Agenda
Village of Glen Ellyn
Special Workshop Meeting
Monday, January 23, 2017
6:00 PM
Glen Ellyn Civic Center, Room 301

Village Board Workshop Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda on their chairs or online at www.glenellyn.org prior to the meeting. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact the Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

A. Call to Order

B. Roll Call

C. Pledge of Allegiance

D. Audience Participation

1. Open: Members of the public are welcome to speak to any item *not* specifically listed on tonight's agenda for up to three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, address and the group they are representing prior to addressing the Village Board.

E. Schock Square Consolidated Refuse Program: (Planning and Development Director Hulseberg) (Discussion Only) (6:00-6:20pm)

1. Planning and Development Director Staci Hulseberg will lead the discussion regarding the Schock Square Consolidated Refuse Program.

F. Baker Hill Shopping Plaza Access Improvements: (Public Works Director Hansen) (Discussion Only) (6:20-6:35pm)

1. Public Works Director Julius Hansen will present information regarding Baker Hill Shopping Plaza access improvements.

G. Vehicle Sticker and Dog Tag Programs: (Finance Director Coyle) (Discussion Only) (6:35-6:50pm)

1. Finance Director Christina Coyle will lead a discussion on the Vehicle Sticker and Dog Tag programs.

H. Other Items

I. Adjournment

Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 01/23/17 06:00 PM
Department: Planning & Development
Department Head: Staci Hulseberg
Category: Discussion Item
Prepared By: Staci Hulseberg

SCHEDULED

AGENDA ITEM (ID # 2589) DOC ID: 2589

Planning and Development Director Staci Hulseberg will lead the discussion regarding the Schock Square Consolidated Refuse Program.

Background

Schock Square is a Village-owned parking lot south of Pennsylvania Avenue and east of Main Street. The private property surrounding Schock Square is used for private parking, loading, and the placement of more than 30 garbage containers. Each business negotiates directly with the hauling operator of their choice. As a result, the more than 15 businesses that store garbage dumpsters or containers in Schock Square are serviced by five different refuse haulers. The 15 dumpsters and 17 containers create an unsightly appearance, odors, and excessive refuse truck traffic for users of the parking lot.

A staff team has recommended the construction of a consolidated refuse enclosure in Schock Square similar to one that was constructed in Naperville. This consolidated refuse enclosure would be located on Village property and would replace the myriad of dumpsters and refuse containers currently utilized by businesses adjacent to Schock Square.

As you may recall, a compactor system is proposed that would allow each business a unique key code to open the enclosure and they would be billed based on the amount of refuse associated with each code entered. Billing would be handled by the selected waste hauler to each participating business. The construction of the enclosure would be the only cost to the Village. There would be no cost to the Village for the installation and operation of the compactor and bulk refuse recycling container. As can be seen in the attached chart, we have estimated that the consolidated refuse system would save the 15 existing businesses an approximate total of $1800 per month.

The Village Board reviewed this issue at a Workshop meeting in Spring 2016. Since then, staff invited business and property owners to a meeting to obtain their feedback and answer questions. We have also prepared a draft resolution, ordinance, and hauler agreement to move forward with the concept. Public Works staff also obtained more accurate quotes on enclosure options.

Updated Information

Business and Property Owner Meeting

At the meeting with property and business owners on July 14, 2016, the attendees were supportive of the consolidated garbage project since it would improve the appearance of the area, increase recycling, reduce odors, truck traffic, and wear and tear on the parking lot, and would save money for each business on garbage hauling expenses. They were not supportive of a $.50 fee with each visit to the garbage compactor which would reimburse the Village for the garbage enclosure. The Village Board did not express interest in collecting this reimbursement fee at the prior Workshop discussion, so this element will be dropped from further consideration. The property and business owners also requested the Village construct the enclosure with masonry to match the surrounding

buildings and meet the Village Zoning Code requirements.

Draft Resolution/Ordinance
Please find attached a draft Resolution that would allow for the establishment of the consolidated garbage enclosure program and provide for a consolidated refuse enclosure, along with a draft agreement with a potential hauler and a sample agreement that would be used by the selected hauler as part of their arrangement with the participating businesses. An additional draft Ordinance is attached that would amend the text of the Village Code to reference the creation of a Consolidated Refuse Program and require program participants to abide by all applicable provisions of the Resolution, mentioned above, and all other applicable Village Code requirements. Please note that the proposed Resolution would not require participation in this cost-savings and beautification program, but those business and property owners choosing not to participate, or who cease to participate, would not be allowed to store garbage containers on Village property and they would be required to install their own code compliant garbage enclosures within 90 days in conformance with Village regulations. At this time, we believe nearly all the affected business and property owners are interested. There is a minimum 5 year commitment for businesses who sign on to the program.

Enclosure
At the last Village Board Workshop meeting on this topic, the Village Board expressed a preference for a less expensive enclosure material than the brick structure suggested by staff. As the Board may recall, the Zoning Code requires garbage enclosures to be constructed with the same material as walls of the principal building. In this case, the majority of the buildings in the vicinity, and being served by the enclosure, are brick. All new businesses in the Village are required to construct a compliant garbage enclosure. A compliant enclosure is proposed for the Police Station and one exists at The Village Links. A masonry or brick wall structure is also preferred to a wood fence enclosure from an appearance and durability standpoint. A brick enclosure would also match the brick wall landscape beds in the downtown. The business and property owners that will use the facility indicated a desire for a brick enclosure at the July meeting regarding the program. The enclosure would be constructed adjacent to the recently constructed garbage enclosure for the Magenium offices at 535 Pennsylvania. The property owner of that building has also expressed a strong preference for a brick enclosure. An attractive and durable material for the enclosure would also be in keeping with the new upscale businesses opening in this area of Pennsylvania Avenue including Rodd and Gunn (a men's clothing store), Storm Design Studio, and Stam Chocolaterie.

Public Works staff has gathered cost estimates for a cinder block structure with a brick veneer and limestone cap, a stained concrete block structure, and a wood structure similar to the one constructed at Lake Ellyn by the Park District (attached). Please note that the cost estimates include the construction of a concrete pad, asphalt and curb removal, and relocating a street light based on the Trash Enclosure Exhibit prepared by Public Works (attached). The numbers below all include asphalt and curb removal, pouring concrete footings, and a concrete pad)

- Brick Veneer - $58,000
- Stained Concrete Block - $47,000
- Wood (like Lake Ellyn) - $25,500

Budget Impact

Staff is proposing that the cost for the enclosure and concrete pad be funded through a combination of TIF Funds and Parking Funds. The Downtown TIF Fund currently has $190,000 available that has not been earmarked for other projects. Therefore, there is currently funding available for the construction of the enclosure.

Recommendation

Staff recommends moving forward with a shared dumpster concept in this location with a brick enclosure. With direction to proceed from the Village Board, we will move forward with selecting a low bid garbage hauler for the project and will then schedule the following items for consideration at a future Village Board meeting:

- The contract with the recommended hauler,
- The Resolution to create the program and construct the enclosure, and
- The Ordinance amending the Village Code which will mention the program and require Program Participants to abide by all applicable codes and regulations.

Following that action, Public Works will move forward with design, construction and installation of the enclosure.

Public Works and Planning and Development staff will be available to answer questions at the Workshop. Business and property owners have been notified of the meeting and will also likely be in attendance.

Attachments

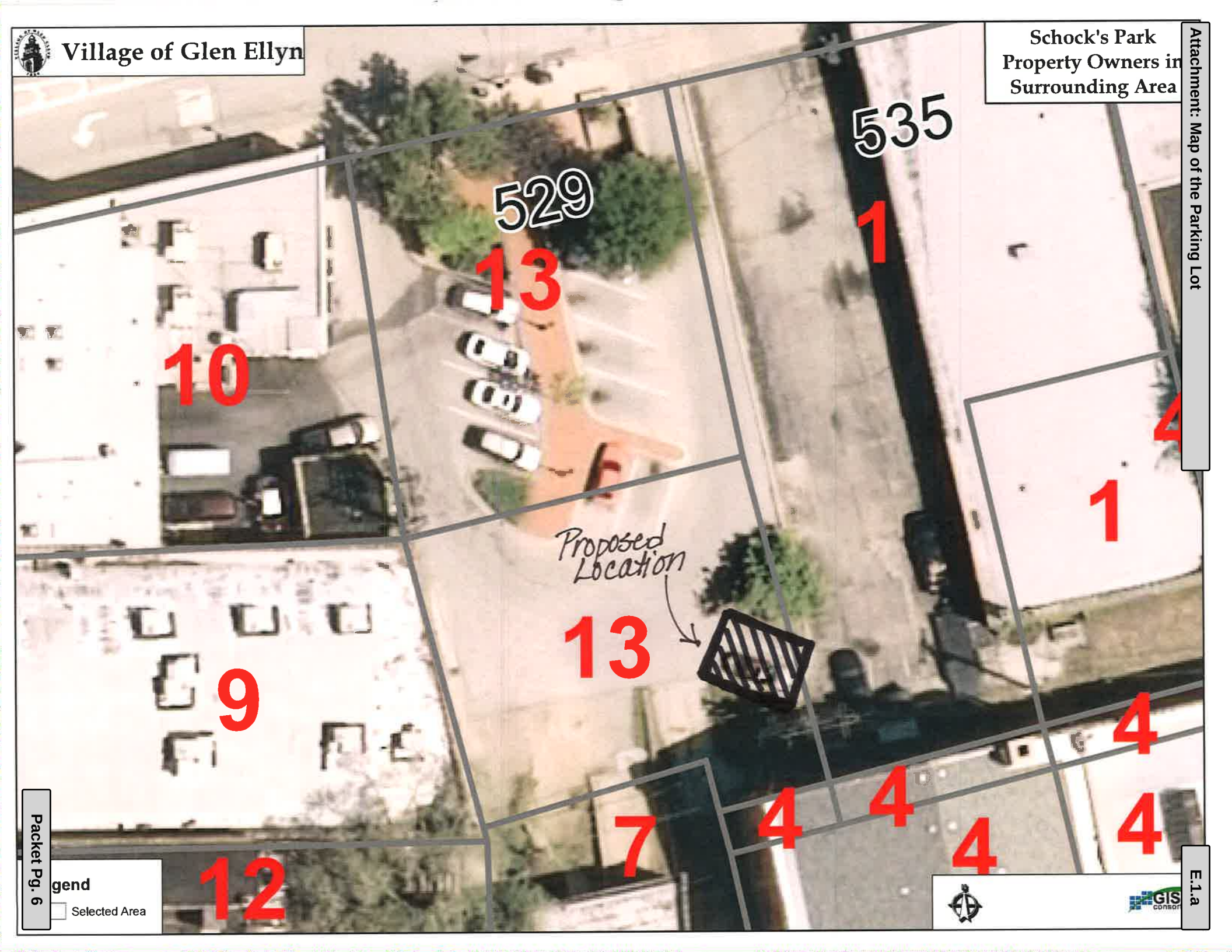
Map of the Parking lot
Fee structure spreadsheet
Enclosure Rough Drawings
Enclosure Estimates
Draft Ordinance/Resolution/Contract/Agreement

C: Dave Buckley, Assistant Public Works Director
Rich Daubert, Professional Engineer
Meredith Hannah, Economic Development Coordinator
John Sterrett, Planner
Kelly Purvis, Associate Planner

ATTACHMENTS:

- Map of the Parking Lot (PDF)
- Fee Structure Spreadsheet (PDF)
- Enclosure Rough Drawings 1 of 2 (PDF)
- Enclosure Rough Drawings 2 of 2 (PDF)
- Estimate for Fence Enclosure (PDF)

- Estimate for Brick and Concrete Block Enclosure (DOCX)
- Draft Ordinance Amending the Village Code 1-18-17 (DOCX)
- Draft Resolution Schock Square Consolidated Refuse Enclosure 1-18-17 (DOCX)
- Draft Schock Square Consolidated Refuse Program Contract with Hauler 1-17-17 (DOCX)
- Draft Schock Square Consolidated Refuse Participant Agreement 1-17-17 (DOCX)

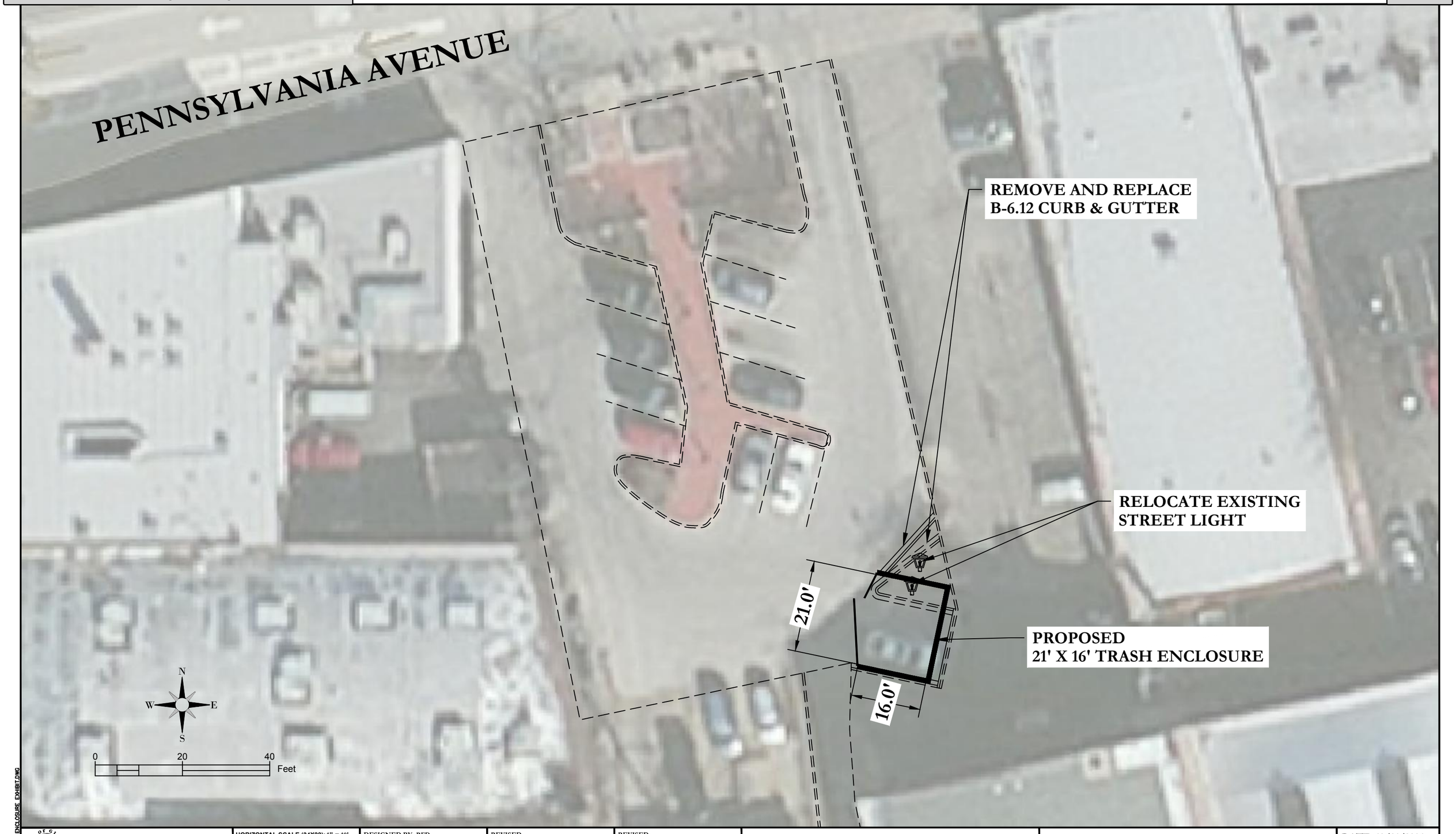

Village of Glen Ellyn
Schock's Park
Property Owners in
Surrounding Area
535
529
13
1
10
4
1
Proposed
Location
13
9
4
4
4
7
4
4
12
gend
Selected Area
GIS

Schock's Park Shared Garbage Container Estimates
March 4, 2016

Business	Hauler	Current Cost / Month	Quantity	Container Size MSW	Frequency	Total Yardage	Quantity	Container Size Recycling	Frequency	Total Yardage	Percentage of total MSW	Percentage of total recycling	Total cost MSW 8FL 5X (500)	Total cost MSW 6FC 3X (850)	Total cost REC 8FY 1X (100)
Glen Ellyn Theater	Molenhouse	$195	1	2	3	25.98					15%		$73	$110	
ReNew	Molenhouse	$50	1	1	1	4.33					2%		$12	$18	
Dunkin Donuts**	Republic	$225	6	0.25	3	19.485	4	0.25	3	12.99	11%	32%	$55	$82	$32
A Toda Madre	Republic	$334	2	2	3	51.96	1	2	1	8.66	29%	21%	$146	$220	$21
BikeHub	Republic	$125*	1	2	1	8.66	1	2	1	8.66	5%	21%	$24	$37	$21
Starbucks	Republic	$750	7	0.25	3	22.7325	4	0.25	2	8.66	13%	21%	$64	$96	$21
Beer Cellar	Groot	$40	2	0.25	1	2.165					1%		$6	$9	
Renaissance Art Studio	Groot	$65	2	0.25	1	2.165	2	0.25	1	2.165	1%	5%	$6	$9	$5
School of Rock	Groot	$125	1	1	1	4.33					2%		$12	$18	
Larc Jewelers	Groot		4	0.25	1	4.33					2%		$12	$18	
William E Jegen Law Offices	Groot		1	0.25	1	1.0825					1%		$3	$5	
Jazz Salon American Balloon	Flood	$75	1	2	1	8.66					5%		$24	$37	
Apartments above Bike Shop	Flood		1	2	1	8.66					5%		$24	$37	
Green Branch	Advanced		1	2	1	8.66					5%		$24	$37	
Workshop 88	Groot		1	1	1	4.33					2%		$12	$18	
		$1,859											**$500**	**$750**	**$100**

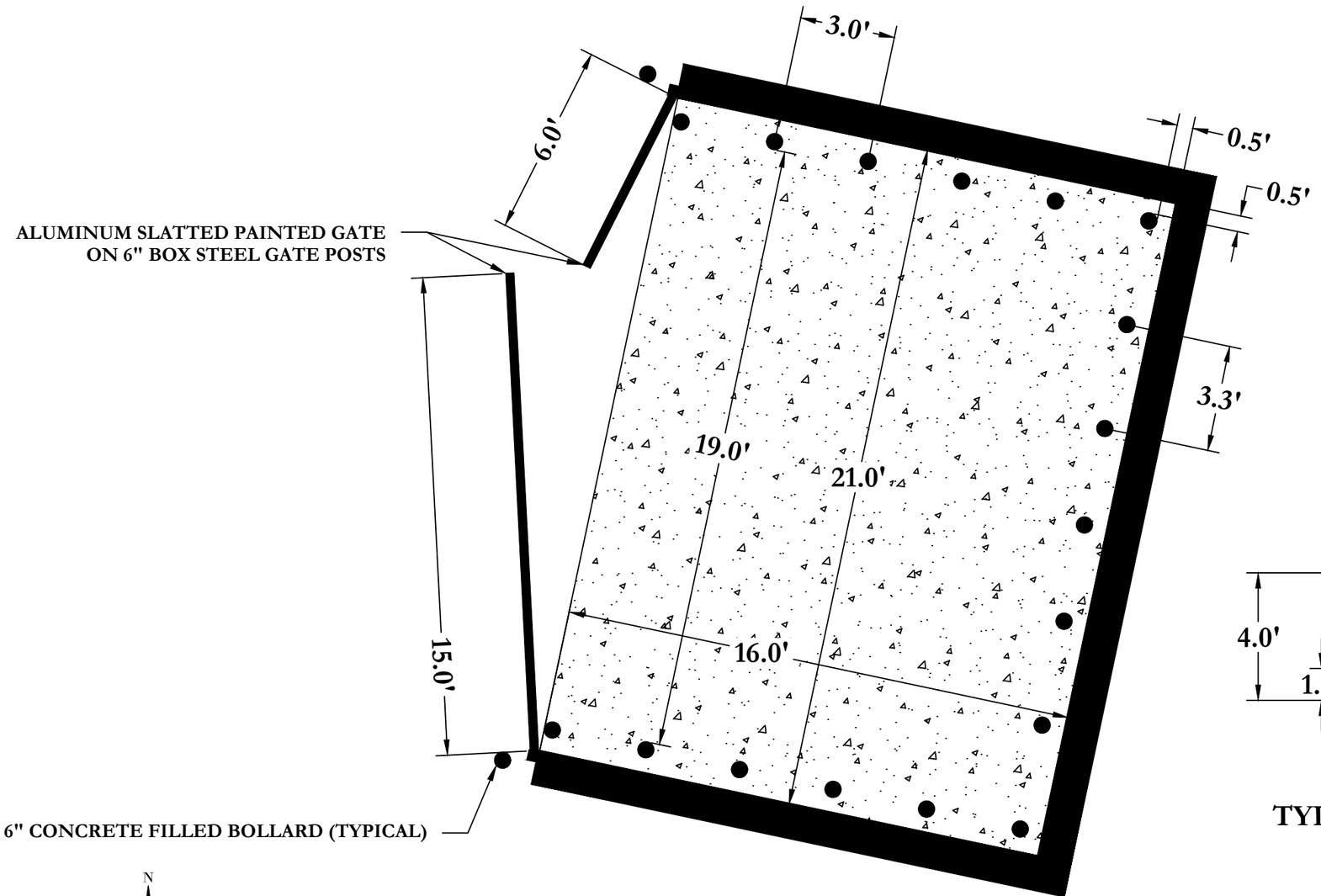
*New owner as of February 1,2016
** Recently switched to toters, awaiting new information, yardard may be slightly off

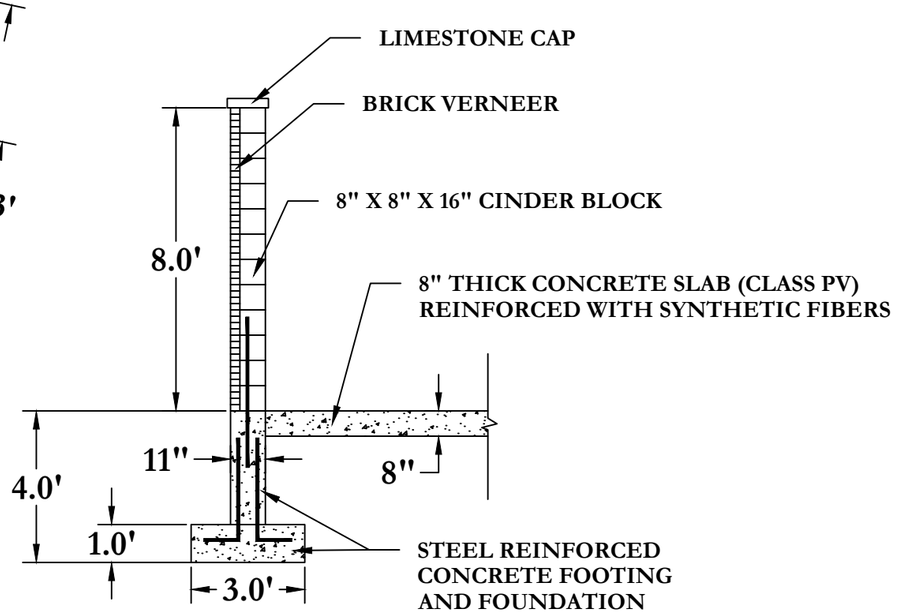
TBD Frequency
Standard Front Load Service with 8 Yard container
Compactor with 6 Yard container
Standard Front Load Recycling 8 Yard container



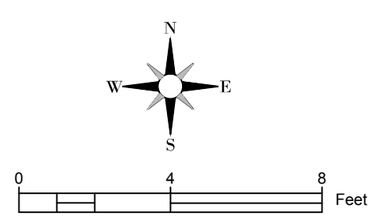
E:\SHOCKS_TRASH_ENCLOSURE_EXHIBIT.DWG

VILLAGE OF GLEN ELLYN PUBLIC WORKS DEPARTMENT 30 SOUTH LAMBERT ROAD GLEN ELLYN, ILLINOIS 60137	HORIZONTAL SCALE (34X22): 1" = 10'	DESIGNED BY: RFD	REVISED:	REVISED:	VILLAGE OF GLEN ELLYN SHOCK'S PARK TRASH ENCLOSURE	SHOCK'S PARK TRASH ENCLOSURE EXHIBIT	DATE: 10/31/2016
	VERTICAL SCALE (34X22): 1" = 10'	DRAFTED BY: RFD	REVISED:	REVISED:			PROJECT# N/A
	HORIZONTAL SCALE (11X17): 1" = 20'	CHECKED BY:	REVISED:	REVISED:			SHEET 1 OF 2
	VERTICAL SCALE (11X17): 1" = 20'	DATE CHECKED:	REVISED:	REVISED:			





TYPICAL WALL SECTION



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VILLAGE OF GLEN ELLYN PUBLIC WORKS DEPARTMENT 30 SOUTH LAMBERT ROAD GLEN ELLYN, ILLINOIS 60137	HORIZONTAL SCALE (34X22): 1" = 1'	DESIGNED BY: RFD	REVISED:	REVISED:
	VERTICAL SCALE (34X22): 1" = 1'	DRAFTED BY: RFD	REVISED:	REVISED:
	HORIZONTAL SCALE (11X17): 1" = 2'	CHECKED BY:	REVISED:	REVISED:
	VERTICAL SCALE (11X17): 1" = 2'	DATE CHECKED:	REVISED:	REVISED:

VILLAGE OF GLEN ELLYN SHOCK'S PARK TRASH ENCLOSURE	SHOCK'S PARK TRASH ENCLOSURE EXHIBIT	DATE: 10/31/2016 PROJECT# N/A SHEET 2 OF 2

AFC ACTION FENCE™

ACTION FENCE CONTRACTORS, INC.

945 TOWER ROAD
MUNDELEIN, ILLINOIS 60060-3811

Phone (847) 949-6690
Fax (847) 949-6499
www.actionfence.com

Date November 4, 2016

PROPOSAL

Name:
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, IL
Attn: Dave Buckley

Ship to:
Schocks Park
Budget Numbers

We propose, subject to acceptance, to furnish and install:

Enclosure Fencing

53' 8' High solid board style fencing
1 ea. 21' Opening double drive gate

Specifications:

Boards:	1" x 6" x 8' western red cedar
Rails:	2" x 4" x 8' western red cedar (4 per section)
Posts:	3" o.d. SS40 galvanized steel pipe (spaced 8' max)
Gate Posts:	6 5/8" o.d. Schedule 40 galvanized steel pipe

Budget Total $9,995.00

53' 8' High wood fencing similar to Lake Ellyn
1 ea. 21' Opening double drive gate

Budget Total $17,900.00

Attachment: Estimate for Fence Enclosure

RECOMMENDED BY: Chris Kaechele

PURCHASER:

ACCEPTED: ACTION FENCE CONTRACTORS, INC.

BY _____ DATE

BY _____ this _____ day of _____, 20 _____

Make Remittances Payable to Action Fence Contractors, Inc.

This contract is subject to terms, covenants, and conditions on the reverse side hereof, and is not binding upon Action Fence Contractors, until accepted.

PROPOSAL

A.C.B. Masonry, LLC
P.O. Box 2267, Glen Ellyn, IL 60138-2267
630-886-7190
acbmasonry@aol.com
www.ACBMasonry.com

PROPOSAL SUBMITTED TO: Dave Buckley C/O The Village of Glen Ellyn Public Works Dept.	WORK TO BE PERFORMED AT: Shock`s Park	
ADDRESS: 30 S. Lambert Rd. Gle Ellyn Il. 60137	TYPE OF WORK: Masonry	
PHONE NUMBER: Office-630-547-5513 Cell - 630-742-7194	DATE OF PLANS: 11/5/16	INVOICE NO.:

We hereby propose to furnish the material and perform the labor necessary for the completion of:

Re: Trash enclosure at Shock`s Park - As per drawing - Approximate cost. All cost subject to change upon final drawing submitted.

Concrete footing -

a). Excavate area in order to install steel reinforced concrete footing and foundationand pad as per drawing.
b). 1/2 " Rebar.
c). Fiber mesh high strength concrete. Troweled finish lite brushed finish.

Masonry walls -

a). CMU (Cinder block) - 8" x 8" x 16" --- Approx: Sq. Ft. 424.
b). Brick Veneer - Brick to be determined in size, color and texture --- Approx: 424 Sq. Ft. Corrugated brick ties every 24" O/C horizontally and every 16" vertically. Type N mortar, struck smooth with concave joints.
c). Limestone caps -Approx: 14" in width - 2 -1/4" in height. Smooth face finish. Mira-Dri flashing membrane with stainless steel drip-edge. Install a Polyurethane sealant at all coping joints.

Concrete filled Bollard post - 19 Total - 6" Diameter - Height- To be determined.

a). Install 19 concrete Bollard post as per drawing. Anchor with 1/2 "x 5" stainless steel wedge anchors.

Approximate cost for this detail including materials and labor - $ 57,784.00

Alternative option for trash encloser using a 12" CMU (split faced cinder block) with concrete footing -

a). Excavate and install concrete footing and pad as per drawing.
b). Install 12" CMU - Approx: 424 Sq.Ft Brown stained split faced block- 12" x 8 " x 16 "
c). Install Limestone caps at top portion of CMU walls. Approx: 14' in width x 2 1/4" in heigth. Smooth face finish. Mira-Dri flashing membrane with stainless steel drip edge. Install a Polyurethane sealant at all coping joints.
d). Install 19 concrete Bollards as per drawing-

Approximate cost for this detail including materials and labor - $ 46.980.00

All cost referring to this proposal are subject to change .
All debris to be removed by ACB Masonry.

TOTAL COST:

CERTIFICATE OF WORKMANS COMPENSATION AND GENERAL LIABILITY INSURANCE AND/OR
A COPY OF MASONRY CONTRACTORS LICENSE AVAILABLE UPON REQUEST.

With payments to be made as follows:

50 % DEPOSIT OF CONTRACT PRICE AND REMAINDER DUE UPON COMPLETION OF CONTRACTED WORK.

A 5% late charge will be added to your final payment if not received within 15 days from the invoice date.

Any alteration or deviation from above specification involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.	Respectfully submitted by William Tenuta, A.C.B. Masonry, LLC Note – This proposal may be withdrawn by us if not accepted within 60 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Date_____ Signature_____

Ordinance No. _____

AN ORDINANCE AMENDING CHAPTER 6 OF TITLE 7 OF THE GLEN ELLYN VILLAGE CODE TO ADD PROVISIONS FOR THE SCHOCK SQUARE CONSOLIDATED REFUSE PROGRAM

WHEREAS, there is a significant lack of adequate space for the disposal of refuse within the Schock Square Parking Lot in downtown Glen Ellyn; and

WHEREAS, unscreened refuse dumpsters, recycling containers, and grease traps are gathered along the southwest walls and alleys surrounding the Schock Square Parking Lot, resulting in a negative impact on the appearance of the area and future redevelopment potential of this area; and

WHEREAS, the proliferation of dumpsters in Schock Square has produced a high volume of truck traffic, aggravated traffic congestion, and accelerated the deterioration of the Schock Square Parking Lot; and

WHEREAS, replacing the numerous dumpsters currently in the Schock Square Parking Lot with a single consolidated compactor and bulk recycling container will improve the appearance of the Schock Square Parking Lot; and

WHEREAS, the businesses surrounding Schock Square Parking Lot support the consolidation of refuse through the installation of a compactor in the Schock Square Parking Lot; and

WHEREAS, the Village Board believes it is in the best interests of the Village to create a Schock Square Consolidated Refuse Program and to ensure that all Program Participants of the Program follow the applicable Village Code requirements.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GLEN ELLYN, DUPAGE COUNTY, ILLINOIS, in the exercise of its home rule powers, as follows:

Section One: Chapter 6 of Title 7 of the Glen Ellyn Village Code is hereby amended by adding the underlined language as follows:

SECTION 7-6-2: DEFINITIONS

SCHOCK SQUARE CONSOLIDATED REFUSE PROGRAM: The Schock Square Consolidated Refuse Program is established pursuant to the provisions contained and referenced in Resolution No. _____.

SECTION 7-6-10: SCHOCK SQUARE CONSOLIDATED REFUSE PROGRAM:

Schock Square Consolidated Refuse Program Participants: Businesses participating in the Schock Square Consolidated Refuse Program shall abide by all applicable provisions of Title 7 Chapter 6 of the Glen Ellyn Village Code Section 10-5-5 (Wall, screen) in addition to those provisions described in Resolution No. _____.

Section Two: This Ordinance shall be in full force and effect upon its passage and approval.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this _____ day of _____, 2017.

Ayes:

Nays:

Absent:

Approved by the Village President of the Village of Glen Ellyn, Illinois, this _____ day

of _____, 2017.

_____
Village President of the
Village of Glen Ellyn, Illinois

Attest:

_____
Village Clerk of the
Village of Glen Ellyn, Illinois

S:\Public Works Items and Issues\Schocks Park Garbage Compactor\Draft Ordinance Amending the Village Code 1-18-17.docx

Resolution No. _____

A RESOLUTION ESTABLISHING THE SCHOCK SQUARE CONSOLIDATED REFUSE ENCLOSURE PROGRAM AND PROVIDING FOR A CONSOLIDATED REFUSE ENCLOSURE

WHEREAS, there is a significant lack of adequate space for the disposal of refuse within the Schock Square Parking Lot in downtown Glen Ellyn; and

WHEREAS, unscreened refuse dumpsters, recycling containers, and grease traps are gathered along the southwest walls and alleys surrounding the Schock Square Parking Lot, resulting in a negative impact on the appearance of the area and future redevelopment potential of this area; and

WHEREAS, the proliferation of dumpsters in Schock Square has produced a high volume of truck traffic, aggravated traffic congestion, and accelerated the deterioration of the Schock Square Parking Lot; and

WHEREAS, replacing the numerous dumpsters currently in the Schock Square Parking Lot with a single consolidated compactor and bulk recycling container will improve the appearance of the Schock Square Parking Lot; and

WHEREAS, the businesses surrounding Schock Square Parking Lot support the consolidation of refuse through the installation of a compactor in the Schock Square Parking Lot; and

WHEREAS, on _____, the Glen Ellyn Village Board voted to install a consolidated refuse enclosure, including a pad therefore, (hereinafter "Consolidated Refuse Enclosure") adequate for one refuse compactor and one recycling receptacle at the southeast end of the Schock Square Parking Lot; and

WHEREAS, the majority of business owners have agreed to enter contractual agreements with [COMPANY] (hereinafter "COMPANY") for disposal of refuse and recycling materials; and

WHEREAS, said business owners have expressed a desire to participate in the use of the proposed Consolidated Refuse Enclosure in the manner described herein (hereinafter "Schock Square Consolidated Refuse Program"); and

WHEREAS, in the future other business owners in the vicinity of the Schock Square Parking Lot may wish to participate in the Schock Square Consolidated Refuse Program; and

WHEREAS, [COMPANY] has agreed to provide one refuse compactor and one recycling receptacle to be housed om the Consolidated Refuse Enclosure to facilitate the consolidation of refuse and paper recycling materials for participants in the Schock Square Consolidated Refuse Program ("Participants") at no cost to the Village; and

WHEREAS, Grease containers currently located in the Schock Square Parking Lot may also be located in the Consolidated Refuse Enclosure in addition to the refuse compactor and recycling receptacle; and

WHEREAS, [COMPANY] will be responsible to maintain the refuse compactor and recycling receptacle located in in the Consolidated Refuse Enclosure in good working order and in a manner that is clean, minimizes odor, and complies with the requirements of the Glen Ellyn Municipal Code; and

WHEREAS, Participants using any grease containers located in the Consolidated Refuse Enclosure shall be responsible for having such containers serviced and maintained in compliance with the requirements of the Glen Ellyn Village Code; and

WHEREAS, the Village shall be responsible to maintain and repair the structure and infrastructure of the Consolidated Refuse Enclosure; and

WHEREAS, the cost to construct the Consolidated Refuse Enclosure as described herein shall be borne by the Village; and

WHEREAS, participation in the Schock Square Consolidated Refuse Program shall be voluntarily subject to a five year minimum participation period with a six (6) month notice of

termination to the Village and [COMPANY] so long as the Participant continues to operate their business at the location at which they commenced participation; and

WHEREAS, the Village shall continue to provide and maintain the Consolidated Refuse Enclosure until such time as it determines, at its sole discretion, that there are insufficient Participants utilizing it, or for such other reasons as it determines to be in the best interests of the Village, subject only to a minimum commitment of five (5) years from the date the refuse compactor and recycling receptacle in the Consolidated Refuse Enclosure are first used.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GLEN ELLYN, DUPAGE COUNTY, ILLINOIS, in the exercise of its home rule powers, as follows:

Section One: The foregoing Recitals are substantive and are incorporated herein as though fully set forth.

Section Two: The Village hereby establishes the Schock Square Consolidated Refuse Program as described herein.

Section Three: The Village shall construct a Consolidated Refuse Enclosure located at the southeast end of the Schock Square Parking Lot in the location depicted on Exhibit A as provided in the Agreement with the Village of Glen Ellyn and [COMPANY] attached hereto and made part hereof as Exhibit B.

Section Four: The Village Manager and the Village Clerk are hereby authorized to enter into an Agreement with [COMPANY] in substantially the form attached hereto as Exhibit B subject to approval by the Village Attorney.

Section Five: This Resolution shall be in full force and effect from and after its passage and approval.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois,

this _____ day of _____, 2017.

Ayes:

Nays:

Absent:

Approved by the Village President of the Village of Glen Ellyn, Illinois, this _____ day of _____, 2017.

_____
Village President of the
Village of Glen Ellyn, Illinois

Attest:

_____
Village Clerk of the
Village of Glen Ellyn, Illinois

S:\Public Works Items and Issues\Schocks Park Garbage Compactor\Draft Resolution Schock Square Consolidated Refuse Enclosure 1-18-17.docx

AGREEMENT BETWEEN THE VILLAGE OF GLEN ELLYN AND [COMPANY]

NOW COMES the Village of Glen Ellyn ("Village") a municipal corporation and home rule unity of local government under the Constitution and laws of the State of Illinois, with offices located at 535 Duane Street, Glen Ellyn, Illinois 60137, and [COMPANY] ("COMPANY") with offices located at _____ and hereby enter into the following agreement ("Agreement") this ___ day of ___, 2017.

RECITALS

WHEREAS, pursuant to Resolution _____ approved by the Glen Ellyn Village Board of Trustees on _____, the Schock Square Consolidated Refuse Program was established and the Village agreed to construct a Consolidated Refuse Enclosure, including a concrete pad, screening walls, and related infrastructure, in the location depicted on Exhibit A attached hereto and made part hereof, for the purpose of housing one compactor and one recycling receptacle as described herein to be installed and maintained at the sole cost of the Company selected by Participants of the Schock Square Consolidated Refuse Program. Participants' restaurant grease containers may, at the Village's discretion, also be located in the Enclosure. Participants shall be responsible for having such containers serviced and maintained in compliance with the requirements of the Glen Ellyn Municipal Code; and

WHEREAS, the majority of the businesses located in the vicinity of the Schock Square Parking Lot, where the Consolidated Refuse Enclosure is to be located, have agreements with [COMPANY] for the collection and disposal of their refuse and recyclable materials and have indicated a desire to utilize the Schock Square Consolidated Refuse Enclosure in order to address the issues set forth in Resolution _____ (herein after "Schock Square Consolidated Refuse Program Participants" or "Participants").

NOW THEREFORE, in the consideration of the covenants and agreements set forth herein, the parties hereby agree as follows:

1. Definitions: The following words or phrases shall have the following meanings for the purpose of this Agreement:

   (a) "Consolidated Refuse Enclosure" means a concrete pad, enclosure, and related infrastructure constructed by the Village for one

compactor and one recycling receptacle as defined herein and Participants' restaurant grease containers.

(b) "Compactor" means the one (1) self-contained hydraulic ram refuse disposal Compactor to be installed by [COMPANY] within the Schock Square Consolidated Refuse Enclosure for use by the Schock Square Consolidated Refuse Program Participants. This Compactor shall dispose of Refuse.

(c) "Recycle Receptacle" means the one (1) refuse disposal container to be installed by [COMPANY] within the Schock Square Consolidated Refuse Enclosure for use by the Schock Square Consolidated Refuse Program Participants. This receptacle shall dispose of Paper Recyclable Materials.

(d) "Paper Recyclable Materials" means corrugated paper (cardboard) and other recyclable paper products.

(e) "Participants" or "Schock Square Consolidated Refuse Program Participants" are those businesses who elect to participate in the Schock Square Consolidated Refuse Program pursuant to Glen Ellyn Village Board of Trustees Resolution _____ entitled "A Resolution Establishing the Schock Square Parking Lot Consolidated Refuse Enclosure Program and Providing for a Consolidated Refuse Enclosure", and which have executed the Addendum attached hereto as Exhibit B.

(f) "Refuse" shall have the meaning set forth in Section _____ of the Glen Ellyn Municipal Code, as amended from time to time.

(g) "Schock Square Consolidated Refuse Enclosure Site" means the location depicted on Exhibit A, attached hereto and made part hereof.

(h) "Schock Square Consolidated Refuse Program" as defined in Glen Ellyn Village Board of Trustees Resolution _____ entitled "A Resolution Establishing the Schock Square Parking Lot

Consolidated Refuse Enclosure Program and Providing for a Consolidated Refuse Enclosure".

2. On or before [DATE], or such other date agreed upon in writing by the parties, the Village will construct the Consolidated Refuse Enclosure on the Schock Square Consolidated Refuse Enclosure Site.
3. On or before [DATE], or such other date agreed upon in writing by the parties, [COMPANY] shall install one Compactor and one Recycling Receptacle in the Consolidated Refuse Enclosure along with any equipment required for the operation of the Compactor and Recycling Receptacle. [COMPANY] shall ensure the proper maintenance and sound operation of the Compactor and Recycling Receptacle and shall promptly repair or replace said Compactor or Recycling Receptacle in the event they are not operating properly.
4. [COMPANY] shall promptly pay all utility bills resulting from use of the Consolidated Refuse Enclosure.
5. The Village shall have the reasonable right to inspect the [COMPANY] documentation to confirm the correct payment of Consolidated Refuse Enclosure Reimbursements within three (3) business days of a request to do so.
6. The Village shall continue to provide and maintain the Consolidated refuse Enclosure until such time as it determines, at its sole discretion, that there are insufficient Participants, or for such other reasons as it determines to be in the best interest of the Village, subject only to a minimum of five (5) years from the effective date of this Agreement. The Village shall give [COMPANY] no less than six (6) months written notice of its intent to discontinue provision of the Schock Square Consolidated Refuse Enclosure.
7. Each Participant in the Schock Square Consolidated Refuse Program shall execute the Participant Contract Addendum attached hereto as Exhibit B.
8. [COMPANY] shall provide the Director of the Village Department of Public Works with a written list of current Participants on a quarterly basis in addition to copies of all Addendums signed by each Participant within thirty (30) days of their execution. In the event that a Participant terminates participation in the Schock Square Consolidated Refuse Program, or otherwise ceases use of the

Consolidated Refuse Enclosure, [COMPANY] shall note that on the quarterly list of Participants.

9. [COMPANY] agrees to defend, indemnify, and hold harmless the Village of Glen Ellyn and its officers, agents and employees for any claims or judgements related to the use of the Compactor and Recycling Receptacle in the Schock Square Consolidated Refuse Enclosure except as to any negligent or willful or wanton conduct on the part of the Village or its officers, agents or employees.

10. [COMPANY] shall include the Village of Glen Ellyn, and its officers, agents and employees as additional insureds on its insurance policy for general liability or property damage related to the installation or use of the Compactor and Recycling Receptacle in the Schock Square Consolidated Refuse Enclosure, which policy may not be revised or terminated unless not less than thirty (30) days notice is given in writing to the Village. Upon request, [COMPANY] shall provide a certificate of insurance and a copy of the additional insured endorsement to the Village.

11. The laws of the State of Illinois shall apply to the interpretation of this document. Venue for any action arising out of the terms or conditions of this Agreement shall be proper only in the Circuit Court for the Eighteenth Judicial Circuit, DuPage County, Illinois.

IN WITNESS WHEREOF, the parties set their hands and seals as of the date first written above.

VILLAGE OF GLEN ELLYN	**[COMPANY]**
By:	By:
Its:	Its:

ATTEST

_____

By:

Its:

Subscribed and Sworn to before me

this _____ day of _____ , 2017

_____

Notary Public

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SCHOCK SQUARE CONSOLIDATED REFUSE PROGRAM

PARTICIPANT CONTRACT ADDENDUM

Contract addendum between [COMPANY] and _____

(Schock Square Consolidated Refuse Program Participant) located at

_____*(address)*.

1. The undersigned hereby agrees on behalf of the Participant identified above to participate in the Schock Square Consolidated Refuse Program as approved by the Glen Ellyn Village Board of Trustees pursuant Resolution _____ entitled "Resolution Establishing the Schock Square Consolidated Refuse Enclosure Program And Providing For A Consolidated Refuse Enclosure," the provisions exhibits of which are incorporated and made part hereof. The terms and definitions set forth in the Agreement between the Village of Glen Ellyn and [COMPANY] shall have the same meaning for the purpose of this Addendum.

2. All refuse and paper recycling materials generated by the Participant shall be disposed of in the one refuse compactor and one recycling receptacle located in Schock Square Consolidated Refuse Enclosure constructed by the Village of Glen Ellyn and located, or to be located, on the southeast end of Schock Square Parking Lot.

3. Any restaurant Participant who utilizes a restaurant grease container permitted by the Village of Glen Ellyn to be located within the Consolidated Refuse Enclosure shall be responsible for the service and maintenance of such container in conjunction with other restaurant Participants and subject to all applicable Glen Ellyn Municipal Code provisions. Placement and use of such grease containers must not interfere with any Participant's ability to access or use the Compactors. Any grease container not in compliance with these provisions or any provision of the Glen Ellyn Village Code shall be removed upon written notification from the Director of the Department of Public Works of the Village of Glen Ellyn.

4. The Participant agrees to continue participation in the Schock Square Consolidated Refuse Program for a minimum of five (5) years from the date set forth below. Not less than six (6) months written notice shall be required to be given to [COMPANY] to terminate participation in the Schock Square Consolidated Refuse Program which notice may not be given earlier than the beginning of year four from the date set forth below. A copy of said notice shall also be sent to the Director of the Department of Public Works for the Village of Glen Ellyn, 30 South Lambert Road Glen Ellyn, IL 60137.

5. In the event that a single waste hauler other than [COMPANY] is selected by Schock Square Consolidated Refuse Program Participants to collect refuse and recycling materials, the service described herein and my obligations hereunder shall transfer

automatically to the replacement waste hauler without further action by the Participant or the replacement waste hauler.

6. The Participant shall cooperate with the other Participants in the Schock Square Consolidated Refuse Program and with [COMPANY] to maintain the Schock Square Consolidated Refuse Enclosure in a clean and neat condition which minimizes odors and which is compliant with the provisions of the Glen Ellyn Village Code as may be amended.

7. I understand at any time after five (5) years from the inception of the Schock Square Consolidated Refuse Program, the Village of Glen Ellyn may elect not to continue to provide the enclosure if the Village determines that there is insufficient participation in the Program at which time the Participants will become responsible for disposal of refuse and recycling materials in another manner that is compliant with the Glen Ellyn Municipal Code.

8. The undersigned warrants and represents that he or she has the authority to sign this Addendum and voluntarily agrees to be bound by its terms.

PROGRAM PARTICIPANT	**[COMPANY]**
By:	By:
Its: _____	Its: _____
Subscribed and Sworn to before me this _____ day of _____ , 2017.	Subscribed and Sworn to before me this _____ day of _____ , 2017.
_____	_____
Notary Public	Notary Public

Registered Agent (or if none, contact person) of Participant:

Name: _____

Address: _____

Telephone Number: _____

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Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 01/23/17 06:00 PM
Department: Public Works
Department Head: Caroline Conlon
Category: Discussion Item
Prepared By: Rich Daubert

SCHEDULED

AGENDA ITEM (ID # 2572) DOC ID: 2572

Public Works Director Julius Hansen will present information regarding Baker Hill Shopping Plaza access improvements.

Background

The owner of the Baker Hill Shopping Plaza, Phillips Edison & Company, has indicated that vehicular access is one of the challenges associated with finding viable retail tenants for the shopping plaza. More specifically, the shopping plaza has limited direct access along Roosevelt Road with right turn in (westbound) and right turn out (westbound) being the only movements permitted along Roosevelt. Eastbound traffic intending to enter and leave the shopping plaza must utilize Baker Hill Drive as Roosevelt Road features a continuous concrete barrier curb median along the subject corridor. The attached exhibit labeled "Baker Hill Existing Direct Access Along Roosevelt RD" depicts this existing configuration.

Based on the above factors, Phillips Edison & Company has asked the Village to investigate possible improvements including lane and/or signal modifications along Roosevelt Road to provide improved direct access to the shopping plaza.

Subject

Village staff and the Village's traffic engineering consultant, James J. Benes & Associates, Inc., have been investigating possible improvements to improve ingress and egress, specifically at the intersection of Roosevelt Road and Pershing Avenue. As Roosevelt Road is under the jurisdiction of the Illinois Department of Transportation (IDOT), all proposed improvements are subject to IDOT review and approvals. Staff from the Village and James J. Benes met with IDOT in October to review the possibility of providing a signalized full access intersection (traffic signal) at Roosevelt and Pershing.

While IDOT staff sympathized with the ingress/egress concerns associated with the shopping plaza, IDOT staff present at the meeting indicated that they would not support a traffic signal at Roosevelt and Pershing. IDOT characterizes Roosevelt as a Strategic Regional Arterial (SRA) Roadway with specific standards aimed at maximizing traffic flow and minimizing traffic interruptions. Traffic signals need to be spaced at a minimum of quarter mile (1,320 feet) intervals along SRAs. Placing a signal at Roosevelt Road and Pershing would place the new signal within 900 feet of the existing traffic signal at Roosevelt and Baker Hill Drive. Staff and IDOT did informally conclude that exceptions are granted and there are situations in which spacing on the order of 1,000 feet has been approved. Another concern raised is in regards to the longitudinal slope (gradient) of Roosevelt Road at the requested location of the traffic signal. The gradient is approximately 4% whereas IDOT design guidelines specify that the gradient at signalized intersection should be less than 3%. Due to the excessive gradient, corrections to certain design factors would need to be made to ensure adequate stopping sight distance and adequate deceleration length is provided.

Besides the signal spacing requirements, it was of IDOT's opinion that traffic signal warrants, which

are needed to justify the installation of a traffic signal, would likely not be met. Additionally, IDOT staff stated that the Final Plat of Resubdivision for Baker Hill, as it exists now, specifies that direct access to Roosevelt would be prohibited except for right turns in and out which is consistent with the current configuration. Changes to access would require the revision of the plat which would be subject to IDOT approval.

Staff would like to emphasize that there is a significant construction challenge associated with the signalized full access. The intersection of Pershing and Roosevelt is skewed such that the entry to the shopping plaza and Pershing would need to be aligned to allow for a traffic signal installation. Alignment of these legs of the intersection would be challenging and fairly expensive from a construction standpoint.

IDOT staff indicated that it would consider permitting an unsignalized three-quarter (¾) access intersection at Roosevelt and Pershing in proximity to the existing right-in/right-out access. This configuration would allow right turns in, right turns out, and left turns in from Roosevelt Road. Left turns out from the shopping plaza to Roosevelt Road would not be permitted with the ¾ access. Note that the ¾ access would allow westbound Roosevelt traffic to turn left onto Pershing thereby improving access to the Maryknoll subdivision and Health Track complex. Left turns from Pershing onto Roosevelt would not be permitted. A concept drawing of this configuration is attached hereto this memorandum.

In order to pursue access modifications, a formal permit application, including engineering drawings depicting the improvements, needs to be submitted to IDOT. IDOT indicated that pursuit of the signalized full access would require traffic studies to determine if the signal is warranted based on Federal Guidelines as amended for SRAs. In addition, traffic engineering analysis is required to design the intersection geometrics and determine how far traffic queues (backs up) westward on Roosevelt Road. One of the concerns expressed by IDOT is that eastbound Roosevelt Road traffic has limited sight distance due to the crest of the hill at Baker Hill Drive. The queue needs to be determined to ensure that eastbound vehicles will have adequate stopping sight distance.

Preliminary order of magnitude cost estimates for engineering and construction of the various improvements are provided below. Significant ranges are provided as costs cannot be accurately estimated until detailed design and interactions with IDOT are well underway. The cost for a signalized full access could exceed the estimated costs in the table depending on the extent of the work that would be required to align the intersection of Pershing with the entrance to the Baker Hill shopping plaza entrance. A factor influencing the range of the estimated cost of the ¾ access option is the extent of the possible modifications that IDOT will require for the westbound lanes on Roosevelt Road. IDOT has reservations in regards to allowing left turns across three lanes of traffic; however this configuration exists in other locations including at Roosevelt and Baker Hill Drive where left turns are allowed on the green bulb signal phase.

Estimated Costs for Access Improvements at Roosevelt and Pershing

Access Modification	Construction Cost	Engineering Cost	Total Cost

		(Phase II and III)	
¾ Access	$280K- $440K	$85K - $130K	$365K - $570K
Signalized Full Access	$1.1M - $1.5M	$300K - $500K	$1.4M - $2M

Recommendation

Based on feedback from IDOT, staff is recommending that the Village consider proceeding with requesting proposals from engineering firms for designing and pursuing approval from IDOT for the construction of a ¾ access intersection at Roosevelt and Pershing.

Action Requested

Staff requests a discussion with the Village Board at the January 23 workshop to confirm staff's recommendation as to proceed with requesting proposals for designing a ¾ access intersection at Roosevelt and Pershing.

ATTACHMENTS:

- Baker Hill Ex.Direct Access (PDF)
- Baker Hill 3-4 Access Concept (PDF)

BAKER HILL SHOPPING PLAZA

Baker Hill Dr

Grove Ave

EX. RIGHT OUT

EX. RIGHT IN

EX. RAISED BARRIER MEDIAN

Roosevelt Rd

Pershing

875 Ft.

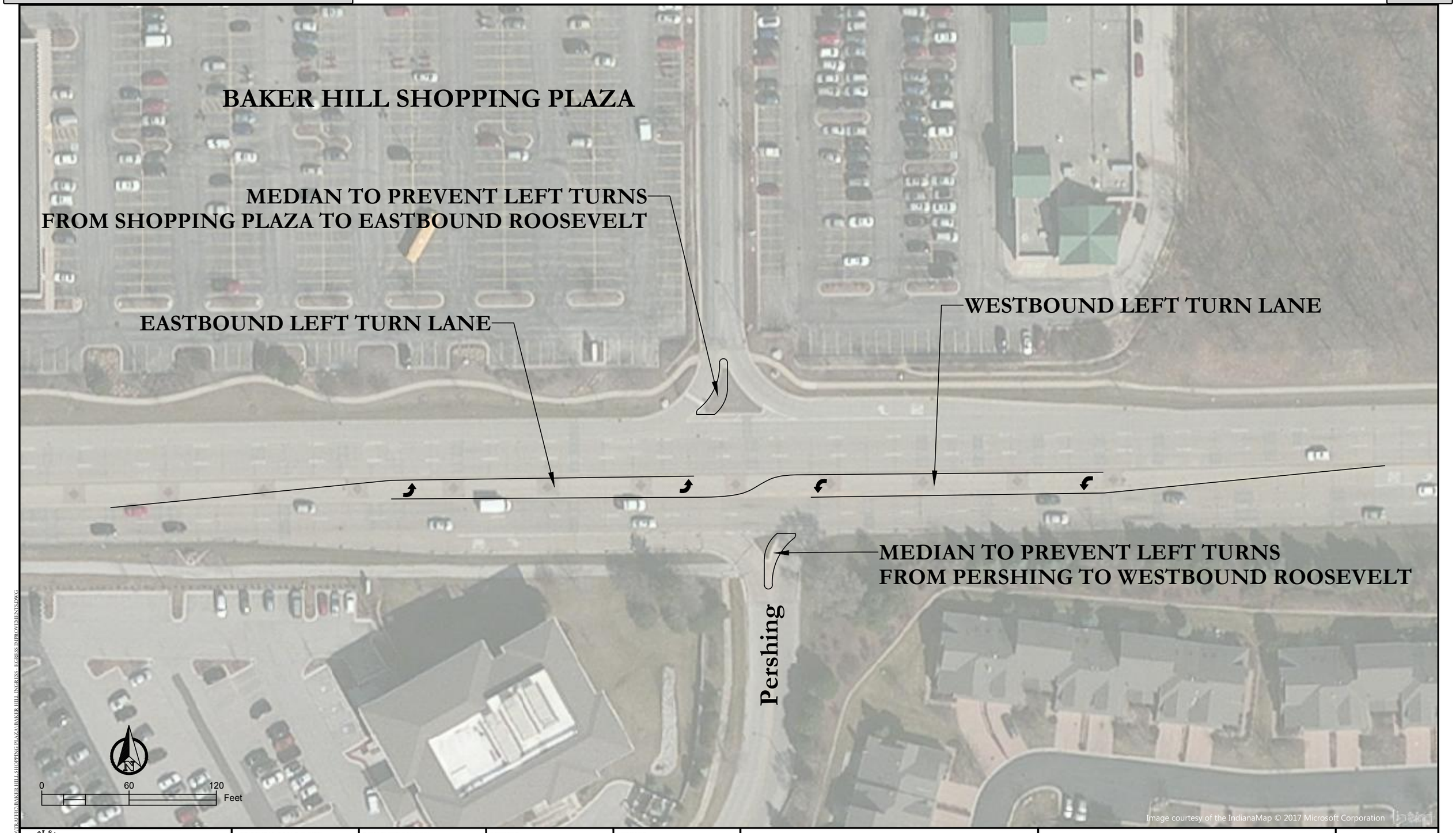
53

38

0 100 200 Feet

X:\PUBLICWKS\RGFID\TRAFFIC\BAKER HILL SHOPPING PLAZA\BAKER HILL INGRESS - EGRESS IMPROVEMENTS.DWG

VILLAGE OF GLEN ELLYN PUBLIC WORKS DEPARTMENT 30 SOUTH LAMBERT ROAD GLEN ELLYN, ILLINOIS 60137	HORIZONTAL SCALE (34X22):	DESIGNED BY: RFD	REVISED:	REVISED:	VILLAGE OF GLEN ELLYN	BAKER HILL EXISTING DIRECT ACCESS ALONG ROOSEVELT RD
	VERTICAL SCALE (34X22):	DRAFTED BY: RFD	REVISED:	REVISED:		DATE: 1/5/2017
	HORIZONTAL SCALE (11X17):	CHECKED BY:	REVISED:	REVISED:		PROJECT#
	VERTICAL SCALE (11X17):	DATE CHECKED:	REVISED:	REVISED:		SHEET 1 OF 1



VILLAGE OF GLEN ELLYN PUBLIC WORKS DEPARTMENT 30 SOUTH LAMBERT ROAD GLEN ELLYN, ILLINOIS 60137	HORIZONTAL SCALE (34X22):	DESIGNED BY: RFD	REVISED:	REVISED:
	VERTICAL SCALE (34X22):	DRAFTED BY: RFD	REVISED:	REVISED:
	HORIZONTAL SCALE (11X17):	CHECKED BY:	REVISED:	REVISED:
	VERTICAL SCALE (11X17):	DATE CHECKED:	REVISED:	REVISED:

VILLAGE OF GLEN ELLYN	BAKER HILL 3/4 ACCESS INTERSECTION CONCEPT DRAWING	DATE: 1/5/2017 PROJECT# SHEET 1 OF 1

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Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 01/23/17 06:00 PM
Department: Finance
Department Head: Christina Coyle
Category: Discussion Item
Prepared By: Christina Coyle

SCHEDULED

AGENDA ITEM (ID # 2574) DOC ID: 2574

Finance Director Christina Coyle will lead a discussion on the Vehicle Sticker and Dog Tag programs.

Background

The Village of Glen Ellyn first instituted vehicle licenses in 1921. At that time, licenses were required for horse wagons as well as cars. The 1921 fee for a motor vehicle was $5.00 annually. The early vehicle licenses actually provided the residents with a metal plate to affix to their car or wagon. This would be in addition to the plate that was provided by the State of Illinois. Over the years, the fees for vehicle licenses (now referred to as vehicle stickers) were adjusted. Vehicle stickers were last adjusted in 2004 to their current rates (e.g. $25 per vehicle; prices vary by vehicle type). Stickers are required for all vehicles registered to a Glen Ellyn address.

Vehicle sticker renewal is largely managed in-house. A Microsoft Access database is maintained of all vehicles. The database is then used each year to create a mass billing to residents. The printing and mailing of the billing is outsourced to a print vendor. The renewal bills typically go to residents at the beginning of March, providing residents with two months to renew their vehicles before the April 30 deadline. After the April 30 deadline, late fees are assessed. Late fees accrue at a rate of $5 per month, to a maximum charge for a regular car of $55. When the Cashier's Office processes renewals, the access database is updated with the renewal information, which is a substantial amount of information (approximately 20,000 individual records) to maintain.

Vehicle stickers generate approximately $400,000 in revenue to the General Fund.

There are currently three enforcement mechanisms for vehicle stickers. The police provide enforcement in their course of operations. The majority of this enforcement occurs in the public parking lots downtown. Police cannot enter private property solely for the purpose of enforcing vehicle stickers. Next, as part of the commuter parking process, staff does ensure that an individual receiving a parking permit is current with their vehicle stickers. Lastly, as part of the real estate transfer stamp process, staff does ensure that the resident has purchased vehicle stickers before they are provided with a transfer stamp. In some cases, this does result in a resident being required to purchase many years of vehicle stickers (with late fees).

Strategic Plan

Two of the action steps under the Financial Sustainability goal of the Village's strategic plan is to:

1. Identify new revenue sources and grant opportunities
2. Periodically adjust Village fees and fines to be commensurate with the cost of providing services by establishing gradual and appropriate increases in line with other communities.

As vehicle sticker fees were last increased in 2004, staff is recommending that the Village Board review the program and provide feedback on any changes the Board would like to make to the program. This memo should provide the Board with information on the program as well as some potential modifications to the program.

Pros and Cons of Vehicle stickers

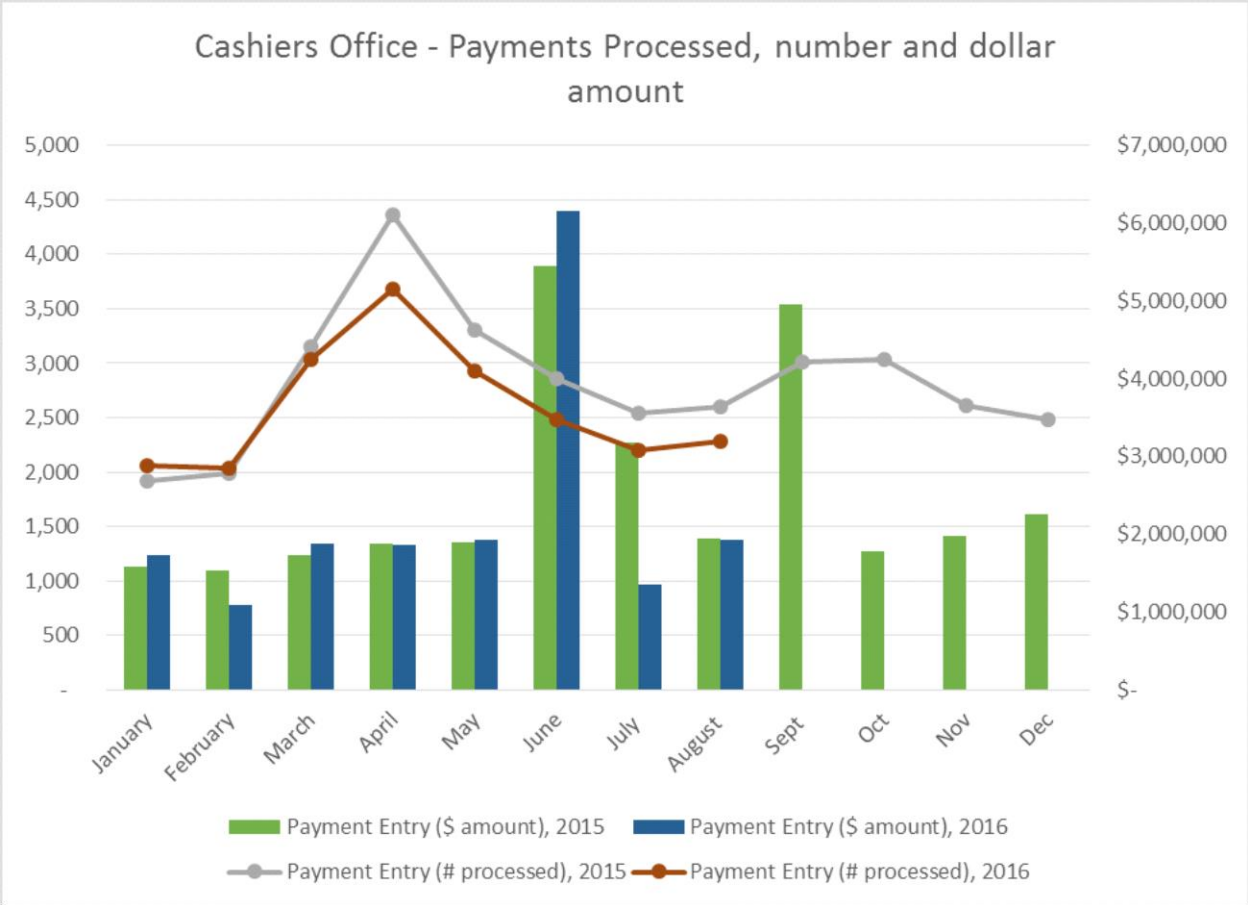
Like any program, there are advantages and disadvantages of the vehicle sticker program:

Pros

1. **Economy Resistant Revenue Stream**. The vehicle sticker revenue stream is fairly resistant to downturns in the economy. Mostly, households do not decrease the number of cars that they have in an economic downturn. There may be individuals that "take their chances" and do not buy stickers if they cannot afford them. However, the real estate transfer stamp program would ensure that the Village would eventually be able to recoup the revenues from property owners. Typically, this revenue stream does not decrease during an economic downturn.
2. **Diversification**. Having a separate and distinct revenue stream provides for diversification of our revenues in the General Fund. This is especially helpful in economic downturns when other revenue streams, such as our sales tax, home rule sales tax, and income tax, decline.
3. **Identification of Vehicles for Police**. The police department has access to the vehicle sticker records which can provide them contact information on the vehicle in cases where car would need to be moved, etc. At times, the information in the vehicle sticker database may be more accurate or easily accessible than pulling records from the State of Illinois.

Cons

1. **Labor Intensive.** The vehicle sticker program is very labor intensive and creates a huge workload spike in March - May. The graph below depicts the cashier's office activity in 2015 and 2016. This graph indicates the spike in payments over the vehicle sticker season in March and April. As can be seen in the graph, there is a large spike in the number of payments processed that does not correlate to a large increase in revenue. During the vehicle sticker season, staff hours are extended by approximately 150 hours. Then, the data entry costs into the vehicle database range from an extra 100-200 hours. Based upon an average rate of $23.00 per hour, this costs the Village $6,200-8,600 per year in labor costs.



2. **Unpopular.** The program is very unpopular with residents and it is the largest source of customer service complaints in the Cashier's Office. Points of complaint include:
    a. Residents feel they are being "nickeled and dimed" by the Village.
    b. They do not like affixing the sticker to their car.
    c. They do not like paying for stickers for cars away at College.
    d. Customers are angry when late fees are assessed.
    e. Customers are angry when they have to purchase stickers on a RETT transaction and leave the Village on a negative note.
    f. There is confusion on the vehicle sticker versus commuter parking hangtags.
    g. Residents believe that enforcement is sporadic. For example, I got a ticket but my neighbor doesn't have stickers on his/her car.
    h. Residents (especially renters) will state that they were not aware of the program when they are ticketed.
    i. Customers are angry when they have to purchase stickers for vehicles which are not regularly used (ex. antique vehicles).
    j. Seniors do not like only receiving one discount per household.
    k. Customers are frustrated that Glen Ellyn has vehicle stickers while neighboring communities (Lombard, Wheaton) do not have vehicle stickers.

3. **Complex rate structure.** Based upon the current rate structure, there are 145 different rates for vehicle stickers depending on the vehicle and the time/month of year the sticker is purchased. This makes training staff difficult.
4. **Enforcement in Rental Properties.** It is difficult to enforce renters to purchase vehicle stickers. The RETT program is the ultimate enforcement mechanism for homeowners. However, there is not a similar program for renters. Police also cannot enter private property solely to enforce vehicle stickers. Therefore, the only enforcement mechanism for renters is if they are ticketed for parking on a public street or lot. Based upon an analysis done by our GIS mapping, the majority of addresses that do not have a vehicle sticker associated with the address are in multifamily/rental areas. This also means that these residents of the Village are not paying their fair share of the costs.
5. **Focuses on Residents.** The vehicle sticker program is directed at residents. However, there are many non-residents that also use our streets. Business owners, COD students, and others that come to our community to frequent our businesses also use the roadways.

Recommendations for Improvement

Staff is seeking the Village Board's questions and input on options for changing the program.

Option 1: Eliminate the vehicle sticker program

One option is to eliminate the vehicle sticker program. Elimination of this program would reduce costs by $11,600. Costs eliminated would be additional staff hours, postage, printing, and the cost of the stickers. However, eliminating this program would require finding another revenue source to make up the difference (approximately $380,000). Funding options available include:

a. **Property Tax Levy**. The property tax levy could be increased by $380,000 to directly offset the decrease in vehicle sticker revenue. For a $400,000 house, this would approximately cost the homeowner an additional $40 per year. For this particular homeowner, that would be less than the cost of two vehicle stickers. For a $1,000,000 house, this would approximately cost the homeowner $100 per year, approximately the cost of 4 vehicle stickers. One advantage to the property tax levy is that it is resistant to economic declines. One advantage to the homeowner is the ability to deduct the property taxes on their income tax return. However, one disadvantage to the levy is the perception that Glen Ellyn as a whole (including school district property tax levies) has a high tax rate. A last advantage to the property tax revenue is that there is very little processing cost for the Village to receive the revenue.
b. **Home Rule Sales Tax**: If the home rule sales tax was increased by 0.25%, it would generate approximately $480,000. The disadvantage to the home rule sales tax is that it is subject to economic risk. A quarter percent over the last 5 years would yield between $438,000 and $480,000. Another disadvantage to the home rule sales tax is that it might negatively impact businesses that sell large ticket items (ex. appliances). Their customers may shop at other communities that do not have a higher home rule sales tax. It should be noted that home rule sales tax does not apply to vehicle sales. Warrenville, Aurora, and Glendale Heights all have home rule sales tax rates currently set at 1.25%. Of note, Wheaton is also currently considering increasing their home rule sales tax to 1.25%. An

advantage to home rule sales tax is that it is charged to both residents and non-residents, both groups which use our streets. Home rule sales tax, like property taxes, also requires very little processing or administration cost for the Village to receive the revenue.

c. **Food and Beverage Tax**: Another option the Village may consider is instituting a food and beverage tax. Based upon initial estimates, a half percent would generate approximately $390,000 per year. Several surrounding communities have a food and beverage tax, including Aurora, Elmhurst, Glendale Heights, Hinsdale, Lombard, and Naperville (see attached schedule for details). The advantage to the food and beverage tax is that it applies to both residents and non-residents and is already being used by many of the surrounding municipalities. Food and Beverage tax would be administered and collected by the Village, so it would require more processing and administrative costs than the property tax and home rule sales tax. However, it would require less than the current vehicle sticker program.

Option 2: Keep the program and institute program changes

If the vehicle sticker program was retained, staff would be requesting the ability to make changes to the program. Some of the ideas include:

a. **Change fee structure.** As mentioned above, one challenge of the vehicle sticker program is that the rate structure is complex. There are 145 different rates for vehicle stickers depending on the type of vehicle and the time/month of the year that the sticker is purchased. One option for changing the rate structure includes making the senior discount $5 lower than the regular rate (rather than having a specified rate which is only available to one car per household). Another option would be to reduce the different classes of vehicles. An example would be only having a vehicle rate, a motorcycle rate and a senior rate and eliminate classes such as B, D, and F plates.

b. **Follow State of Illinois late fee policies.** Our current late fee begins at $5 in May, and increases $5 every month thereafter, to a maximum late fee of $30. As mentioned above, this further complicates the fee structure. There is also no grace period in assessing late fees. Our recommendation would be to provide May as a grace month for late fees and then starting June 1, the full late fee of $30 would be assessed. This practice would be consistent with how the State of Illinois administers the license plate late fees.

c. **Eliminate the vehicle sticker database.** As mentioned earlier in the memo, staff maintain an access database with all of the vehicle records. It takes many staff hours each year to update this database. One idea is to eliminate maintaining the database. Then, each year blank renewal forms would be sent to each residence. It would be up to the resident to self-report and pay for their vehicles. This would eliminate the staff time to enter all of the data into the database. However, if the database was eliminated, we would be unable to enforce vehicle sticker collections when a resident applies for a transfer stamp. The lack of enforcement could lead to fewer purchases of vehicle stickers and loss of revenue. Staff looked into the option of getting a download of vehicle data from the Secretary of State as an alternative to maintaining our own database. Based upon discussions with other communities that tried this option, staff is not recommending this option.

d. **Implement online payment option.** If we retain the vehicle sticker program, we would like to implement an online payment option. This would reduce the visits to the physical

counter. It would not, likely, eliminate any back office work such as data entry into the vehicle database. It would also increase credit card fees that the Village incurred. If this option was considered, it might be appropriate to consider charging a credit card convenience fee for paying online.

e. **Eliminate the multi-year sticker.** Staff would like to investigate eliminating the three year sticker. Approximately 1/3 of vehicle sticker sales are for three year stickers. Eliminating this option would make the program simpler as it would eliminate a class of sticker rates. Also, if eliminating the vehicle database were considered, then it would be necessary to eliminate the three year sticker as we would no longer link a sticker to a renewal year. If we sent blank invoices every year to residents as noted in item "c", we would not be able to eliminate those who had three year stickers from the mailing. This could cause confusion and complaints from residents.

f. **Increase the sticker price.** If the vehicle sticker program is retained, staff would recommend increasing the sticker price. The fee for vehicle stickers was last changed in 2004 (over twelve years ago). If the price set in 2004 was indexed to CPI, then the fee should be $30 for a one year sticker. Based upon the comparison of area municipalities, the median fee is $36 and the average fee is $33.50. If the Village Board believed this idea was sound, then staff would provide a detailed analysis on potential fee structures. Included as an attachment is a comparison of those communities which have vehicle sticker programs. Based upon the Five Year Forecast, it is necessary to review our user fees and adjust them where necessary to align with our increasing costs. Keeping fees such as vehicle stickers static puts greater pressure on other key revenues such as property taxes, income taxes, and sales taxes to perform.

Finance Commission Recommendation

The Finance Commission discussed the vehicle sticker program at two meetings in 2016. The Commission recommended eliminating the vehicle license program in favor of a 1% food and beverage tax. The first dollars of the food and beverage tax would replace the revenue from the vehicle sticker program. The remainder of the revenue would fund other Village liabilities such as unfunded pension liabilities and facility needs.

Other

Staff is also recommending transitioning from a yearly dog tag to a lifetime dog tag. Dog tags currently cost $5 annually and generate approximately $9,000 in revenue. We would recommend increasing the lifetime tag fee to $25. Assuming dogs live approximately 10 years, this would generate $4500 annually. This would also be a savings to the owner over the life of the dog, assuming the dog lived more than 5 years. The Village would not be providing the lifetime tag to generate revenue. The tag would be provided to reunite the dog more quickly with the owner. Without the tag, the police would turn more dogs over to the County animal control. If those animals are housed overnight, the Village is charged boarding fees. By having the Village tag and maintaining owner information, the Village can reunite the dog with the owner and prevent taking the dog to animal control.

Feedback requested

Staff is bringing this issue to the Village Board to generate a discussion of the current program and get feedback from the Village Board on the future direction of the program. Staff is also interested in what other questions the Village Board may have concerning the program that would be helpful to them in reviewing the program. Based on the discussions at the Board workshop, it will be determined if action steps can be taken or if further analysis and discussion is warranted.

ATTACHMENTS:

- Comparison of Vehicle Sticker Fees (PDF)
- Comparison of DuPage County Fees (PDF)

Village of Glen Ellyn
Comparison of Vehicle Sticker Fees throughout DuPage County
As of July 2016

	Passenger Car	Truck - B	Motorcycle	Senior	Late Fee	
Glen Ellyn	$ 25.00	$ 37.00	$ 12.50	$ 8.00	$5-30	*
Addison	$ 25.00	$ 44.00	$ 14.00	$ 1.00	$ 10.00	
Bensenville	$ 30.00	$ 49.00	$ 20.00	$ 1.00	$20-70	
Carol Stream	$ 15.00	$ 20.00	$ 9.00	$ 3.00	$ 30.00	
Clarendon Hills	$ 40.00	$ 50.00	$ 30.00	$ 20.00	$ 20.00	
Elmhurst	$ 36.00	$ 90.00	$ 18.00	$ 18.00	$ 9.00	
Hinsdale	$ 40.00	$ 55.00	$ 20.00	$ 20.00	$ 25.00	
Lemont	$ 48.00	$ 120.00	$ 78.00	$ 12.00	$ 50.00	
Roselle	$ 45.00	$ 45.00	$ 27.00	$ 22.50	$15-115	
Wayne	$ 50.00	$ 100.00	$ 25.00	$ 50.00	$ 10.00	
Wood Dale	$ 15.00	$ 30.00	$ 15.00	$ -	$ 3.00	
Average Fee	$ 33.55	$ 58.18	$ 24.41	$ 14.14		
Median Fee	$ 36.00	$ 49.00	$ 20.00	$ 12.00		

Late Fee Notes:

1. Glen Ellyn and Carol Stream late fee $5 per month for up to 6 months for a total possible fee of $30.
2. Bensenville late fee $20 for 5 months then $70 after that.
3. Roselle late fee $15 for first month; $25 for second month; $35 for third month plus $10 each month thereafter to a max of $115

Senior Discount Notes:

1. Addison senior discount limited to one vehicle per individual
2. Glen Ellyn senior discount limited to one vehicle per household
3. Bensenville discount can only have two per household.
4. Carol stream discount only one per person and two per household.
5. Hinsdale discount is one vehicle per individual
6. Lemont senior discount is $12 for first vehicle and $24 for each add'l vehicle

Village of Glen Ellyn
Comparison of General Fund Fees throughout DuPage County
As of July 2016

	Vehicle Sticker	Dog license	Home Rule or Non Home Rule Sales Tax	Food & Beverage Tax
Glen Ellyn	yes - see schedule	$ 5.00	1.00%	
Addison	yes - see schedule		1.00%	
Aurora		1 yr - $10 for altered; $50 for unaltered; 3yr $20 altered only; free for microchipped pets	1.25%	1.75%
Bartlett		$ 2.00		
Bensenville	yes - see schedule	$ 3.00	1.00%	
Bloomingdale			0.50%	
Bolingbrook				1.50%
Burr Ridge			0.25%	1.00%
Carol Stream	yes - see schedule	$3 altered; $5 unaltered		
Clarendon Hills	yes - see schedule	$ 15.00		1.00%
Downers Grove				
Elmhurst	yes - see schedule	$5 altered; $7.50 unaltered	0.75%	1.00%
Glendale Heights	yes - see schedule	$ 5.00	1.25%	1.00%
Hanover Park		$ 5.00	0.75%	3.00%
Hinsdale	yes - see schedule	$5 altered; $20 unaltered	1.00%	1.00%
Itasca		$ 3.00	0.50%	1.00%
Lemont	yes - see schedule			
Lisle				
Lombard			1.00%	1.00%
Naperville				1-1.50%
Oak Brook			0.50%	
Oakbrook Terrace			1.00%	
Roselle	yes - see schedule			1.00%
Schaumburg			1.00%	2.00%
Villa Park		$ 4.00	0.50%	1.50%
Warrenville			1.25%	1.50%
Wayne	yes - see schedule			
West Chicago			0.75%	
Westmont				2.00%
Wheaton			1.00%	
Willowbrook				1.00%
Winfield			0.50%	
Wood Dale	yes - see schedule		1.00%	
Woodridge			0.50%	
# with fee	11	12	22	17
# w/o fee	23	22	12	17