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# Quarterly Report Packet

August 2014 – October 2014

Management Team





# Village of Glen Ellyn



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Village of Glen Ellyn



# VILLAGE STRATEGIC ISSUES AND CRITICAL GOALS



## Village Strategic Issues and Critical Goals

12/16/2014

<b>GOALS</b>	<b>Strategic Issue I: CAPITAL ALLOCATION - Adopt a strategic approach to allocating funds to maintain and improve infrastructure and facilities based on highest priority. Village needs.</b>	<b>Target Date</b>	<b>Status</b>
I-1	Evaluate Police Station alternatives and pursue a course of action as determined by the Village Board. Shifting towards implementation.	8/1/2014	Completed
I-2	Evaluate downtown pedestrian and vehicle traffic improvements	1/15/2015	Pending
I-3	Develop a priority list of capital projects and evaluate funding options	8/1/2014	Completed
I-4	Complete Village Board approved capital and ongoing maintenance projects	12/31/2014	Completed
I-5	Identify projects and funding options for unfunded/unbudgeted projects for Village Board consideration	8/1/2014	Completed

<b>GOALS</b>	<b>Strategic Issue II: FINANCIAL STABILITY - Assure continued financial stability by aligning Village services with revenue.</b>	<b>Target Date</b>	<b>Status</b>
II-1	Create and deliver a bottom up budget approach and transition to a calendar year budget	5/1/2014	Completed
II-2	Evaluate 10 different cost controls that continue to deliver high quality services	Ongoing	Completed
II-3	Complete necessary financial monitoring including audit, five year forecast, and Scorecard	8/1/2014	Completed
II-4	Implement e-billing and e-government solutions that improves service to the residents and/or controls costs	3/1/2015	Pending
II-5	Develop short and long term strategies and plans to meet any and all financial challenges including sustaining the Volunteer Fire Company	1/1/2014	Completed
II-6	Evaluate new revenue concepts and ensure fees are in line with market	10/1/2015	Not Started

<b>GOALS</b>	<b>Strategic Issue III: ECONOMIC DEVELOPMENT - Increase economic vitality by recruiting and retaining quality businesses and fostering their growth.</b>	<b>Target Date</b>	<b>Status</b>
III-1	Create and deliver strategic plan for Economic Development that focuses on overall commercial vitality	7/1/2014	Completed
III-2	Review and implement efficiency changes in permit processes	10/1/2015	Pending
III-4	Review and consider annexation opportunities to increase the tax base and control future development	12/31/2014	Pending
III-5	Review ARC/Planning Commission roles	On Hold	On Hold

<b>GOALS</b>	<b>Strategic Issue IV: CUSTOMER SERVICE - Deliver high-quality customer service, build trust and invite involvement through caring interaction, improved processes and superior communication.</b>	<b>Target Date</b>	<b>Status</b>
IV-1	Create communication plan for emergencies	2/1/2014	Completed
IV-2	Develop a resident (customer) management strategy that mandates responsiveness and convenience.	6/1/2014	Ongoing
IV-3	Evaluate efficiencies that continue to deliver high quality services in three areas, false alarms, crime free housing, and Administrative Adjudication.	2/1/2015	Pending
IV-4	Enhance and improve communications with residents and the Village Board	12/1/2014	Completed
<b>GOALS</b>	<b>Strategic Issue V: HUMAN RESOURCES - Focus on employee learning and growth to further develop a workforce committed to excellence and able to meet the Village's evolving needs.</b>	<b>Target Date</b>	<b>Status</b>
V-1	Review Staff allocation and opportunities to eliminate redundancies annually as part of budget process.	5/1/2014	Completed
V-2	Implement merit based pay system organization wide	5/1/2014	Completed
V-3	Develop succession plans for all departments focused on talent management and an overall training program.	12/1/2014	Completed
V-4	Evaluate internal human resources improvements to assist in protecting a greatest asset: employees.	5/1/2015	Pending
V-5	Evaluate all position vacancies and analyze needs and opportunities for efficiencies for SY14.	5/1/2014	Completed

## 2013-15 Village Strategic Issues and Critical Goals

**Strategic Issue I: CAPITAL ALLOCATION** - Adopt a strategic approach to allocating funds to maintain and improve infrastructure and facilities based on highest priority

Goal I	Action Steps	On track	Complete	Comments	Dept.
1	Continue to evaluate the space needs analysis and provide alternatives to meet the needs of the Police Department and other departments and make a recommendation to the Village Board by January 1, 2014. Created a Work Group and evaluate other alternatives, tour of Hanover Park, and		X	Pending final decision by Village Board.	Admin
1	Purchase 59 S. Park in order to preserve the Village's flexibility to consider future improvements to Panfish Park by November 1, 2013		X	Purchased, demolition is scheduled for Q1 in CY15	Admin
2	Evaluate funding options and complete feasibility study work with Metra/Union Pacific to advance the development of a pedestrian tunnel by June 1, 2014			Long term goal, feasibility study completed in FY14. Scheduled for VB Workshop in January.	Admin/PW
3	Shift street program focus from reconstruction to resurfacing and maintenance program by 12/31/2014		X	Hiring additional engineer, shifting projects to free up funding for Police Station, and shifting to revised 10-Year CIP	Admin/PW
3	Update and include annexation areas in new 10-Year CIP		X		Admin/PW
4	Complete the annual Capital Improvement Program projects including facility improvements and equipment replacement by January 1, 2015.			See attached CIP Scorecard; some projects cross over fiscal years.	All
4	Successfully manage the 2013 roadway construction projects including resolution of parking, sidewalk and street width issues on Lenox and possible new sidewalk on Linden, Oak and Brandon by November 1, 2014		X		PW
4	Oversee Duane-Glenwood (Metra) parking lot project to completion by January 1, 2014.		X	Received ARC award for design quality	PW
4	Begin implementation of clear water reduction strategies, studies and projects as recommended by the 2011 SSES report and 2012 Central Basin study including lining of sewers and selected sewer replacement/relief sewer construction by May 1, 2014		X		PW

4	Develop and implement the Roosevelt Road water main replacement project by November 1, 2015			Shifted to CY15	PW
4	Start a sidewalk program to systematically inspect every sidewalk in the Village and record condition and take action to repair any tripping hazards by May 1, 2014		X	Started; multi-year initiative	PW
5	Complete the addition of the salt storage facility by September 1, 2014			Re-evaluate offsite locations, working to decrease overall costs of project.	PW
5	Apply for grant to fund needed vehicle exhaust extraction systems for both fire stations by May 1, 2014		X	Complete; used budgeted funds to replace in-car computers in fire vehicles.	FD
5	Evaluate new streetscape plan, develop cost estimates, and apply for grant funding for streetscape plan in the downtown by December 2014			Shifted to CY15; considering improvement projects to facilitate sidewalk cafes.	Admin/P&D
5	Evaluate economic development partnerships that would increase parking in the downtown by January 2015			Ongoing review of downtown development opportunities.	Admin/P&D
<b>TOTAL COMPLETE/ON TARGET=TOTAL: 10/15</b>					

## Strategic Issue II: FINANCIAL STABILITY - Assure continued financial stability by aligning Village services with revenue.

Goal II	Action Steps	On track	Complete	Comments	Dept.
1	Develop a bottom-up budget approach and complete a detailed review of all department and fund budgets by May 1, 2014		X		Finance
1	Transition to a Calendar Year budget by May 1, 2014		X		Finance
2	Partner with neighboring municipalities to share costs associated with infrastructure projects by May 1, 2014		X	Still evaluating how effective the MPI program has been. Working with DMMC.	Admin/PW
2	Periodically adjust Village fees and fines to be commensurate with the cost of providing services by establishing gradual and appropriate increases in line with other communities by October 1, 2015			Shifted to next Q3 in CY15	Finance/ Admin
2	Evaluate the concept of in-house legal services		X	Hired Greg Mathews in July 2015.	Admin
2	Develop a pre-qualification process for engineering services and consider restructuring engineering services to incorporate a more in-house approach by December 1, 2014			Completed analysis, will include in CY15 budget based on feedback from Village Board in December Workshop.	Admin/PW
2	Review purchasing cards and overall purchasing policy by December 31, 2014			More thorough review requested by Village Board, shifted to Q2 in CY15	Finance
3	Complete annual update to the annual five year forecast by February 1, 2014		X		Finance
3	Complete annual update to the 2013 Financial Scorecard report by May 1, 2014		X		Finance
4	Develop an information technology strategic plan by May 1, 2014		X		Admin
4	Utility Billing customer service improvement:				Finance
4	* Implement online utility bill access with credit card payment at no additional charge to the customers by May 1, 2015				Finance
4	* Lay the groundwork and schedule UBCIS upgrade and conversion, which will allow for E-Billing by February 2015				Finance

5	Analyze sustainability of the Volunteer Fire Company and evaluate potential tax/fee increase and develop a Memorandum of Understanding with GEVFC to formalize responsibilities by May 1, 2014		X		Admin/FD
5	Maintain the 18-hole course in superior condition; maintain greens that are smoother and faster than those at most public golf courses and rebuild golf revenue at the Village Links by January 1, 2015		X		Rec
5	Build the new restaurant, bar and banquet business into a destination that generates \$1.7M in revenue by January 1, 2015		X		Rec
5	Maintain AA1 Bond rating by maintaining a diverse tax base		X	May be ungraded, completed preliminary analysis	Finance
5	Develop long term funding plan to meet future pension obligations by October 2014		X	Finance Commission	Finance/ Admin
6	Implement the false alarm fee ordinance by July 1, 2014			Shifted project to Q1 in CY15 to further analyze options.	PD/Admin

**TOTAL COMPLETE/ON TARGET=TOTAL:17/18**

**Strategic Issue III: ECONOMIC DEVELOPMENT - Increase economic vitality by recruiting and retaining quality businesses and fostering their growth.**

Goal III	Action Steps	On Track	Complete	Comments	Dept.
1	Develop an Economic Development Strategic Plan by April 1, 2014:		X	Developing a strategic plan based on Downtown Plan, Comp Plan, and previous strategic planning.	Admin
1	* Target areas for economic development		X	Developed opportunity sites through commercial districts; working with list of desired retailers for downtown and Roosevelt Road focusing on Roosevelt Glen and old Dominick's site	Admin
1	* Create a marketing plan for economic development		X	Marketing plan being developed with Alliance and downtown, pending funding question; joined CVB with community partners; monitor these initiatives and enhance in the future	Admin
1	Issue an RFP for 825 N. Main by February 1, 2014 and analyze results by May 1, 2014; hired broker by October 1, 2014.		X	Next step is to consider offers and ultimately sell the property.	P&D/Admin
1	Establish a business liaison position by November 1, 2013		X	Economic Development Coordinator to take on this responsibility and work closely with P&D, Chamber and Alliance, and other departments to facilitate a business-friendly process	Admin
1	Complete a Village wayfinding plan and begin implementing by May 1, 2015			Budgeted in CY15; focus on Marquee Sign and parking lot signs.	P&D/PW
1	Maintain an attractive pedestrian environment by encouraging sidewalk cafes and promoting downtown events.		X	Good year of events coordinating by the Chamber and Alliance; working on sidewalk café opportunities.	P&D/Admin
2	Develop a plan to streamline development approvals and reviews, permits, and new business opening in the Village by June 1, 2014		X	Formalized benchmarks and comparable community benchmarks; need to monitor performance.	P&D
2	Consider implementation of an online building permit system to provide customer flexibility and service by December 2015				P&D
2	Complete Sign Code by February 1, 2014		X	Revisiting in February 2016	P&D
2	Adopt 2012 Energy Codes by August 1, 2014			Intentionally on hold.	P&D
2	Consider whether we should adapt new building codes by April 1, 2015				P&D

3	Implement a communication strategy with the Village Board to engage them on economic development decisions and outcomes by June 2014		X		Admin
4	<p>Embrace residential and commercial annexation opportunities</p> <ul style="list-style-type: none"> <li>* Continue to pursue and analyze costs and benefits of annexation of Glen Oak Country Club and other residential areas off of Hill Ave. by August 1, 2014</li> <li>* Continue to pursue and analyze costs and benefits of annexation of 150 properties in the Marston/Bemis Area by August 1, 2014</li> <li>* Finalize the annexation of the industrial properties on Hill Ave. by August 1, 2014</li> <li>* Continue to pursue and analyze costs and benefits of annexation of areas north and south of Butterfield Road by January 1, 2015</li> </ul>			Making significant and steady process on all these issues.	P&D/Admin
5	Consider combining the Plan Commission and Architectural Review Commission by July 1, 2015			On Hold	P&D
<b>TOTAL COMPLETE/ON TARGET=TOTAL: 12/14</b>					

**Strategic Issue IV: CUSTOMER SERVICE - Deliver high-quality customer service, build trust and invite involvement through caring interaction, improved processes and superior communication.**

Goal IV	Action Steps	On track	Complete	Comments	Dept.
1	Implement Reverse 911 by November 15, 2013		X		Admin
2	Monitor the success of the PW service request system and evaluate alternatives for other departments to utilize by December 2014			on this process and evaluate further use in those departments.	Admin
2	Increase the customer convenience and interactivity and functionality of the Village website by November 1, 2013		X	Website update complete, continue to add additional functionality of online payments and forms to website	Admin
2	Continue philosophy that all customers are responded to by the village within two business days with an acknowledgment of their request.		X	Ongoing!!!	Admin
3	Prepare a plan and analysis to enhance Administrative Adjudication Program in partnership with Police Department to include other code violations by March 2015			Should be completed Q1 in CY15	PD/Admin
3	Prepare a plan and analysis to implement changes to the public safety alarm ordinances by December 2014				FD/PD
3	Prepare a report on advantages and disadvantages of implementing a Crime Free Housing ordinance by July 1, 2014		X	Completed analysis, unclear on whether the Village wants to move forward. On hold.	PD
4	Develop a Village Board/Staff Relations Policy to maintain a professional relationship that works for the benefit of the organization by June 2014			Allow new Village Board to evaluate.	Admin
4	Consider a process to complete a community survey biannually as part of the strategic planning process by October 2014			On hold	Admin
4	Develop an online electronic Agenda Packet Program by January 1, 2014		X		Admin
4	Coordinate the development of a 5-year GIS Strategic Plan by May 1, 2014		X		Admin
4	Align the goals of Board and staff and revisit them annually during budget discussions and biannual retreats		Ongoing		Admin

**TOTAL COMPLETE/ON TARGET=TOTAL: 8/12**

**Strategic Issue V: HUMAN RESOURCES - Focus on employee learning and growth to further develop a workforce committed to excellence and able to meet the Village's evolving needs.**

Goal V	Action Steps	On track	Complete	Comments	Dept.
1	Continue to control personnel costs by evaluating benefits options and staffing options as part of budget process (May 1, 2014).		Ongoing	Reviewing again as part of CY 15 Budget.	Admin
1	Continue to utilize technology in innovative ways to consolidate functions, streamline work processes, and deliver services more efficiently as part of budget process (May 1, 2014).		Ongoing	Reverse 911, Service Request System, online agenda packet, streaming Village Board meetings, updated website, and GIS have all been implemented. Reviewing again as part of CY 15 Budget.	Admin
2	Enhance Village's merit pay plan by updating the Village's performance evaluation tool, implementing the transition to focal point annual reviews by January 1, 2014		X	Shift to CY process has been completed.	Admin
3	Foster training, continuing education, skill development, and cross-training for all employees as part of budget process (May 1, 2014).		X	Conducted Supervisor Training in December 2015. Reviewing again as part of CY 15 Budget.	Admin
3	Created success plans in Planning and Development; Public Works, Police Department, Finance, and Village Links.		X	Restructured various departments and formulated succession plans in key areas.	Admin
3	Evaluate the feasibility of consolidating operations, services, procedures, and common tasks within and across departments annually in recommend changes as part of budget process (May 1, 2014).		X	Reviewing again as part of CY 15 Budget.	Admin
4	Conduct informal audit of Village's HR policies and procedures, and develop recommendations; complete comprehensive review of the Village's Personnel Manual by May 2015.			HR and Legal review of Personnel Manual by Q3 in CY15	Admin
4	Establish an enhanced wellness program by October 1, 2014		X		Admin
4	Deploy Munis Employee Self-Service module by May 1, 2015			Shifted to Q2 in CY15	Admin

**TOTAL COMPLETE/ON TARGET=TOTAL: 8/8**

**KEY**

On Schedule / Completed

Not Started / Concerned About Progress

Off Track



**Village of Glen Ellyn**



# **Planning and Development Department**

**August 2014 –October 2014**





# Quarterly Report

AUGUST - OCTOBER 2014

## P&D COURT CASES:

263 Merton Avenue:  
September 9, 2014  
In violation of fire code

**Architectural Review Commission Awards:** The ARC met on July 23, 2014 to consider all projects that have been through the exterior appearance review process and that have been completed since July 2013. At this meeting, the ARC unanimously agreed to grant the 2013-2014 annual Traveling Trophy Award for excellence in building design to Magenium Solutions located at 535 Pennsylvania Avenue with The Fresh Market Center located at 277-293 Roosevelt Road receiving an honorable mention. The Commission also unanimously agreed to grant the Vivian Ball Landscape Award to the Glen Ellyn Public Works Department for the Duane/Glenwood Metra parking lot located at 460-478 Duane St. These awards were presented to the recipients at the August 25, 2014 Board meeting. Congratulations to the award winners!

### Rendering of Magenium Solutions



**Marston and Bemis Annexation:** The Marston Avenue/Bemis Road area annexation of 150 homes is nearly complete. Informational letters were sent out to all property owners in the area at the end of October detailing the final steps in the process and requesting that all Village service applications be submitted by December 1, 2014. The annexation has been scheduled for consideration by the Village Board on Monday, December 8, 2014 and it is anticipated that the Village Board will act on the annexation this same night. The annexation is planned to go into effect on January 1, 2015.

**Development Update:** Progress was made on multiple construction projects this quarter. Autumn Leaves memory care facility is targeted to open on February 1, 2015. Pet Supplies Plus at 299 Roose-

velt Road hopes to open by the end of this year and Ross Dress For Less at 579 Roosevelt Road plans to open in the spring. Additional development projects were proposed this quarter including a new breakfast restaurant—Buttermilk and Honey—to be located at 10 N. Park Boulevard. A pre-application meeting was also held for another Dunkin' Donuts to be located at 1090 Roosevelt Road and the Village is now awaiting the submission of their formal application. In addition, two single-family subdivisions are anticipated to break ground this spring. Both still under review, the Enclaves of Glen Oak subdivision is proposed to have eight single-family homes. Also still under review, the Brookhaven subdivision off of Sunnybrook Road is proposed to have 10 single-family homes.

### Pet Supplies Plus—299 Roosevelt



**Downtown Development Projects:** Two significant downtown redevelopment projects proposed at the old McChesney & Miller and Giesche shoe sites were discussed by the Village Board this quarter. Conceptual plans and preliminary incentive requests were presented to the Board by each of the developers in early October. The economic incentives requested by the developer of the McChesney site were viewed by the Village Board as significant. Therefore, this project will not be moving forward. The Village is, however, continuing work with the Opus Group for the potential redevelopment of the Giesche, St. Petronille parking lot and Main Street parking lot. This mixed-use development is proposed to be five stories tall with approximately 125 apartment units, 8,000 square feet of commercial space and a parking deck. A formal application for the project has not yet been submitted.



**PLANNING AND DEVELOPMENT DEPARTMENT  
QUARTERLY REPORT  
August 2014 to October 2014**



	<b>AUG-OCT</b>	<b>2014 YTD</b>	<b>2013 Actual</b>
<b>Total Building Permits Issued</b>	423	1160	1472
New Single Family dwelling	17	38	30
New Multi-family dwelling	0	0	0
New Commercial building	1	4	2
Additions and Alterations Single-family	45	134	203
Additions and Alterations Multi-family	0	0	0
Demolitions	14	27	26
Additions and Alterations Commercial	22	48	58
Accessory Structure/Miscellaneous	324	909	1153
<b>Total Estimated Construction Value (millions)</b>	\$14.17	\$40.42	\$42.22
<b>Certificates of Occupancy (TCO &amp; CO)</b>	5 TCO; 10CO	17TCO; 14 CO	21 TCO; 17 CO
<b>Stormwater Permits Issued</b>	24	51	48
<b>Demolition Permit Applications</b>	14	27	28
<b>Contractors Registered</b>	165	580	690
<b>Sign Permits Issued</b>	13	33	38
<b>Banner Sign Permits Issued</b>	7	24	24
<b>Total Inspections Conducted</b>	1124	3470	4195
Building Inspections	807	2643	3143
Exterior Appearance/Ordinance Inspections	0	3	19
Elevator Inspections	21	84	70
Grading/Stormwater Inspections	61	159	111
Drainage Inspections/Complaints	19	39	77
Landscape Inspections	15	32	20
Property Maintenance Inspections	105	268	397
Site Inspections	97	285	358
<b>Total Development Applications Acted On</b>	16	38	40
Exterior Appearance	4	9	10
Planned Unit Development	0	0	0
Sign Variation	2	5	5
Special Use Permit	2	3	6
Stormwater Variation	0	0	0
Subdivision	1	2	1
Zoning Map Amendment	1	1	1
Zoning Text Amendment	1	4	1
Zoning Variation	5	14	16
<b>Administrative Approvals</b>	1	13	4
Consolidations, 2-Lot Subdivs & Land Transfers	1	4	4
License Agreements - Tables and Chairs	0	10	NA
Other Administrative Approvals	0	0	0
<b>Misc. Ordinances/Resolutions Acted On</b>	2	9	11
<b>FOIA Requests Processed by Department</b>	52	157	173
<b>Annexations Approved</b>	2	2	0
<b>Annexation Agreements Approved</b>	0	1	2
<b>Violation Letters Issued (prior to citation)</b>	26	259	259
<b>Citations Issued</b>	5	7	35
<b>License Agreements Acted on by Board</b>	0	1	NA



# PLANNING AND DEVELOPMENT DEPARTMENT MONTHLY DEMOLITION REPORT



## OCTOBER 2014

### 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	0	22
2013	1	4	6	1	2	2	1	6	2	0	1	2	28
2014	1	2	11	4	2	3	2	6	5	1			31

### DEMOLITION PERMIT APPLICATIONS SUBMITTED DURING CALENDAR YEAR 2014

No.	Address	Date	Lot Size	Lot Area	Earliest Record	Historic	Action	Status	Applicant/Builder
1	171 HILL	1/14/2014	70X305	21350	09/10/65	No	Demo & SFR	03/18/14	Greenscape Homes
2	495 BRYANT	2/11/2014	86x171	14706	07/10/70	No	Demo & SFR	04/10/14	McMaster/Faganal Homes
3	738 HIGHLAND	2/18/2014	50x158	7900	10/20/80	No	Demo & SFR	04/10/14	Julison Construction
4	363 N MAIN	3/12/2014	65x154	10010	07/12/77	No	Demo & SFR	06/16/14	McJames Construction
5	305 N PARK	4/7/2014	55x203	11156	09/17/54	No	Demo & SFR	07/07/14	Rite Way Custom Homes
6	667 KENILWORTH	4/7/2014	50x179	8951	08/08/79	No	Demo & SFR	07/10/14	DRH Cambridge Homes
7	475 CARLETON	4/7/2014	50x171	8525	06/19/54	No	Demo & SFR	06/09/14	DRH Cambridge Homes
8	281 FOREST	4/8/2014	94x218	20563	05/02/67	No	Demo & SFR	Pending	Dave Knecht Homes
9	287 OAK	5/7/2014	50X201	10085	01/29/42	No	Demo & SFR	10/15/14	Rite Way Custom Homes
10	785 EUCLID	5/13/2014	62X162	10170	04/17/50	No	Demo & SFR	06/24/14	Greenscape Homes
11	299 ROOSEVELT	5/19/2014	70X122	8546	08/05/59	No	Demo & Com.Bld.	08/12/14	Pet Supplies Plus/Lagestee- Mulder
12	328 MAPLE	5/20/2014	64X132	8446	06/22/55	No	Demo & SFR	07/08/14	Rite Way Custom Homes

**DEMOLITION PERMIT APPLICATIONS SUBMITTED DURING CALENDAR YEAR 2014**

No.	Address	Date	Lot Size	Lot Area	Earliest Record	Historic	Action	Status	Applicant/Builder
13	466 PHILLIPS	6/24/2014	75x138	10275	06/01/72	No	Demo & SFR	10/23/2014	David Weekley Homes
14	425 LOWELL	6/26/2014	60x164	9840	08/01/54	No	Demo & SFR	9/25/2014	David Weekley Homes
15	476 GREENFIELD	6/30/2014	50x154	7700	06/01/72	No	Demo & SFR	Pending	Greenscape Homes
16	310 KENILWORTH	7/29/2014	60x347	20820	05/01/53	No	Demo & SFR	9/25/2014	David Weekley Homes
17	270 CHESTERFIELD	7/30/2014	62x157	9734	07/17/51	No	Demo & SFR	10/1/2014	David Weekley Homes
18	501 LONGFELLOW	8/9/2014	72x165	11880	12/09/58	No	Demo & SFR	9/23/2014	Greenscape Homes
19	718 KENILWORTH	8/8/2014	52x378	19656	03/17/56	No	Demo	9/5/2014	Provencal Construction
20	354 CUMNOR	8/11/2014	70x186	13020	01/21/72	No	Demo & SFR	10/21/2014	Rite Way Custom Homes
21	303 KENILWORTH	8/11/2014	57x183	10431	06/14/60	No	Demo & SFR	10/29/2014	Rite Way Custom Homes
22	247 HILL	8/11/2014	78x175	13650	06/08/83	No	Demo & SFR	11/5/2014	Rite Way Custom Homes
23	335 MILLER	8/19/2014	70x122	8540	9/18/1967	No	Demo & SFR	10/1/2014	Baumson Builders
24	590 REVERE	9/3/2014	60x147	8802	7/20/1948	No	Demo & SFR	10/28/2014	David Weekley Homes
25	542 KENILWORTH	9/5/2014	50x403	20155	7/8/2027	No	Demo & SFR	11/4/2014	David Weekley Homes
26	578 LAKEVIEW TR	9/8/2014	80x116	9301	12/29/1960	No	Demo & SFR	Pending	Rite Way Custom Homes
27	100 N MAIN	9/9/2014	100x247	24700	12/8/1961	No	Demo & SFR	11/7/2014	David Weekley Homes
28	462 RIDGEWOOD	9/19/2014	75x138	10325	7/8/1953	No	Demo & SFR	11/4/2014	Lautz Custom Homes
29	648 KENILWORTH	9/30/2014	55x154	8489	5/9/1980	No	Demo & SFR	Pending	Kral Construction
30	406 HILL	9/29/2014	70x131	9137	11/1/2026	No	Demo & SFR	Pending	Julison Construction
31	383 ANTHONY	10/14/2014	50x300	15000	7/22/1975	No	Demo - subdivision	Pending	Mark Palicki



**PLANNING AND DEVELOPMENT DEPARTMENT**  
**DEVELOPMENT CASE, ANNEXATION AND SPECIAL PROJECT STATUS**  
**As of October 31, 2014**

CASE/DEV. NAME (APPLICANT)	DESCRIPTION OF PROPOSAL	ARC REVIEW (DATES/MTGS.)	PC REVIEW (DATES/MTGS.)	ZBA REVIEW (DATES/MTGS.)	VB REVIEW (DATES/MTGS.)	COMMENTS AND REVIEW STATUS
Brookhaven Subdivision	New 10-lot subdivision and annexation on Sunnybrook	NA	Pre-application meeting 2/13/2014	NA	Pending	Initial application reviewed. Awaiting resubmission.
<b>290 Cottage Avenue</b>	<b>Variations to allow second floor addition</b>	NA	NA	Public hearing 10/28/2014, recommended approval 5-0.	11/24/2014	
460 Crescent Boulevard, The Apartments at Crescent	PUD and Exterior Appearance approval for new mixed use development	Pending	Pre-application meeting 4/24/2014	NA	Discussed at meetings on 9/22/2014 and 10/6/2014	Withdrawn following 10/6/2014 Village Board meeting.
500 Crescent Boulevard, Young's Appliances	Sign variations to allow rehabilitation of existing freestanding sign	Public hearing 10/8/2014, recommended approval 5-0	NA	NA	10/27/2014	Approved by Village Board at October 27, 2014 meeting.
505 Crescent Boulevard, Dental Care of Glen Elyn	Special Use for dental office	NA	11/13/2014	NA	11/24/2014	
670 Crescent Boulevard, Spaulding Point	Impervious surface setback variations for new patio at Memorial Field	NA	Public hearing 4/10/2014, recommended approval 7-0	NA	5/12/2014	On hold
561 Elm Street, Forest Glen Elementary School	Exterior appearance of proposed addition	Public meeting 7/23/2014, recommended approval 6-0	NA	NA	8/11/2014	Approved by Village Board at August 11, 2014 meeting.
<b>561 Elm Street, Forest Glen Elementary School</b>	<b>Sign variation for proposed message board</b>	Public hearing 9/10/2014 and 10/8/2014, recommended approval 5-0	NA	NA	10/27/2014	Approved by Village Board at October 27, 2014 meeting.
240 Geneva Road, Churchill Elementary School	Exterior appearance of proposed addition	Public meeting 7/23/2014, recommended approval 6-0	NA	NA	8/11/2014	Approved by Village Board at August 11, 2014 meeting.
690 Grand	Variation for two-story addition	NA	NA	Public hearings 8/12/2014, 9/9/2014 and 10/14/2014, recommended approval of 2 variations 6-0 and recommended approval of third variation 4-2	Pending	Awaiting revised plans for Village Board

321 Grandview	Variations for screened porch addition	NA	NA	Public hearing 7/8/2014, recommended approval 4-0.	8/11/2014	Approved by Village Board at August 11, 2014 meeting.
21W451 Hill Avenue, Glen Oak Country Club	Special Use, Text Amendment, Map Amendment and Zoning Variations related to partial annexation and parking lot improvements	Public meetings 8/13/2014 and 8/27/2014, recommended approval 5-0	Public hearing 8/14/2014, recommended approval 6-0	NA	9/8/2014	Approved by Village Board on September 8, 2014 meeting.
21W576 Hill Avenue, the Enclaves of Glen Oak	Preliminary Plat for new 8-lot subdivision and annexation	NA	Public hearing 8/28/2014, recommended approval 10-0	NA	11/24/2014	Petitioner requested review of the annexation agreement at preliminary and asked that Village Board review not occur until the annexation agreement was ready for review.
879 Hillside Avenue	Variation to allow a two-story addition	NA	NA	Public hearing 9/9/2014, recommended approval 5-1	10/13/2014	Approved by Village Board at October 13, 2014 meeting.
285 Kenilworth	Variation to allow one-story addition	NA	NA	Public hearing 9/23/2014, recommended approval 7-0	10/13/2014	Approved by Village Board at October 13, 2014 meeting.
30 S. Lambert Road	Special Use, Zoning Variations and Exterior Appearance for new Public Works salt storage facility	Public meeting 3/26/2014, recommended approval 6-0	Public hearing 3/27/2014, recommended approval 7-0	NA	Pending	Project on hold.
400-424 N. Main Street	PUD and Exterior Appearance approval for new mixed use development	Pending	Pre-application meeting 3/13/2014	NA	Discussed at meetings on 9/15/2014 and 10/6/2014	Awaiting submission.
22 and 24 Muirwood	Land transfer/minor subdivision	NA	Public hearing 7/23/2014, recommended approval 6-3	NA	8/25/2014	Approved at August 25, 2014 Village Board meeting.
25678 Park Boulevard, Harbor Chase	Annexation, Special Use, Zoning Variations and Exterior Appearance for new assisted living facility	Pre-application 5/28/2014	Pre-application 5/22/2014	NA	Pending	Application withdrawn
340 Roosevelt Road, Flips	Special Use Permit and Zoning Variations for drive-thru	NA	Pending	NA	Pending	Application received 6/13/2014 and review complete 6/30/14. Awaiting resubmission.
404 Roosevelt Road, Hardees	Special Use Permit and Exterior Appearance	Public meeting 8/13/2014, recommended approval 5-0	Public hearing 8/14/2014, recommended approval 7-0	NA	8/25/2014	Approved by Village Board at August 25, 2014 meeting.
485 Roosevelt Road, Len's Ace Hardware	Zoning Variations and Exterior Appearance for proposed addition	Pending	Pending	NA	Pending	Awaiting submission.
567-589 Roosevelt, Market Plaza, Ross Dress for Less	Sign Variation for area of proposed wall sign	11/12/2014	NA	NA	11/24/2014	Awaiting application
631 Roosevelt, Circle K	Sign Variations to reflect Circle K brand and possible PUD amendment	Pending	NA	Pending	Pending	Awaiting submission.

1090 Roosevelt Road, Dunkin Donuts	Special Use Permit, Exterior Appearance and Sign Variations for new Dunkin Donuts store	Pre-application 10/8/2014	Pre-application 10/9/2014	NA	Pending	Awaiting submission.
<b>ANNEXATIONS</b>						
Glen Oak Country Club	Annexation w/in Agreement for a strip of Country Club Property adjacent to Hill Avenue.	NA	NA	NA	Annexation Agreement 7/14/2014; Annexation 9/8/2014	Annexation and Operating Agreement approved on July 14, 2014. Annexation approved at September 8, 2014 meeting. Waiting to finalize agreement to execute.
Enclaves of Glen Oak	Annexation Agreement, Recapture Agreement and Annexation of new 8-lot subdivision	NA	NA	NA	Est. 11/24/2014	Actively working with petitioner on proposed agreement.
Hill Avenue Annexations	Annexation agreements with 3 properties on Hill Avenue	NA	NA	NA	Pending	Annexation agreement with Elliot property outstanding. Other 2 agreements approved.
15570 Maple Lane	Annexation of existing single-family home with building permit in County	NA	NA	NA	9/22/14	Approved by Village Board at September 22, 2014 meeting.
Marston, Bemis and Glen Crest Area	Annexation	NA	NA	NA	12/8/14	Neighborhood meeting held on August 21, 2014 with continual follow-up since. Scheduled for Village Board action on December 8, 2014 with January 1, 2015 effective date.
Marston and Bemis Road Area Amendments to Existing Agreements	Amendments to 5 agreements needed to change the future zoning district designation upon annexation.	NA	NA	NA	12/8/14	Scheduled for December 8, 2014 public hearing. Only 4 of 5 requested amendments received.
Park/Butterfield	Annexation of 25678 Park Boulevard and surrounding properties	NA	NA	NA	Village Board discussed at 4/14/2014 workshop.	On hold due to withdraw of Harbor Chase application.
1N255 Prairie Avenue	Annexation and annexation agreement	NA	NA	NA	Pending	Plat and draft agreement complete. Continuing to work through floodplain issues.
22W341 Stanton	Annexation agreement	NA	NA	NA	NA	Property in Arboretum Estates East without annexation agreement. Awaiting formal application.
<b>SELECT SPECIAL PROJECTS</b>						
<b>COMMENTS AND REVIEW STATUS</b>						
AEE Fire District Reimbursements						
Letters sent in April of 2009 requested reimbursement from property owners for payments to Lisle Woodridge Fire Protection district per the terms of annexation agreements. Follow-up letters 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 Annual Awards						
Awards presented at August Village Board meeting.						

<b>Building Code Amendments and Adoption of 2015 Code</b>	<b>New 2015 Code books purchased. First BBA hearing date scheduled for January 20, 2015.</b>
CMAP Grant Application	<b>Grant application for Zoning Code update submitted to CMAP. Response received in October. Application was unsuccessful.</b>
Fire Company Impact Fee	Researching potential new emergency service impact fee for senior developments.
Hill Avenue Right-of-Way Dedication	<b>Road dedication of northern 33-feet of Hill Avenue owned by the Dwyer Estate accepted by Village Board at August 8, 2014 meeting.</b>
190 Hill Avenue, Two-Lot Subdivision and Disconnection	Two-lot subdivision to be followed by property disconnection to Wheaton. Partial application submitted July 30 and reviewed. Awaiting resubmission of full application.
Lincoln Avenue ROW Vacation/Perry's Pond Dam	Right-of-way vacation request under review with ongoing discussions about desirability of potential property exchange as it relates to the Perry's Pond dam.
Oberweis/Market Plaza Cross Access	<b>Cross-access easement executed.</b>
Rental/Multi-family Inspections and Licensing	Discussed at Village Board workshop in June. On hold pending further discussion/direction from Board.
Shell Access Drives	Potential access drive revision reviewed by traffic consultant. Attempting to set up meeting with IDOT and property owner.
Valley Road Utility Connections	Reminder letters out to property owners in Valley Road area with required June 2012 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.
Vendor and Food Cart Regulations	<b>Draft regulations for vendor carts complete, working on proposed food cart regulations.</b>
Wayfinding Study	<b>Preliminary plan with proposed locations and content received and under review by staff.</b>
Wheaton Boundary Line Agreement	Updated boundary line agreement with Wheaton in progress.
Zoning Code Text Amendments - Lot Coverage Ratio and Impervious Surface Regulations	Surrounding community standard research in progress.



**Village of Glen Ellyn**



# **Police Department**

**August 2014 –October 2014**





# (SY) QUARTERLY REPORT OF POLICE DEPARTMENT ACTIVITY

**Aug - Oct 2014**

## 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.

Reporting Category*	Aug - Oct 2014	Aug - Oct 2013	SY 13/14 YTD	FY 12/13 YTD
Homicide	0	1	0	1
Criminal Sexual Assault	1	1	1	1
Robbery	1	8	2	8
Battery	23	11	40	26
Burglary	18	11	28	35
Theft/Deception	110	92	214	186
Motor Vehicle Theft	7	1	8	6
Arson	0	0	0	1
Criminal Damage or Trespass	46	45	84	110
Deadly Weapons	3	0	3	0
Sex Offenses	0	2	1	11
Offenses Involving Children	3	5	5	13
Drug Offenses	65	46	116	101
Liquor Control Act	14	24	33	53
Disorderly Conduct	40	38	73	82
Other Criminal Offenses	58	53	129	103
Crisis Intervention	90	65	172	146
Death/Suicide Investigations	9	9	22	16
Missing Persons	7	2	12	4
Miscellaneous Services	195	213	413	445
Medical Assists	357	365	715	713

*\*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 be counted as two separate events in the Deadly Weapons category and the Theft category.*

## PATROL

### *Calls for Service*

Glen Ellyn Police handled 10,657 calls for service from August through October 2014. 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 2014	Aug-Oct 2013	SY14 YTD	FY 13/14 YTD
Calls for service	10,657	10,811	21,883	20,829

### *Traffic*

Category	Aug-Oct 2014	Aug-Oct 2013	SY14 YTD	FY 13/14 YTD
Traffic Citations Issued	1103	1001	2528	1916
Traffic Warnings Issued	1452	1642	2993	2914
Traffic Crash Reports	196	189	375	364
DUI	27	30	59	63

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## 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
(May-Jul)	67	20	6	6	3
(Aug-Oct)	72	16	5	21	0
(Nov-Dec)					
YTD SY 14	139	36	11	27	3

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## COMMUNITY EDUCATION

The Police Department dedicates a full time officer to the tasks and responsibilities associated with Community Education. This officer commits the majority of his time from August through April leading the 5<sup>th</sup> grade students in all Village schools through the DARE™ curriculum. This officer is *also* actively involved in programming the Senior Citizen's Police Academy, and long-time educational outreach of the Police Department. The Community Education Officer facilitates numerous other programs, sponsored by the Police Department or in partnership with other groups or agencies. The quarterly community education activity is summarized below.

### **August**

(Final three weeks of Senior Police Academy)

- Detective Jim Monson presented information on criminal investigations, Community Service Officer Rick Perez spoke on the responsibilities assigned to his position in the Central Business District, and special guest Agent Mitch Wido of the U.S. Department of Alcohol Tobacco and Firearms demonstrated the capabilities of his "partner", a K9 trained to detect explosives. The attendees commented Agent Wido's demonstration was a highlight of their senior police academy experience.
- The senior police academy provided a field trip the Dupage County Forensics Center, and enjoyed a unique opportunity to speak with the scientists at the center regarding the work they do in the analysis and reporting of evidence recovered through criminal investigations throughout the county.

- The senior police academy also took a ride to the Dupage County Jail. They received a guided tour of the jail, which was described as an “enlightening experience”.
- Records Supervisor Patti Taves hosted a segment of the SPA class, providing an in-depth presentation on the Police Records function, and the breadth of service provided through her division.
- Also in August, the Community Education Officer Miko attended a school safety conference where he received updated information on safety trends and networked with peers from other agencies.

## September

- Assisted with a lockdown drill at Churchill Elementary School
- Received the new prescription drug box from the SAVE-A-STAR foundation. The drug box is positioned in the Police lobby. This program provides a secure location for residents to dispose of unused prescriptions. Abuse of unused medications has steadily increased, often through the unauthorized use of the drugs by family members. Sgt. Norm Webber and Officer Steve Miko also met the SAVE-A-STAR founder, Mr. David Katz. The Glen Ellyn Police Department is pleased to have established a partnership with the Foundation.
- Officer Miko instructed two blocks of classes on the dangers related to illicit texting. The classes were held at Hadley Junior High School. This initiative was a part of the School District’s project based learning program.
- A Security Assessment was conducted at Parkview Elementary with Principal Peterson and head of maintenance, Tim Tomazin. Officer Miko led the tour of the schools interior and exterior, identifying potential hazards and opportunities to improve safety and security.
- Officer Miko taped a *Halloween Safety Tips* video with Information Technology/ Video and Internet Specialist, John Norton.
- Officer Miko sat on a panel that reviewed student findings regarding the dangers associated with inappropriate use of technology. An article was posted in the local newspaper afterward. This was a successful experience with positive feedback from the school district and the students.
- Assisted with a lockdown drill at Lincoln Elementary School
- “Drug Take Back” day was conducted in the rear parking lot of the Police Department. Over 100 lbs of unwanted prescription medication was collected during this annual initiative sponsored by the U.S. Drug Enforcement Agency.

## October

- Officer Miko hosted a table at the Glen Ellyn Volunteer Fire Company “Open House”. A booth was set up in the north side fire station for a public meet and greet. He promoted some of the programs that the Police Department offers, such as the ID Bracelet program (provides health information in an emergency) and the residential security review (free of charge tour of a residential location, to identify potential security concerns).
- Junior Achievement Career Day at Hadley Junior High School. Students selected from several professionals to learn about careers. Officer Miko led three 30 minute sessions, during which he discovered careers in policing, and the fundamental responsibilities of police officers. Hadley students learned basic fingerprinting and enjoyed some “one-on-one” with Officer Miko. It was well received, with many of Officer Miko’s previous DARE students participating.
- Annual Shredder Day. Residents were encouraged to bring unwanted documents for on-site shredding at no charge. Over 500 cars came to the event and 15,480 lbs of material was shredded.
- Officer Miko assisted in *active shooter* training for School District 89 teachers. This training was held at Glen Crest Junior High and was very well attended.
- Officer Miko assisted with a lockdown drill at Forest Glen School.

- DARE Lessons 1 through 4 started at Lincoln, Churchill, Ben Franklin and Forest Glen Schools
  - Lesson 1 - consists of the DARE decision making model and police meet and greet.
  - Lesson 2 - tobacco and alcohol facts
  - Lesson 3 - making responsible choices
  - Lesson 4 - resistance strategies.

**LOCAL ADJUDICATION**

Since January 2012, the Village of Glen Ellyn has offered Local Adjudication on the 3<sup>rd</sup> Wednesday of each month. The presiding Hearing Officer is Attorney Timothy Armstrong. Individuals who receive a parking ticket in the Village may present their case before a Hearing Officer, who will render a decision based upon the circumstances and facts presented before him. The following table records the dispositions that occur at each hearing.

2014	Date	Default	Not Liable	Liable	Continued
Jan	01/15/14	76	10	3	
Feb	02/19/14	182	18	23	6
Mar	03/19/14	180	16	14	
Apr	04/16/14	166	23	30	2
May	05/21/14	216	5	33	4
Jun	06/18/14	103	3	18	
Jul	07/16/14	137	4	17	7
Aug	08/20/14	112	1	17	
Sep	09/17/14	126	4	17	2
Oct	10/15/14	139	3	29	2
Nov	11/19/14	192	4	26	9
Dec	12/17/14				

**TRAINING**

Training Category	2th Qtr. (SY) Hours
Firearms (Range)	158
Special Operations	136
Investigations	72
Criminal Procedure	88
Juvenile Law	40
Property & Evidence	40
Education & Safety	40
Defensive Tactics	264
Management & Leadership	216
Traffic and Crash Inv.	48
Basic Law Enforcement	312
Patrol Operations	24
Field Training	216

The Department maintains a firm commitment to professional development of all personnel. New police officers begin their career with 12-weeks of basic law enforcement training at a certified police academy. Upon graduation, the officer returns to the Department to complete a 16-week Field Training program, a process that pairs new officers with specially trained veteran officers. This program transitions the officer from the training environment to working as a solo police officer. Opportunities for training and education remain constant throughout their careers. Programming is provided to reinforce current skills, develop specialized abilities, and to further their career while working within individual interests and abilities. Continuing training courses are selected under principles rooted in risk management. Priority is given to providing training to personnel specific to high risk/high frequency events, and high risk/low frequency incidents. The adjacent table records the training categories and corresponding hours as completed by Department personnel during the reporting period.



**Village of Glen Ellyn**



# **Public Works Department**

**August 2014 –October 2014**



# VILLAGE OF GLEN ELLYN PUBLIC WORKS DEPARTMENT QUARTERLY REPORT



## August 2014 -October 2014

### ADMINISTRATION DIVISION

The Admin team resolved discrepancies in the Utility B-Box measurement spreadsheet. The information contained in the spreadsheet is vital to the operation of the Sewer/Water Division and reliable records are essential. The Admin team worked with the IT Manager to convert the spreadsheet to an Access database to prevent any further corruption of the measurement information.

The Admin team created and sent 188 postcards to residences that would be receiving parkway trees in the fall of 2014. 206 trees will be planted in November 2014.

Responses continued to be tracked to approximately 700 addresses that were asked to remove or treat the ash trees on their private property. As of October 31, 2014, 106 addresses reported removal of ash trees on their private property and 64 addresses treated private ash trees for Emerald Ash Borer.

The Admin Team compiled and created the Public Works budget (spreadsheets, footnotes and narratives) for 9 funds (Admin and Engineering, Street, Forestry, Parking, Water, Sewer, Equipment Services, Capital and MFT).

The Admin Team scheduled and ran the three day software implementation of OMS software by Cartegraph, Inc. All employees were trained in the new software to the extent of their intended use of the product. This new software provides unlimited licensing, instant availability of all asset modules (trees, signs, water, sewer, plant operations, etc), GIS integration providing mapping and asset location, customer service apps (phone and

computer), tablet capabilities for field work, dashboard data for managers, and intuitive data input and reporting capabilities for employees. A learning curve is to be expected over the next 3 months, but the first two weeks of implementation proved that Public Works was well prepared for this transition and that the software will be in high use and provide excellent tracking of requests and management of work and assets.

### ENGINEERING DIVISION

#### 2014 Projects: Awarded or in Active Construction

##### Phase:

##### 2014 STREET RESURFACING –

Contractor: Schroeder Asphalt Services

(Value of Contract = \$995,000)

Due to anticipated colder than normal temperatures, the additional work slated for Maple (Kenilworth to Western); Western (Geneva to St. Charles); Pershing (Main to Park) and Elm, Lincoln and Chidester (east of Riford) will be deferred to next spring.

##### CHIDESTER–ELM–LENOX–LINDEN IMPROVEMENTS –

Contractor: R. W. Dunteman

(Value of Contract = \$3,526,000)

Work in October focused almost exclusively on the Lenox corridor. Roadway excavation was completed, including all undercuts, and the granular base installed. All concrete curb and gutter, driveways and most sidewalk replacement work is finished. Lenox roadway binder course will be installed this week. Placement of the brick paver parking lanes, structure adjustments and landscaping restorations will begin immediately as the contractor strives to complete the work within the specified contract completion date of November 14. Sod delivery is expected early next week. Asphalt surface course placement on Lenox and Linden is tentatively scheduled for Monday, November 10. The Lake Ellyn

Park paver sidewalk construction has been deleted from the CELL project and will become part of a 2015 Park District pathway improvement project.

**NICOLL WAY LAND BRIDGE REPAIRS –**

Contractor: R. W. Dunteman Company

(Value of Contract = \$130,000)

The pre-construction conference was conducted on October 10. Project work is well along: the curb has been removed and replaced, keyway repairs performed and expansion joint rehabilitation accomplished to date. Milling of the bridge deck surface and surface course is slated for November 7. Based on a staff recommendation, a product called “Concrete Cloth” will be installed along the back of curb of selected bridge spans to try to prevent the sloughing of backfill materials from the back of the curb into the underlying peat.

**SANITARY MANHOLE REHABILITATION PROJECT –**

Contractor: Kim Construction

(Value of Contract = \$300,000)

Work is essentially complete on the project to rehabilitate over 100 manholes at locations throughout the Village. Staff identified some additional structures for rehabilitation and that work has been accomplished.

**Projects in Design / Bidding Phase:**

**CRESCENT BLVD. RECONSTRUCTION –**

Engineer: Burns and McDonnell

The Phase I project report has been approved by IDOT. Pre-final design plans were submitted to IDOT in mid-October. District 87 is providing comments on the design plans and the Village team will be meeting to review and develop a response.

**CROSSWALK IMPROVEMENTS AT IDOT INTERSECTIONS –** Engineer: James J. Benes

The target letting date for the project remains April 24, 2015.

**ELM-GENEVA CONNECTORS-COTTAGE IMPROVEMENTS –** Engineer: URS

Design of alley improvements for short sections of alley on either side of Oak Street between Pleasant and Euclid is ongoing.

**GLENWOOD-ARBOR-RIDGEWOOD IMPROVEMENTS –** Engineer: H-L-R

Pre-final plans and cost estimate are being reviewed. Project construction is being planned for 2015.

**RENO CENTER SALT STORAGE ADDITION –**

Architect: PPK Architects

Various options are being explored, including design-build using a steel structure and modified designs using a fabric roof. Cost estimates are being prepared.

**Continuing Construction Projects:**

**2013 SEWER LINING PROJECT –**

Contractor: Insituform

(Value of Contract = \$350,000 original + \$150,000 CO#1 + \$200,000 contract extension)

The Village Board approved a \$200,000 contract extension in October for additional lining work. About 8,000 ft. of sanitary sewers will be lined as part of the contract extension, focusing on sanitary sewers in the CELL project area and at locations identified by Public Works staff. Work will be performed during the next six months as weather permits.

**2013 SKIP PAVING PROJECT –** Contractor: K-5

(Value of Contract = \$150,000)

Wilson Avenue west of Lambert (near the Public Works Service Center) was paved on October 8. The south train station (Stewart) permit parking lots were paved the week of October 13.

**2013 STREET IMPROVEMENTS –**

Contractor: R. W. Dunteman

(Value of Contract = \$2,170,000)

The project contractors have addressed most of the final punch list items.

**FY-13 (2012) & FY-14 (2013) SIDEWALK & PAVEMENT REPAIR -** Contractor: DiNatale

(Value of FY-13 Contract = \$85,000; Value of FY-14 Contract = \$135,000 + \$135,000 contract extension)

The Board approved a \$135,000 contract extension based on a comparison of current pricing that the contractor can honor with costs from the MPI contracting process. The program includes various sidewalk replacements and some limited new sidewalk, as well as concrete curb and pavement replacements. Work will be performed primarily in the spring of 2015, with some late fall work a possibility if weather permits.

**TAFT AVENUE CONSTRUCTION** – Part of Fresh Market Construction Project  
(Value of Work = \$793,000)

The development team submitted a preliminary package for acceptance of the public improvements and reimbursement for Taft Avenue improvements. After initial review of the package, additional information is required and is being requested.

**Continuing Construction Projects in Punch List or Closeout Phase:**

**DUANE-GLENWOOD METRA PARKING LOT** – Contractor: Hoppy’s Landscaping  
(Value of Contract = \$575,000)

Project close-out is imminent. Some punch list and minor remedial work is still required.

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

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

Additional close-out actions will be ready for Board consideration before the end of the year.

**RIGHT TURN LANE ON LAMBERT AT ROOSEVELT** – Contractor: Alliance Contractors

(Value of IDOT Contract = \$428,700; Federal Share = \$286,000; Village Share = \$143,000)

Awaiting contract closeout by IDOT. All paperwork required of the engineer has been provided and approved by IDOT.

**Engineering Projects**

**CENTRAL BUSINESS DISTRICT OVER/UNDERPASS FEASIBILITY** – Engineer: HDR

The consultant has assessed additional possible configurations based on input and reactions received at the September project committee meeting. A follow-up meeting is being scheduled.

**DUANE-LORRAINE DAILY FEE LOT RECONSTRUCTION** – Engineer: ERA

Work on the project is in abeyance pending decisions on possible CBD alternative vehicle crossings and overall budget considerations.

**LAKE ELLYN DRAINAGE AREA STUDIES** –

Engineer: RHMG and ERA

ERA has completed preliminary runs with the updated East Branch DuPage River FEQ model and

will be submitting final results in November. RHMG completed IDNR dam permit paperwork and submitted the application in October. Completion of preliminary design plans is imminent.

**MEMORY COURT LIFT STATION REHABILITATION** – Engineer: Walter E. Deuchler

A revised proposal is needed from consultants

**PARK BOULEVARD REHABILITATION** – Engineer: Engineering Enterprises

A project status meeting was held on August 21 where various alternatives for providing bicycle accommodation on Park were reviewed. A tree impact study has been performed.

**SANITARY SEWER SYSTEM INVESTIGATIONS** – Engineer: RJN Group

With the help of the consultant, a scope of services is being developed for a comprehensive review of the CBD underground infrastructure.

**Procurement of Goods and Services**

Village Public Works staff has been involved recently with initiatives to procure the best vendor prices for various annual municipal maintenance activities. This effort has included participation in the Municipal Partnering Initiative (MPI), a consortium of DuPage County communities that are jointly bidding out projects. Glen Ellyn has taken the lead on two such MPI projects in 2014: hydrant painting and asphalt roadway patching and resurfacing. Based on current considerations and thinking, please note the status of following projects:

Project	Estimated Glen Ellyn Cost	Status
Asphalt Roadway Crack Sealing	\$45,000 (award amount)	Board award on 6/23/14 to Denler, the second low bidder from MPI process; work will be done in November 2014
Asphalt Roadway Skip Patching and Resurfacing	\$70,000 (award amount)	Board award 7/28/14 to Hardin Paving, the low bidder from MPI process; work will be done in November when temperatures are favorable

Concrete Patching and Sidewalk Concrete Spot Repairs	\$135,000 (award amount)	DiNatale can hold 2013 prices (better than available MPI costs) and contract extension has been approved by the Board. Additional work may begin in November with majority of the work slated for the spring of 2015
Hydrant Painting	\$18,450 (award amount)	Board award 7/14/14 to DMD Consultants. Work will be performed in Spring 2015
Pavement Markings	\$75,000 (award amount)	Contract awarded 6/9/14 to Superior Road Striping via Suburban Purchasing Cooperative; work started in November and will continue as weather permits
UPM Purchase	~\$2,000 (budget)	Current Village vendor offers better pricing than the MPI low bidder
Sewer Televising	\$35,000 (budget) \$41,000 (bid price)	Bid award pending to National Power Rodding for cleaning and televising of trunk sewers
Contractor Assistance	\$25,000 (budget)	MPI process did not result in a satisfactory arrangement and staff will seek pricing from various contractors

**EQUIPMENT SERVICES DIVISION**

The Equipment Services Division (ESD) performed 925 jobs during the 2<sup>nd</sup> quarter of SY14. 881 were scheduled; 31 were unscheduled; and 13 were urgent jobs.

The Equipment Services Division continued to maintain a safe work environment and to follow industry standard safety procedures and Village safety policies. The Division has achieved 3,182 days without a “lost time” accident.

The Equipment Services fuel island (built in 2013) dispensed 20,567 gallons of fuel this quarter. The

total included 15,721 gallons of unleaded fuel and 4,846 gallons of diesel fuel.

**STREET/FORESTRY DIVISION**

**ARBORIST**

The Arborist marked 206 planting locations in preparation for fall tree planting. Planting locations were also marked and a planting plan was mapped out for phase 4 of the Prairie Path plantings between Montclair and Park.

The Arborist responded to 116 requests and completed 29 work orders during the 2<sup>nd</sup> quarter.

**STREET**

Notable tasks completed this quarter by the Street Division included the continued support of Special Events in GE. Along with barricades for 50 block parties this quarter, the Street division provided support to 14 events August thru October for a total of 97.5 regular hours and 22.5 OT.

A total 125 requests were investigated and 172 work orders were completed this quarter. (This is up from last quarter requests of 121 and 89 work orders.) 23 asphalt work orders were completed using 191.21 tons of surface.

Regular Monday thru Friday sweeping occurred 55 days (out of 92 possible) for a total of 174 hours. Early morning sweeping occurred 20 mornings out of a possible 26 mornings for a total of 62 hours.

**Projects –**

The Street division played a key role in removing the



asphalt and restoring and prepping the base for asphalt for Wilson Ave south of 30 South. Extensive



work was also done to the shoulder as well as fence removal and barrier placement for the new resident wood chip pile.

**Special Events –**

- Festival of the Arts - 9 hours regular prep
- PD car seat event – 2.5 hours regular prep
- Sounds on the Streets – 6 hrs regular prep, 8.25 OT
- Walk for Water –
- Back Yard BBQ – 6 hours regular prep, 8.25 OT
- Tavern Days – 11 hours regular prep
- Tom Highway Run – 8 hours regular prep
- Drug turn in at PD – 4 hours regular prep
- Jack Marston Run – 15.5 hours regular prep
- Halloween Parade in CBD – 6 hrs regular prep, 6 OT
- Pumpkin Run – 13 hours regular prep
- Fire Department open house – 4 hours regular prep
- GBW Home coming – 3 hours regular prep
- Shredder Event – 9.5 hours regular prep

**Numbers at a glance:**

- Work Orders completed - 125
- Requests completed - 172
- Pothole requests completed – 10 (191.21 tons of asphalt surface)
- Street Sweeping –
  - Early mornings CBD - 20 (62.5 hrs)
  - Daily - 24 days (173.5 hrs)
- Special Events - 2 (16.5 hrs)

**FORESTRY**

Notable tasks completed by the Forestry division for the Quarter included raising all the trees along Crescent Blvd. from the eastern limits west to Riford. Forestry also removed all hazardous trees along the

north side of Glenbard Rd. that posed a potential risk to not only Glenbard Rd. but to the walking path that runs along the back of the homes in Maryknoll. Hazard trees were also removed on the north side of Walnut from Taylor east to Lowell. 24 Ash trees were removed with in Ada Harmon Preserve in preparation for the controlled burn to be conducted by Pizzo and Associates later in the Fall. Forestry also cleared the entire fence line along the south side of Wilson Ave. and area surrounding the current wood chip pile as well as clearing the way for the new resident wood chip pile.

Greg Garcia and Max Brown both acquired their Class “A” drivers permit. Max Brown and Emma Sprau attended Flagger training. Max, Emma, Greg and Victor Zarate attended EHAP training and the previously mentioned and Jen Brown attended the IAA Conference in Tinley Park. Emma began and completed the Flower Design for 2015 and completed 1 day of climbing training at Panfish Park.

**Trees –**

- Removals - 91 completed (61 in house and 30 by contractor). 26 of these removals were due to EAB.
- Stump Grinding – 120 (110 by contractor and 10 in house)
- Parkway Restorations – 30 (In house)

**Flowers –**

- Fall flowers were delivered and planted (860 plants)



**Numbers at a glance:**

- Work Orders completed - 51
- Requests completed - 53

## UTILITIES DIVISION

### UTILITIES

#### Replaced two culverts: 960 Stacy Ct (across the road) and 55 Valley (across the driveway)

A sink hole developed in the middle of the road at 960 Stacy Ct. (North Pressure Adjusting Station). Upon investigation, Utilities found that the steel culvert running under the road had rotted and failed. The road was saw cut and the old culvert was removed. A new PVC 10" pipe was placed across the



road, which will have a much longer life expectancy than a traditional metal culvert. At 55 Valley, the drive approach had sink holes developing. Again, the existing steel culvert had rotted and failed. In this case, due to how shallow the pipe was, 10" ductile iron pipe was used for increased structural integrity. Asphalt repairs to both the street and driveway were then performed by the Street Division.

#### Drained and investigated pond behind Danby station in relation to Roosevelt Rd. Flooding

During the past 2 years, Roosevelt Rd. has experienced increased flooding between Nicoll Ave and Baker Hill. Lots of investigation was performed looking at the network of pipes and the retention pond behind Danby Station to see if there was some type of infrastructure failure causing this flooding. After this investigation did not provide an answer, numerous thoughts and ideas were contemplated to solve this problem. Eventually, an 8" pump was



borrowed from Glenbard WWA to artificially lower the level of the pond to see the condition of the inlet and outlet pipes for this pond, which based on elevation of the pipes are always underwater in the pond. This process took about 11 hours of pumping, with a couple of additional hours of setup. The lowered water level showed that the incoming pipe was almost 50% blocked with sediment. The flusher



truck was then used to clear the line and the area outside of the pipe. Clearing this sediment has increased the volume of water able to enter the pond during a rain event close to what the original amount would have been when this pond was created. Flooding of Roosevelt Rd. has not been experienced since this work has been performed and a long-term solution, possibly dredging of the pond, is being explored.

#### Replaced frames in wash bay at Public Works

The old, inadequate frames in the wash bay needed to be replaced. The existing covers were not designed to hold the weight of some trucks and were bent at the corners. The Utility Division saw cut and removed the top 4" of the existing precast



structures to allow for the installation of new, heavy duty, cast iron frames and lids. The concrete was then poured and finished in-house by the Utility Division. These new frames will be able to handle the weight of any equipment that is now pulled into the wash bay.

Buried pipe to connect storm line to Wilson well hydrant

The well hydrant by the Wilson Ave. pump house had a PVC pipe running over the ground to dump into a storm sewer. The Utility Division was tasked with replacing this piping with something that would



run underground and tie-in to the storm line blindly. Twelve inch PVC pipe was used to run from the hydrant to a spot about 40' away to tie into the

storm line. Part of the cement driveway had to be removed to accomplish this. After the new pipe was installed and tied into the storm sewer, Utility Division staff poured the cement to repair the driveway.

**Numbers at a glance:**

Sewer Backups

Resident – 22

Village – 3 (2 with SSOs)

Water Main Breaks

2 (1 repaired by contractor, Rte. 53 near DuPage River)

Water and Sewer JULIEs – 2,713 (record for 1 month of 847 in October)

Sanitary sewers televised – 9,275' (puts us to 75% complete to yearly goal)

Catch Basins and Inlets – 125 cleaned

Repaired 7 Catch Basins (replacement of riser rings and resetting of frame)

Repaired 1 Hydrant (broken stem)

Repaired 5 B-boxes

Repaired 1 Water Valve (service line for Sunset Pool)

Manholes or valve boxes adjusted to grade – 4

Changed out 2" meter for the Links Half-way House

Completed the Fall Grease Line cleaning (process is performed twice a year)

Utility Right of way permit reviews – 15

Refund of deposits – 19

Utility plan reviews for Building Dept. permits - 57

FOIA requests - 4

**Training:**

Hosted ISAWWA training on Utility Line Locating (3 employees attended)

OSHA Trenching/Shoring and Competent Person Training (3 employees attended)

**PLANT OPERATIONS**

**Plants**

Work on preventative maintenance program for pumping facilities.

Utilize new instrumentation service and calibration equipment for preventative maintenance program.

Install new piping for Well 6 drainage system.

Complete Wilson Pumping Station roof and masonry project. (See pictures below.)

Before



After



Collect contractor bids for SCADA upgrades. SCADA is a system operating with coded signals over communication channels so as to provide control of remote equipment. It is a type of industrial control system (ICS). Industrial control systems are computer-based systems that monitor and control industrial processes that exist in the physical world. Due to the nature of technology, SCADA equipment needs to be upgraded periodically. We are currently in need of an upgrade.

**Lift Stations**

With assistance from utilities maintenance crew a drop sewer collection system for South Park sanitary main was installed in order to prevent pump failure and damage at the South Park lift station.

Install new gate and check valves at Memory Court lift station with assistance from maintenance crew.

**Distribution**

90 Routine Distribution Bac-T Samples.

6 Routine Well Bac-T Samples.

Stage 2 Disinfection Byproduct Sampling.

Unregulated Contaminant Monitoring Rule 3

Sampling and Reporting completion.

Completed Lead and Copper sampling. Lead and copper enter drinking water primarily through plumbing materials. Exposure to lead and copper may cause health problems ranging from stomach distress to brain damage. On June 7, 1991, EPA published a regulation to control lead and copper in drinking water. This regulation is known as the Lead and Copper Rule (also referred to as the LCR or 1991 Rule).

Completed new construction sampling; Lenox and Willowbrook Wildlife Center.

**Administration**

Initiate LMO 2 reporting requirements for Illinois Department of Natural Resources.

Illinois Environmental Protection Agency monthly reports.

Completed SDWARS web entry for UCMR3 reporting requirements.

Completed Consumer Confidence Report.

Completed new construction reporting per IEPA requirements; Lenox and Willowbrook Wildlife Center.

Completed Lead and Copper reporting per IEPA requirements.

Act as liaison between customer and Aqua Backflow for Cross Connection Control Program.

**VILLAGE BOARD RECOGNITION**

**August - October 2014**

The following Public Works Employee(s) and/or Divisions were recognized for exceptional work and/or anniversary dates at Village Board Meetings in the second quarter:

- Jennifer Brown Public Works Department - 20 Years
- John Sparagna Public Works Department - 20 Years
- Richard Patsch Public Works Department - 15 Years
- Superintendent of Streets & Forestry  
Jennifer Brown received a thank you email from a resident in appreciation of her courtesy and quick response in going over and to remedy a situation regarding brush pickup.
- The Public Works Department received a thank you letter from a happy resident in recognition of the outstanding work done in the variety of beautiful plantings along the Prairie Path.
- Crew Leader Stephen Hughes received a thank you email from a resident for being polite, knowledgeable and friendly while quickly responding to her call regarding a project scheduled on her property.
- A resident thanked Public Works Administrative Assistant Kathryn Horn for working with IDOT in resolving an issue with a crosswalk.
- A resident called to thank a Public Works crew consisting of Michael Zitka, Brooke Nemeth, Victor Zarate and Greg Garcia for efficiently cleaning up a large limb which had come down.
- The Public Works Utilities Division received a note of sincere gratitude for their repair and service of a drain tile issue in front of a resident's home, restoring his sense of local government at its best.
- A thank you letter was received from a family regarding the decisive actions taken by Utilities Inspector/Volunteer Firefighter William Miller in recognizing a dangerous predicament and coordinating the assistance of Forestry Crew Leader Max Brown and Utilities Crew Leader Stephen Hughes to rectify the situation.

**PW Budget Tracking**

**October '14**

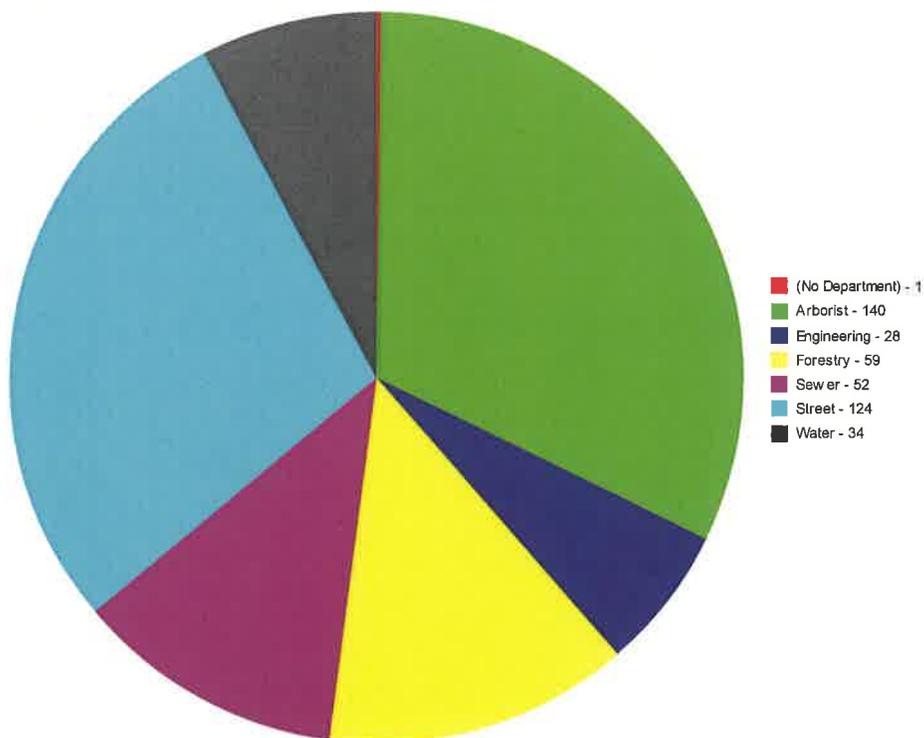
**Operations and Maintenance**

	<b>SY14 Budget</b>	<b>SY14 Revised Budget</b>	<b>Spent YTD</b>	<b>% of SY14</b>	<b>% Spent</b>
Administration & Engineering	\$501,010	\$505,027	\$362,075	75.0%	72.3%
General Fund - Street	\$893,715	\$913,576	\$582,012	75.0%	65.1%
General Fund - Forestry	\$715,525	\$798,219	\$487,780	75.0%	68.2%
Water Fund - O/M	\$3,910,310	\$3,954,106	\$2,706,177	75.0%	69.2%
Sanitary Sewer Fund - O/M	\$3,464,010	\$3,504,370	\$2,411,885	75.0%	69.6%
Parking Fund - O/M	\$181,000	\$181,000	\$117,641	75.0%	65.0%
Equipment Services Fund	\$1,801,430	\$1,801,430	\$1,106,172	75.0%	61.4%
Motor Fuel Tax Fund - O/M	\$480,000	\$685,117	\$274,354	75.0%	57.2%
<b>Total</b>	<b>\$11,947,000</b>	<b>\$12,342,845</b>	<b>\$8,048,096</b>	<b>75.0%</b>	<b>67.4%</b>

**Capital Program**

Water Fund - Capital	\$2,039,900	\$2,533,340	\$655,708	75.0%	32.1%
Sanitary Sewer Fund - Capital	\$1,256,000	\$1,792,331	\$940,656	75.0%	74.9%
Parking Fund - Capital	\$80,000	\$364,399	\$4,379	75.0%	5.5%
Motor Fuel Tax Fund - Capital	\$500,000	\$500,000	\$28,846	75.0%	5.8%
Capital Projects Fund	\$7,494,500	\$10,057,730	\$3,025,775	75.0%	40.4%
<b>Total</b>	<b>\$11,370,400</b>	<b>\$15,247,800</b>	<b>\$4,655,364</b>	<b>75.0%</b>	<b>40.9%</b>

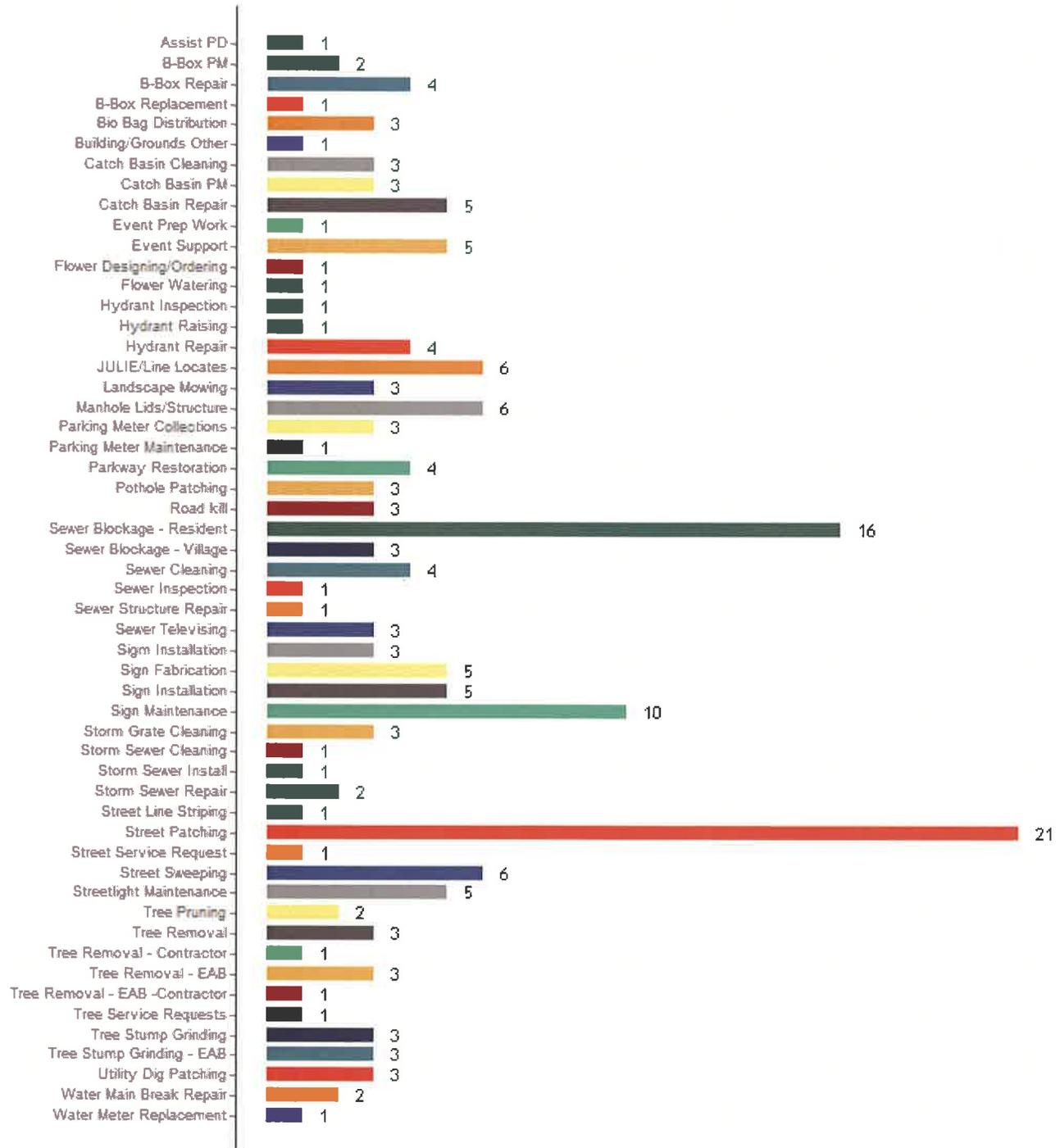
**SY14 – 2nd Quarter Requests by Division**



**Total Requests 438**

# SY14 – 2nd Quarter Work Order Productivity

8/1/2014 - 10/31/2014

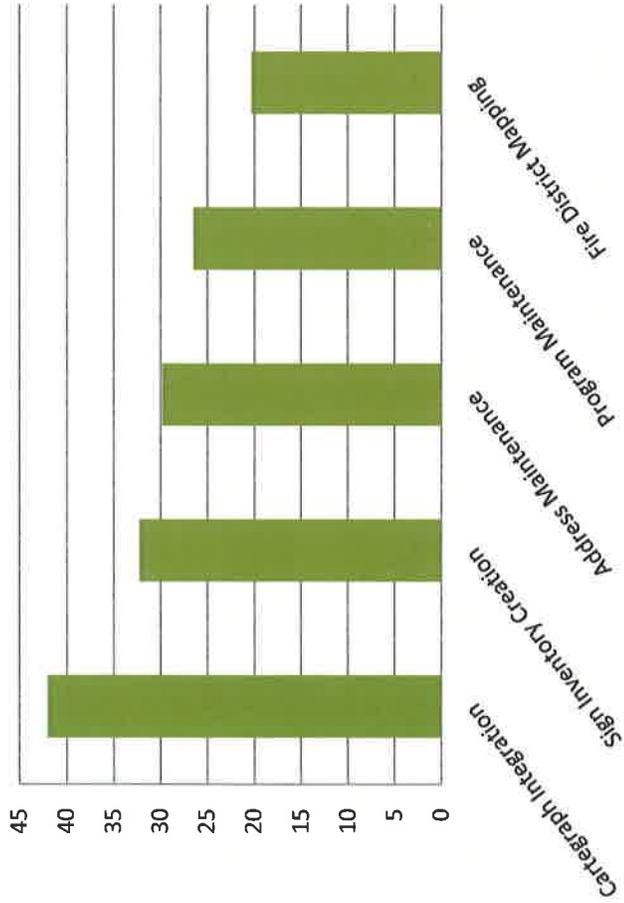


# VILLAGE OF GLEN ELLYN - QUARTERLY GIS REPORT

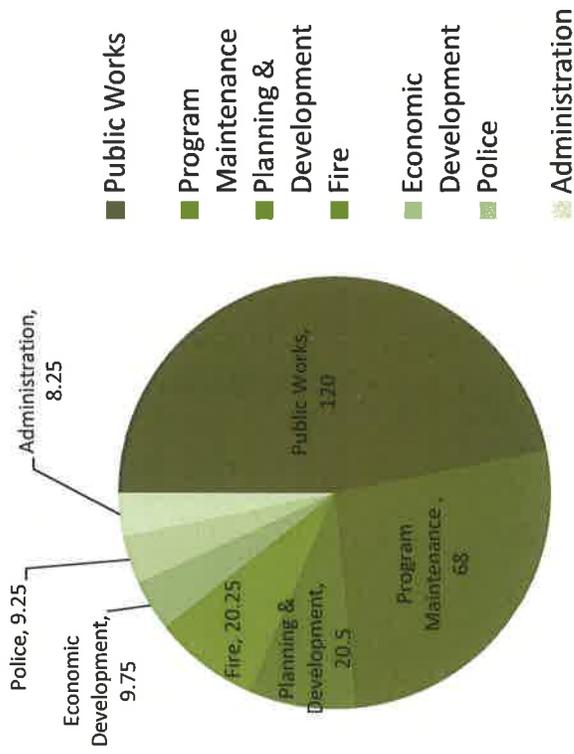
The following report provides an overview of the Village of Glen Ellyn's GIS program from August through October 2014. During this time, the Public Works department migrated into using the new OMS version of Cartegraph, an asset and work order management program, and part of this migration involved being able to integrate GIS data with this OMS version of Cartegraph. The majority of this quarter's project time was spent getting prepared for this migration which culminated with Cartegraph going live the last week of October. The sign and tree inventories, along with numerous water and sewer layers, were all prepared for use in Cartegraph. Other highlighted projects include the completion of the downtown parking maps and finalizing the data that will be used to run Community Portal™ which is scheduled for a November release on the village website. Community Portal™ will allow village staff and residents to quickly look up property information without using a map.

## SITE PROJECT FOCUS – AUGUST-OCTOBER 2014

GIS projects by hours



GIS projects by department in total hours

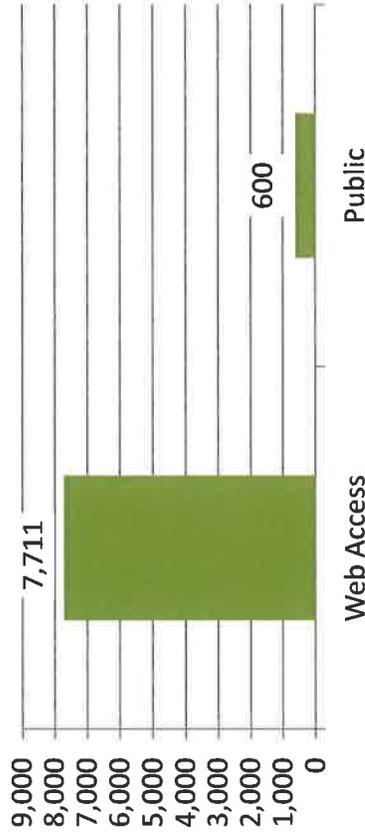


- Public Works
- Program Maintenance
- Planning & Development
- Fire
- Economic Development
- Police
- Administration

**MAPOFFICE™ - UTILIZATION – AUGUST-OCTOBER 2014**

The following chart and table represent the use of two MapOffice™ products, Web Access and Public, over the last quarter. Web Access is used internally by village staff, while Public is used by the residents of Glen Ellyn on the village's website. Note: The MapOffice™ Web Access usage total for August is higher than average due to a seasonal project.

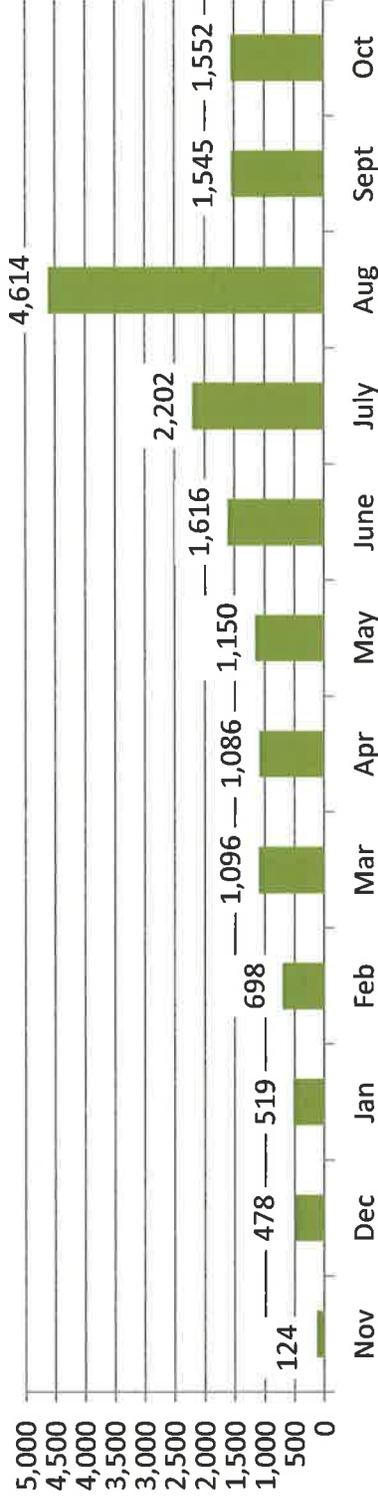
**Use by product**



**Top 10 - Combined Use and Efficiency**

Name	Use (Hits)	Cost Efficiency
Find and Go	2,243	\$26,162
Google Street View™	2,183	\$16,370
Map View	977	\$3,243
Parcel Summary	599	\$14,474
Photo View	393	\$2,942
Utility Lookup	287	\$6,684
Print	167	\$4,035
Create PDF	163	\$1,629
Custom Overlay	151	\$7,296
Terrain View	139	\$1,619

**MapOffice Web Access Usage by Month**



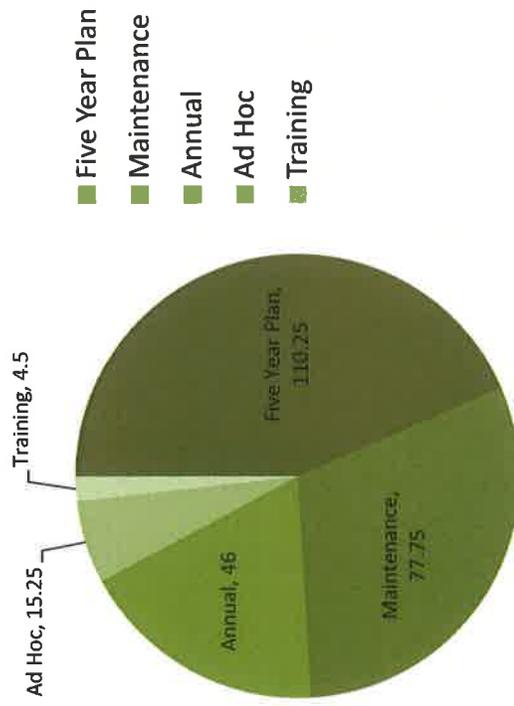
**GIS FIVE YEAR PLAN PROGRESS – MAY-JULY 2014**

The Village of Glen Ellyn GIS Program Five Year Plan Update		Completed	
Project Status:	Project Update	Due Date	% Complete
<b>Title</b>	<b>Project Update</b>	<b>Due Date</b>	<b>% Complete</b>
Fire Response Area Map	Working with neighboring fire districts to accurately determine which fire district a disputed unincorporated parcel belongs to.	9/30/2014	100%
Community-Owned Properties in MapOffice™ Web Access	A MapOffice™ custom overlay has been created and is available to staff.	10/31/2014	100%
Downtown Parking Map Creation	Final drafts were provided to the Economic Development department.	12/31/2014	100%
<b>In Progress</b>			
<b>Title</b>	<b>Project Update</b>	<b>Due Date</b>	<b>% Complete</b>
Cartograph Integration with MapOffice	All necessary GIS data has been integrated. There are a few technical aspects that are still being addressed.	10/31/2014	95%
MapOffice Web Access Trainings for Village Staff	Public Works, Planning and Development, Police, and Administration have all received trainings.	12/31/2014	75%
Utility Map book	Quality control of the storm sewer ID numbers has been completed.	12/31/2014	25%
Snow Plow Route Analysis	Creating the base data for use in analyzing optimal snow plow routes around the village.	12/31/2014	15%
Add Unincorporated Address Annotation to MapOffice	Address annotation has been added to approximately 60% of the planning jurisdiction.	12/31/2014	60%
Community Portal™ Release	The taxing districts, government representatives, and zoning pages have been completed. Community Portal™ will be released sometime in November.	12/31/2014	90%
Architectural Survey Mapping and Support	Future survey areas were planned and a current map has been created.	12/31/2015	50%
Buffalo Box Inventory Collection	The collector application has been created and data has begun to be collected.	12/31/2015	5%

<b>Project Status: Not Started</b>		
<b>Title</b>	<b>Project Update</b>	<b>Due Date % Complete</b>
Traffic Accident Analysis		12/31/2014 0%
Subdivision Map		12/31/2014 0%
Village Annexations in MapOffice Web Access		12/31/2014 0%
Sex Offender Locations in MapOffice Web Access		12/31/2014 0%
Impervious Surface Impact on Storm Water Management Fees		12/31/2014 0%
<b>Project Status: Ad Hoc Projects</b>		
<b>Title</b>	<b>Project Update</b>	<b>Due Date % Complete</b>
Annexation Agreement Planning and Support	All requested products created and delivered	11/1/2014 100%
Drainage Study Contour Map Development	All requested products created and delivered	10/13/2014 100%
Police Training Map Development	All requested products created and delivered	10/29/2014 100%
Special Event Mapping: Taste of Glen Ellyn Possible Sites	All requested products created and delivered	10/13/2014 100%
<b>Project Status: Annual Projects</b>		
<b>Title</b>	<b>Project Update</b>	<b>Due Date % Complete</b>
Sidewalk Trip Hazards Data Collection	2600+ locations have been inventoried. Will repeat in the spring.	12/31/2014 100%
Tree Planting/Removal Support	All requested products created and delivered for fall plantings. Will repeat in the spring.	11/1/2014 50%

PROJECT CATEGORIES TOTAL HOURS – AUGUST-OCTOBER 2014

GIS projects by project category in total hours





**Village of Glen Ellyn**



# **Recreation Department**

**August 2014 –October 2014**



## VILLAGE OF GLEN ELLYN RECREATION DEPARTMENT

### MANAGER'S REPORT FOR AUGUST 2014

SUBMITTED BY JEFF VESEVICK, RECREATION DIRECTOR

August 2014 was a relatively poor month for golf, as temperatures were, on average 5 degrees below normal. Rainfall was recorded at 5.74", compared to an average of 4.6", and 2.3" in 2013. We recorded rain on 11 of the 31 days. 3.5" fell in a 3 day period, and carts were grounded 1-1/2 days on the 18 hole course, and for 5 days on the 9 hole course.

#### **GOLF**

The abundance of rainfall kept the golf numbers down throughout August, slowing an upward trend for 2014.

- **Rounds** played were down 1% for the month, and are up 10% for the year
- **Green Fees** were actually up 2% for the month, and are up 10% for the year
- **Driving range** was up 36% for the month, and are up 275% for the year
- **Pro Shop** sales were up 3% for the month, and are up 37% for the year
- **Motor carts** were down 2% for the month, and are up 11% for the year

Permanent Starting Times ended for the season on August 24.

123 players participated in this year's Glen Ellyn Open Championship on August 17<sup>th</sup>.

Golf Staff also conducted championship events for the Juniors, Swingin'Set Ladies league, Over 60 men's league, Village Links Husband-Wife, and Village Links Amateur.

11 outside golf outings were hosted, accommodating 414 golfers, with \$35,000 in revenues. Outing rounds and revenues are down for the year. Outing rounds were down 27% for August, and are down 23% for the year. Outing revenues were down 25% for August, and are down 24% for the year. The Golf Staff is anticipating a big September, and bookings are up more than 37% over 2013.

48 Junior golfers signed up for a Fall version of PGA Jr. Golf League, which was very successful this summer.

Golf Staff is preparing for 2 new offerings this Fall. FOOT GOLF will be offered on the 9 hole course beginning in September, as the Village Links has joined the American Foot Golf League. A recent facebook post announcing our intentions drew over 900 views. At the urging of customer requests, we will also be offering our first BIG HOLE scramble, using the 8" cups on the 9 hole course.

#### **GROUNDS**

The golf course is in very good condition. The abundance of rain again minimized the need for much irrigation. A recap of the month's events:

## **Grounds**

1. 22,000 ball marks were treated with dyed green sand.
2. Solid tine spiking of wear areas in the rough was completed.
3. Greens were fertilized twice. Tees and fairways were fertilized once.
4. Parkways were delittered twice.
5. 300 tons of sand was added to 18 hole bunkers.
6. The practice tee was fertilized 2 times.
7. Greens were treated with fungicide, wetting agent and plant growth regulator 2 times.
8. Tees and fairways were treated with fungicide, wetting agent and plant growth regulator once.
9. Tee and Fairway yardage plates were trimmed.
10. Parkways were mowed four times.
11. Exposed bunker liner was repaired twice.

## **Mechanical and Building Maintenance**

1. Install AV cables in board room table.
2. Repair and paint men's restroom drywall – Reserve 22.
3. The clubhouse carpet was spot cleaned twice.
4. The Blue Heron Room carpet was cleaned.
5. 17 pieces of equipment were serviced.
6. The north patio pavers and kitchen sidewalk were de-greased 2 times.
7. Twenty reel mower cutting units were sharpened.
8. A wind curtain was installed on the kitchen delivery door.
9. A fly catcher was installed in the kitchen.
10. New data-comm wires were pulled to the upstairs office, golf handicap desk and the ATM.
11. Four natural gas patio heaters were installed on the north patio.

## **Parks**

1. Litter was removed from Panfish Park and Lambert Lake 14 times.
2. The Panfish Park pond overflow structure was cleaned of debris.

At the request of this Commission at the meeting in August, Golf Course Superintendent Chris Pekarek submitted a listing of planned projects for the remainder of this season. This list was emailed to all Commissioners, and is attached for discussion.

## **RESERVE 22**

August 2014 was a good month for food service. The increase in revenues, combined with the decrease in golf activity suggest that Reserve 22 is on it's way to relying less and less on golf activity for it's success.

- **Food** sales were up 21.5%
- **Liquor** sales were up 59.8%
- **Beer** sales were up 39%
- **Wine** sales were up 78.7%
- **Non-alcoholic beverage** sales were up 23.3%
- **Overall** sales were up 32.3%

Food service expenses totaled \$188,097 for the month for a gross operating profit of \$76,182, or 28.8%.

The Village contacted EHS Hospitality Group to provide us with candidates to fill the Food and Beverage Director position, vacated by Mike Atkins. The list provided was narrowed down to 5 outside applicants, and one internal applicant. The 6 candidates were interviewed, and 4 were invited back for a second round of interviews. In round 2, each candidate was required to provide, among other things, a five year business plan for Reserve 22. After much discussion, and input from a panel of 8 interviewers, the position was offered to, and accepted by Executive Chef Mike Concepcion.

Director Concepcion will be evaluating current staff over the next month, and is working to assemble a staff of management and supervisory positions for the restaurant, bar and banquet operations.

#### **OTHER**

Ann Pedersen was hired as Business Office Coordinator. Ann will be working with the Finance Department and Village Links/Reserve 22 management in preparing financial management tools.

## **MANAGER'S REPORT FOR SEPTEMBER 2014**

Submitted by: Jeff Vesevick

September was a decent month for golf. Although we received 2.4" of rain, half of that amount fell in one day, and only 7 days reported measurable precipitation, mostly in the first half of the month. Temperatures were in a see-saw pattern, as 18 days were at or above normal, and 12 days were below the normal of about 74 degrees.

Our 21<sup>st</sup> annual Fall Fest, a package of promotions designed to boost activity as play slows for the year, began after Labor Day. High School Golf dominated the 9 hole course on the weekday afternoons.

### **GOLF**

**Golf Rounds** were virtually flat for September, and are up 8% for the year. Green fee revenue was up 14% for September, and are up 10% for the year. Golf Rounds through September are 60,507, the second lowest total in the last 15 years.

**Motorized cart** rentals were up 12% for September, and are up 10% for the year.

**Driving Range** sales were up 34% for September, and are up 188% for the year. The newly expanded tee has provided consistent revenue growth since opening in June 2013. The quality of turf has greatly improved, due the expanded hitting area, and the ability to allow for more days of recovery.

Most of our programmed golf leagues have ended their seasons in the month of September, opening up availability to regular golfers in the afternoons and evenings.

Foot Golf was introduced at the end of the month, with 18 holes created on the 9 hole golf course. 8" cups were also added to the 9 hole greens, as an attempt to ease the pain of aeration, which took place on Monday, September 29. We will evaluate customer reaction to both of these endeavors.

September is typically the busiest month for golf outings. We hosted 1,109 golfers in 29 golf outings in September, up from 975 golfers in 23 events a year ago. The 29 outings generated \$69,009 in golf revenue, up 17% from last year's \$58,740. While the number of groups hosted has increased, the number of golfers per group has declined, as outings struggle to fill their events. Year to date outing revenue is down 11%. Outings generated over \$52,000 in Food and Beverage revenue, in the form of after-golf banquets and parties.

### **GROUNDS**

The golf course is in very good condition. For the second straight season, summer temperatures have been relatively mild, and imposed little stress on our bent grass greens, tees and fairways. This assisted us in providing excellent playing conditions for our Guests. Green speeds averaged 9.8' on the 18 hole

course, and 9.2' on the 9 hole course. On the golf course itself, besides the daily mowing, grooming, and clean up, Grounds Staff:

Treated 14,000 balls marks with dyed green sand.

Treated the Greens, Tees, and Fairways with fungicide and plant growth regulator, and also applied wetting agent on the greens once

Performed Core Aeration on the Practice Tee, 18 hole and 9 hole Tees, 9 Hole Greens and practice greens, which were also top dressed with sand.

Performed a solid tine aeration of fairways and some rough areas.

Cleared brush for the fence line at the northwest corner of the property, at Taft and Lambert roads, providing a view from the outside. This will provide space for informative signage.

Mowed and removed litter from parkways surrounding the property regularly

The Grounds Crew at the Village Links also performs many Clubhouse and site tasks on a regular basis, including degreasing patios, installing lights, maintaining the landscape beds, and repairing equipment. This is in addition to the routine maintenance and repair of greens mowers, sprayers, and other golf course equipment. The versatility of the Grounds Department allows prompt service, at a significant savings.

Routine maintenance, such as mowing, mulching, and general clean-up was performed at Lambert Lake and Panfish Park 10 times during the month.

## **FOOD AND BEVERAGE – RESERVE 22**

The Food and Beverage operation performed well for September. For the second consecutive month where meaningful comparisons are possible, revenues for the period posted an encouraging increase. September sales were up 31% over 2013, with operational profits totaling 31.6%, vs 29.2% in the same period last year. For the calendar year 2014, we are at 18.4% profit margin. We will need to manage our expenses closely, as we head into the less profitable months of October – February.

We are planning three new endeavors to attempt to boost sales for the upcoming months:

Wine and food pairings.

Hiring bands on weekend nights which draw larger crowds.

Catering Thanksgiving and Christmas Eve dinners.

We are also discontinuing Sunday Brunch for the off-season, as this event is not drawing enough to break even.

A banner was added to the temporary Reserve 22 sign on Park Blvd. promoting Holiday parties.

A recent Bevinco report showed that inventory control procedures are improving, as we reached a 97.6% rating for the first time. Bevinco conducts an inventory each week, and provides us with a report.

We are planning to have the company conduct a Bartender training session on the proper procedures to minimize waste, and over pouring. This training will take place on October 26.

As we continue to strive for stabilization of the Food & Beverage Staff, we will be conducting interviews for a full time Front of the House manager. This position will assist the Food and beverage Director in the hiring, training, and scheduling of servers, bussers, hosts, and bartenders. This position will also assist in the booking and management of our banquets and parties, as well as inventory and cost control.

We will also be searching for a replacement for the recently hired Sous Chef, Dennis Hellmann. Due to an unfortunate series of events, we found it necessary to part ways with Chef Hellmann.

## **MARKETING**

The new website is up and running. We are currently in the process of updating information, and adding some the information from our previous website. With more than 10 years of history, this will take a little time to complete. Customers who log onto [villagelinksgolf.com](http://villagelinksgolf.com), can click on an icon which will send them to the Reserve 22 landing page. To date, we have received 27 inquiries for information on hosting banquets, meetings, and outings. The former website returned no such leads.

The marketing firm Rule 29 has been taking photos for our Reserve 22 and Village Links brochures, and compiling data for content. The brochures should be ready in the next 30 days. We will also be finalizing a formal marketing plan which will combine the efforts of Legendary Marketing, which will focus primarily on social media, and email blasts, and Rule 29 which will focus more on the printed marketing pieces, but will also consult with Legendary to enhance the digital advertising efforts.

Chef Mike Concepcion, former Sous Chef Dennis Hellmann, Events Specialist Lynda-Makes Miller, and acting General Manager Jeff Vesevick occupied a booth at the 2014 Hospitality Expo on Thursday, October 9 at the Abbington in Glen Ellyn. The event, hosted by DuPage Convention and Visitors Bureau, hosted an estimated 600 event and party coordinators in search of the perfect venue for their next event. Reserve 22 provided sample menu items, and information regarding future events.

A Request for Proposals has been drafted, and is being finalized for the permanent sign on Park Boulevard.

## **MANAGER'S REPORT**

**for OCTOBER 2014**

Prepared by Jeff Vesevick

October was a fair month for golf, with temperatures averaging 7 degrees below normal. Rainfall was normal, with measurable rain falling on 8 days. Golf carts were restricted 2 times on the 18 hole course, and 3 times on the 9 hole course. We encountered 7 days where frost delayed the start of play.

### **GOLF**

**Rounds** played were up 15% for the month, and are up 9% for the year. Green fee income was up 19% for the month, and is up 10% for the year.

**Driving Range** continues to impress, up 54% for the month, and up 172% for the year.

**Motor Carts** continue to increase in popularity, showing a 23% increase for the month, and an 11% increase for the year. Cart usage the past 3 years has increased more than \$1.00 per round from 2007.

**Foot Golf** has been lightly received by the public to date, with only 55 rounds played since it was introduced in late September. With the sport continuing to grow in popularity nationwide, we intend to stick with it into 2015. Staff has been talking with the AFGL (American Foot Golf League) about the possibility of hosting a Pro-Am in 2015, to help boost its popularity.

The second initiative undertaken to help boost 9 hole rounds this Fall, the **8" cups** on the 9 hole course has received mixed reviews. The majority of those commenting regard the larger holes as a nuisance. Considering the amount of extra effort required to provide the larger holes on a daily basis, it is unlikely we will continue this offering in 2015.

532 Resident and VIP Card holders took advantage of a free 9 hole round during the **"FREE Tuesdays in October"** promotion during *FALL FEST*. This is the lowest total since 2009, undoubtedly due to the weather.

The Village Links hosted the **IHSA Regional Golf Tournament** on Tuesday, October 7. 54 high school golfers from 9 schools participated in the 18 hole Sectional qualifying event.

The 18 hole greens were aerated on Wednesday and Thursday, October 8-9. A 25% green fee discount was offered to Guests during the aeration process, and remained on off-season rates for the remainder of the year.

## **GROUNDS**

The Grounds Division completed the aeration process in October core aerating 18 hole greens, and solid tine spiking of the fairways.

Fertilizer was spread on the greens, tees, fairways, and the practice tee, in preparation for winter.

The ball mark repair process continued on the greens, treating roughly 14,000 with dyed green sand.

In preparation for freezing temperatures, the drinking fountains were removed from the golf course, and water supply lines drained.

On the main patio, gas supply lines were rerouted through the patio walls, and infrared heaters were installed in the outdoor bar.

Several pieces of equipment were serviced and repaired, assuring they will be ready to serve next season.

Grounds Staff also spent time at Panfish Park and Lambert Lake, removing litter, installing wood chip paths, fertilizing, and removing dead brush and branches.

Fall planting was performed around the Clubhouse, replacing the tropical plants which were stored for winter.

The Village Links was awarded re-certification as a ***“Certified Audubon Cooperative Sanctuary”*** by Audubon International. We are one of only 49 courses in Illinois, and one of only 907 courses world-wide to be awarded the honor. The Village Links was the first public course in the world, and the 7<sup>th</sup> golf course overall, to receive the award in the early 1990’s for “maintaining a high degree of environmental quality” in its maintenance practices.

## **RESERVE 22**

The Food and Beverage business continues to show consistent growth from month to month. October sales are up 40% for October, and are up 139% for the calendar year. For the period of August – October, where meaningful comparisons can be made, sales are up 26.5%. Although initial accounting for revenues may be skewed, much of the increase is seen in private parties.

Bookings for the Holiday Season have increased, we hosted 28 events in November and December a year ago. To date, we have 40 events scheduled for the same time period this year. Increased exposure resulting from email blasts, facebook postings, appearance in the Village Newsletter, signage and word of mouth have all attributed to the increase in bookings.

**Reserve 22 Aug - Oct**

	Restaurant & Bar		Banquet		Outing		HWH		Bev Cart		Total Sales	
	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014
Beverage	11,643	17,402	60	3,245	1,410	2,300	7,440	7,816		5,843	20,553	30,763
Beer	88,975	92,617	467	9,742	3,987	5,238	13,279	14,966		18,227	106,708	122,563
Wine	31,008	40,616	358	5,709	216	1,465					31,582	47,790
Spirits	30,528	37,294	4,439	11,207	8,542	704	2,210			3,429	45,719	49,205
Food	192,253	221,854	11,520	67,917	28,582	23,616	11,463	13,310		1,541	243,818	326,697
Misc.	12,648	5,247					1,408	1,587			1,408	1,587
<b>Total</b>	<b>367,056</b>	<b>415,031</b>	<b>16,844</b>	<b>97,820</b>	<b>42,737</b>	<b>33,323</b>	<b>35,800</b>	<b>37,679</b>	<b>29,830</b>	<b>29,040</b>	<b>492,267</b>	<b>612,893</b>
	67.7%		16.0%		5.4%		6.1%		4.7%			

*Banquets, Golf Outings, and Private parties accounted for 21.4% of revenues in 2014.*

Staff plans to continue to market Reserve 22, with plans to incorporate advertising in periodicals such as Golf Now! Chicago, direct mail vessels like Our Town, Val-Pak and Money Mailer. We will begin posting ads in FaceBook, hoping to drive more traffic during daily meal periods, and increasing exposure to the banquet and meeting facilities.

Interviews for the newly created Assistant Manager concluded in October. Several qualified candidates were considered, we hope to have the position filled immediately. This position will focus on banquet sales and bookings and increasing service standards in the front of the house.

The decision was made to discontinue Sunday Brunch, as bookings were not covering costs. Sunday Brunch will be re-introduced in March of 2015, when overall traffic increases.

Staff remains busy preparing for the private parties, and for Holiday Open house on Sunday December 7. We expect more than 800 guests during the annual customer appreciation event which will run from 12:00 – 5:00 pm. Refreshments will be served, and Santa will be present from 1:00 – 4:00 pm.