

# Quarterly Report Packet

October – December  
2015

Management Team





# Village of Glen Ellyn



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**Village of Glen Ellyn**



# **Administration Department**

**October – December  
2015**



## **Village of Glen Ellyn Economic Development 2015 Fourth Quarter Update**

### **Relationship Meetings**

During the fourth quarter of 2015, the Economic Development Coordinator met with x (x) businesses/property owners as part of the Village's relationship meetings initiative. The meetings offer an opportunity for the Village to gauge how businesses are doing, if they are happy in Glen Ellyn and educate the businesses about programs the Village offers to assist businesses.

The Glen Ellyn Experience video campaign took a bit of a hiatus during the summer months as many owners took vacations and appointments were difficult to schedule. Sign Identity shot their video in August. These will pick up again in the fourth quarter.

Relationship meetings:  
October – x meetings  
November – x meetings  
December – x meetings  
Total x meetings for Q3

### **Business Openings/Closings**

While the ebbs and flows of business livelihood in any community is in constant motion, the Economic Development Office is continually reaching out to current and prospective businesses to enhance the livelihood of the overall business community. While x (x) businesses closed during the third quarter of 2015, x (x) new businesses opened their doors.

Staff reaches out to businesses that have closed to determine how the Village, if at all, could have assisted in retaining the business in town.

Glen Ellyn welcomed x new businesses to downtown.

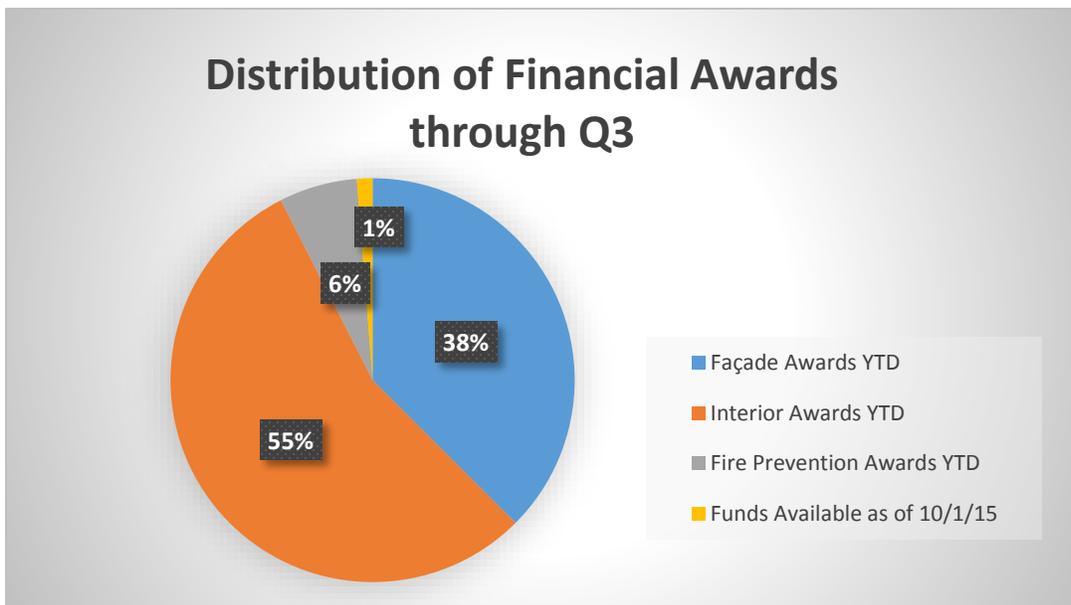
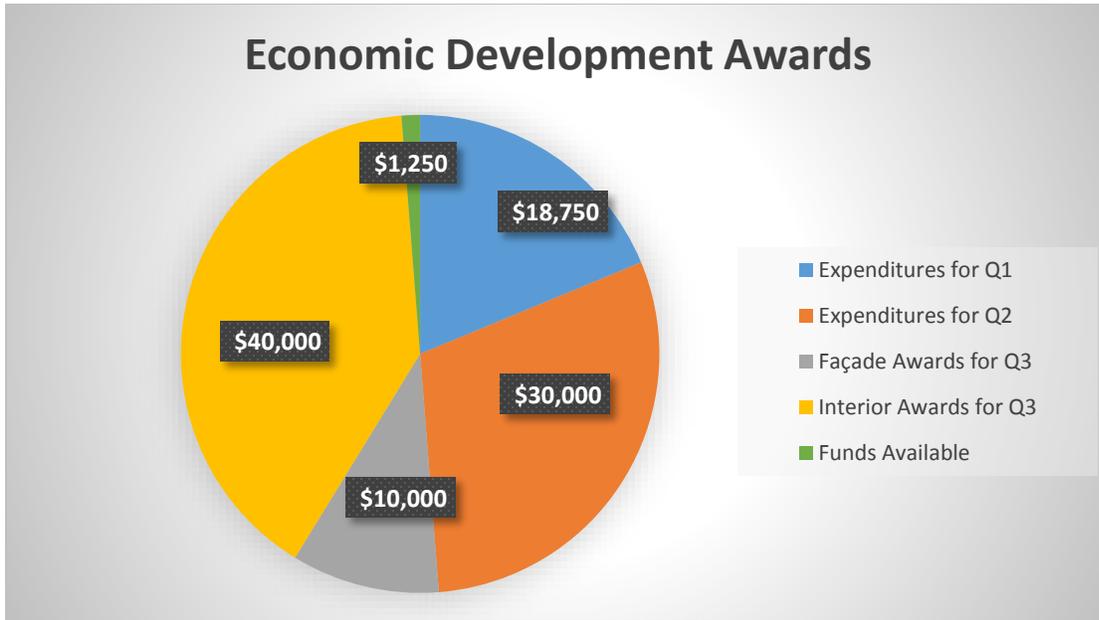
Business Openings/Closings  
July – x/x  
August – x/x  
September – x/x  
Total for Q4 x/x

### **Economic Incentive Awards awarded by the Village Board**

The Village Board has committed to enhancing Glen Ellyn's business community via Economic Development Incentive Awards for downtown interior improvements, downtown fire prevention system improvements as well as façade improvements in all the Commercial Districts. With the adoption of the 2015 Budget, the Village Board dedicated \$100,000 to these award incentives. While the interior improvement and façade awards are for new businesses, the Village Board took a strong position on protecting the unique buildings and atmosphere in downtown Glen Ellyn by creating the Fire Prevention System Award Program. This program is for existing businesses or property owners in the downtown C5A or C5B business districts to assist with updating or installing fire prevention systems. During the third quarter of 2015 the Village Board approved \$50,000, in award incentives.

Economic Incentive Awards awarded  
Total Economic Incentive Awards for Q1 \$18,750  
Total Economic Incentive Awards for Q2 \$30,000

Total Economic Incentive Awards for Q3 \$50,000  
 Economic Incentive Awards for Q4  
 October – 2 totaling \$28,750  
 November – 0  
 December – 0  
 YTD Economic Incentive Awards Approved \$127,500



The economic incentives awarded in 2015 exceed the budgeted amount by \$27,500. History has shown that many incentives awarded are not

**Other Initiatives**

Glen Ellyn's summer marketing campaign drove 500+ unique visitors to the Village website promoting summer events in Glen Ellyn. The summer cooperative advertisement with the DuPage Convention and Visitors Bureau brought in over 3,000 leads. These inquires received either a postcard mailing from the Village or an electronic flyer about Glen Ellyn.

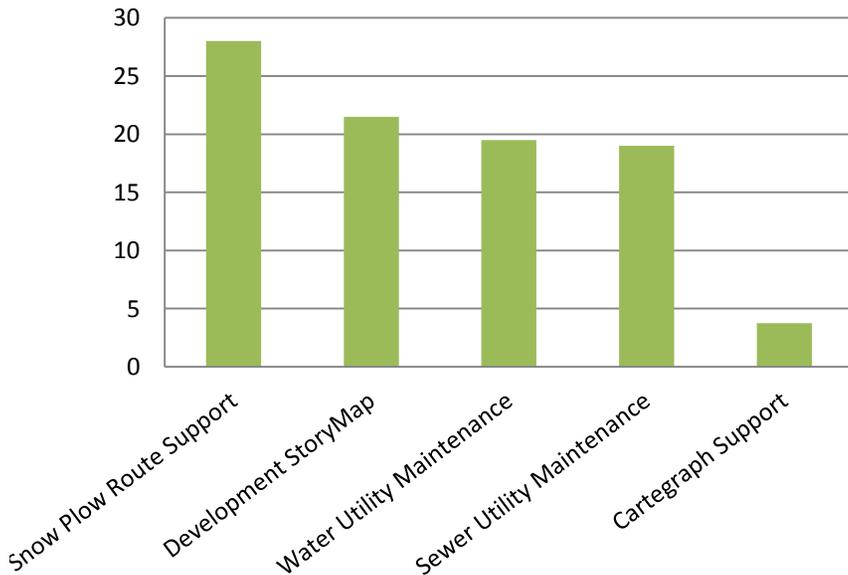
Glen Ellyn continued the DuPage County cooperative marketing of the Dominick's site through the One Call, 10 Stores, A Million Customers campaign. The sites were marketed at the October International Council of Shopping Centers event in Chicago with a banner at the Choose DuPage booth as well as an advertisement in Heartland Real Estate Business October publication.

# VILLAGE OF GLEN ELLYN - QUARTERLY GIS REPORT

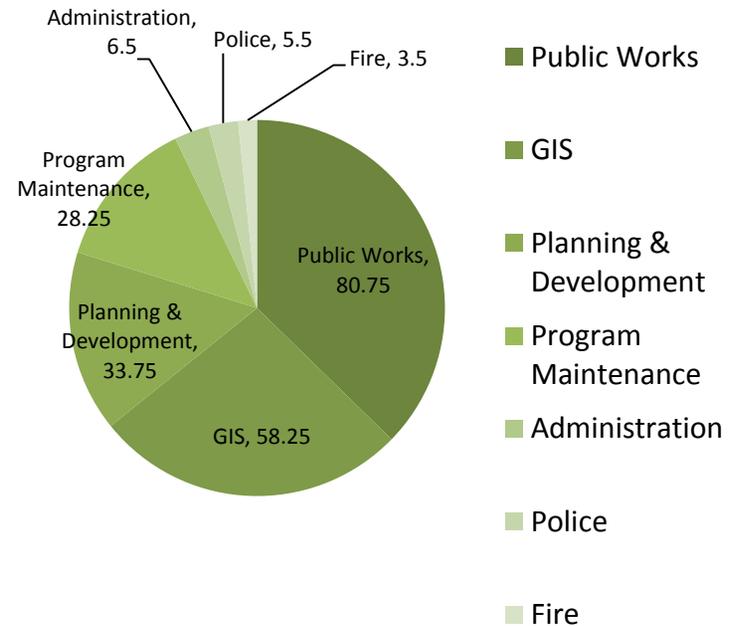
The following report provides an overview of the Village of Glen Ellyn's GIS program from October through December 2015. These last three months have been such an exciting time for the GIS Program here in Glen Ellyn. It saw a shift in Staffing from Dan Millen to Alexandria Caputo. The purpose of local government is to serve local residents. GIS was involved in creating ways to serve residents more efficiently, and to get them involved in what is going on around their community. To highlight, a few main ways that GIS was better able to support Glen Ellyn staff to better serve their residents are as follows. First, a snow plow route analysis has been underway, which will enable public works staff to see if their routes could be more efficient and thereby better serving their residents in times of snowfall. Second, an interactive Story Map was started and when released to the public, residents will be able to see areas that are being developed in Glen Ellyn. Third, updating water and sewer utilities has led to public works being able to better serve their residents in times that a water main breaks, etc. GIS is currently involved with obtaining emergency calls from DuComm, which is Glen Ellyn's emergency service dispatch provider, in order for the police department to have more access to what crimes are occurring. This will enable police to better understand where there are clusters of crimes happening and how they can prevent them in those areas. Please keep an eye out for what is to come within the next three months, as there are quite a few exciting things to come for the Village of Glen Ellyn.

## SITE PROJECT FOCUS – OCTOBER - DECEMBER 2015

**GIS projects by hours**



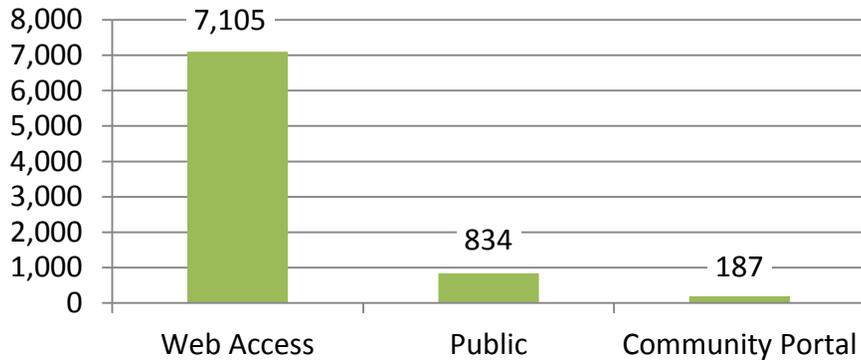
**GIS projects by department in total hours**



**MAPOFFICE™ - UTILIZATION – OCTOBER – DECEMBER 2015**

The following chart and table represent the use of two MapOffice™ products, Web Access and Public, and Community Portal™ 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. Community Portal is used by both residents and staff.

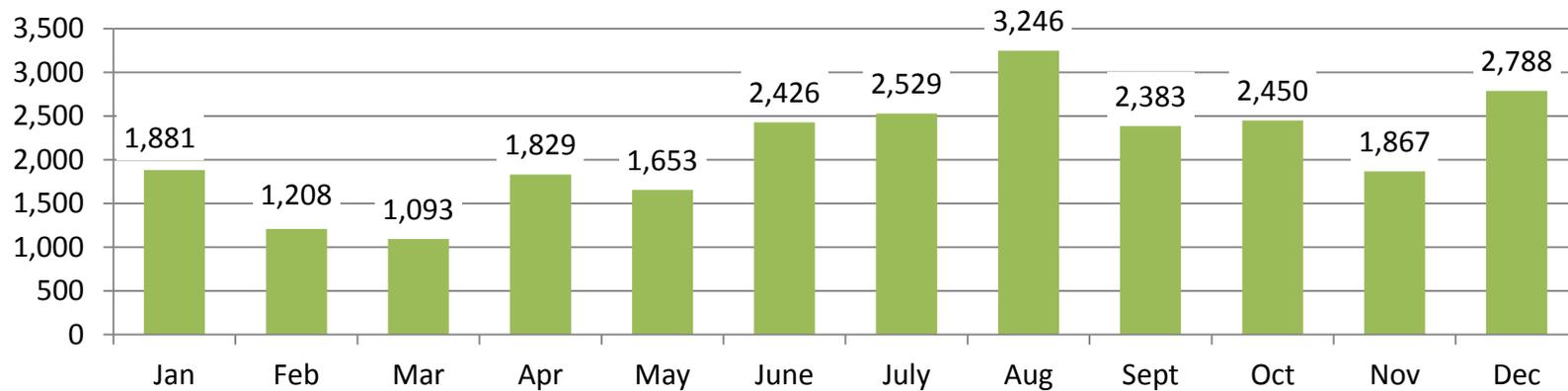
**Use by product**



**Top 10 - Combined Use**

| Name                | Use (Hits) |
|---------------------|------------|
| Find and Go         | 1834       |
| Map View            | 1521       |
| Parcel Summary      | 1136       |
| Photo View          | 565        |
| Utility Lookup      | 343        |
| Measure Distance    | 297        |
| Google Street View™ | 279        |
| Custom Overlay      | 277        |
| Print               | 190        |
| Markup              | 153        |

**MapOffice Web Access Usage by Month**



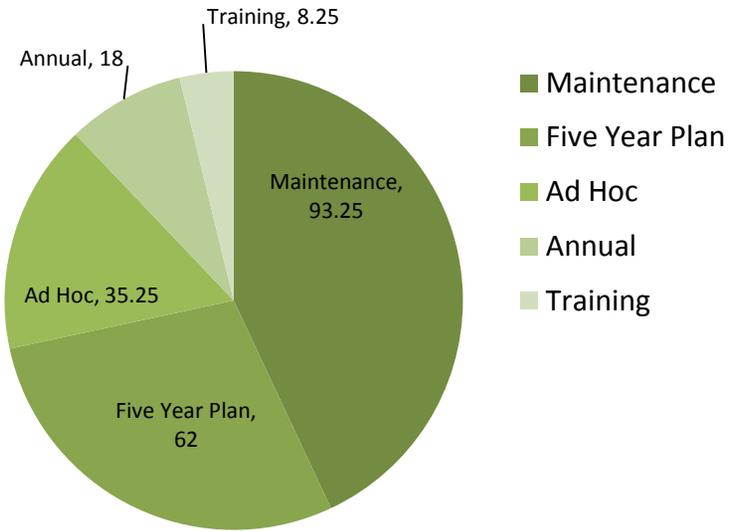
**GIS FIVE YEAR PLAN PROGRESS – OCTOBER - DECEMBER 2015**

| <b>The Village of Glen Ellyn GIS Program<br/>Five Year Plan Update</b> |   |                    |                   |
|--|---|--------------------|-------------------|
| <b>Project Status:</b>   |   | <b>Completed</b>   |                   |
| <b>Title</b>   | <b>Project Update</b>   | <b>Due Date</b>    | <b>% Complete</b> |
| Sewer Utility Maintenance  | Made edits to the Sewer and Storm Utility per request of Public Works   | 12/31/2015         | 100%              |
| Water Utility Maintenance  | Made edits to the Water Utility per request of Public Works and Fire Departments.   | 12/31/2015         | 100%              |
| Schools/Daycare Custom Overlay   | Updated the schools and daycare custom overlays based on new schools and daycares being implemented.  | 12/31/2015         | 100%              |
| Sex Offender Custom Overlay  | This custom overlay was updated per request of the Police Department  | 12/31/2015         | 100%              |
| Snow Plow Route Analysis   | Creating the base data for use in analyzing optimal snow plow routes around the village.  | 10/31/2015         | 100%              |
|  |   |                    |                   |
| <b>Project Status:</b>   |   | <b>In Progress</b> |                   |
| <b>Title</b>   | <b>Project Update</b>   | <b>Due Date</b>    | <b>% Complete</b> |
| DuCOMM Call for Service Data Connection                                | Waiting on linkage to DuCOMM's database. DuCOMM has been contacted and has begun work on the views to create this linkage.  | 2/25/2016          | 40%               |
| Water Valve & Hydrant Inventory Cleanup                                | Public Works staff is physically checking the location of hydrants and valves in the field using the Collector application on a tablet. This data will be added into GIS to improve the accuracy of the locations and attributes. | 10/1/2016          | 40%               |
| Traffic Accident Analysis  | Waiting on linkage to DuCOMM's database. DuCOMM has been contacted and has begun work on the views to create this linkage.  | 12/31/2016         | 5%                |
| Buffalo Box and Cleanout Inventory Collection                          | The collector application has been created and data has begun to be collected using the Collector application on a tablet.  | 12/31/2017         | 1%                |
|  |   |                    |                   |

| <b>Project Status: Not Started</b>                       |  |                 |                   |
|--|--|-----------------|-------------------|
| <b>Title</b>   | <b>Project Update</b>  | <b>Due Date</b> | <b>% Complete</b> |
| Public Utilities Data Audit                              | Waiting on data lists from service providers.  | 12/31/2016      | 0%                |
| Emergency Siren Mapping & Support                        | Planned for Quarter 2  | 5/15/2016       | 0%                |
| Impervious Surface Impact on Storm Water Management Fees | This project will be started once determined by Planning & Development   | 12/31/2016      | 0%                |
| Business Intelligence Connections                        | Begin connecting to village databases to access Planning and Development and DuCOMM related information in MapOffice™ Web Access. The new connection files have been installed on the server and this is a priority project for Quarter 2. | 6/2016          | 0%                |
| <b>Project Status: Ad Hoc Projects</b>                   |  |                 |                   |
| <b>Title</b>   | <b>Project Update</b>  | <b>Due Date</b> | <b>% Complete</b> |
| Development StoryMap                                     | Working on final changes requested.  | 1/31/2016       | 80%               |
| Street Light Integration into Cartegraph                 | Working on adding Street Light Inventory to Cartegraph   | 3/31/2016       | 5%                |
| Water Utility Mapping Support                            | Creating a few maps for the fire department in order for them to view their water utility data more efficiently.   | 2/15/2016       | 90%               |
| <b>Project Status: Annual Projects</b>                   |  |                 |                   |
| <b>Title</b>   | <b>Project Update</b>  | <b>Due Date</b> | <b>% Complete</b> |
| County Parcel and Assessor Data Update                   | Yearly update of village parcels and assessor information.   | 5/31/2016       | 0%                |
| Tree Planting/Removal Support                            | All requested products created and delivered for spring plantings. Will repeat in the fall   | 12/31/2015      | 50%               |
| Zoning Map Update  | All requested products created for 2016.   | 3/31/2016       | 0%                |
| Community Map Update                                     | All requested products created for 2016.   | 3/31/2016       | 100%              |
| Address & Zoning Map Creation                            | All requested products created for 2016.   | 4/30/2016       | 5%                |
| Data Model Update  | Yearly update of the data schema for all GIS layers.   | 9/30/2016       | 0%                |

**PROJECT CATEGORIES TOTAL HOURS – OCTOBER - DECEMBER 2015**

**GIS projects by project category in total hours**





**Village of Glen Ellyn**



# **Finance Department**

**October – December  
2015**



# FINANCE DEPARTMENT

FOURTH QUARTER REPORT (OCTOBER 1, 2015 TO DECEMBER 31, 2015)

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The Goal of this quarterly report is to summarize the key accomplishments and activities of the Finance Department during the quarter. This report also includes the quarter financial highlights as an attachment to this report.

## KEY ACCOMPLISHMENTS

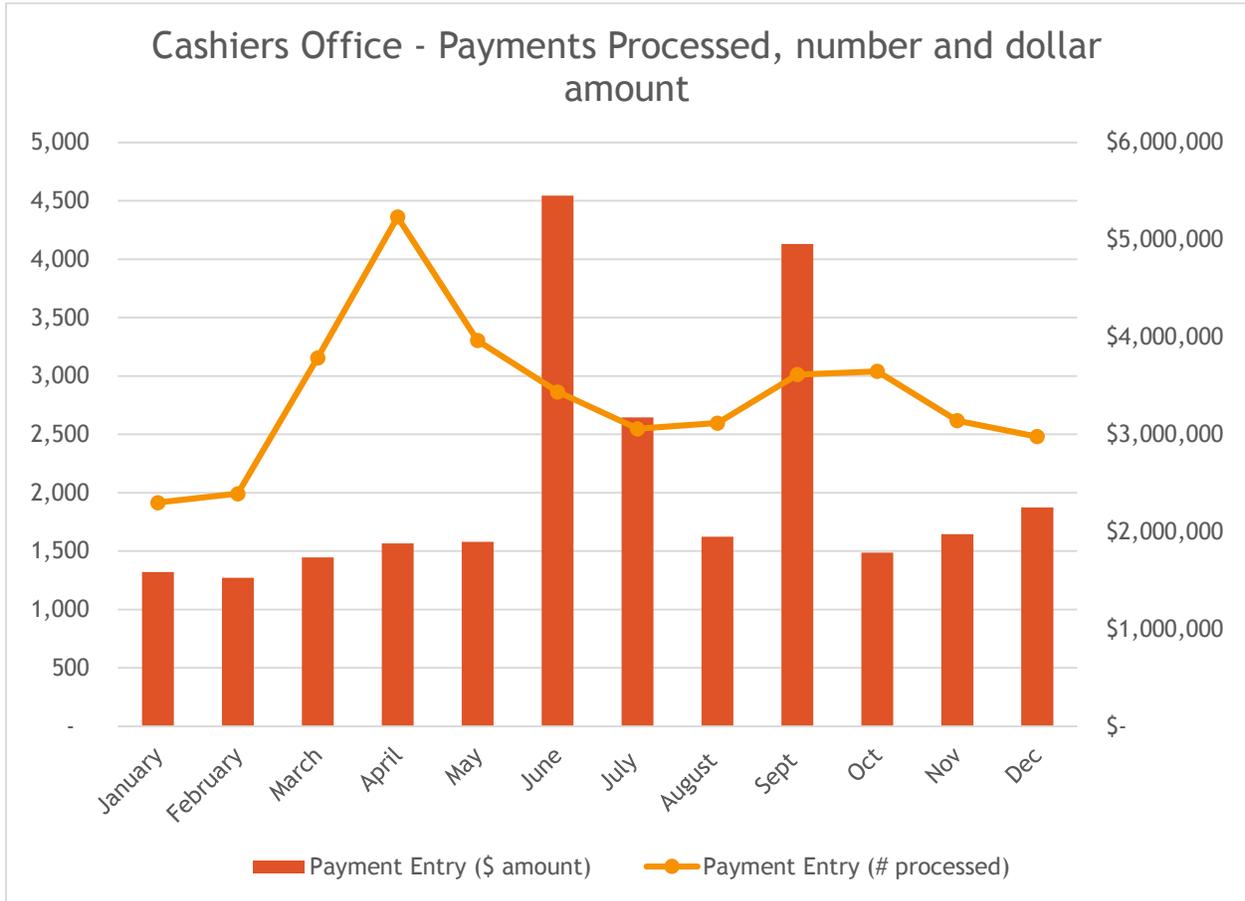
- Prepared and completed the 2016 Budget.
- Completed the Tax Levy.
- Tested and Upgraded the Munis Financial Software System to 10.5.
- Solicited a Request for Proposal (RFP) for an Investment Consultant for the Police Pension Fund.
- Prepared for the Affordable Care Act (ACA) year-end reporting.
- Cross trained staff in preparation for Director's leave of absence.
- Quarterly Report will be completed with the Annual Report in April.

## ACTIVITIES AND METRICS

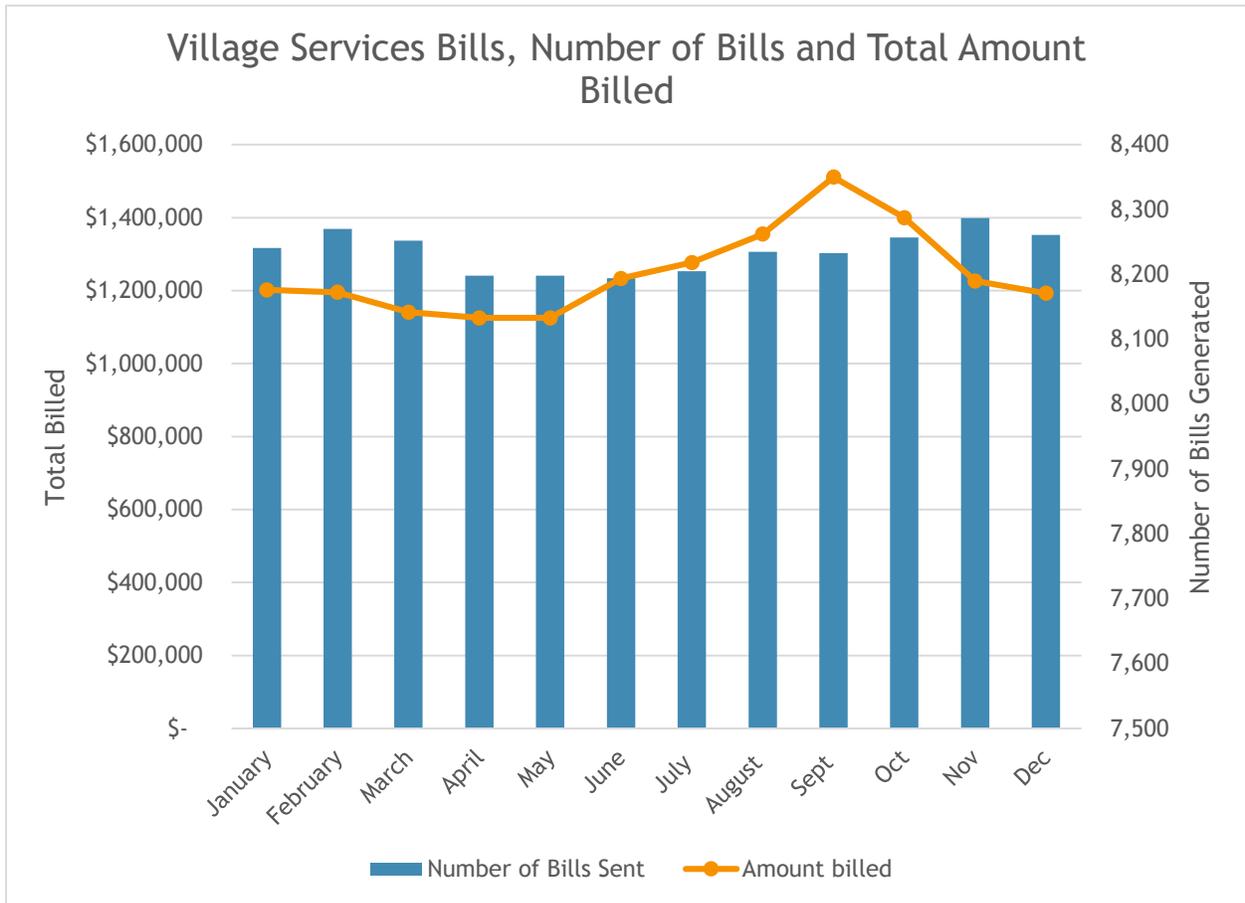
The activities and metrics of the department can be subdivided in the activity for the Cashiers Office and the activity for the Administration Office of the finance department. These metrics do not encapsulate all of the activity of the department, but do provide highlights on some key activities.

## CASHIERS OFFICE

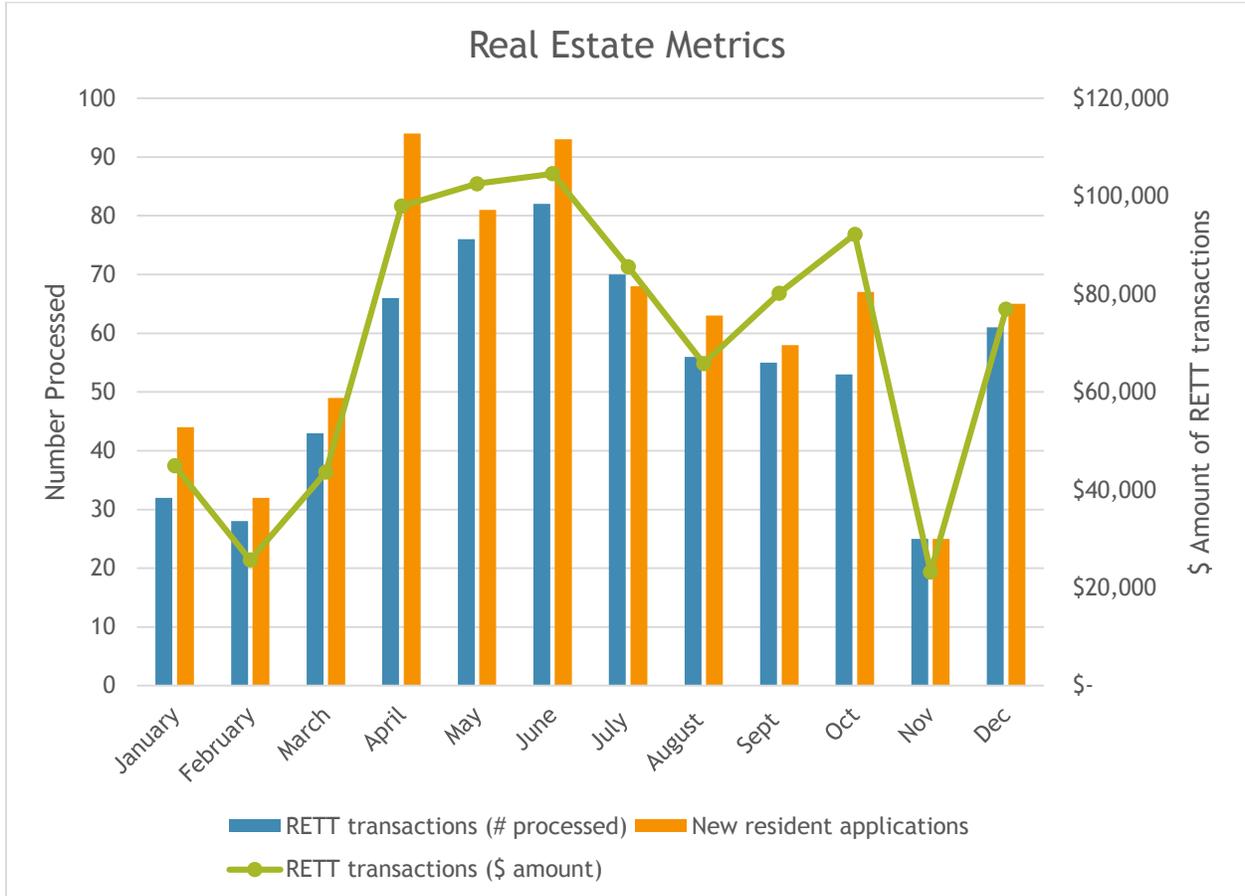
The Cashiers Office is the hub of the Village where all payments are received, excepting the Village Links/Reserve 22. In the fourth quarter, the Cashiers office processed 8,138 payments as compared to 8,157 payments in the third quarter. The dollar amount this quarter was \$6,008,758 versus \$10,077,937 in the third quarter. The large spike in the dollar amount is due to receipt of the June and September property taxes from the County. As you can see in the graph below, activity escalated to a peak in April due to vehicle sticker purchases.



During the quarter, the Cashiers Office also generated 24,805 Village Services Bills, with a total bill value of \$3,819,331. The amount billed escalates over the summer due to landscape watering.



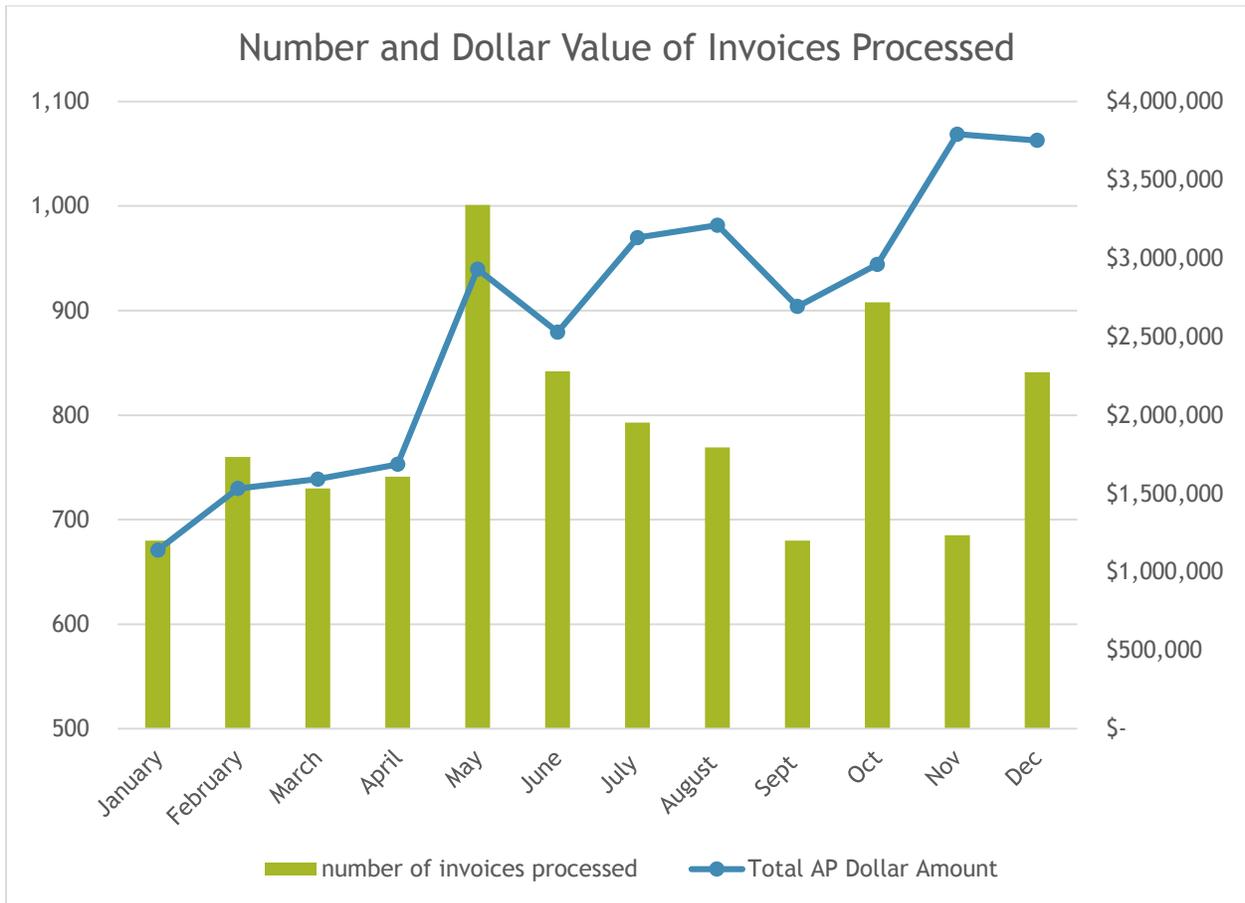
The Cashiers Office also provides key metrics on the performance of our real estate market. Real Estate Transfer Tax Stamps (RETT) are required when properties are sold or refinanced. New resident applications are also required when someone moves into the Village and starts service. During the quarter, 139 real estate transfer stamps were issued, with revenue generated of \$192,337. There were also 157 new resident applications. These metrics normally see an increase in the Spring and Summer months as real estate sales pick up.



## ADMINISTRATION

The administration division of the department manages the processing of payroll, accounts payable, month-end close, account reconciliation, financial reporting, risk management administration, and health insurance administration. This division is also responsible for oversight and strategic planning for the department as a whole.

During the quarter, 17 payrolls were processed, including 7 Village payrolls, 7 GWA payrolls, and 3 Police Pension payrolls. The department also processed 2,434 invoices for payment for the Village with a dollar value of \$10.5 million. The department also processed 413 invoices for GWA with a dollar value of \$1.3 million. The graph below shows a spike in activity in May, which is the month when the Village makes its liability insurance payment of \$601,000. Accounts payable also trends higher through the summer and fall months when major capital projects such as street reconstructions take place.





**Village of Glen Ellyn**



# **Planning and Development Department**

**October – December  
2015**





# Quarterly Report

October–December 2015

## Year in Review

In 2015 the Planning and Development Department issued 1,412 permits, conducted 4,319 inspections and served 4,246 customers at the counter; the Department also reviewed 74 petitions that were ultimately acted on by the Village Board. Wow!

Of the permits issued, 38 were for new single family dwellings and 189 were for alterations/additions. New single family home permits decreased slightly from 2014, but the number of alterations and additions increased.

Notable projects completed in 2015 include a new Dunkin Donuts, Marche Restaurant, Pet Supplies Plus, and Autumn Leaves Memory Care Facility. Construction also began on a variety of projects in 2015 including townhomes at 344 Pennsylvania Avenue and the Glenbard West science wing addition.

## Project Updates

**McChesney Site Development:** The Springbank Real Estate Group unveiled preliminary plans before the ARC and Plan Commission in pre-application meetings on November 10 and 12. The proposed development site is 2.15 acres encompassing the McChesney property, the Lord's Auto Clinic property and the Village owned parking lot on the south side of Crescent Blvd. The proposed development is still in the conceptual phase and is anticipated to include 450 dwelling units and 61,910 square feet of new commercial space. The conceptual plans also include an underground parking structure with 750 spaces. Plans are available for viewing on the homepage of the Village's website.



**350 Duane Street.** Wetmore Properties, LLC went before the ARC and Plan Commission for pre-application conferences in December for potential redevelopment of the Spandikow Roofing property. It is expected that the developer will submit a formal application in the coming

(350 Duane cont.) weeks. The conceptual plans call for a ~50,000 square foot, 50-unit apartment building, consisting primarily of 1-bedroom apartments.



**Court Cases:**  
786 Kenilworth  
October 6, 2015  
Deadline Extended to Obtain Permit

420 Roosevelt  
November 9, 2015  
Continuance Granted

**530 Pennsylvania:** Chocolaterie Stam's exterior appearance has been recommended for approval by the ARC and Stam's will appear before the ARC in January seeking Sign Variation approval. Stam's is a gourmet chocolate store based out of Des Moines that serves decadent European chocolates and coffee beverages. An additional tenant space will be available in the western half of the building.



## Upcoming Projects

**Permit Application:** Several projects have submitted building permit applications including: a new memory care facility at 750 S Park, a commercial remodel at 862 Roosevelt for a fitness studio, a new 2-tenant retail building at the former Grandma Sally's location (369 Roosevelt) and a commercial remodel at 444 Roosevelt submitted by Desitter Flooring, Inc.

**Seamless Docs:** Work is ongoing in an effort to provide customers the ability to apply for select building applications online. It is expected that in the first quarter of 2016 that Contractor Registration and Sign Permit applications will be able to be accessed and submitted for review online.

**Police Station:** The proposed police station will need an Exterior Appearance and various zoning approvals. It is expected to appear before the commissions in the Spring of 2016.





**PLANNING AND DEVELOPMENT DEPARTMENT  
 QUARTERLY REPORT  
 OCTOBER-DECEMBER 2015**



|  | OCT-DEC 2015 | 2015 YTD     | 2014 Actual  |
|--|--------------|--------------|--------------|
| <b>Total Building Permits Issued</b>                 | 317          | 1353         | 1335         |
| New Single Family dwelling                           | 8            | 38           | 52           |
| New Multi-family dwelling                            | 0            | 0            | 0            |
| New Commercial building                              | 0            | 1            | 4            |
| Additions and Alterations Single-family              | 46           | 189          | 159          |
| Additions and Alterations Multi-family               | 0            | 0            | 0            |
| Demolitions  | 5            | 26           | 33           |
| Additions and Alterations Commercial                 | 16           | 71           | 59           |
| Accessory Structure/Miscellaneous                    | 242          | 1028         | 1028         |
| <b>Total Estimated Construction Value (millions)</b> | \$11.90      | \$49.41      | \$49.02      |
| <b>Certificates of Occupancy (TCO &amp; CO)</b>      | 6TCO; 14CO   | 28TCO; 43 CO | 20TCO; 21 CO |
| <b>Stormwater Permits issued</b>                     | 6            | 44           | 58           |
| <b>Demolition Permit Applications</b>                | 4            | 23           | 37           |
| <b>Contractors Registered</b>                        | 156          | 744          | 656          |
| <b>Sign Permits Issued</b>                           | 9            | 42           | 38           |
| <b>Banner Sign Permits Issued</b>                    | 5            | 17           | 27           |
| <b>Total Inspections Conducted</b>                   | 1149         | 4319         | 4205         |
| Building Inspections                                 | 858          | 3344         | 3215         |
| Exterior Appearance/Ordinance Inspections            | 2            | 10           | 4            |
| Elevator Inspections                                 | 49           | 95           | 105          |
| Grading/Stormwater Inspections                       | 60           | 167          | 179          |
| Drainage Inspections/Complaints                      | 32           | 81           | 48           |
| Landscape Inspections                                | 0            | 18           | 36           |
| Property Maintenance Inspections                     | 86           | 309          | 313          |
| Site Inspections                                     | 64           | 313          | 311          |
| <b>Total Development Applications Acted On</b>       | 7            | 52           | 44           |
| Exterior Appearance                                  | 1            | 10           | 9            |
| Planned Unit Development                             | 0            | 1            | 0            |
| Sign Variation                                       | 0            | 4            | 6            |
| Special Use Permit                                   | 0            | 9            | 4            |
| Subdivision  | 0            | 1            | 3            |
| Zoning Map Amendment                                 | 0            | 0            | 1            |
| Zoning Text Amendment                                | 0            | 4            | 4            |
| Zoning Variation                                     | 6            | 23           | 17           |
| <b>Right-of-Way Vacation</b>                         | 0            | 3            | 0            |
| <b>*Annexations Approved</b>                         | 0            | 5            | 3            |
| <b>*Annexation Agreements Approved</b>               | 0            | 2            | 4            |
| <b>Misc. Ordinances/Resolutions Acted On</b>         | 0            | 11           | 11           |
| <b>Administrative Approvals</b>                      | 1            | 16           | 14           |
| Consolidations, 2-Lot Subdivs & Land Transfers       | 1            | 6            | 4            |
| License Agreements - Tables and Chairs               | 0            | 9            | 10           |
| Other Administrative Approvals                       | 0            | 1            | 0            |
| <b>FOIA Requests Processed by Department</b>         | 51           | 191          | 200          |
| <b>Violation Letters Issued (prior to citation)</b>  | 14           | 263          | 305          |
| <b>Citations Issued</b>                              | 3            | 12           | 7            |
| <b>License Agreements Acted on by Board</b>          | 1            | 1            | 1            |

\*Number of Ordinances approved many of which include multiple properties



# PLANNING AND DEVELOPMENT DEPARTMENT

## MONTHLY DEMOLITION REPORT DECEMBER 2015



### 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   | 1   | 4   | 4   | 3    | 2    | 6   | 7    | 1   | 1   | 5   | 37  |
| 2015 | 2   | 2   | 4   | 3   | 1   | 1    | 1    | 1   | 4    | 2   | 1   | 1   | 23  |

### DEMOLITION PERMIT APPLICATIONS SUBMITTED DURING CALENDAR YEAR 2015

| No. | Address        | Date      | Lot Size | Lot Area | Earliest Record | Historic | Action     | Status   | Applicant/Builder        |
|-----|----------------|-----------|----------|----------|-----------------|----------|------------|----------|--------------------------|
| 1   | 633 KENILWORTH | 1/15/2015 | 50X184   | 9200     | 12/4/1979       | NO       | DEMO & SFR | 05/14/15 | RITE-WAY CUSTOM HOMES    |
| 2   | 610 DUANE      | 1/28/2015 | 102X150  | 15300    | 8/11/1983       | NO       | DEMO       | 04/03/15 | GREENSCAPE HOMES         |
| 3   | 228 CUMNOR     | 2/3/2015  | 152X81   | 12312    | 8/22/1952       | NO       | DEMO & SFR | 03/06/15 | RITE-WAY CUSTOM HOMES    |
| 4   | 354 SCOTT      | 2/26/2015 | 163X66   | 10758    | 9/30/1972       | NO       | DEMO & SFR | 04/23/15 | BENKERT BUILDERS         |
| 5   | 242 CREST      | 3/2/2015  | 60X177   | 10620    | 8/7/1941        | NO       | DEMO & SFR | 04/02/15 | JULISON CONSTRUCTION     |
| 6   | 581 OAK        | 3/6/2015  | 100X168  | 16800    | 10/7/1977       | NO       | DEMO & SFR | 04/16/15 | EXCLUSIVE BUILDERS GROUP |
| 7   | 735 N PARK     | 3/13/2015 | 96X164   | 15744    | 7/18/2025       | NO       | DEMO & SFR | 04/16/15 | RAY WHALEN BUILDERS      |
| 8   | 248 LINDEN     | 3/19/2015 | 66X214   | 14109    | 10/10/1956      | NO       | DEMO & SFR | 04/22/15 | AMPOL BUILDERS           |
| 9   | 608 NEWTON     | 4/20/2015 | 50X150   | 7500     | 6/19/1948       | NO       | DEMO ONLY  | PENDING  | ANTHEM EXCAVATING        |
| 10  | 232 NEWTON     | 4/23/2015 | 130X304  | 39520    | 11/22/1988      | NO       | DEMO & SFR | 05/27/15 | GITS HOME BUILDERS       |
| 11  | 663 N. PARK    | 4/30/2015 | 80X160   | 12800    | 6/10/1950       | NO       | DEMO & SFR | 06/19/15 | MUELLNER CONSTRUCTION    |

DEMOLITION PERMIT APPLICATIONS SUBMITTED DURING CALENDAR YEAR 2015

|    |               |            |              |       |            |    |                  |         |                               |
|----|---------------|------------|--------------|-------|------------|----|------------------|---------|-------------------------------|
| 12 | 790 RIFORD    | 5/4/2015   | triangle lot | 8541  | 3/1/1971   | NO | DEMO & SFR       | PENDING | BON DRONJAK                   |
| 13 | 689 DUANE     | 6/10/2015  | 85X220       | 18700 | 7/22/1941  | NO | DEMO & SFR       | PENDING | BENKERT BUILDERS              |
| 14 | 344 TAYLOR    | 7/10/2015  | 56X147       | 8232  | 7/3/1978   | NO | DEMO & SFR       | PENDING | GREENSIDE DESIGN & BUILD      |
| 15 | 10 N PARK     | 8/5/2015   |              |       | 1/7/1965   | NO | DEMO & COMM. BLD | PENDING | BUTTERMILK & HONEY RESTAURANT |
| 16 | 259 LORRAINE  | 9/2/2015   | 60X197       | 11850 | 11/22/1968 | NO | DEMO & SFR       | PENDING | SHACK JR ENTERPRISES          |
| 17 | 369 ROOSEVELT | 9/10/2015  | 137X250      | 34399 | 11/25/1969 | NO | COMM. DEMO       | PENDING | COLUMBIA BUILDERS             |
| 18 | 800 EDGEWOOD  | 9/15/2015  | 70X139       | 9730  | 3/18/1951  | NO | DEMO & SFR       | PENDING | RITE-WAY CUSTOM HOMES         |
| 19 | 290 MONTCLAIR | 9/23/2015  | 140X187      | 26180 | 5/31/1961  | NO | DEMO             | PENDING | RAY WHALEN BUILDERS           |
| 20 | 326 GRANDVIEW | 10/6/2015  | 195X75       | 14625 | 10/15/1953 | NO | DEMO & SFR       | PENDING | BRECKENRIDGE BUILDERS         |
| 21 | 729 RIFORD    | 10/13/2015 | 196X75       | 14700 | 9/1/1961   | NO | DEMO             | PENDING | VILLAGE OF GLEN ELLYN         |
| 22 | 750 S. PARK   | 11/16/2015 |              |       | NO RECORD  |    | DEMO & COMM. BLD | PENDING | RJ DEVELOPMENT                |
| 23 | 108 N. MAIN   | 12/10/2015 | 265X97       | 25414 | 7/26/1977  | NO | DEMO & SFR       | PENDING | CMN ENTERPRISES               |



**PLANNING AND DEVELOPMENT DEPARTMENT  
DEVELOPMENT CASE, ANNEXATION AND SPECIAL PROJECT STATUS  
As of December 31, 2015**

| Case No. (Name, Address)                     | DESCRIPTION OF PROPOSAL  | PRE-REVIEW (DATES/TIMES)                            | FOR REVIEW (DATES/TIMES)                             | ZBA REVIEW (DATES/TIMES)                            | Village REVIEW (DATES/TIMES)  | COMMENTS AND REVIEW STATUS   |
|--|--|---|--|---|---|--|
| 20 Briar, Apartment Building                 | Exterior appearance approval for proposed alterations  | Public meeting 10/15/2015, recommended approval 6-3 | Public hearing, 12/16/2015, recommended approval 9-0 | NA  | 1/11/2016   |  |
| 817 Crescent                                 | Zoning Variation to combine two non-contiguous, non-standard lots to allow construction of a garage and corner side yard setback to allow reconstruction of an existing deck | NA  | NA   | Public hearing 10/27/2015, recommended approval 7-0 | 11/23/2015  |  |
| Crescent Boulevard Redevelopment             | Potential mixed use redevelopment of McChesney property and surrounding area.  | Pre-application meeting 11/10/2015                  | Pre-application meeting 11/12/2015                   | NA  | Pending   |  |
| 487 Duane Street, Mixed Use Development      | PUD and Exterior Appearance approval for new 4-story mixed use development   | Pre-application meeting 5/13/2015                   | Pre-application meeting 4/9/2015                     | NA  | Pending   | Awaiting submission.   |
| 350 Duane Street, Apartment Building         | PUD and Exterior Appearance approval for new 50-unit apartment building  | Pre-application meeting 12/9/2015                   | Pre-application meeting 12/10/2015                   | NA  | Pending   | Awaiting submission  |
| 535 Emerson                                  | Zoning Variation for lot depth, rear yard setback and lot area coverage to construct a new house   | NA  | NA   | Public hearing 12/8/2015, recommended approval 4-0  | Pending   |  |
| 480 Greenfield                               | Zoning Variation for lot area coverage to construct addition   | NA  | NA   | Public hearing 10/27/2015, recommended approval 6-1 | 11/23/2015  |  |
| Hill Avenue, Glen Estates Subdivision        | Five lot subdivision and rezoning to accommodate 5-plexes  | NA  | Pre-application meeting 10/22/2015                   | NA  | Pending   | Awaiting submittal   |
| 21W576 Hill Avenue, the Enclaves of Glen Oak | Preliminary Plat for revised 12-lot plan including additional property on Cumner   | NA  | Public hearing 8/28/2014, recommended approval 10-0. | NA  | 11/24/2014 - Village Board approved preliminary plat and annexation | Met with County in December to discuss possible Prairie Path connection. |
| 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   | Joint ARC/Plan Commission meeting held 2/26/15      | Joint ARC/Plan Commission meeting held 2/26/15       | NA  | Discussed at meetings on 9/15/2014, 10/6/2014 and 5/18/2015         | Concept plans discussed at May 18, 2015 Village Board meeting.           |
| 476 Main Street                              | Exterior Appearance approval for facade renovation   | Pending   | NA   | NA  | Pending   | Awaiting submission  |
| 491 and 495 Newton                           | Zoning Map Amendment and PUD for two duplex development  | NA  | Pre-application meeting 5/21/2015                    | NA  | Pending   | Awaiting submission.   |

|                                      |   |  |   |                                   |   |                |   |  |
|--------------------------------------|---|--|---|-----------------------------------|---|----------------|---|--|
| 608 Newton                           | Zoning Variation to allow two adjacent non-conforming lots under common ownership to be treated as two separate zoning lots to allow for future sell-off of one lot and construction of a garage on one of the lots without a principle structure | NA   | NA  | NA                                | Public hearing 12/8/2015, hearing continued to 1/13/2016 due to lack of favorable votes | Pending        |   |  |
| 65 S. Park Boulevard, Police Station | Zoning Map Amendment, Special Use Permit, Zoning Variations, Exterior Appearance and Right-of-Way variations for new police station   | Concept meeting anticipated in March 2016                    | Concept meeting anticipated in March 2016 | NA                                | NA  | Pending        | Village Board discussion of scope and budget in December                                    |  |
| 549 Park Row                         | Zoning Variations for side yard setback and lot area coverage for addition  | NA   | NA  | NA                                | Public hearing 9/22/2015, recommended approval 5-0                                      | 10/26/2015     | Village Board approved at October 26, 2015 meeting.   |  |
| 530 Pennsylvania, Stamm's            | Exterior Appearance and Sign Variations for Stamm's Chocolaterie  | Public meeting on Exterior Appearance 12/9/2015, recommended | Pending                                   | NA                                | NA  | Est. 1/18/2016 |   |  |
| 463 Prospect Avenue                  | Special Use, Zoning Variations and Exterior Appearance for dental clinic  | Pending  | Pending                                   | Pending                           | NA  | Pending        | Awaiting submission   |  |
| 599 Riford Road                      | Zoning Variations for side yard setback, lot coverage ratio, ridge height, class II alteration and floor area ratio   | NA   | NA  | NA                                | Public hearing 9/22/2015, recommended approval 5-0                                      | 10/26/2015     | Village Board approved at October 26, 2015 meeting  |  |
| 790 Riford Road                      | Zoning Variation for lot area coverage to construct new home  | NA   | NA  | NA                                | Public hearing 9/22/2015, recommended approval 5-0                                      | 10/26/2015     | Village Board approved at October 26, 2015 meeting  |  |
| 340 Roosevelt Road, Flips            | Special Use Permit and Zoning Variations for drive-thru   | NA   | NA  | Pending                           | NA  | Pending        |   |  |
| 779 Roosevelt Road, Roosevelt Glen   | Zoning Map Amendment, Subdivision, PUD, Exterior Appearance and Sign Variations for 3 new commercial buildings  | Pending  | Pending                                   | Pre-application meeting 8/13/2015 | NA  | Pending        | Partial application received and reviewed. Awaiting resubmission                            |  |
| 1100 Roosevelt Road, Gas Station     | Special Use Permit, Zoning Variations, Sign Variations and Exterior Appearance for new gas station and convenience store  | Pending  | Pending                                   | Pre-application meeting 9/10/2015 | NA  | Pending        | Application received and under review   |  |
| 780 Willis                           | Zoning Variation for lot area coverage to construct addition  | NA   | NA  | NA                                | Public hearing 10/13/2015, recommended approval 5-0                                     | 11/23/2015     |   |  |
| <b>ANNEXATIONS</b>                   |   |  |   |                                   |   |                |   |  |
| 22W411 Ahlstrand                     | Annexation and Annexation Agreement   | NA   | NA  | NA                                | NA  | Pending        | Staff in preliminary discussions with purchaser. Formal request anticipated in near future. |  |
| Encaves of Glen Oak                  | Annexation Agreement, Recapture Agreement and Annexation of new 8-lot subdivision   | NA   | NA  | NA                                | NA  | Est. 2/8/2016  | Agreement approved for original plan. Working on amendment to accommodate revised plan.     |  |

|  |  |    |    |    |         |   |
|--|--|----|----|----|---------|---|
| Glenbard Wastewater Authority Bemis Road Plant   | Disconnection from Lombard and Annexation to Glen Elyn per Prior Agreement   | NA | NA | NA | Pending | On hold until fall/spring pending completion on ongoing construction work.  |
| 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.   |
| Park/Butterfield   | Annexation of 25678 Park Boulevard and a portion of Glenbard South property. | NA | NA | NA | 7/27/15 | Annexation of Glenbard South strip and 25678 Park Boulevard approved by Village Board on July 27, 2015. Plans for remainder of corner to be discussed at upcoming Village Board workshop meeting. |
| 1N255 Prairie Avenue   | Annexation and Annexation Agreement  | NA | NA | NA | Pending | Plat and draft agreement complete. Continuing to work through floodplain issues.  |
| 0N461 Scott Avenue   | Annexation and Annexation Agreement  | NA | NA | NA | Pending | Request received and staff currently working with property owner.   |
| Sunnybrook Road  | Annexation of Properties on Sunnybrook Road                                  | NA | NA | NA | Pending | Next phase of annexations in Marston/Bemis area after Glenbard Wastewater jurisdictional transfer complete.   |
| <b>SELECT SPECIAL PROJECTS</b>   |  |    |    |    |         |   |
| Address verification and follow-up of new address postings for recently annexed properties. Address postings have been verified. Non-compliant property owners to be notified.   |  |    |    |    |         |   |
| Project to resume with hiring of new Building and Zoning Official.   |  |    |    |    |         |   |
| Grant application for Comprehensive Plan completed and submitted in June, response expected in September/October.  |  |    |    |    |         |   |
| Department webpage with information about current development projects in process. <b>Estimated February completion</b>  |  |    |    |    |         |   |
| Downtown Fire Alarms   |  |    |    |    |         |   |
| Two-lot subdivision to be followed by property disconnection to Wheaton. Resubmission received and reviewed. Awaiting Wheaton approval and resubmission.   |  |    |    |    |         |   |
| <b>Historic Commission Awards</b>  |  |    |    |    |         |   |
| Soliciting nominations for annual Historic Preservation Commission awards  |  |    |    |    |         |   |
| Working to develop an application for an alteration to a landmarked structure that clearly explains the review process and establishes submittal requirements to ensure that the Commission has what is needed to complete a review and hopefully minimize the number of necessary Commission appearances.   |  |    |    |    |         |   |
| Surveying surrounding communities to determine what types of building and property alterations require Historic Commission review in other communities and how other communities treat landmarked or historic district homes damaged by an act of god. Results of survey to be used to update Code   |  |    |    |    |         |   |
| Working internally and with GIS consortium to develop a variety of maps to decipher available historic data, including maps of 5 historic resource survey areas showing the boundaries of each area and identifying potentially significant structures in each survey area and making boundaries of historic districts and locations of landmarked properties available as map office layer. |  |    |    |    |         |   |
| License agreement to allow library to place a sign in the public right-of-way along Duane Street in progress. <b>Currently on hold at request of Library</b>   |  |    |    |    |         |   |
| 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. Discussion with adjoining property owners coming to conclusion. <b>Plat of Vacation in progress</b>   |  |    |    |    |         |   |
| Continuing to research capabilities of MUNIS building permit system to allow online use by customers. <b>Meeting weekly to discuss and set up. Currently concentrating on getting a select number of small permits ready for online submittal</b>  |  |    |    |    |         |   |
| Discussed at Village Board workshop in June. On hold pending further discussion/direction from Board.  |  |    |    |    |         |   |
| Working to create fileable PDFs of applications for website and evaluating options for online submittal of certain applications. <b>Launch of online submittal of contractor registration forms estimated in February</b>  |  |    |    |    |         |   |
| Consultants working on packaging up final proposed plan and shop drawing for Village Board review  |  |    |    |    |         |   |
| Updated boundary line agreement with Wheaton in progress.  |  |    |    |    |         |   |
| Staff is working with Village of Lombard and GWA staff to prepare draft ordinance on requirements for grease interceptors to protect the public sewer system from discharge of fats, oils and grease from food service establishments.   |  |    |    |    |         |   |



**Village of Glen Ellyn**



# **Police Department**

**October – December  
2015**





# CY QUARTERLY REPORT OF POLICE DEPARTMENT Q4 ACTIVITY

**October - December 2015**

**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 to be reported to the State. For comparison purposes, the statistical reporting from the same reporting period one year ago is included. NOTE: This data is insufficient for use in establishing trends, assessing workload distribution or any other statistical analysis. Further data, delving beyond this report, is essential in determining accurate and meaningful insight beyond this report.

| <i>Reporting Category</i>    | Oct - Dec 2015 | Oct - Dec 2014 | CY 2015 | CY 2014 |
|------------------------------|----------------|----------------|---------|---------|
| Homicide                     | 0              | 0              | 0       | 0       |
| Criminal Sexual Assault      | 1              | 4              | 4       | 7       |
| Robbery                      | 0              | 2              | 11      | 11      |
| Battery                      | 17             | 27             | 96      | 71      |
| Burglary                     | 12             | 11             | 39      | 38      |
| Theft/Deception              | 96             | 106            | 399     | 411     |
| Motor Vehicle Theft          | 1              | 5              | 5       | 11      |
| Arson                        | 1              | 0              | 1       | 0       |
| Criminal Damage or Trespass  | 25             | 54             | 146     | 167     |
| Deadly Weapons               | 1              | 2              | 2       | 4       |
| Sex Offenses                 | 8              | 0              | 18      | 5       |
| Offenses Involving Children  | 3              | 6              | 17      | 16      |
| Drug Offenses                | 32             | 50             | 185     | 230     |
| Liquor Control Act           | 4              | 10             | 33      | 56      |
| Disorderly Conduct           | 18             | 27             | 74      | 136     |
| Other Criminal Offenses      | 39             | 38             | 171     | 206     |
| Crisis Intervention          | 78             | 77             | 342     | 300     |
| Death/Suicide Investigations | 9              | 13             | 27      | 29      |
| Missing Persons              | 3              | 5              | 13      | 16      |
| Miscellaneous Services       | 197            | 151            | 777     | 683     |
| Medical Assists              | 333            | 391            | 1462    | 1386    |

## PATROL

### *Calls for Service*

Glen Ellyn Police handled 9,903 calls for service from October through December, 2015. A call for service is any type of police activity completed and reported through CAD. Incidents in this category are either dispatched or self-initiated, and include criminal, non-criminal and administrative activity.

| Category          | Oct-Dec 2015 | Oct-Dec 2014 | CY 2015 | CY 2014 |
|-------------------|--------------|--------------|---------|---------|
| Calls for service | 9,903        | 10,766       | 40,613  | 43,585  |

### *Traffic Activity*

| Category                 | Oct-Dec 2015 | Oct-Dec 2014 | CY 2015 | CY 2014 |
|--------------------------|--------------|--------------|---------|---------|
| Traffic Citations Issued | 1,014        | 1,137        | 4,173   | 5,145   |
| Traffic Warnings Issued  | 1,580        | 1,597        | 5,925   | 6,196   |
| Traffic Crash Reports    | 226          | 181          | 838     | 809     |
| DUI                      | 26           | 33           | 89      | 109     |

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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 |
|-------------|----------------|--------|-------------|-----------|----------|
| Q1 Jan-Mar  | 50             | 8      | 5           | 7         | 2        |
| Q2 Apr-June | 83             | 4      | 1           | 7         | 3        |
| Q3 Jul-Sep  | 51             | 3      | 2           | 2         | 0        |
| Q4 Oct-Dec  | 82             | 2      | 0           | 5         | 9        |
| YTD Totals  | 266            | 17     | 8           | 21        | 14       |

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## COMMUNITY EDUCATION

The Police Department dedicates a full time officer to Community Education. This officer commits the majority of his time from August through April leading the 5<sup>th</sup> grade students through the DARE™ and the Too Good for Drugs™ curricula. This officer actively engages in other outreach programming, including Citizen Police Academies, Shredder Event, Tobacco Enforcement, Save a Star Foundation™ and various other interactive seminars and community events. Fourth quarter highlights of the Community Officer's activity includes:

- ✓ Taught Dare lessons 2 through 10 at Ben Franklin, Lincoln, Churchill and Forest Glen schools. The lessons focused on alcohol and tobacco facts, risks and consequences, peer pressure, handling stress, communication and bullying. Additionally, each school participated in a DARE role model day in which upstanding high school students came to the schools to discuss the pressures they encounter in high school and how they handle the situations.
- ✓ Participated in annual lock down drills at St. Petronille, Churchill, Glen Ellyn Montessori and Parkview schools.
- ✓ Participated in the Fire Department Open House at the north side fire station by setting up a booth which displayed information and handouts about the ID Bracelet program, residential security survey, and information about the Junior and Senior Police Academy programs.
- ✓ Provided a tour of the Police Station for a Girl Scout Troop. In addition, he helped them complete the requirements for their 'Safety' and 'Respecting Authority' badges.
- ✓ Coordinated and planned the 8<sup>th</sup> Annual Community Shredder Event which was the largest event to date with over 750 cars that dropped off over 21,520 pounds of paper or 10.76 tons of documents that were shredded on site.

- ✓ Visited ARC preschool and discussed the topics of stranger danger, calling 911, and 'being safe'.
- ✓ Presented a variety of topics including crime in the media, the impact of television on police work, evidence processing and police procedures at the College of DuPage.
- ✓ Provided the keynote speech at a career day event at Hadley School. He also presented information on how to become a police officer and some of the day to day activities of the Police Department at three separate 30 minute sessions.
- ✓ Assisted Parkview School with an evidence collection presentation for the Challenge Program which is for high achieving students.
- ✓ Assisted at Hadley School with their Problem Based Learning method in which the topic was technology and communication issues facing young people.
- ✓ Coordinated the Shop with a Cop Event with the help of other members of the Glen Ellyn Police Department. The Department was able to host 6 underprivileged Glen Ellyn children who were able to have breakfast with Santa at the Ackermann Sports Complex and then go to the Meier Store in Bloomingdale to spend \$125.00 in Christmas gifts for their family. The event was very successful and several agencies from around DuPage County participated in the event.

## TRAINING

| Training Category           | Q4 Hours    | Total 2015 hours |
|-----------------------------|-------------|------------------|
| Firearms (Range)            | 308         | 968              |
| Special Operations          | 332         | 780              |
| Investigations              | 200         | 528              |
| Criminal Procedure          | 8           | 232              |
| Juvenile Law                | 24          | 64               |
| Property & Evidence         | 64          | 280              |
| Education & Safety          | 24          | 48               |
| Defensive Tactics           | 310         | 982              |
| Management & Leadership     | 48          | 216              |
| Traffic and Crash Inv.      | 0           | 80               |
| Basic Law Enforcement       | 0           | 1352             |
| Field Training              | 480         | 1372             |
| First Responder (Medical)   | 0           | 146              |
| Patrol Operations           | 0           | 144              |
| Honor Guard                 | 0           | 87               |
| <b>Total Training Hours</b> | <b>1798</b> | <b>7279</b>      |

The Department provides opportunities for the professional development for all of the sworn personnel. This process begins with a 12-week basic law enforcement training at a certified police academy. Upon graduation, new officers transition through a 16-week Field Training program, pairing new officers with trained personnel. The Department's newest officer, Jake Wollenberg, completed PTI on September 17<sup>th</sup> and began his 12-week field training on September 21<sup>st</sup>. Successful officers progress from the training environment to handling the daily workload under direct supervision. After thorough and satisfactory analysis of the officer's performance, the officer is authorized by the Chief of Police to function on his/her own. Officer Wollenberg is expected to complete field training on January 19, 2016.

The development of police personnel continues throughout their careers. Programming is provided to maintain present skills, develop specialized abilities, and to further their career while working within individual interests and abilities. Continuing training courses are selected using principles founded in risk management. Priorities are given to preparing personnel for high risk/high frequency events, and then to training and education in managing high risk/low

frequency incidents. The table above records the training categories and corresponding hours committed by Department personnel during the quarterly reporting period.

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**LOCAL ADJUDICATION**

Since January 2012, the Village of Glen Ellyn has offered Local Adjudication on the 3rd Wednesday of each month. The adjacent table provides monthly totals from these hearings for 2015.

| Hearing Date | Default Upheld/Liable | Not-Liable |
|--------------|-----------------------|------------|
| Jan-Mar 2015 | 395                   | 8          |
| Apr-Jun 2015 | 557                   | 10         |
| Jul-Sep 2015 | 531                   | 11         |
| Oct-Dec 2015 | 498                   | 6          |



**Village of Glen Ellyn**



# **Public Works Department**

**October – December  
2015**



# VILLAGE OF GLEN ELLYN PUBLIC WORKS DEPARTMENT QUARTERLY REPORT AND 2015 YEARLY STATISTICS



October 2015 – December 2015

## ADMINISTRATION DIVISION

Highlights:

The online application and required documentation for Tree City USA Re-Certification for 2015 has been submitted. This process is the culmination of the annual documentation of money spent on parkway tree purchase, delivery, planting, treatment, pruning and stump grinding for in-house and contractor crews. In addition, the numbers of trees purchased, removed and pruned are also compiled and reported. Re-certification requires an Arbor Day proclamation and ceremony and an expenditure of at least \$2 per resident. The village values its trees and their health and this goal is easily within reach with the continued support of the residents.

The Admin team continued tracking responses to approximately 700 addresses that were asked to remove or treat the ash trees on their private property. As of December 31, 2015, 267 residents reported the removal of ash trees on their private property. Also, 91 residents reported treating private ash trees for Emerald Ash Borer.

69 Trees from 4 Suburban Tree Consortium nurseries were planted in October 2015. The species of trees ordered included hybrid elm, tree lilac, Kentucky coffeetree, dogwood, buckeye, linden, crab and ginkgo. It is a goal of the division to plant a wide variety of tree species. The hardiest and most disease-resistant cultivars are selected.

The location of Com Ed CBD streetlight meters was researched and invoices from the past year were copied. This information was used to determine Com Ed electricity rates multiplied by kWh totals in an

attempt to figure out costs per meter/location to see if LED lighting is a viable cost-savings. One CBD meter was missing from our invoices so Mary Romanelli in Finance provided that information.

Updated the parkway tree inventory adding 32 trees based on the inspection of the consulting forester conducting the re-inventory of trees in Zone E (south of the RR tracks to north of Fairview and from Park Blvd. to the eastern village limits). Over 2,600 trees were inventoried using a Cartegraph app on an iPad making the process completely mobile.

Prepared 27 boxes of documents for disposal following all protocols and specifications.

Mailed 520 letters to residents in the vicinity of Manor Woods advising of upcoming tree removal and cleanup work in the beginning of 2016.

In November, PW Employees were notified that winter jackets were on sale at 40% off if they had funds left over in their 2015 uniform budget. Several employees took advantage of the savings. However, since some employees did not have the money available for this budget year, the uniform order forms were distributed in mid-December so they could take advantage of sale prices until December 31<sup>st</sup>. These jackets were ordered the last week of December and invoiced in January for the 2016 uniform budget. Two separate orders were placed to accommodate their needs; one invoiced in December and one to be invoiced in January.

Public Works upgraded to the summer 2015 version of Cartegraph OMS, the work and asset management software used by the department. Two functions of this new version that impact Public

Works the most are the ability to close multiple tasks at one time and the ability to calculate a value for each parkway tree. Administration and the Forestry division are working together to migrate Glen Ellyn tree data to the new OMS version so the tree value tool can be utilized.

### **ENGINEERING DIVISION**

#### **Near-Bidding Phase 2016 Projects**

**CROSSWALK IMPROVEMENTS AT IDOT INTERSECTIONS** - Engineer: James J. Benes  
(Project No. 14007)

The January 2016 IDOT letting is targeted for re-bidding the work.

#### **ELM-OAK-GENEVA IMPROVEMENTS**

Engineer: Village Staff  
(Project No. 16006)

Engineering staff have updated the design of the reconstruction of Elm Street between Kenilworth and Western, with a focus on drainage improvements within the Kenilworth Basin area. The proposed project scope will be reviewed with the Capital Improvements Commission in January. Erosion mitigation facilities have been designed for the outlet of the Geneva Road culvert and an application for partial funding of these costs through the DuPage County Water Quality Improvements Program will be submitted in early January.

#### **LAKE ELLYN DRAINAGE AREA STUDIES**

Engineer: RHMG and ERA  
(Project No. 14001)

RHMG continues to wrap-up design of the project. The dam permit from IDNR has been issued. The Park District is working with the consultant to add an alternate dredging component to the project while the lake is drained. The Village's request for additional project funding by the CDC is working its way through various approval steps. The project will be released for bidding when all CDC approvals are obtained. A project status meeting will be held this month.

#### **Construction Projects in Closeout Phase:**

##### **2013 STREET IMPROVEMENTS –**

Contractor: R. W. Dunteman  
(Project No. 13005; Value of Contract = \$2,170,000)

Agreement on final contract quantities and costs have been reached between the contractor and engineer. Engineering expenses for the project are

being reviewed by staff. A final change order will be readied for Village Board consideration in January.

##### **2014 STREET RESURFACING –**

Contractor: Schroeder Asphalt Services  
(Project No. 14003; Value of Contract = \$995,000)

The project has been closed out with the approval of a final and balancing change order. Final project cost was \$1,240,000 as the project was expanded twice and the scope increased by an additional 3.75 miles of roadway.

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

Contractor: R. W. Dunteman  
(Project No. 13003; Value of Contract = \$3,526,000)

The engineer has finalized quantities and all legitimate force account items. The engineering team will continue to review the situation with hair line cracks in some driveway approaches and sidewalks. There is a dispute regarding payment of extra engineering expenses.

##### **CRESCENT BLVD. RECONSTRUCTION –**

Contractor: Martam Construction - (Project No. 13002; Value of IDOT Contract = \$3,153,000; Local Share = \$1,480,000)

Most of the landscape materials will be installed in the spring of 2016.

##### **DUANE-GLENWOOD METRA PARKING LOT –**

Contractor: Hoppy's Landscaping  
(Project No. 13007; Value of Contract = \$575,000)

Project close-out was completed in December with the approval of a final and balancing change order by the Village Board. The final project construction cost was \$473,000 with \$414,000 in reimbursements received for construction of the new facility via a Metra grant.

##### **ELM-GENEVA CONNECTORS-COTTAGE**

**IMPROVEMENTS – Contractor: A Lamp**  
(Project No. 14004; Value of Contract = \$2,510,000 including 3% contingency)

Project closeout will occur after the work sites are examined next spring and any needed repairs and warranty work are completed.

##### **GLENWOOD-ARBOR-RIDGEWOOD IMPROVEMENT –**

Contractor: Swallow Construction  
(Project No. 14005; Value of Contract = \$3,245,000 including 3% contingency)

Many of the punch list items were addressed in December. Near-final quantities have been established and the project cost appears to be just under the contract price of \$3,150,000.

**NICOLL WAY LAND BRIDGE REPAIRS –**

Contractor: R. W. Dunteman Company  
(Project No. 15007; Value of Contract = \$130,000)

The project has been closed out administratively. The final cost for the work was \$130,000.

**RIFORD ROAD RECONSTRUCTION –**

Contractor: R. W. Dunteman  
(Project No. 00505; 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 in the near future.

**RIGHT TURN LANE ON LAMBERT AT ROOSEVELT –**

Contractor: Alliance Contractors  
(Project No. 00506; Value of IDOT Contract = \$428,700; Federal Share = \$286,000; Village Share = \$143,000)

Awaiting contract paperwork closeout by IDOT.

**SCADA SYSTEM UPGRADE –**

Vendor: Automatic Systems Company  
(Value of Contract = \$132,000 including 3% contingency)  
Field installations and other on-site integration activities and switchovers are complete.

**Engineering Projects**

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

(Project No. 14006)  
A follow-up Board workshop session was held on November 16. A pedestrian overpass at the train station garnered support from the Board; Phase I engineering will be started in 2016. Engineering and Planning & Development staff are collaborating on a Request for Proposal to retain a design team for a combined train station and pedestrian overpass project.

**PARK BOULEVARD REHABILITATION –**

Engineer: Engineering Enterprises  
(Project No. 13001)  
Wrap-up of Phase I engineering will take place in 2016. A discussion of needed activities to complete design of the project will occur in January.

**TAYLOR AVENUE PEDESTRIAN UNDERPASS – Engineer: Alfred Benesch**  
(Project No. 15009)

The engineer is continuing with Phase I studies, including soil borings and coordination with various agencies. A proposal for Phase II engineering services was brought to the Board for consideration, but additional evaluations are required regarding the appropriateness of the proposed connection to the Prairie Path; discussions with project stakeholders is ongoing.

**VARIOUS PROJECTS – Engineer: Pending**  
(Project No. 16009)

The RFP for surveying services for the Kenilworth / Alley Reconstruction Project was issued. Based on the assessment of seven proposals received, Hancock Engineering was awarded the project.

The Request for Proposal for engineering design services for the following initiatives will be issued in January:

- ❑ Roosevelt Road / Route 53 Water Main Lining
- ❑ Roosevelt Road Water Main Replacement (Nicoll to Route 53)
- ❑ Memory Court and Surrey Drive Lift Station
- ❑ CBD Utility Improvements
- ❑ Water Distribution Chlorine Feed System Improvements

**Engineering Procurement of Goods and Services**

Public Works seeks the best vendor prices for various annual municipal and utility maintenance and operations activities. This effort includes local bidding of projects or joint purchasing initiatives, including the Municipal Partnering Initiative (MPI), a consortium of DuPage County communities. The current status of projects is provided in the following table:

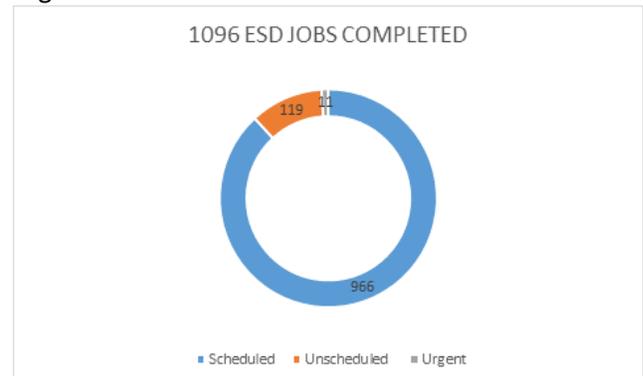
| Project                       | Estimated Glen Ellyn Cost                          | Status   |
|-------------------------------|--|--|
| Asphalt Roadway Crack Sealing | \$45,000 (Year 1 award)<br>\$40,000 (Year 2 award) | Initial Board award on 6/23/14 to Denler; year two award was approved by the Village Board on September 28. Work began in mid-October, |

|  |   |  |
|--|---|--|
|  |   | concentrating on streets south of Roosevelt Road; about 50% of the contract was accomplished in 2015.  |
| Asphalt Roadway Skip Patching and Resurfacing    | \$70,000 (award)  | Board award 7/28/14 to Hardin Paving, the low bidder from MPI process; \$30,000 in work done in 2014; \$40,000 to be applied at other locations; Highland Ave. near Forest-Glen School was repaved in November.  |
| 2015 Parking Lot and Prairie Path Paving Project | \$122,700 (award)   | Board award 9/28/15 to Schroeder Asphalt Services based on bids received in September 2015 for the as-bid scope of work. Work will be performed in 2016.   |
| Concrete Sidewalk And Roadway Repairs            | \$155,000 (award)   | The 2015 sidewalk and concrete street repair project was bid locally – Mond Construction is focusing on sidewalk removal and replacement at locations throughout the Village; about \$75,000 in work was accomplished in 2015, with the balance to be performed in 2016. |
| Hydrant Painting                                 | \$18,450 (Year 1 award)<br>\$30,750 (Year 2)<br>\$32,472 (Year 3) | Board award 7/14/14 to DMD Consultants via the MPI process; Board authorization for years two and three of the contract and funding approval for Year 2 were received in June. Work in 2015 involved approximately 800 hydrants.   |
| Pavement Markings                                | \$75,000 (2014 award)   | 2014 contract (awarded 6/9/14) and   |

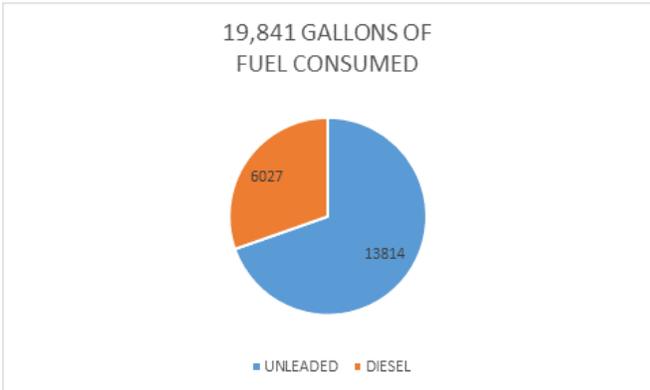
|  |   |   |
|--|---|---|
|  | \$77,500 (2015 award)   | 2015 contract (awarded 3/9/15) to Superior Road Striping via Suburban Purchasing Cooperative. The contractor continues to perform various striping tasks as requested by staff, with another assignment completed in November 2015. |
| 2015 Sewer Lining (Project No. 15001)    | 2015: \$425,000 (award)   | The Hoerr contract work is underway with lining performed in the Elm-Cottage-Geneva Connectors project corridor and other locations on the north side of the Village; work in the GAR project area will be underway in January.     |
| Asphalt Rejuvenators                     | \$47,500 (bid)  | Project is on hold pending submittal and review of coring tests and analyses.   |
| Spoil Hauling and Delivery of Aggregates | \$50,200 (2015 award)<br>\$51,000 (2016 award)<br>\$52,200 (2017 award) | The Board awarded the overall contract and funded the 2015 work in late May. Marcott Enterprises is the contractor.   |

### EQUIPMENT SERVICES DIVISION

The Equipment Services Division (ESD) performed 1,096 jobs during the 4<sup>th</sup> quarter of CY15. 966 were scheduled, 119 were unscheduled and 11 were urgent.



The Equipment Services Fuel Island (built in 2013) dispensed 19,841 gallons of fuel this quarter, 13,814 gallons of unleaded fuel and 6,027 gallons of diesel fuel.



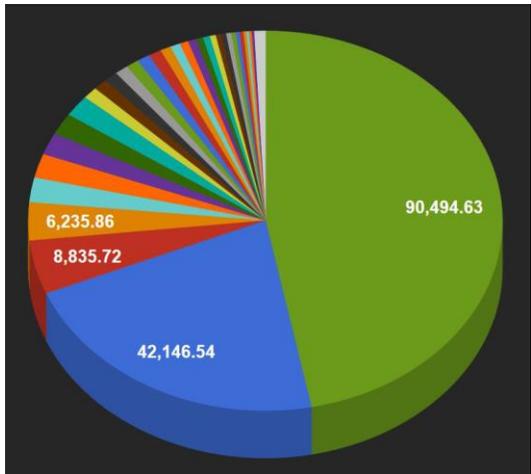
**STREET/FORESTRY DIVISION**

The Street/Forestry Division continued prepping for Special Events. Both divisions continued mowing VGE owned sites, sweeping and blowing early AM CBD on Tuesdays and Fridays. Staff also started fall leaf sweeping using both sweepers and follow trucks. Eight semi loads (approx. 700 yards) of leaves and debris were swept off the streets. Four snow events occurred this quarter. Two resulting in snow removal from the CBD using a new snow hauling contractor.

- 11/22/15 = 30 loads hauled out of CBD.
- 12/29/15 = 48 loads hauled out of CBD.
- 12/30/15 = 14 loads were hauled out of CBD by PW night shift during an additional cleanup event.

**STREET**

Street Activities October 1 – December 31



- Snow Removal Activity
- Street Sweeping
- Streetlight Maintenance
- Holiday Decorations
- Sign Maintenance
- Paperwork
- Install
- Utility Dig Patching
- Event Support
- Sign Fabrication

Along with street sweeping, the Street Division concentrated on buttoning up all open street patches in prep for the winter season. Rehabbing all the construction areas was also a big focus. All signs in the ECGC road project were replaced as well as the GAR road project. The most prominent sign rehab project was the signage upgrade as a result of the Crescent road project. Many of the signs that were installed initially were installed according to State specs by the contractor and were oversized and double posted. The Street division worked with the PD to streamline and readjust the signage to eliminate sign clutter and clarify the use of the roundabout. The Christmas tree was prepped and



installed and the Horse Trough removed and stored in November. All Christmas lights in the CBD trees along Main Street were removed for tree pruning. Staff refinished and reinstalled 2 gas light fixtures on Midway Park as well as installing a new gas box, new pole and gas fixture at Kenilworth Ct. Twelve light

fixtures were replaced in the Duane/Lorraine lot with new LED fixtures and lights were converted from a timer to photo eye as the timer was no longer functioning properly. The west side of the Duane/Lorraine lot was striped as the pavement markings were no longer visible in part from the ECGC project using the NW portion of the lot for staging materials. Street tasks continue to get accomplished on schedule with 3.5 street employees, one less employee than budgeted.

**Numbers at a glance:**

Requests investigated – 114 (14 pothole, 15 signs)  
 Tasks completed - 536  
 Utility digs and patches repaired - 12  
 (32 tons of surface asphalt)  
 Sign tasks completed - 6  
 Signs fabricated and installed -89  
 Marker posts installed in project areas - 15  
 Banners were changed out in the CBD and 5 corners for winter  
 Electrical - Approx. 130 brackets that connect the upper fixtures on the Roosevelt Rd. street lights were replaced by a contractor.  
 Sweeping – 579 regular hours. (97.50 OT from sweeping and hauling on weekends.)

**Early am –**

October - 53 labor hours, \$1,604 labor costs – (\$3,315 total cost)  
 November – 36 labor hours, \$1,036 labor cost – (\$2,445 total cost)  
 December – 30 labor hours, \$916 labor cost – (\$1,875 total cost)

**Regular hours –**

October – 93 labor hours, \$2,370 labor costs – (\$6,564 total cost)  
 November – 242 labor hours, \$8,319 labor costs (\$18,741 total costs)  
 December - 125 labor hours, \$3,847 labor costs – (\$9,207 total cost)

**Event support sweeping –** 17.50 OT labor hours – Oct. – 12; Nov. – 5.50; Dec. – 0

Quarterly special events: Labor Cost = \$3,945

**October:**

GBW Home Coming and football game – 22 barricades w/ signs; Support cost = \$161  
 Fire Department open house; Support cost \$100  
 Shredder event – 22 barricades and signs; Support cost = \$124  
 Jack Marston Run – 72 barricades and signs; Support cost = \$350  
 3K Spartan run – 38 barricades and signs; Support cost = \$175  
 Cub Scouts Derby race – 52 barricades and signs; Support cost = \$53  
 Halloween Parade – 43 barricades and signs, 5 water barriers; Support costs = \$525

**November:**

Sleep out Saturday – 26 barricades and signs; Support costs = \$100  
 Holiday Walk –4 water barriers, 60 barricades and signs, 25 cones; Support costs = \$1,355

**December:**

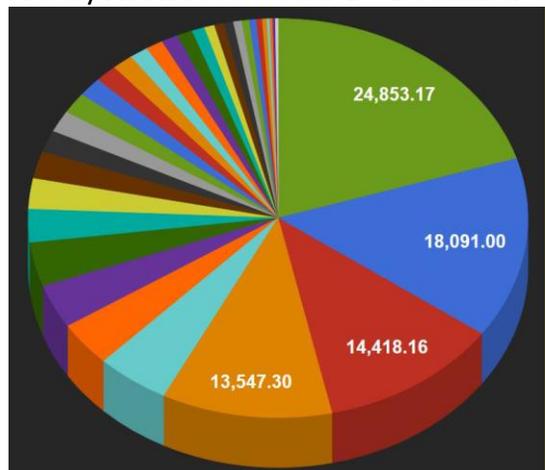
Shop with the Cops – 10 barricades and signs; Support costs = \$187

**Other barricade support:**

Football game barricade support for 3 games – 22 barricades with signs each occurrence; Support cost = \$139  
 Block Parties – 10; Support cost = \$365  
 Public Hearing signs – 6 placed and 6 picked up; Support cost = \$311

**FORESTRY**

Forestry Activities October 1 – December 31



|                           |
|---------------------------|
| Tree Removal - Contractor |
| Install                   |
| Tree Pruning              |
| Tree Storm Damage         |
| Tree Removal              |
| Contract Administration   |
| CBD Assignments           |
| Training/Seminar          |
| Tree Stump Grinding       |
| Tree Service Requests     |

The Forestry Division continued with tree removals and catching up on general tasks. All fall plants were removed and winter interest was added to the CBD in prep for the Holiday walk. All the trees along Main St. in the CBD were pruned for dead wood in preparation for the replacement of the holiday lights. Flower design was completed for the 2016 Spring/Summer/Fall and orders were placed for Spring/Summer. A contractor was hired to update the tree inventory in zones E and A in prep for winter tree pruning in 2016 and 2017. On 12/17/15, Forestry started pruning all 9 inch DBH (diameter at breast height) and under trees in zone E. By the end of December, 317 trees were pruned by in house staff. The Village contractor Steve Piper and Sons, finished up zone D from last year and started zone E. The November 20th snow event dumped 10 inches of heavy snow doing substantial damage to the Pear trees in town as well as some Maples. Residents were told to have their brush by the curb by 11/30 for pick up. The Forestry division started chipping private and parkway brush on 11/30 and finished up all of town by 12/14. 330 staff hours were spent accomplishing this task and saved the Village the cost to hire a contractor as the storm damage occurred after the completion of the 6 month branch and brush program.

**Numbers at a glance:**

Arborist requests investigated - 87  
 Forestry requests investigated - 103  
 Tasks completed – 3087

**Notable accomplishments this quarter:**

- Tree removals:  
     In house – 47  
     Contractor – 43
- Stumps removed:

In house – 2  
 Contractor – 101

- Fall flowers were pulled and winter interest added to the following locations:
  - Civic Center
  - Flower Clock
  - Horse Trough (Main/Crescent)
  - 30 S. Lambert
  - Crescent Round- About



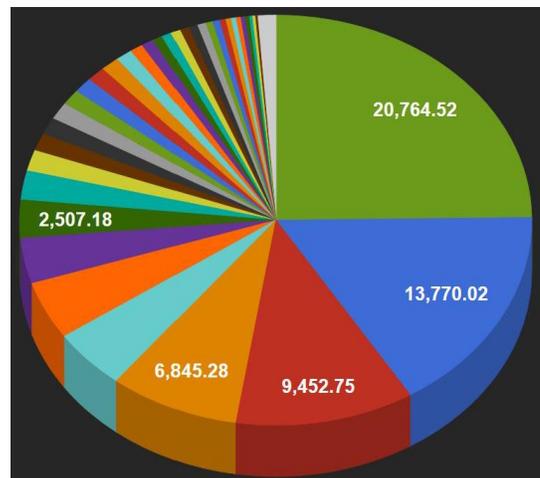
- 1 private EAB letter that was sent to residents received a follow up inspection to verify removal of tree.

**Training:**

- Brush chipping entire town – 330 labor hours – Labor costs = \$4,456 , Equip costs = \$4,114, TOTAL COST = \$8,569
- 5 staff went to IAA (Illinois Arborists Association) trade show and conference.
- Ryan Zieche completed his certified arborist classes. (Certification pending test in Spring)

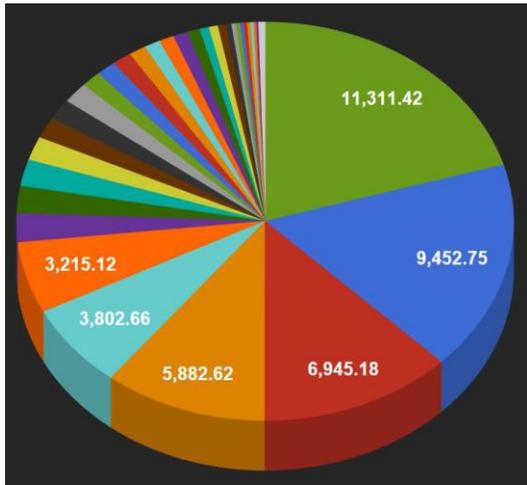
**UTILITIES DIVISION**

Water Activities October 1 – December 31





Sewer Activities October 1 – December 31

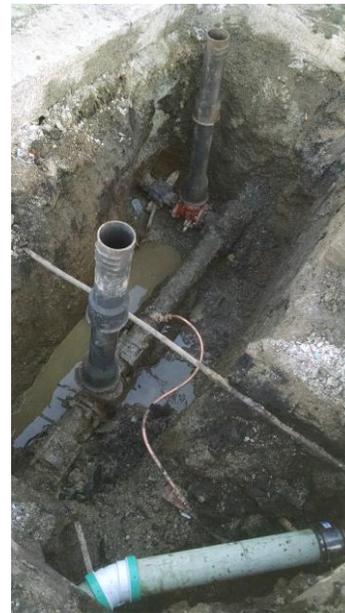


**UTILITIES**

A large project that the Utility Division took on was installing a new water valve on the 6" main that runs under the railroad tracks on Park Ave. Of the six locations where water mains cross under the railroad tracks, this was recently identified as the only one which could not be isolated without affecting customers if a break occurred under the

tracks. The only feasible place for this new valve was just south of where the Prairie Path crosses Park Ave. Matters were complicated by this being a fairly busy street, with both vehicle and pedestrian traffic. To perform the work, south bound Park Ave. needed to be closed between Crescent and Duane for safety. The choice was made to perform the work on a Sunday (Nov. 15<sup>th</sup>) to have the least impact on water customers and residents.

The difficulty was also increased by the identification of a leak on the service line for the drinking fountain in Prairie Path Park and the need to replace the 4" service valve for Park Place Condominiums. This would create the need to open a bigger excavation and increase the amount of work being performed. The Utility Crew came in and accomplished all of the work in one day, even with some unexpected difficulties encountered once the piping was exposed, such as a non-functional valve used for the shutdown and a storm sewer repair that was needed.



The picture shows the hole after all the installation and repairs were made.

A leak was identified the next day and the determination was made that there was a break on the water main just outside of the excavation. Breaks like this sometimes occur after the ground has been disturbed and the pipes shift, causing the pipe to shear. Originally, the leak was not surfacing but going into a storm sewer. This changed on November 20<sup>th</sup>, when the water started surfacing.

The break was then an emergency, especially with the large snow event that was in the forecast later that day. Again, the crew quickly and efficiently excavated to make the repair, dealing with the added issue of increased, weekday traffic. The Street Division then helped make a permanent asphalt repair in mid-December to close out this work for the winter.

Main breaks are one of the core tasks performed by the Utility Division. On November 11<sup>th</sup>, which is a holiday for the Village, a break was called in at 557 Geneva Rd. The water was coming up from an excavation site of the Nicor contractor for some of



the gas main replacement work completed in the area. Due to all of the new plastic gas main that was installed, the Vactor was used to hydro excavate the site, both for safety and efficiency. The water main was quickly exposed and the break repaired.



Water service was returned to customers affected within half an hour from the shut down time.

**Numbers at a glance:**

- JULIE Locates – 1,711
- Tasks completed - 291 (154 Water/137 Sewer)
- Requests called in - 43 (22 Water/21 Sewer)
- Sanitary backups – 15 (Resident – 14/ Village – 1)
- Main breaks - 12 (9 repaired by Village, 2 by a contractor, 1 on private line)
- Sanitary and Storm lines televised - 35,085'
- Hydrants replaced - 2
- Hydrant removed - 1
- Dust suppression meters supplied - 5
- Water valves replaced or new install - 2
- B-box repairs performed - 10
- Days spent cleaning catch basins/inlets - 15
- Catch basin repairs made - 15
- Repairs/adjustments made to manholes - 15
- Sanitary cleanouts repaired - 7
- Parkway restorations - 5
- Tons of spoil hauled off – 323
- Performed bi-annual cleaning of grease lines
- Annual cleaning of lift stations performed
- Annual cleaning of Vortex separators performed

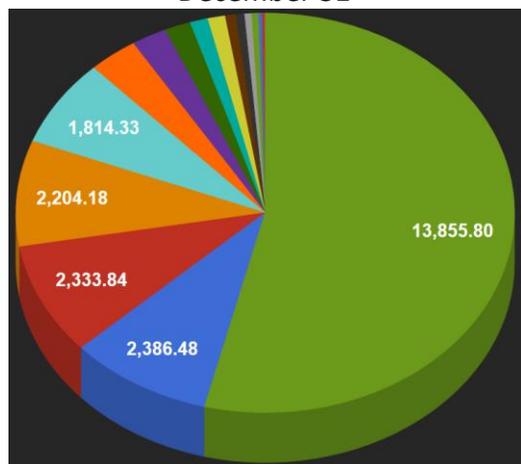
- Utility Right of way permit reviews - 10
- Building and Zoning permit reviews - 32
- Refund of Deposits - 18
- FOIA requests processed - 9

**Training:**

- 4 Employees attended RJN Annual Collection System Workshop
- 2 Employees attended IPSI – John H. year 3, Steve H. year 1

**PLANT OPERATIONS**

Plant Operations Activities October 1 – December 31



|                               |
|-------------------------------|
| SCADA Monitoring              |
| Paperwork                     |
| Water Facility Inspection     |
| Lift Station Inspection       |
| Water Samples - Monthly Bac-T |
| Building/Grounds Housekeeping |
| Maintenance                   |
| Lubricate                     |
| Training/Seminar              |
| Repair                        |

**Plants**

We welcome the addition of Ryan Myers as a new Water Plant Operator. Ryan has a Class C Drinking Water License and brings 4 years of experience working in a Class B water facility. Ryan graduated from Northern Illinois University with a Bachelor of Science and has a maintenance and customer service background. He will assist the Senior Water Plant Operator with all daily tasks, projects and IEPA reporting related to water plant and lift station operations.

Provide oversight to the current SCADA project including; point to point testing, system alarm proofing and punch list creation.

Preventative maintenance for Wilson pump station generator, booster pumps and well.  
 Train new plant operator proper sampling techniques, reporting of monthly bacteriological samples, system operational checks and manual system control.

Commission two new differential pressure flow transmitters for the Wilson and Newton reservoirs.  
 Perform necessary building maintenance such as repairing/replacing light ballasts and small plumbing repair projects.

**Lift Stations**

Repair Memory Court lift station pump controls.

Train new plant operator on operational checks and manual system control.

**Distribution**

- 90 Routine Distribution Bac-T Samples.
- 6 Routine Well Bac-T Samples.
- Stage 2 Disinfection Byproduct Sampling.

**Administration**

- Worked with the Engineering division to complete the 2015 Drinking Water Infrastructure Needs Survey and Assessment.
- IEPA Monthly Reports.
- Acted as liaison between customer and Aqua Backflow for Cross Connection Control Program.

**VILLAGE BOARD RECOGNITION**

**October - December 2015**

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

- An email was sent by Senior Services in appreciation for the voluntary contribution of Equipment Services Supervisor Frank Frasco at the successful Auto Inspection event.
- A Public Works Team consisting of Jennifer Brown, Max Brown, Greg Garcia, Ryan Zieche and Emma Sprau received an email to thank them for picking up all of the tree branches from a recent snow storm.

**PW Budget Tracking**

**December '15**

**Operations and Maintenance**

|                              | <b>CY15 Budget</b>  | <b>CY15 Revised Budget</b> | <b>Spent YTD</b>    | <b>% of<br/>CY15</b> | <b>%<br/>Spent</b> |
|------------------------------|---------------------|----------------------------|---------------------|----------------------|--------------------|
| Administration & Engineering | \$803,000           | \$803,620                  | \$711,526           | 100.0%               | 88.6%              |
| General Fund - Street        | \$1,378,100         | \$1,416,306                | \$1,315,446         | 100.0%               | 95.5%              |
| General Fund - Forestry      | \$985,400           | \$1,162,859                | \$911,611           | 100.0%               | 92.5%              |
| Water Fund - O/M             | \$6,578,600         | \$6,639,615                | \$5,586,349         | 100.0%               | 84.9%              |
| Sanitary Sewer Fund - O/M    | \$5,124,252         | \$5,193,570                | \$4,809,187         | 100.0%               | 93.9%              |
| Parking Fund - O/M           | \$245,800           | \$260,494                  | \$200,355           | 100.0%               | 81.5%              |
| Equipment Services Fund      | \$1,429,800         | \$1,468,202                | \$1,004,826         | 100.0%               | 70.3%              |
| Motor Fuel Tax Fund - O/M    | \$718,900           | \$827,645                  | \$680,545           | 100.0%               | 94.7%              |
| <b>Total</b>                 | <b>\$17,263,852</b> | <b>\$17,772,311</b>        | <b>\$15,219,845</b> | <b>100.0%</b>        | <b>88.2%</b>       |

**Capital Program**

|                               |                     |                     |                    |               |              |
|-------------------------------|---------------------|---------------------|--------------------|---------------|--------------|
| Water Fund - Capital          | \$2,946,000         | \$3,235,126         | \$1,296,215        | 100.0%        | 44.0%        |
| Sanitary Sewer Fund - Capital | \$2,460,000         | \$2,864,999         | \$992,952          | 100.0%        | 40.4%        |
| Parking Fund - Capital        | \$95,000            | \$167,384           | \$893              | 100.0%        | 0.9%         |
| Motor Fuel Tax Fund - Capital | \$650,000           | \$650,000           | \$137,971          | 100.0%        | 21.2%        |
| Capital Projects Fund         | \$9,737,600         | \$11,157,857        | \$7,348,155        | 100.0%        | 75.5%        |
| <b>Total</b>                  | <b>\$15,888,600</b> | <b>\$18,075,366</b> | <b>\$9,776,186</b> | <b>100.0%</b> | <b>61.5%</b> |

**CY15– 4th Quarter Task Performance Measures**



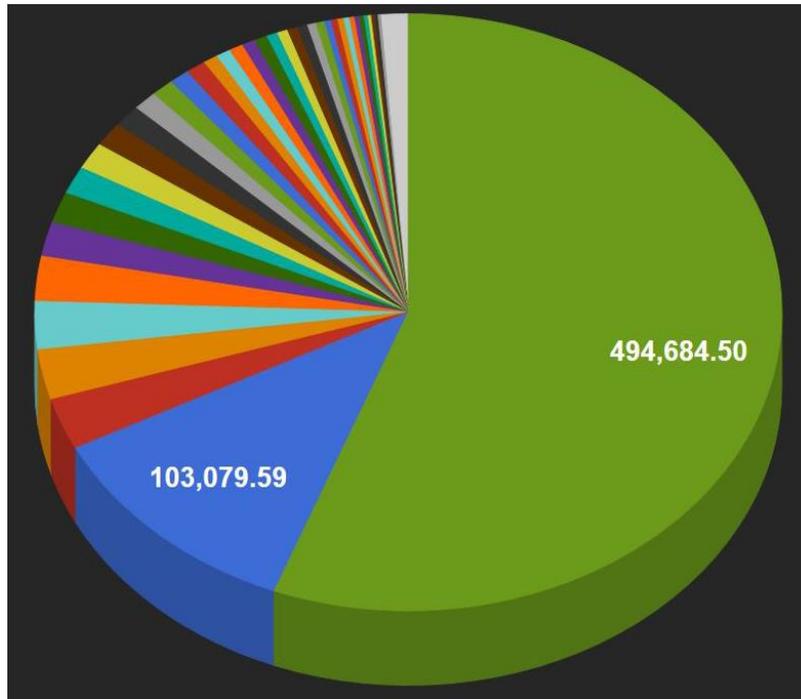
| <b>MOST EXPENSIVE ACTIVITIES</b> |                 |
|----------------------------------|-----------------|
| Snow Removal Activity            | <b>\$94,348</b> |
| Street Sweeping                  | <b>\$31,064</b> |
| Tree Removal - Contractor        | <b>\$24,619</b> |
| Install                          | <b>\$22,942</b> |
| Customer Service Requests        | <b>\$20,863</b> |

**Total Tasks 3,695**

## 2015 Annual Statistics

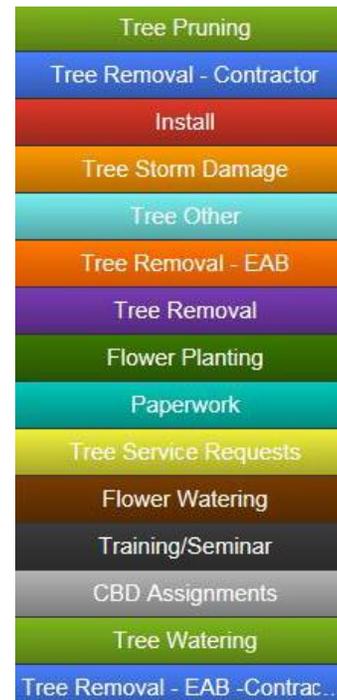
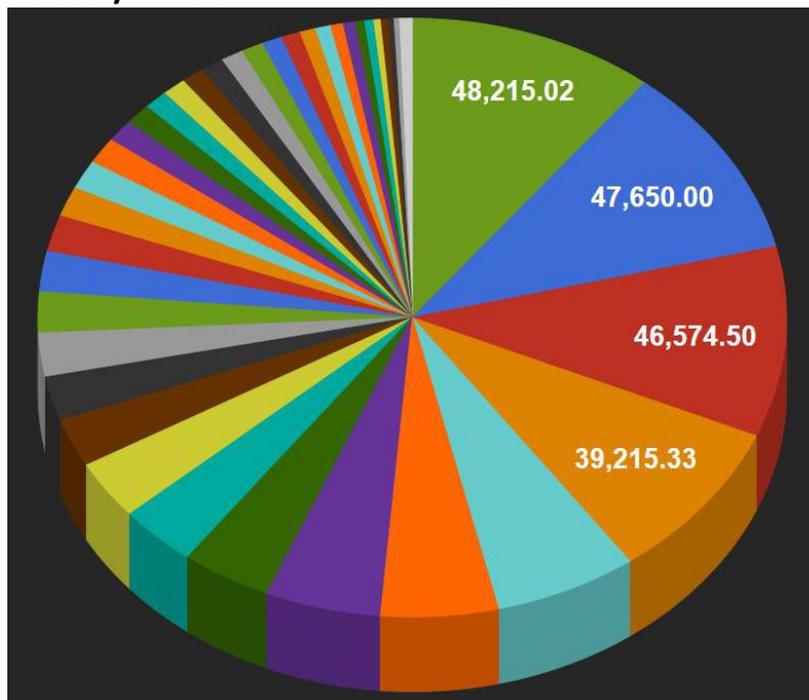
Unless otherwise stated, statistics are dollars spent that include labor and equipment, as well as material and contractor costs when applicable.

### Street Division



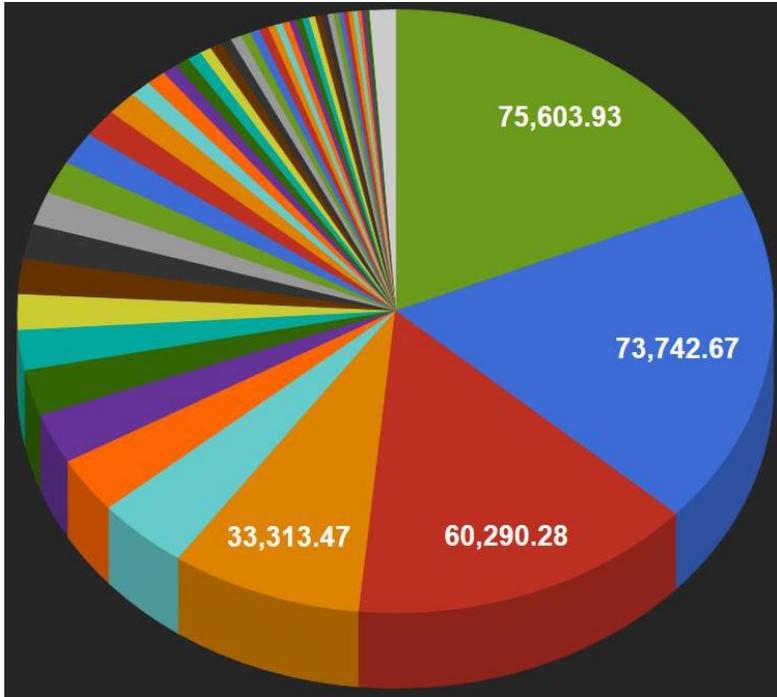
**Total Costs (\$857,957)**

### Forestry Division



**Total Costs (\$416,040)**

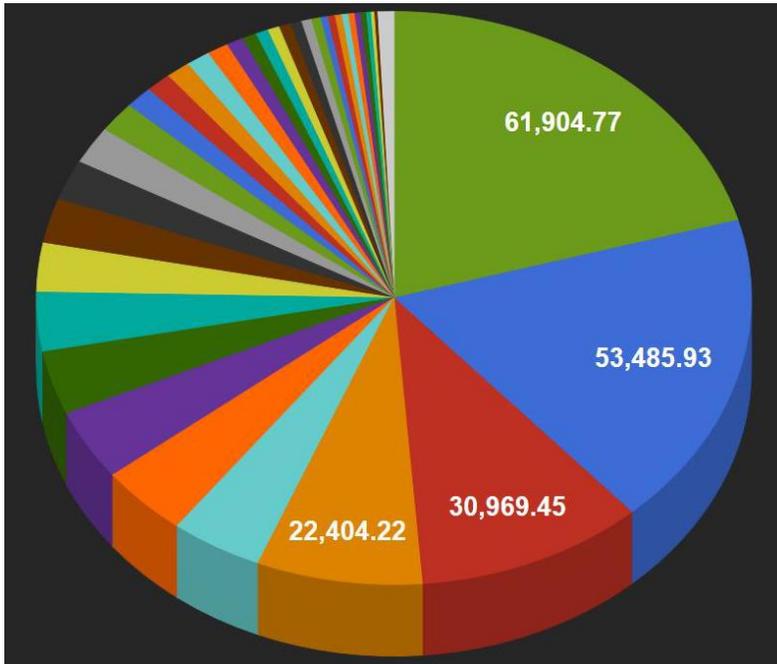
### Water Division



Total Costs (\$397,697)



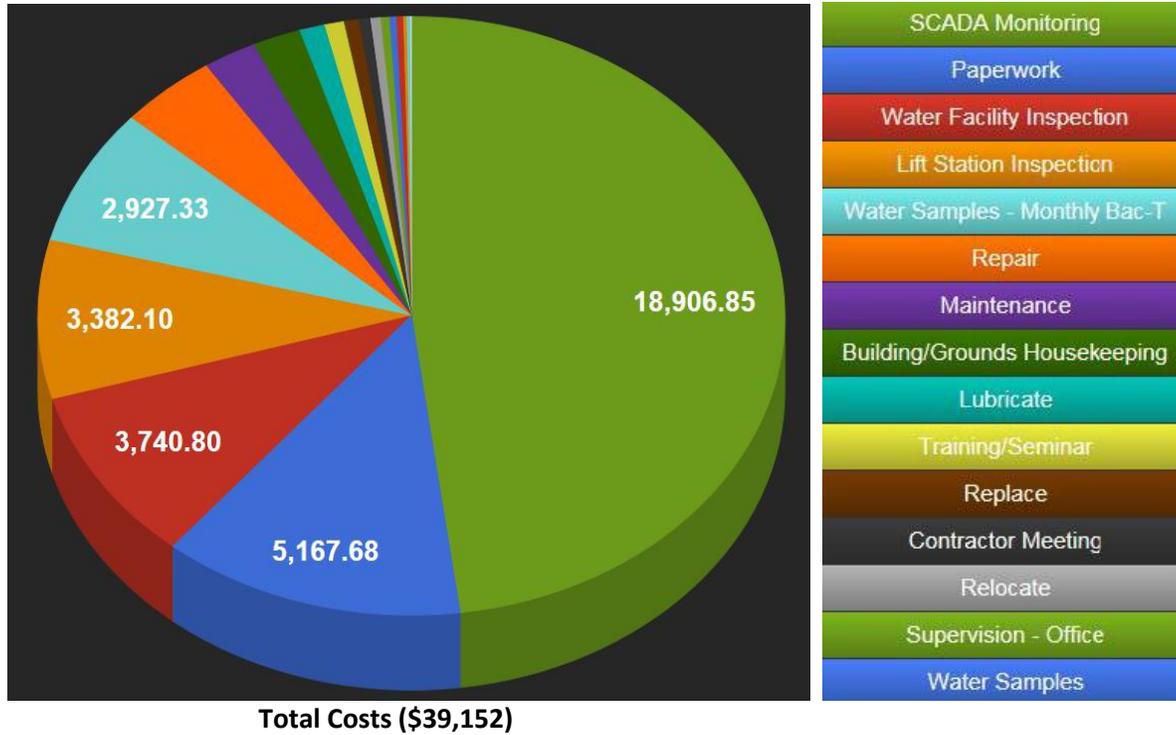
### Sewer Division



Total Costs (\$298,870)



## Plant Operations



## 2015 Yearly Task Performance Measures

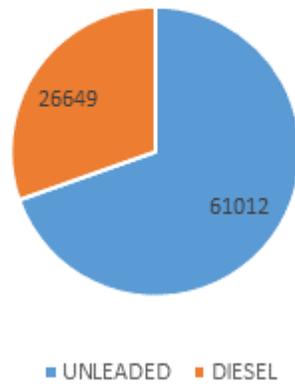


**Total Tasks** 8,615

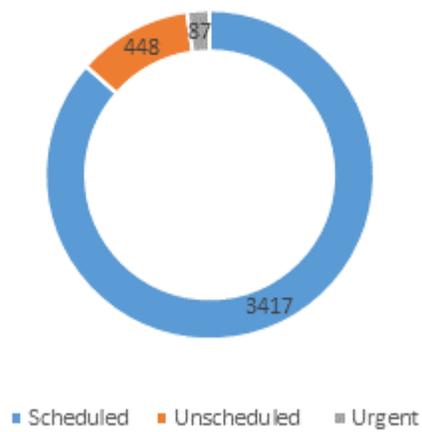
|                           |           |
|---------------------------|-----------|
| Snow Removal Activity     | \$494,450 |
| Paperwork                 | \$158,905 |
| Street Sweeping           | \$91,997  |
| Customer Service Requests | \$82,115  |
| Water Main Break Repair   | \$75,604  |

## Equipment Services Division

87,661 GALLONS OF  
FUEL CONSUMED



3952 ESD JOBS COMPLETED





**Village of Glen Ellyn**



# **Village Links/Reserve 22**

**October – December  
2015**



## Manager’s Report for OCTOBER 2015

Submitted by Jeff Vesevick, General Manager

October 2015 was a good month for golf, although cooler than normal, also drier than normal. Rainfall was only 1.87”, occurring over 7 days. The first official frost delay occurred on October 17, and occurred 4 times in the month of October.

### GOLF

**Rounds played** were flat for the month, and are up 5% for the year

**Green Fee revenue** was flat for the month, as is up 6% for the year

**Driving Range revenue** was down 22% for the month, and is up 4% for the year

**Motor Car revenue** was up 13% for the month, and is up 9% for the year

**Pro Shop sales** were down 2% for the month, and are up 8% for the year

**Overall Golf Revenues** were flat for the month, and are up 6% for the year

| Golf Revenue October |                |                |                |                |                |                |                |                |                |
|----------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                      | 2007           | 2008           | 2009           | 2010           | 2011           | 2012           | 2013           | 2014           | 2015           |
| Rounds               | 7,130          | 6,402          | 4,370          | 6,780          | 6,824          | 5,202          | 5,045          | 5,794          | 5,785          |
| Green Fees           | 147,974        | 135,272        | 77,778         | 136,880        | 134,608        | 92,528         | 94,224         | 108,002        | 111,533        |
| Driving Range        | 12,432         | 10,918         | 7,590          | 13,775         | 12,569         | 8,537          | 11,089         | 16,517         | 13,359         |
| Pro Shop             | 16,250         | 12,224         | 7,581          | 10,509         | 10,344         | 9,604          | 11,296         | 11,221         | 10,519         |
| Carts                | 37,918         | 35,011         | 19,359         | 37,370         | 40,534         | 32,598         | 33,325         | 38,965         | 40,118         |
| Resident Cards       | 30             | 143            | 0              | 90             | 121            | 50             | 50             | 30             | 50             |
| Miscellaneous        | 5,204          | 8,468          | 2,580          | 3,541          | 2,910          | 6,908          | 4,022          | 2,338          | 999            |
| <b>Total Revenue</b> | <b>220,363</b> | <b>202,068</b> | <b>114,894</b> | <b>202,043</b> | <b>201,132</b> | <b>150,180</b> | <b>154,082</b> | <b>177,073</b> | <b>177,323</b> |

The Village Links hosted 2 events in October, the **IHSA Glenbard West Regional Tournament** on October 6, and the **IPGA Professional/Salesman Tournament** on October 8. While these events do not typically produce much in revenue, it provides excellent exposure to many golf enthusiasts who otherwise might not play here regularly.

FALL FEST promotions continued throughout the month of October, and included FREE Tuesday 9 holes for Glen Ellyn Resident Card holders, and VIP Card holders. 453 rounds were played.

11 outside events were hosted in October, generating \$31,500 in revenue. Revenues quickly decline this time of year, as weather patterns change dramatically.

## GROUNDS

The golf course was in good condition for October. 1 preventative treatment for Dollar Spot was applied.

The dry conditions allowed the Grounds Staff to renovate each of the 17 green-side bunkers on the 9-hole course. Contaminated sand was removed, drainage was repaired, and new sand was added. The cost for this renovation totaled \$21,350, including materials and labor.

Annual green aeration was successfully completed on the 9-hole course on October 5, the putting greens on October 6, and the 18-hole course on October 13-14. The 18-hole greens aeration was delayed one week, to accommodate a golf outing. Greens were core aerated and top-dressed with sand, and fertilized to promote quicker recovery.

The Grounds Staff also spent time at Lambert Lake, mulching the walking trails, and at Panfish Park, replacing trees that were removed during the summer months.

## RESERVE 22

| Reserve 22 - October    |                |                |              | Year to Date     |                  |              |
|-------------------------|----------------|----------------|--------------|------------------|------------------|--------------|
| Restaurant              | 2014           | 2015           | +/-          | 2014             | 2015             | +/-          |
| Beverages               | 3,151          | 4,227          | 34.1%        | 51,108           | 54,083           | 5.8%         |
| Beer                    | 20,215         | 26,610         | 31.6%        | 256,774          | 319,930          | 24.6%        |
| Wine                    | 10,366         | 12,647         | 22.0%        | 115,166          | 136,762          | 18.8%        |
| Spirits                 | 8,364          | 13,139         | 57.1%        | 104,041          | 140,256          | 34.8%        |
| Food                    | 47,536         | 74,554         | 56.8%        | 650,566          | 812,169          | 24.8%        |
| <b>Total</b>            | <b>89,631</b>  | <b>131,176</b> | <b>46.4%</b> | <b>1,177,655</b> | <b>1,463,200</b> | <b>24.2%</b> |
|                         |                |                |              |                  |                  |              |
| Banquet & Outings       | 2014           | 2015           | +/-          | 2014             | 2015             | +/-          |
| Beverages               | 1,983          | 652            | -67.1%       | 7,556            | 9,030            | 19.5%        |
| Beer                    | 2,332          | 2,020          | -13.4%       | 27,234           | 30,315           | 11.3%        |
| Wine                    | 1,668          | 2,534          | 51.9%        | 17,533           | 25,073           | 43.0%        |
| Spirits                 | 4,761          | 2,441          | -48.7%       | 23,145           | 33,074           | 42.9%        |
| Food                    | 26,585         | 28,587         | 7.5%         | 188,220          | 235,321          | 25.0%        |
| Misc.                   | 3,110          | 1,945          | -37.5%       | 11,699           | 17,426           | 48.9%        |
| <b>Total</b>            | <b>40,439</b>  | <b>38,179</b>  | <b>-5.6%</b> | <b>275,387</b>   | <b>350,239</b>   | <b>27.2%</b> |
| <b>Other</b>            | <b>12,482</b>  | <b>12,275</b>  | <b>-1.7%</b> | <b>11,646</b>    | <b>14,583</b>    | <b>25.2%</b> |
| <b>Total Reserve 22</b> | <b>142,552</b> | <b>181,630</b> | <b>27.4%</b> | <b>1,464,687</b> | <b>1,828,021</b> | <b>24.8%</b> |

The dry October weather allowed us to extend the patio season a little longer, resulting in increased sales. The results were favorable as revenues were up 27% for the month, despite a decrease in banquet sales from 2014.

Residents of Glen Ellyn and Wheaton each received a postcard inviting them to dine in the month of October. Each diner who brought in the card received a **'Winter Dining Card'** valid for 2 for 1 entrees. The card is restricted to Sunday – Thursday, and is valid through February. This was a continuation of our public awareness campaign. 450 cards were distributed during the month. We will be conducting a winter season-long analysis to measure the effectiveness of this campaign.

Reserve 22 has hired the services of KTG Architecture to prepare a design concept for the possible expansion of the main patio, and the upgrade of the Banquet patio. Upgrades would allow us to increase capacity in the revenue producing main patio, and the relatively idle banquet patio.

Staff is preparing for Thanksgiving Buffet. To date, we have received 103 reservations for the 2 seatings, at 11am, and 2pm. Carry-out and catering orders have been slow.

Staff is also preparing for the following Reserve 22 events:

- Chocolate, Cheese & Wine Event at the Crowne Plaza – November 20
- Holiday Open House – December 6
- Breakfast with Santa – December 19
- Family Christmas-themed Movie nights – Wednesdays in December

## Manager’s Report for NOVEMBER 2015

**Submitted by Jeff Vesevick, General Manager**

November 2015 was a good month for golf, for the first 20 days. We received 8” of snow on the 21<sup>st</sup>, which kept us closed until the 29<sup>th</sup>. We had 3.5” of rain, slightly more than normal, which fell on 9 days. Temperatures were much milder than normal. Still, with the mild temperatures early in the month

### GOLF

**Rounds played** were up 134% for the month, and are up 7% for the year

**Green Fee revenue** was up 151% for the month, as is up 7% for the year

**Driving Range revenue** was up 183% for the month, and is up 6% for the year

**Motor Car revenue** was up 190% for the month, and is up 10% for the year

**Pro Shop sales** were up 100% for the month, and are up 16% for the year

**Overall Golf Revenues** were up 158% for the month, and are up 7% for the year

| Golf Revenue November   |               |               |               |               |               |               |               |               |               |
|---|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
|   | 2007          | 2008          | 2009          | 2010          | 2011          | 2012          | 2013          | 2014          | 2015          |
| Rounds  | 1,696         | 1,690         | 2,440         | 2,490         | 2,497         | 2,003         | 1,110         | 1,028         | 2,401         |
| Green Fees  | 30,205        | 27,710        | 41,340        | 42,227        | 45,127        | 40,758        | 21,967        | 18,154        | 42,317        |
| Driving Range   | 2,666         | 2,749         | 5,166         | 3,421         | 3,129         | 577           | 2,073         | 1,825         | 4,597         |
| Pro Shop  | 6,469         | 4,697         | 3,418         | 4,748         | 8,167         | 4,927         | 5,652         | 5,470         | 8,646         |
| Carts   | 7,486         | 7,766         | 7,195         | 13,648        | 13,541        | 10,343        | 6,333         | 5,682         | 15,978        |
| Resident Cards  | 0             | 0             | -15           | 0             | 0             | 0             | 0             | 0             | 0             |
| Miscellaneous   | 876           | 542           | 1,246         | 2,404         | 5,049         | 1,283         | 3,321         | 2,778         | 6,208         |
| <b>Total Revenue</b>  | <b>47,701</b> | <b>43,455</b> | <b>58,583</b> | <b>66,516</b> | <b>75,011</b> | <b>57,804</b> | <b>38,958</b> | <b>33,908</b> | <b>77,747</b> |
| <i>2015 was the best November for golf revenues in the last 9 years</i> |               |               |               |               |               |               |               |               |               |

Annual FALL FEST promotions ended Tuesday, November 10. Golf green fees are discounted 25% for the remainder of the season.

Staff held the **5<sup>th</sup> Annual Iron Man Open** on Sunday, November 15, and hosted 108 players. The exceptionally warm weather allowed the after golf party to be held on the main patio. This season ending event promises all you can eat chili, hot dogs, and a few drinks. All who played received a prize.

The scheduled closing date is set for December 7. The 9-hole course will be converted to temporary tees and greens, the range will be open on artificial turf mats, and the Golf Shop will be open 10am to 4pm, Tuesday through Sunday. All facilities will be closed on Mondays in December, January and February.

## **GROUNDS**

The golf course was in good condition for November.

The Grounds Staff performed annual routine maintenance:

- The driving range tee was fertilized once
- The irrigation system was turned off, drained, and cleared of moisture with compressed air, in preparation for the freezing temperatures
- The 2 irrigation pumping stations were winterized
- Greens and tees were treated to prevent Grey Snow Mold (typhula blight) and Pink Snow Mold (monographella nirvalis) disease
- Bunker rakes, ball washers, and water fountains were removed for the winter
- All 87 golf cars received annual servicing, air filters, engine oil, chassis, and brakes were cleaned and adjusted
- An annual parts inventory was taken and replenished

And also Mechanical Maintenance and other tasks:

- Lights were installed at the sign on Taft and Lambert
- Holiday lights were installed on the Clubhouse exterior
- Holiday decorations were installed in the Clubhouse and Reserve 22
- Carpets in reserve 22 received 2 monthly cleanings

The walking trails at Lambert Lake were mulched with recycled wood chips

Landscape beds throughout the property were cleaned out

The tropical plants were moved inside for the winter

Grounds Staff will remain on call to clear snow from the parking lot and Clubhouse area throughout the winter, and will spend much of their time on annual equipment maintenance.

## RESERVE 22

The mild temperatures certainly helped Reserve 22 revenues, as golfers continued utilize the restaurant and bar. Revenue from Banquets and Outings was up 59% for the month, and are up 29% for the year. The Restaurant and Bar revenues were up 26% for the month, and are up 24% for the year. Overall Reserve 22 revenues were up 37% for the month, and are up 26% for the year. Our target for revenues for 2015 were \$2,000,000. To date, revenues are \$2,117,423. Operating profits are \$238,136, a 21% increase over a year ago.

| Reserve 22 - November  |               |                |               | Year to Date     |                  |              |
|--|---------------|----------------|---------------|------------------|------------------|--------------|
| Restaurant   | 2014          | 2015           | +/-           | 2014             | 2015             | +/-          |
| Beverages  | 1,282         | 2,010          | 56.8%         | 52,390           | 56,093           | 7.1%         |
| Beer   | 13,285        | 13,777         | 3.7%          | 270,058          | 333,706          | 23.6%        |
| Wine   | 8,084         | 7,758          | -4.0%         | 123,250          | 144,520          | 17.3%        |
| Spirits  | 7,726         | 6,124          | -20.7%        | 111,767          | 146,380          | 31.0%        |
| Food   | 27,406        | 42,895         | 56.5%         | 677,972          | 855,063          | 26.1%        |
| <b>Total</b>   | <b>57,783</b> | <b>72,563</b>  | <b>25.6%</b>  | <b>1,235,438</b> | <b>1,535,763</b> | <b>24.3%</b> |
|  |               |                |               |                  |                  |              |
| Banquet & Outings  | 2014          | 2015           | +/-           | 2014             | 2015             | +/-          |
| Beverages  | 1,011         | 1,191          | 17.8%         | 8,567            | 10,221           | 19.3%        |
| Beer   | 731           | 2,032          | 178.1%        | 27,964           | 32,348           | 15.7%        |
| Wine   | 861           | 2,717          | 215.6%        | 18,394           | 27,790           | 51.1%        |
| Spirits  | 1,328         | 1,398          | 5.2%          | 24,472           | 34,472           | 40.9%        |
| Food   | 15,206        | 22,271         | 46.5%         | 203,425          | 257,592          | 26.6%        |
| Misc.  | 1,062         | 2,523          | 137.6%        | 12,761           | 19,949           | 56.3%        |
| <b>Total</b>   | <b>20,198</b> | <b>32,132</b>  | <b>59.1%</b>  | <b>295,585</b>   | <b>382,370</b>   | <b>29.4%</b> |
| <b>Other</b>   | <b>868</b>    | <b>3,077</b>   | <b>254.6%</b> | <b>155,071</b>   | <b>199,289</b>   | <b>28.5%</b> |
| <b>Total Reserve 22</b>  | <b>78,848</b> | <b>107,772</b> | <b>36.7%</b>  | <b>1,686,093</b> | <b>2,117,423</b> | <b>25.6%</b> |
| <p><i>The mild weather helped Reserve 22 to surpass its revenue goals for the year in November</i></p> |               |                |               |                  |                  |              |

Despite the lackluster results from last year's Thanksgiving efforts, Staff persisted, and added a 2-seating **Buffet dinner on Thanksgiving Day**. The Buffets attracted 157 Guests and \$5,300 in revenues, and the take-out/catering offerings generated 17 orders totaling \$1,190 in revenue, a dramatic increase from the initial attempt a year ago. Staff will continue to tweak the offerings for next year.

The staff distributed 450 **2 for 1 Dining Cards** as a result of an awareness campaign postcard that was mailed to over 38,000 Wheaton and Glen Ellyn addresses in October. The card, which is valid Sunday through Thursday only, has generated \$4,040 in revenue to date, and expires on March 1.

Reserve 22 is seeking a qualified **Sous Chef** to help Chef Mike to handle the culinary and kitchen management duties, for a consistently growing business. The notice was sent out using various vehicles, and resumes are currently being accepted. The target date to fill this position is February 1, 2016.

Staff is also preparing for the following Reserve 22 events:

- Holiday Open House – December 6
- Breakfast with Santa – December 19
- Family Christmas-themed Movie nights – Wednesdays in December
- New Year's Eve Family Dinner and Countdown – December 31
- Whiskey Tasting – January 22
- Super Bowl Sunday

#### **ITEMS BEFORE THE VILLAGE BOARD**

- 2016 User Fees Recommendation
- Generator Purchase

## Manager’s Report for DECEMBER 2015

Submitted by Jeff Vesevick, General Manager

December 2015 was the second consecutive year with mild weather, averaging 10 degrees above normal for the month. Although we endured 6.5” of snow, and 4.3” of rain, there were enough dry days to host 612 rounds of golf, our second most since 2007.

### GOLF

**Rounds played** were up 62% for the month, and finished up 7% for the year

**Green Fee revenue** was up 53% for the month, and finished up 9% for the year

**Driving Range revenue** was down 27% for the month, and finished up 6% for the year

**Motor Car revenue** was up 47% for the month, and finished up 10% for the year

**Pro Shop sales** were up 9% for the month, and finished up 15% for the year

**Overall Golf Revenues** were up 52% for the month, and finished up 11% for the year

| Golf Revenue December  |              |               |               |               |               |               |                |               |                |
|--|--------------|---------------|---------------|---------------|---------------|---------------|----------------|---------------|----------------|
|  | 2007         | 2008          | 2009          | 2010          | 2011          | 2012          | 2013           | 2014          | 2015           |
| Rounds   | 41           | 22            | 111           | 15            | 348           | 994           | 15             | 378           | 612            |
| Green Fees   | 176          | 38,099        | 39,487        | 40,020        | 56,563        | 71,007        | 93,621         | 71,219        | 110,688        |
| Driving Range  | 118          | 25            | 68            | 39            | 246           | 0             | 159            | 912           | 884            |
| Pro Shop   | 10,466       | 9,801         | 7,515         | 6,369         | 9,112         | 4,302         | 7,775          | 7,884         | 9,912          |
| Carts  | 0            | 0             | 0             | 0             | 0             | 5,178         | 0              | 1,164         | 2,014          |
| Resident Cards   | 0            | 0             | 0             | 0             | 0             | 0             | 0              | 0             | 20             |
| Miscellaneous  | -4,192       | 792           | 25,735        | 328           | 292           | 1,429         | 63             | 298           | 310            |
| <b>Total Revenue</b>   | <b>6,565</b> | <b>49,681</b> | <b>72,806</b> | <b>46,744</b> | <b>66,227</b> | <b>91,805</b> | <b>101,618</b> | <b>81,477</b> | <b>123,828</b> |
| <i>2015 was the 2nd most active December in the last 9 years</i> |              |               |               |               |               |               |                |               |                |

The greens were officially closed on Monday, December 14, as heavy rains on Sunday and Monday kept the golfers away. The decision to extend the golf season an extra week generated 404 rounds of golf and over \$15,000 in revenue, past the posted closing date of December 7.

The 9-Hole course will remain open on temporary greens and tees for the duration of the winter.

The Golf Shop, Driving Range, and 9-Hole course will be available on a revised schedule, 10am to 4pm, 6 days per week, remaining closed on Mondays. Activity from golf in December generally has little impact on the bottom line.

The annual Holiday Open House customer appreciation event was a success, drawing over 600 to the complimentary refreshments, and a gift from Santa. Visitors received a \$10 credit in the Golf Shop to invite Holiday shopping, and a 2-for-1 dining card good for the balance of the winter.

## **GROUNDS**

The Grounds Staff began its annual off-season equipment maintenance regimen in early December. Over the next 2 months, every piece of equipment will be serviced, and preventative maintenance on engines, motors, rollers, bearings, bushings, etc. will be performed to prepare for the 2016 golf season, to ensure minimum breakdowns. The list includes the following, which will be rebuilt, with new bed knives installed, and reels sharpened:

- (10) walking greens mowers
- (3) riding triplex greens mowers
- (2) tee/deck mowers
- (2) 84" trim mowers
- (3) 5-reel fairway mowers
- (3) collar mowers
- (1) practice tee/FootGolf mower

Staff also installed a new Salad-Prep refrigeration unit, as part of the Kitchen Equipment upgrade plan.

The Grounds Department closes for 2 weeks during the Christmas Holiday. Staff remains on call for snow removal and building/equipment emergencies.

## **RESERVE 22**

December was a good month for the restaurant and bar, as sales were up 20% over 2014. Milder temperatures, and the general lack of snowfall, seemed to help boost traffic somewhat.

Food and Beverage Staff successfully promoted and executed its inaugural Breakfast with Santa, which drew 118 patrons for its breakfast buffet, and a chance to sit on Santa's lap.

The Glen Ellyn Newcomers also hosted their annual Breakfast with Santa, drawing over 500 guests.

The Restaurant and Bar were closed on Mondays in December, a typically slow time. Plans are to remain closed on Mondays in January and February. Staff will open for parties and banquets, should the opportunity arise.

December 2015 was a slower month for banquets and parties, with overall revenue down 24% from prior year sales. Still, year-to-date sales in the Banquet Room were up 22% for the year, and Reserve 22 sales were up 24% overall.

| Reserve 22 - December   |               |               |                | Year to Date     |                  |              |
|-------------------------|---------------|---------------|----------------|------------------|------------------|--------------|
| Restaurant              | 2014          | 2015          | +/-            | 2014             | 2015             | +/-          |
| Beverages               | 1,357         | 1,276         | -6.0%          | 53,747           | 57,369           | 6.7%         |
| Beer                    | 9,578         | 10,349        | 8.1%           | 279,636          | 344,056          | 23.0%        |
| Wine                    | 6,983         | 8,159         | 16.8%          | 130,233          | 152,679          | 17.2%        |
| Spirits                 | 5,261         | 6,330         | 20.3%          | 117,028          | 152,710          | 30.5%        |
| Food                    | 29,474        | 37,304        | 26.6%          | 707,446          | 892,368          | 26.1%        |
| <b>Total</b>            | <b>52,653</b> | <b>63,418</b> | <b>20.4%</b>   | <b>1,288,091</b> | <b>1,599,181</b> | <b>24.2%</b> |
|                         |               |               |                |                  |                  |              |
| Banquet & Outings       | 2014          | 2015          | +/-            | 2014             | 2015             | +/-          |
| Beverages               | 789           | 1,206         | 52.9%          | 9,356            | 11,427           | 22.1%        |
| Beer                    | 1,094         | 624           | -43.0%         | 29,058           | 32,971           | 13.5%        |
| Wine                    | 3,021         | 2,359         | -21.9%         | 21,415           | 30,149           | 40.8%        |
| Spirits                 | 3,864         | 2,576         | -33.3%         | 28,337           | 37,048           | 30.7%        |
| Food                    | 29,869        | 22,413        | -25.0%         | 233,294          | 280,004          | 20.0%        |
| Misc.                   | 2,857         | 2,300         | -19.5%         | 15,618           | 22,248           | 42.5%        |
| <b>Total</b>            | <b>41,493</b> | <b>31,476</b> | <b>-24.1%</b>  | <b>337,077</b>   | <b>413,847</b>   | <b>22.8%</b> |
| <b>Other</b>            | <b>-314</b>   | <b>5</b>      | <b>-101.6%</b> | <b>154,757</b>   | <b>199,294</b>   | <b>28.8%</b> |
| <b>Total Reserve 22</b> | <b>93,832</b> | <b>94,900</b> | <b>1.1%</b>    | <b>1,779,925</b> | <b>2,212,322</b> | <b>24.3%</b> |

Preparations are underway for the following upcoming events at Reserve 22:

- Whiskey Tasting and food pairing – January 22
- Super Bowl party – February 7
- Valentine’s Day Dinner – February 12-14

At its December 14 Workshop, the Village Board approved a plan which will add IMRF eligible employees to several key positions. This will allow staff to more easily develop a team of service personnel to

provide more professional service in all areas of the operation, which is important to the growth and success of Reserve 22.

A large Salad-prep refrigeration unit was installed as part of a plan to re-organize the kitchen, making it more productive. The rest of the plan will be executed in early 2016.



**Village of Glen Ellyn**



# **Volunteer Fire Company**

**October – December  
2015**





Glen Ellyn Volunteer Fire Company  
 Jim Bodony, Fire Chief  
 524 Pennsylvania Avenue  
 Glen Ellyn, IL 60137

Monthly Report  
 2015

|                                | January | February | March | April | May | June | July | August | September | October | November | December | Grand Total | Monthly Average |
|--------------------------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|-------------|-----------------|
| <b>FIRE INCIDENTS</b>          |         |          |       |       |     |      |      |        |           |         |          |          |             |                 |
| Total Fire Incidents ^         | 56      | 59       | 70    | 66    | 74  | 86   | 69   | 97     | 50        | 64      | 90       |          | 781         | 71.0            |
| Fire Assist to EMS Incidents   | 53      | 56       | 43    | 48    | 61  | 60   | 51   | 49     | 55        | 47      | 40       |          | 563         | 51.2            |
| Mutual Aid Given Incidents     | 2       | 5        | 5     | 2     | 2   | 1    | 4    | 1      | 0         | 2       | 1        |          | 25          | 2.3             |
| Mutual Aid Received Incidents  | 4       | 4        | 1     | 0     | 4   | 1    | 0    | 2      | 5         | 0       | 0        |          | 21          | 1.9             |
| Duplicate Incident Numbers     | 0       | 0        | 0     | 0     | 4   | 0    | 0    | 1      | 0         | 0       | 0        |          | 5           | 0.5             |
| Total Number of Fire Responses | 109     | 115      | 113   | 114   | 135 | 146  | 120  | 146    | 105       | 111     | 130      | 0        | 1,344       | 122.2           |

**EMERGENCY MEDICAL INCIDENTS**

|                               |     |     |     |     |     |     |     |     |     |     |     |   |       |       |
|-------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---|-------|-------|
| Total EMS Incidents ^         | 195 | 198 | 191 | 199 | 194 | 214 | 208 | 231 | 224 | 213 | 170 |   | 2,237 | 203.4 |
| Mutual Aid Given Incidents    | 1   | 2   | 3   | 10  | 1   | 5   | 3   | 3   | 6   | 4   | 7   |   | 45    | 4.1   |
| Mutual Aid Received Incidents | 6   | 5   | 2   | 7   | 11  | 8   | 13  | 8   | 15  | 8   | 8   |   | 91    | 8.3   |
| TOTAL FIRE & EMS INCIDENTS ^  | 251 | 257 | 261 | 265 | 268 | 300 | 277 | 328 | 274 | 277 | 260 | 0 | 3,018 | 274.4 |

**FIRE TRAINING**

|                                      |    |    |    |    |    |    |    |    |    |    |    |  |     |      |
|--------------------------------------|----|----|----|----|----|----|----|----|----|----|----|--|-----|------|
| Total Training Classes and Drills    | 37 | 27 | 41 | 37 | 28 | 47 | 39 | 33 | 30 | 45 | 39 |  | 403 | 36.6 |
| Total Training Class and Drill Hours | 46 | 34 | 51 | 47 | 38 | 80 | 50 | 28 | 61 | 81 | 37 |  | 553 | 50.3 |

**FIRE INSPECTIONS**

|                   |     |     |    |    |    |    |    |    |    |    |     |   |     |      |
|-------------------|-----|-----|----|----|----|----|----|----|----|----|-----|---|-----|------|
| Annual            | 101 | 83  | 67 | 25 | 38 | 6  | 95 | 52 | 25 | 47 | 177 |   | 717 | 65.2 |
| Multi-Family      |     |     |    |    |    |    |    |    |    |    |     |   |     | 0.0  |
| Reinspections     | 28  | 23  | 19 | 14 | 8  | 3  | 2  | 33 | 12 | 16 | 13  |   | 171 | 15.5 |
| All Others        | 0   | 2   | 1  | 1  | 1  | 1  | 0  | 0  | 3  | 3  | 4   |   | 16  | 1.5  |
| TOTAL INSPECTIONS | 129 | 108 | 87 | 41 | 47 | 10 | 97 | 85 | 40 | 66 | 194 | 0 | 904 | 82.2 |

**DONATIONS/CONTRIBUTIONS/FEES**

|                           |           |           |          |           |           |           |  |           |           |           |           |  |               |             |
|---------------------------|-----------|-----------|----------|-----------|-----------|-----------|--|-----------|-----------|-----------|-----------|--|---------------|-------------|
| Village Contributions     |           |           |          |           |           |           |  |           |           |           |           |  |               |             |
| Water Bill Donations/Fees | 85,057.50 | 40,000.00 |          | 80,000.00 | 40,000.00 | 40,000.00 |  | 80,000.00 | 40,000.00 | 40,000.00 | 40,000.00 |  | \$ 485,057.50 | \$44,096.14 |
| Other Donations Collected | 978.65    | 37.50     | 373.50   | 37.50     | 545.00    | 25.00     |  | 170.00    | 160.00    | 160.00    | 130.00    |  | \$ 2,617.15   | \$237.92    |
| *Other Receipts           | 10,900.00 | 8,582.30  | 1,878.50 | 4,926.01  | 4,325.00  | 23,488.49 |  | 2,365.00  | 4,056.00  | 6,100.00  | 57,099.89 |  | \$ 123,621.19 | \$11,238.29 |

|                |            |           |          |           |           |           |  |           |           |           |           |   |               |             |
|----------------|------------|-----------|----------|-----------|-----------|-----------|--|-----------|-----------|-----------|-----------|---|---------------|-------------|
| TOTAL RECEIPTS | \$6,536.15 | 48,619.30 | 2,251.70 | 84,533.51 | 44,870.00 | 63,413.49 |  | 82,535.00 | 44,216.00 | 46,260.00 | 97,229.89 | - | \$ 611,255.84 | \$55,573.35 |
|----------------|------------|-----------|----------|-----------|-----------|-----------|--|-----------|-----------|-----------|-----------|---|---------------|-------------|

\* State/Federal Grants,  
 Impact Fees, Fire Inspections,  
 Fire Reports, Sale of Equipment,  
 2% Fire Ins. Tax, Insurance Reimbursement