routine	0	455	(455)	0	1,063	(1,063)
Total Fuel Pumped (gal)	20,150	19,081	1,069	41,897	43,929	(2,032)
Forestry						
Service Requests	149	129	20	309	471	(162)
Operations - Utilities						
Work Orders Completed	104	70	34	210	153	57
Water Main Breaks	5	3	2	8	14	(6)
Sanitary Sewer Back Ups	20	14	6	38	60	(22)
Sanitary Sewer Back Ups - Village	5	0	5	5	5	0
Sanitary Sewer Cleaned (feet)	6,155	300	5,855	9,705	35,600	(25,895)
Storm Sewer Structures Cleaned	58	36	22	76	112	(36)
Storm Sewer Cleaned (feet)	0	130	(130)	905	130	775
Storm Sewer Grates cleaned - cycles	3	2	1	9	11	(2)
Landscape Restorations (50/50)	12	14	(2)	64	54	10
JULIES	1,994	1,648	346	3,806	3,224	582
Operations - Forestry						
Work Orders Completed	205	233	(28)	385	453	(68)
Tree Removals	120	102	18	193	141	52
Tree Stump Grinding	32	38	(6)	34	152	(118)
Tree Cable Inspections	0	0	0	0	0	0
Mowing Cycles	6	7	(1)	16	17	(1)
Operations - Streets						
Work Orders Completed	160	140	20	315	283	32
Asphalt - Potholes (surface tons)	5	1	4	29	15	14
Asphalt - Patching (surface tons)	40	9	31	75	78	(3)
Block Party	49	54	(5)	73	72	1
Parking Meter Collections	14	13	1	26	26	0
Parkway Restorations	13	10	3	72	31	41
Signs - Fabricated	127	89	38	164	332	(168)
Signs - Installed	57	25	32	97	196	(99)
Signs - Rehabbed	0	65	(65)	0	104	(104)
Street Sweeping (days)	21	33	(12)	41	88	(47)
Street Sweeping (early AM)	25	25	0	50	52	(2)
Street Sweeping (extra)	0	0	0	4	8	(4)
Special Events	14	20	(6)	25	31	(6)

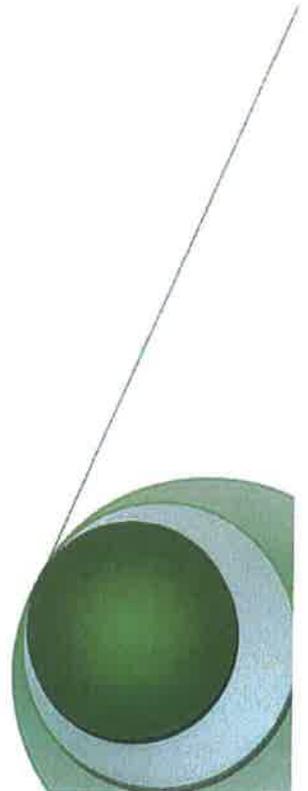


Village of Glen Ellyn



Recreation Department

August 2013 – October 2013



VILLAGE OF GLEN ELLYN RECREATION DEPARTMENT

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



MANAGER'S REPORT FOR AUGUST 2013

Prepared by Matt Pekarek

Matt Pekarek

August was a great month for golf. Temperatures were mild and it was generally dry.

August is Championship month at the Village Links, as we conduct most major annual tournaments. League play winds down, while school golf teams dominate **weekday afternoons**.

August Weather

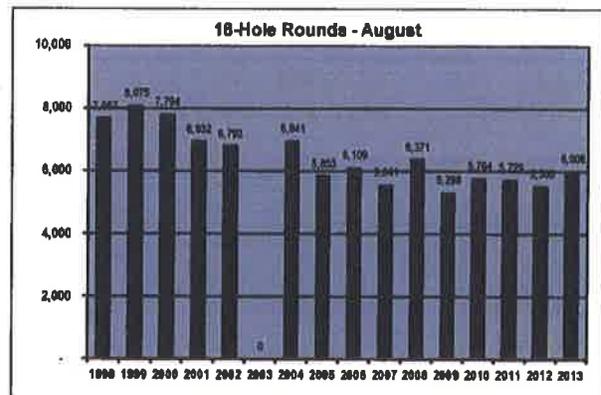
High Temperatures in August										
	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004
100° days										
90° days	3	9	3	6	1		5	2	5	1
80° days	17	10	19	20	15	18	17	18	20	11
70° days	10	11	9	5	9	13	8	11	6	16
60° days	1	1			6		1			3
50° days										
40° days										
30° days										
Rain	2.3"	3.8"	3.9"	5.0"	4.5"	1.8"	8.6"	3.5"	2.3"	4.0"

August is the wettest month of the year, with an average rainfall of 4.6". This August was much drier than normal with 2.3-inches of rain. We only had 0.8-inches fall in the first 29 days of the month, with 1.5-inches falling in the final 48-hours. Temperatures were generally mild, reaching 90° F. on only 3 days.

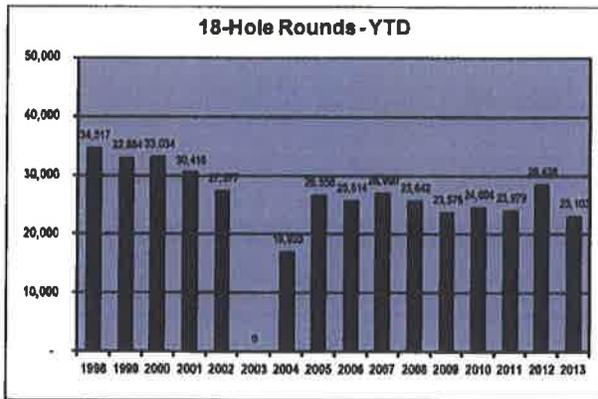
Golf Rounds Played

Rounds played in August were up 5% from 2012 and are down 21% for the year.

Rounds History By Course						
Year	18-Holes		9-Holes		Total	
	Aug	Aug YTD	Aug	Aug YTD	Aug	Aug YTD
1998	7,667	34,517	9,370	43,820	17,037	78,337
1999	8,075	32,884	9,476	40,210	17,551	73,094
2000	7,794	33,034	9,577	42,215	17,371	75,249
2001	6,932	30,416	8,455	38,159	15,387	68,575
2002	6,793	27,377	8,508	34,020	15,301	61,397
2003	0	0	7,882	31,538	7,882	31,538
2004	6,941	16,935	7,291	33,073	14,232	50,008
2005	5,853	26,558	7,580	31,933	13,433	58,491
2006	6,109	25,614	7,327	32,234	13,436	57,848
2007	5,541	26,990	6,514	32,071	12,055	59,061
2008	6,371	25,642	7,639	32,049	14,010	57,691
2009	5,298	23,576	6,732	30,366	12,030	53,942
2010	5,764	24,604	6,689	28,788	12,453	53,392
2011	5,729	23,979	6,691	26,330	12,420	50,309
2012	5,506	28,428	6,317	30,411	11,823	58,839
2013	6,008	23,103	6,443	23,281	12,451	46,384

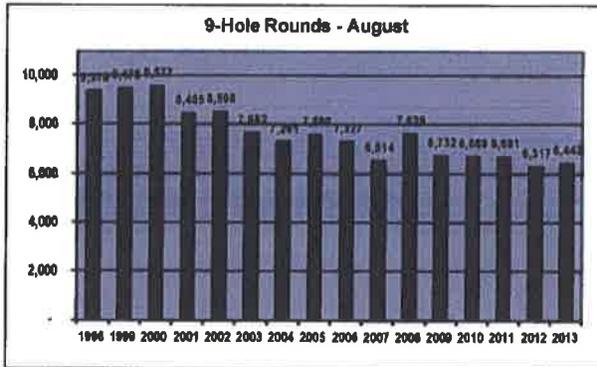


18-hole rounds were up 9% in August.

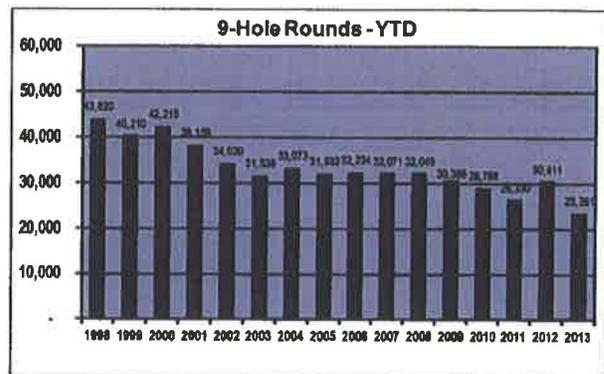


18-hole rounds are down 19% Year-to-date. (In 2004 the 18-hole course opened June 23)

18-hole rounds declined after the 2008 economic recession. Ignoring 2012 when rounds were up due to a record warm spring, 18-hole YTD rounds are 4% lower than they were 2009-2011. This is not bad considering the construction disruption from earlier this year.



9-hole rounds were up 2% in August.



9-hole rounds are down 23% Year-to-Date.

Except for 2012 when rounds were up due to a record warm spring, 9-hole rounds have declined steadily since the 2008 economic recession. 9-hole YTD rounds are 18% lower than they were 2009-2011. This is much more of a decline than on the 18-hole course. The 18-hole course benefits from greater demand for both individual foursome play as well as from outings. The 18-hole course is also more attractive because of the 2004 renovation.

Green Fee revenue was up 11% for the month and is down 18% for the year.

Motorized cart rentals were up 20% in August and are down 17% for the year.

Driving range sales were up 13% for the month, and are down 72% for the season.

Outing & Banquet Recap													Schedule as of 9/12/13	
Golf Outings	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
# Outings				1	4	6	8	16					35	
# Outings Scheduled									24	4	-	-	28	
# Golfers				38	72	363	403	592					1,468	
Golf Revenue				\$ 4,500	\$ 4,518	\$ 26,737	\$ 27,015	\$ 37,955					\$ 100,725	
Food & Beverage														
# Golf Banquets				1	1	3	5	11					21	
# Non-Golf Banquets								6					6	
# Total Banquets				1	1	3	5	17					27	
# Golf Banquets Scheduled									21	4	1	-	26	
# Non-Golf Banquet Scheduled									7	9	3	2	21	
# Total Banquets Scheduled									28	13	4	2	47	
Golf Banquet - Revenue				\$ 380	\$ 286	\$ 8,189	\$ 8,530	\$ 12,750					\$ 30,135	
Non-Golf Banquet - Revenue								\$ 2,000					\$ 2,000	
Total Banquet Revenue				\$ 380	\$ 286	\$ 8,189	\$ 8,530	\$ 14,750					\$ 32,135	
Golf & Banquets Revenue				\$ 4,880	\$ 4,804	\$ 34,926	\$ 35,545	\$ 52,705					\$ 132,860	
Golf Outing - % of Rounds					1%	4%	3%	5%					3%	
Banquets - % of F&B Revenue				5%	1%	14%	8%	7%					8%	

GOLF

Golf Events

1. 113 golfers participated in the **47th Glen Ellyn Open** Sunday August 18.
2. 16 golfers played in the Village Links Husband-Wife Championship on Sunday August 4.
3. 19 juniors played in the Village Links Junior Golf Championship Monday - Tuesday August 5-6.
4. Five weekend **Permanent time events** were held in August, with an average of 34 players per event.
5. Four **Over 60 Group** events were held on the 9-hole course in August, with an average of 73 players participating.
6. **Two schools** held tryouts and began team play in August. Glenbard South and Glenbard West use the facility through early October. The High Schools each play 6 dual meets and practice on the 9 hole course after school. Both teams make extensive use of the driving range and practice greens, and receive priority in scheduling tee times.
7. Eight **evening golf leagues** ended their season in August. Four leagues played on the 9-hole course and the other four leagues played on the 18-hole course.

GROUNDS

The golf course is in good condition. Since June 1, 2013 we are 6.2-inches of rain behind a normal summer. The extremely dry summer has increased our reliance on the irrigation system. The irrigation system does not water as evenly as mother nature. When dry weather forces frequent use of the irrigation system, we end up with many areas of the golf course being too dry or too wet. To avoid developing dry or wet areas on tees, greens and fairways, we even out the moisture by hand watering. Hand watering uses less water than blanket irrigation, but it puts the water where it is needed.

We applied wetting agents to greens, tees and fairways. Wetting agents help water absorb into the soil more evenly. This reduces the number of localized dry spots and makes watering more effective.

This has been one of the easiest summers in memory for turf maintenance. August is normally very challenging because turf grasses have used up their carbohydrate reserves and roots are at their shortest. Turf is usually pressured to the breaking point, and will

often succumb to disease if enough stresses are present. In August 2013, night time temperatures dropped into the 50°s F. 13 times, including 12 of the first 19 days. Seldom in August does the turf get such a good chance to rest and recover in August. By the time warmer temperatures appeared later in the month, the shorter intervals of daylight hours were providing the turf more opportunity to recuperate.

Greens

Greens are in good condition. Wetting agents were applied to allow water to reach turf roots evenly. Growth regulators were applied to encourage tight, upright growth patterns. Fungicides were applied twice to prevent disease, including Dollar Spot, Pythium and Brown Patch. Scalped hole plugs were replaced on all greens. Ballmarks on the 18-hole course greens were filled with green colored sand to smooth the putting surface and hide the damaged areas.

Tees

Tees are in good condition. Wetting agents were applied to facilitate water penetration. Growth regulators were applied to encourage tight, upright growth patterns. Fungicides were applied twice to prevent disease, including Dollar Spot, Pythium and Brown Patch.



We began using a permanent tee on hole #1 (9-hole course) in August. This tee was sodded in July.

Fairways

Fairways are in good condition. Wetting agents were applied to make water more effective. Growth regulators were applied to encourage tight, upright growth. Fungicides were applied twice to prevent disease, including Dollar Spot, Pythium and Brown Patch.

Roughs

The roughs are in good condition. Roller base sprinklers were used 12 days to water wear areas not covered by the irrigation system.

Sand Bunkers

Bunkers are in good condition. Bunker edging was completed on both courses. Replacement sand was added to restore proper depth in bunkers on holes 11 through 18.

Practice Tee

The practice tee is in good condition. The larger tee has held up well for being recently sodded.

Miscellaneous

1. **Bunker edging** was completed on both golf courses.
2. An **irrigation leak** on the driving range fairway was repaired.
3. **Litter** was picked up off the parkways 2 times.
4. An **irrigation leak** at #1 tee on the 9 hole was repaired.
5. Sod was installed around portions of the new #1 tee 9-hole course.
6. Missing hazard stakes were installed. Hazard lines were painted 2 times.
7. Various irrigation pipe and sprinkler heads damaged during construction were repaired.
8. New greens flags were installed on the 9 hole course.
9. Irrigation pipe and sprinkler heads damaged during construction were repaired at the north Park Boulevard entrance sign and the triangle landscape bed east of the parking lot.

MECHANICAL MAINTENANCE

In addition to routine maintenance and servicing of equipment, the following work was performed:

1. Eight pieces of equipment were serviced.
2. A number of mower cutting unit reels and bed knives were sharpened. Included were three 84-inch Toro® Trim Mowers, three E-plex® electric riding greens mowers and six Toro® Walking Greens Mowers.
3. A battery for the Smithco® Electric bunker rake was replaced.
4. Telephone and data wiring was installed to both starter stations.

PRO SHOP

Pro Shop sales were up 15% in August, and are down 38% for the year.

FOOD AND BEVERAGE

Food and Beverage sales were up 121% in August and are down 14% for the year.

This was the first full month of operating the new bar and restaurant. Many issues large and small are being addressed.

Customer traffic has been good, especially on weekends and on the patio. Sales of nearly \$200,000 made August 2013 our best month ever by a wide margin.

New lunch and dinner menus were put in place. The outdoor bar opened for business. New staff was hired in all areas. Kitchen equipment and operations were modified to improve operating efficiency.

We began live entertainment on a limited basis on the main patio. This will be expanded in coming months.

After considerable discussion and deliberation, the new bar and restaurant was named Reserve 22. Reserve is for special food and drink items prepared with special ingredients and set aside for special people or events. 22 recognizes the unique property with 22 lakes on which this restaurant sits. Reserve 22!

PARKS

1. Litter was removed from the ponds at Panfish Park and Lambert Lake.
2. In Panfish Park, lake banks were trimmed..
3. In Panfish Park, the limestone screenings path edges were redefined and paths were graded.
4. Panfish Park, Co-Op Park and Lambert Lake were mowed 4 times.

PROMOTION

A newsletter promoting Fall Fest 2013 was designed and sent to the printer.

A Ribbon Cutting was held on Saturday August 25 to mark the official opening of the newly remodeled clubhouse.

On Saturday August 31 we gave customers complimentary small plates in the restaurant. In five hours we served more than 800 complimentary small plates. Practice balls were free all day on the driving range, from open until dark.



Village President Demos cutting the ribbon to formally open the new Village Links clubhouse.

Begin establishing goals for 2014, for inclusion in the 2014-15 fiscal year budget. (September-November)

THE MONTH AHEAD

**Labor Day Heralds the
End of the Summer Golf Season**
Monday September 2

School Golf Continues

Fall Fest 2013
September 3 - November 11

Greens Aeration and Fairway Spiking

Over 60 Event
Wednesday September 18
Final Over 60 Event of the Season

Fall Scrambles
Sunday September 15
Saturday September 21

Swingin' Set Ladies League
Tuesday September 24
Final Day of the Season

ITEMS BEFORE THE VILLAGE BOARD

Last Month

none

Up Coming

November 11, 2013 - Village Board Meeting - 2014
Recreation Department User Fee Schedule.

UPCOMING PROJECTS

Schedule and Publicize Green Aeration and Fairway Spiking (September)

Annual aeration and topdressing of greens. This involves conventional aeration removing soil cores that are ½ inch in diameter and up to 4-inches in length. (September - October).

Conduct a study of Green Fees in the Chicago area market for 2014 pricing. (September).

VILLAGE OF GLEN ELLYN RECREATION DEPARTMENT

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



MANAGER'S REPORT FOR SEPTEMBER 2013

Prepared by Matt Pekarek

Matt Pekarek

September 2013 was a fair month for golf.

GOLF

Our 20th annual Fall Fest, a package of promotions intended to boost activity as play slows for the year, began after Labor Day. High school golf teams dominated weekday afternoons on the 9-hole course.

Golf rounds were down 2% in September. Rounds are down 18% for the year. Green fee revenue was down 3% in September and is down 16% for the year.

Motorized cart rentals were up 5% in September and are down 13% for the year.

Driving range sales were up 18% for the month, and are down 63% for the season. The newly expanded driving range has generated sales increases over 2012 for each of the two months the range has been open this year.

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	29,593	5,033	33,821	10,022	63,414
2011	4,544	28,523	4,321	30,651	8,865	59,174
2012	5,134	33,562	4,813	35,024	9,747	68,586
2013	4,931	28,034	4,645	27,926	9,576	55,960

WEATHER

The weather was nice. Less rain fell than normal.

High Temperatures in September										
	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004
100° days										
90° days	2	1	2			2	3		4	
80° days	7	6	3	8	7	7	14	4	14	15
70° days	12	14	7	15	17	13	9	14	8	12
60° days	8	6	13	5	5	7	4	10	4	3
50° days	1	3	5	2	1	1		2		
40° days										
Rain	1.8"	1.8"	3.4"	2.1"	3.4"	10.9"	0.9"	5.5"	1.7"	0.3"

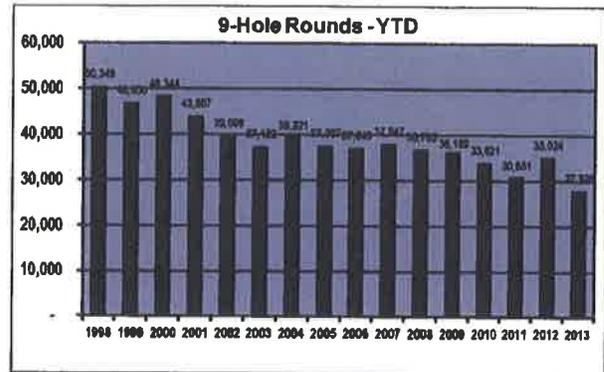


The newly expanded driving range did well in September, with sales up 18% for the month.

Golf Events

- 69 golfers played in the Valley View League's Jamboree Day on Saturday September 7.
- 26 golfers participated in the Links Cup Qualifying on Saturday September 14.
- 50 golfers competed in the Fall Scramble #1 on Sunday September 15.
- 32 golfers competed in the Fall Scramble #2 on Saturday September 28.

5. The **Swingin' Set Golf League** ended their season on Tuesday September 24.
6. Four **Over 60 Group** events were held on the 9-hole course, with an average of 62 players participating.
7. Four **evening leagues** ended their season
8. **Glenbard High Schools 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.

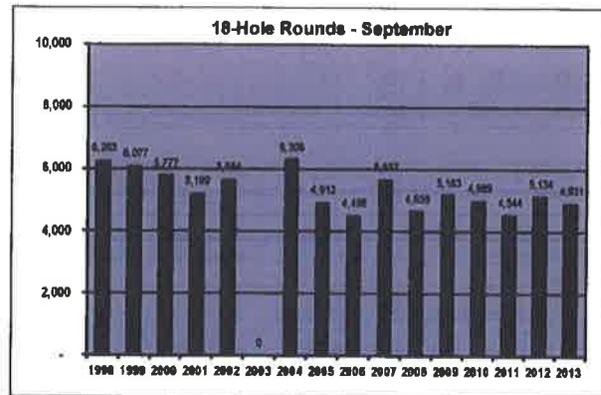


YTD 9-hole course rounds are down 20% from 2012.

September is the busiest month of the year for golf outings. This month outings accounted for 10% of all rounds played. Banquets accounted for 18% of all Food and beverage revenue.

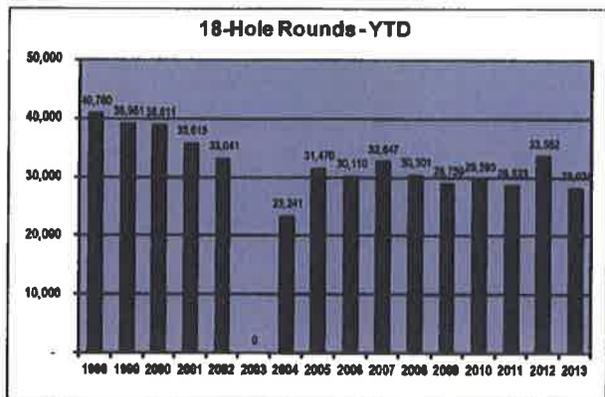


9-hole course rounds were up 1% in September.



18-hole course rounds were down 4% in September.

Outing & Banquet Recap													Schedule as of 10/10/13	
Golf Outings	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
# Outings				1	4	6	8	16	23				58	
# Outings Scheduled										4	-	-	4	
# Golfers				38	72	363	403	592	975				2,443	
Golf Revenue				\$ 4,500	\$ 4,518	\$ 26,737	\$ 27,015	\$ 37,955	\$ 58,740				\$ 159,465	
Food & Beverage														
# Golf Banquets				1	1	3	5	11	20				41	
# Non-Golf Banquets								6	7				13	
# Total Banquets	-	-	-	1	1	3	5	17	27	-	-	-	54	
# Golf Banquets Scheduled										5	1	-	6	
# Non-Golf Banquet Scheduled										8	7	5	20	
# Total Banquets Scheduled	-	-	-	-	-	-	-	-	-	13	8	5	26	
Golf Banquet - Revenue				\$ 380	\$ 286	\$ 8,189	\$ 8,530	\$ 12,750	\$ 26,988				\$ 57,123	
Non-Golf Banquet - Revenue								\$ 2,000	\$ 7,199				\$ 9,199	
Total Banquet Revenue	\$ -	\$ -	\$ -	\$ 380	\$ 286	\$ 8,189	\$ 8,530	\$ 14,750	\$ 34,187	\$ -	\$ -	\$ -	\$ 66,322	
Golf & Banquets Revenue	\$ -	\$ -	\$ -	\$ 4,880	\$ 4,804	\$ 34,926	\$ 35,545	\$ 52,705	\$ 92,927	\$ -	\$ -	\$ -	\$ 225,787	
Golf Outing - % of Rounds					1%	4%	3%	5%	10%				4%	
Banquets-% of F&B Revenue				5%	1%	14%	8%	7%	18%				8%	



YTD 18-hole course rounds are down 16 % from 2012.

GROUNDS

The golf course is in good condition.

Greens

Greens are in good condition. Greens were fertilized and treated with wetting agents and growth regulators. Greens were treated with fungicide to protect against Dollar Spot and Brown Patch disease.

Greens on the 9-hole course were aerated and top dressed with sand at the end of the month.



Crew member Miguel Huerta aerating a green. Core aeration removes a core of soil about 4-inches long. The holes left from the core removal are filled with sand.

We aerate greens to remove built up thatch and replace it with sand. Holes that penetrate the thatch layer allow moisture and nutrients to reach the turf roots, and provide a path for gas exchanges. Ideally creeping bentgrass, greens, tees and fairways would be aerated

twice a year - spring and fall. We make significant concessions to minimize a negative customer reaction that would hurt revenues at these key times of year. We aerate greens once a year, as late in the fall as we can without hurting the greens. We aerate tees once. We spike fairways without removing cores.

Tees

Tees are in good condition. Tees were fertilized and treated with wetting agents and growth regulators. Tees were treated with fungicide to protect against Dollar Spot and Brown Patch disease.

Tees on both courses were core aerated. While aeration leaves the tee surface with visible holes, this does not impact golfers significantly, because they tee the ball on a tee peg and do not play from the grass tee surface.

Fairways

Fairways are in good condition.

Fairways were fertilized and treated with wetting agents and growth regulators. Fairways were treated with fungicide to protect against Dollar Spot and Brown Patch disease.

For the sixth straight year, we "spiked" 44-acres of fairways instead of aerating. Spiking uses a 7/8-inch diameter solid tine to punch holes into the fairway. Core aeration uses hollow tines to remove cores of soil. Core 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 spiking on all 27 fairways.

Roughs

We also began solid tine spiking in the roughs. This process does not significantly disrupt the playing surface. We are spiking areas of roughs compacted by cart traffic.



Juan Garcia spiking worn areas of rough near 18-green.

Sand Bunkers

Sand was shoveled back in place in all bunkers once after a hard rain.

Horticulture

1. We converted flower beds from summer annuals to fall plants.
2. Annual flower beds were weeded once.
3. 30 trees were planted in the construction project zone, including the driving range, clubhouse area and parking lot



Crew members Javier Garcia and Eli Sanchez planting trees.

Other Tasks

The following miscellaneous tasks were accomplished during the month:

1. Soil was graded and seeded along **parking lot edges**. This work is part of the follow up to the parking lot construction earlier this spring.
2. Litter was picked up off the **Taft Avenue and Lambert Road parkways** twice. The parkways were mowed twice.
3. The **new east practice putting green** near the 9-hole course was mowed for the first time. This green will be ready for limited use in June 2014.
4. **Cart paths and curbs** were edged.
5. **Damage from skunks and raccoons** feeding on insects in the soil was repaired. We avoid damage to most key play areas by killing the insects earlier in the year.

MECHANICAL MAINTENANCE

1. Twelve pieces of equipment were serviced.
2. Electric outlets were installed on the circle drive trellis to accommodate holiday decorations.



Assistant Golf Course Superintendent Mike Ludwig and crew member Mike Schwartz installing electrical outlets on the circle drive trellis. These outlets will be used for holiday decorations in a "few" weeks. Ho-Ho-Ho?

PRO SHOP

Pro Shop sales were up 18% for the month and are down 31% for the year.

FOOD SERVICE

Food sales were up 133% from last September and are up 8% for the year.

Menus were updated. Various food production and service issues were improved. Sunday brunch was introduced at the end of the month.

For the third year, we grew herbs and vegetables for use in the restaurant.

2013 Produce Grown at the Village Links

Sweet Banana Peppers
Cucumbers
Bell Peppers
Tomatoes
Grape Tomatoes
Jalapeno Peppers
Green Kale
Mint
Red Bor Kale
Giant Red Mustard
Ruby Red Swiss Chard
Bright Lights Swiss Chard
Leaf Lettuce

Chives
Mint
Basil
Rosemary

PARKS

The two crushed limestone screenings paths connecting the Panfish Park walking paths to the Water's Edge Condominium complex received annual maintenance. Eroded sections were filled and the paths were graded. These paths are on homeowner association property and maintained by our crews as part of Panfish Park.

All parks were mowed twice.

PROMOTION

Our 20th annual Fall Fest promotion began September 5 and runs through November 12. 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 12, 2013 - Village Board Meeting - 2014 Recreation Department User Fee Schedule.

UPCOMING PROJECTS

Begin establishing goals for 2014, for inclusion into 2014-15 fiscal year budget. (September-November)

THE MONTH AHEAD

Fall Fest '13
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

Greens Aeration 18-Hole Course
October 7-8

Columbus Day
Monday October 14



Village of Glen Ellyn
Balance Sheet
 As of August 31, 2013
 Fiscal Year 2013/2014

550 - RECREATION FUND

ASSETS

CASH

	As of August 31, 2013	As of August 31, 2012	As of April 30, 2013
100000 - CASH-POOLED BANKING	437	497,627	83,706
100600 - CASH - RECREATION	99,785	74,877	36,001
101000 - CASH - PETTY CASH FUNDS	2,725	1,725	1,725

	102,947	574,229	121,433
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INVESTMENTS

110000 - IL FUNDS POOLED	195,371	23,736	980,104
110105 - IL FUNDS INVESTMENT ACCOUNT	10,064	10,055	10,063
110200 - IMET (POOLED)	2,151,577	2,360,899	1,182,977
110201 - IMET - BOND PROCEEDS	129,110	0	2,533,601
110500 - INVESTMENTS	0	0	0
110550 - INVESTMENTS - ADJUST TO MARKET	0	0	0

	2,486,122	2,394,690	4,706,745
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RECEIVABLES

120200 - ACCOUNTS RECEIVABLE	14,262	22,639	10,407
120205 - A/R - DUE FROM EMPLOYEES	2,973	2,973	2,973
120225 - EXCHANGE CLEARING - REC REFUND	8,326	(15,935)	0
120500 - GEN BILLING ACCNTS RECEIVABLE	0	0	0
120525 - AR GEN BILLING (CASH BASIS)	1,275	0	1,275

	26,836	9,677	14,655
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DUE FROM OTHER FUNDS

130000 - DUE FROM (TO) OTHER FUNDS	0	0	0
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	0	0	0
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INVENTORY

150300 - PRO SHOP INVENTORY	154,145	146,320	154,145
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	154,145	146,320	154,145
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PREPAID ASSETS

160100 - PREPAID ASSETS	0	0	0
160500 - BEVERAGE DEPOSIT-EUCLID	5,000	3,500	3,500
160505 - BEVERAGE DEPOSIT-SUPERIOR	1,550	550	550
160510 - BEVERAGE DEPOSIT-SCHAMBERGER	2,000	500	500
160515 - BEVERAGE DEPOSIT - WINDY CITY	2,750	750	750

	11,300	5,300	5,300
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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 OCTOBER 2013

Prepared by Matt Pekarek

Matt Pekarek

October 2013 was a fickle golf month for golf. The first half of October was nice, with temperatures well above normal. Things evened out in the second half of the month, with below normal temperatures discouraging play.

2.9-inches of rain fell, a near normal amount. Carts were grounded only one day and restricted to roughs on only two days.

The first frost was recorded October 18th, ten days later than average. The start of play was delayed 8 days due to frost.

High Temperatures in October										
	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004
100° days										
90° days										
80° days			4	3		1	6	2	4	
70° days	9	4	6	9	1	5	8	3	6	7
60° days	8	10	8	13	10	12	7	7	8	14
50° days	9	10	11	4	12	11	10	12	12	9
40° days	4	7	2	2	8	2		6	1	1
30° days	1							1		
Rain	2.9"	3.0"	1.6"	1.0"	5.9"	2.1"	2.0"	6.6"	1.0"	1.8"

Rounds History By Course						
Year	18-Holes		9-Holes		Total	
	Oct	Oct YTD	Oct	Oct YTD	Oct	Oct YTD
1998	4,186	44,966	4,066	54,415	8,252	99,381
1999	4,688	43,649	4,409	51,259	9,097	94,908
2000	4,434	43,245	4,326	52,670	8,760	95,915
2001	2,937	38,552	3,328	47,195	6,265	85,747
2002	3,266	36,307	2,989	42,688	6,255	78,995
2003	0	0	3,760	40,882	3,760	40,882
2004	3,750	26,991	3,419	42,640	7,169	69,631
2005	3,749	35,219	3,596	40,993	7,345	76,212
2006	2,616	32,726	2,597	39,646	5,213	72,372
2007	3,268	35,915	3,862	41,809	7,130	77,724
2008	3,078	33,379	3,324	40,109	6,402	73,488
2009	1,880	30,639	2,490	38,679	4,370	69,318
2010	3,238	32,831	3,542	37,363	6,780	70,194
2011	3,233	31,756	3,591	34,242	6,824	65,998
2012	2,484	36,046	2,718	37,742	5,202	73,788
2013	2,557	30,591	2,483	30,409	5,040	61,000

GOLF

Golf rounds were down 3% in October and are down 17% for the year. Green fee income was up 2% in October and is down 15% for the year.

Motorized cart rentals were up 2% in October, and are down 12% for the year.

Driving range sales were up 30% for the month, and are down 59% for the season.

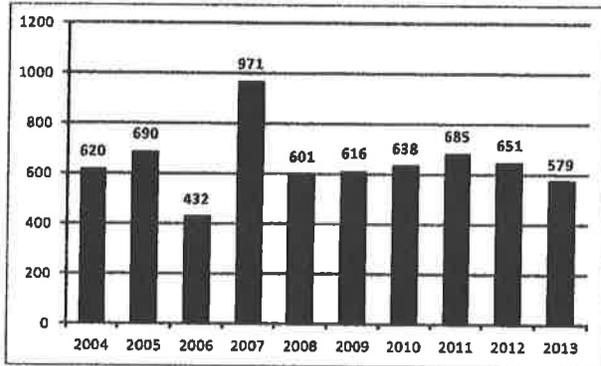
Other items of note in October:

1. The Glenbard South and West High School Golf Teams finished their seasons.
2. 21 Juniors played free on the 9-hole course in a promotion allowing Juniors to play free when accompanied by a paid adult on weekends

between 11:00 AM and 3:00 PM.

- 579 Resident Card Holders and VIP Card Holders took advantage of our promotion on the 9-hole course this month and played a **free round on "Tuesdays in October"**. This was down from recent years, undoubtedly the result of the weather.

Free 9 Hole Rounds - Tuesdays in October



GROUNDS

Playing conditions were disrupted by greens aeration early in the month. We offered a 25% discount for one week following greens aeration.

For the sixth straight season, we minimized disruption on fairways by spiking instead of cultivating with

traditional core aeration. We cannot continue to avoid annual fairway aeration much longer and are looking at ways to minimize aeration's negative impact on golfers.

There was a late season occurrence of Dollar Spot caused by the fungal pathogen *Sclerotinia Homoeocarpa*. The disease killed dozens of patches of turf on several of the greens and left superficial damage on some of the fairways and tees. Dollar Spot disease pressure is normally finished by early September. In early October, a stretch of 80° temperatures coupled with 56 hours of continually wet turf due to rain created ideal conditions for Dollar Spot formation. Normal weather patterns, immediately after the outbreak, stopped the disease from progressing.

Greens

Greens were in good condition, until aeration began.

All greens were fertilized, aerated and topdressed with sand. The 9-hole course greens were aerated September 30. The 18-hole course greens were aerated October 7-8.

Leaves were blown off greens several times throughout the month.

Outing & Banquet Recap													Schedule as of 10/31/13	
Golf Outings	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
# Outings				1	4	6	8	16	23	5			63	
# Outings Scheduled														
# Golfers				38	72	363	403	592	975	131			2,574	
Golf Revenue				\$ 4,500	\$ 4,518	\$ 26,737	\$ 27,015	\$ 37,955	\$ 58,740	\$ 6,625			\$ 166,090	
Food & Beverage														
# Golf Banquets				1	1	3	5	11	20	5			46	
# Non-Golf Banquets								6	7	11			24	
# Total Banquets				1	1	3	5	17	27	16			70	
# Golf Banquets Scheduled											1	-	1	
# Non-Golf Banquet Scheduled											12	10	22	
# Total Banquets Scheduled											13	10	23	
Golf Banquet - Revenue				\$ 380	\$ 286	\$ 8,189	\$ 8,530	\$ 12,750	\$ 26,988	\$ 4,119			\$ 61,242	
Non-Golf Banquet - Revenue								\$ 2,000	\$ 7,199	\$ 9,117			\$ 18,316	
Total Banquet Revenue				\$ 380	\$ 286	\$ 8,189	\$ 8,530	\$ 14,750	\$ 34,187	\$ 13,236			\$ 79,558	
Golf & Banquets Revenue				\$ 4,880	\$ 4,804	\$ 34,926	\$ 35,545	\$ 52,705	\$ 92,927	\$ 19,861			\$ 245,648	
Golf Outing - % of Rounds					1%	4%	3%	5%	10%	3%			4%	
Banquets-% of F&B Revenue				5%	1%	14%	8%	7%	18%	13%			9%	



Miguel Huerta uses an aeration core harvester to pick the aeration cores off the green and put them in the back of a Cushman® truckster.



Artificial turf tees and tee dividers were installed on the practice tee. The use of the artificial tees will take some wear off the natural grass tee.

Tees

Tees were in good condition. Tees aeration was completed on all 27 holes. Tees were fertilized once.

Fairways

Fairways were in good condition. Fairways were fertilized once.

Roughs

Roughs were in good condition.

Areas damaged by skunks and raccoons digging for grubs were repaired.

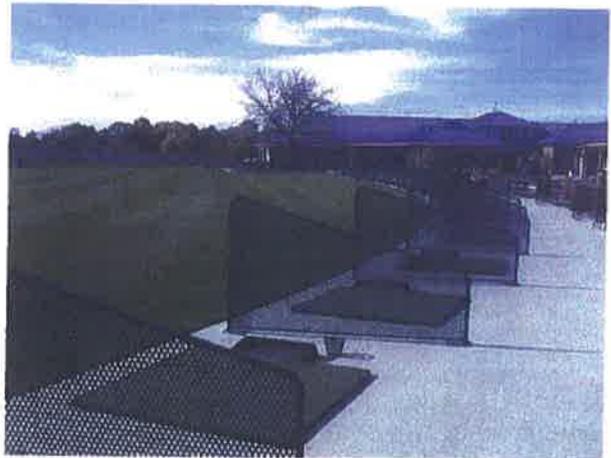
Worn areas around greens, tees, fairways and pond edges were spiked with solid tines and fertilized twice.

Sand Bunkers

Bunkers were in good condition.

Practice Tee

The practice tee was in good condition.



At the end of October, the west end of the practice tee was open on natural grass and the east end (above) was open on artificial turf mats. The larger practice tee held up nicely since opening in late July.

Irrigation

The grass around sprinkler heads and irrigation valves was trimmed in anticipation of closing down the system for the winter. Each head and valve was located and cleared of grass so we can purge it of water.

Horticulture

1. Fall flower planting was completed, with seasonal chrysanthemums planted in key beds.
2. Fall tree planting was completed.
3. All landscape beds were weeded and mulched.
4. Annual flower beds were stripped after the first freeze.
5. Over-growth along the west side fence of Lambert Rd. was trimmed.

6. Invasive trees in the natural area west of #2 green were removed.
7. Our 'chef's garden' was restocked with plants for fall menu items. Swiss Chard, Giant Red Mustard and Red Bor Kale were some of the offerings.
8. Late Fall plants capable of withstanding moderate frosts were installed in clubhouse site planters.
8. Driving range dividers were installed on the east and west practice range wings.
9. Ten refrigerated drinking fountains were removed from the golf course for the winter. Supply lines were winterized.



Late Fall foliage plants capable of withstanding moderate frosts were planted in clubhouse site planters.

Miscellaneous Tasks

1. Turf was trimmed around tee and fairway yardage plates.
2. Litter was picked from parkways along Lambert Road and Taft Avenue once in October. Parkway were mowed twice.

MECHANICAL MAINTENANCE

Staff spent considerable time preparing and maintaining aeration equipment.

1. Ten pieces of grounds maintenance equipment were serviced.
2. The reels and bedknives on the Ransomes® Eplex #1 electric riding green/tee mower were sharpened.
3. Toro® #4 driving range mower reels and bedknives were sharpened.
4. Security lights were installed at the golf cart rental parking area.
5. Fuel injectors were cleaned on Toro® #1 60" trim mower.
6. Greens triplex Toto® #9 reels were sharpened.
7. All HVAC units in the clubhouse, Halfway House and Maintenance Building were serviced for the winter.

PRO SHOP

Pro Shop sales were up 18% from last October, and are down 29% for the year.

RESERVE 22

Food and Beverage sales were up 148% for the month, and are up 18% for the year.

We installed patio heaters to extend the outdoor dining season a bit. The heaters were very popular with customers, even though the extra sales that resulted did not come close to covering the cost of the heaters and fuel.

The first full month of Sunday Brunch sales were light. An advertisement for Sunday Brunch began running in the St. James Catholic Church weekly bulletin.

Updated Fall Lunch and Dinner menus were introduced.



Banquets accounted for 13% of Food & Beverage sales in October.



Our 'chef's garden' was restocked with plants for fall menu items.



Swiss Chard, Giant Red Mustard and Red Bor Kale were some of the offerings grown on site and served at Reserve 22.

PARKS

Litter was removed from the ponds at Panfish Park and Lambert Lake. We completed adding wood chips to the walking trail at Lambert Lake. The walking trail is a little over one mile in length.

PROMOTION

Our annual Fall Fest continues through November 12. One of the most popular Fall Fest promotions is half priced green fees on Mondays and Tuesdays. Also popular is "Free Tuesdays in October" on the 9-hole course for all VIP and Resident Card holders.

ITEMS BEFORE THE VILLAGE BOARD

Last Month

none

Up Coming

none

UPCOMING PROJECTS

Continue establishing goals for 2014, for inclusion into 2014-15 fiscal year budget. (September-November)

THE MONTH AHEAD

22 nd Annual Holiday Open House is Sunday December 1, 12:00 noon to 5:00 PM.

The golf course is prepared for winter, with all 27-holes scheduled to close after Sunday December 8, weather permitting.

Continue work on the 2014-15 fiscal year budget.