



**MANAGER'S REPORT FOR JUNE 17, 2011  
GENERAL INFORMATION AND RESPONSES TO MAYOR & COMMISSIONER REQUESTS**

***Places to be this Week...***

**Saturday, June 18, 2011** – Coffee with the Council will be held at 9:00 a.m. at the Main Street Train Station.

**Tuesday, June 21, 2011** – The Village Council meeting will be held at 7 p.m. in the Village Council Chambers.

***Future Calendar Reminders...***

**Long Range Financial Plan Meetings** – This year's LRFP meetings will take place in the Village Hall Committee Room on the following dates:

**Tuesday, June 28, 2011 at 6:30pm**

**Tuesday, July 26, 2011 at 6:30pm**

**Tuesday, August 23, 2011 at 6:30pm**

**Tuesday, August 30, 2011 at 6:30pm (if necessary)**

**FY12 Budget Workshop** – Saturday, October 1, 2011 at Fire Station 2. Time TBD.

**Village Council Calendar** – At the request of Mayor Tully, staff has created a Village Council calendar. This calendar indicates the dates, times and locations of activities that the Mayor or Council has been invited to attend including groundbreakings and ribbon cuttings. As invitations are received, staff will place them in the calendar. If you receive an invitation to an event that you would like to include in the calendar, please forward it to Manager Fieldman. The calendar was created to increase Council member awareness of and attendance at these events. The calendar can be accessed by the Village webmail system. Simply log into your webmail account, click on the Public Folders icon located on the bottom left of the home screen, then click on the Village Council Calendar folder located in the bottom left corner of this screen.

**Tall Grass Report** – In response to a Council request for a report on long-grass code enforcement, staff has prepared the attached memo.

**Downtown Parking Study Survey & Technology Enhancement** - The Downtown Parking Study Survey was launched on Monday. The electronic survey is accessible via the Village website and hard copies have been placed at the Downers Grove Library. In-person surveys on sidewalks were also conducted in the downtown area by the consultant, Rich & Associates, who were also conducting stake holder interviews with downtown businesses and employers.

A new technology enhancement is being implemented that will increase the availability and convenience of the survey for respondents. Beginning next week, Smartphone users will be able to instantly access the survey on phones equipped with a scanner "App". Staff will distribute an announcement card which features a QR code to commuters during the morning rush hour. The card also provides additional information as to where else the survey is available. A copy of the announcement card is attached.

**Council Activities for July 4<sup>th</sup> Parade** – Below is a list of activities for Council members at the Fourth of July parade.

- Please meet at 11:30am in Section 2 (Dignitary Section) located along the 900 block of Warren Avenue, just East of Main Street. You may park your vehicles at Village Hall or at any one of the parking lots south of the RR tracks or at the end of the parade.
- At noon, golf carts will be available (along with some paperwork) in front of the train station, for the Mayor and Council to drive thru each section of the parade (staging areas) and select favorites in the following categories:
  - Youth Award – Best entry from a youth organization
  - Council Award – Best entry celebrating our nation’s birthday.
  - Community Spirit Award - Best entry depicting neighborliness & enthusiasm.
  - Mayor’s Award – Selected by the Mayor
  - C.J. Shoemaker Award – Best musical presentation. (After viewing all musical presentations during the parade please give your choice to Mary Scalzetti).
- After making your award selections, you will meet the other Council members back at train station area to return golf carts and tabulate the votes for each of the award categories. After the Mayor and Council have chosen a single winner for each category, please provide the final winners list to Mary Scalzetti. Winners will have banners given to them to walk with in the parade showcasing that they have won an award.
- The Mayor will be walking in the parade and would like the Council to join him. A banner in front of the Mayor and Council will state, “Your Village Council” However, we realize, some family members may not be able to, or may not want to walk the entire route so we will have four antique vehicles driving behind the Mayor and Council for any family members who wish to ride in the parade.
- The parade starts at 12:45pm with the fire trucks leading the parade. Then at 1:00pm the parade begins. The Parade Marshals for this year will follow the color guard and District 99 band.
- When arriving at the end of the parade, your vehicles will turn right onto Sherman Street. Please exit your vehicle and head over to the reviewing stand to see the rest of the parade, as many participants will acknowledge the officials within the reviewing stand. When the parade is over please enjoy your own families and your holiday celebration.
- A Village Bus will be located on Grant Street to take any officials back to the beginning of the parade or to Village Hall to get to your personal vehicles.

**Street Sweeping Update** – As requested by the Village Council, Staff has reviewed our street sweeping operation and made a couple of adjustments to the program to improve our results. We are currently in the second year of a three year contract with Illinois Central Sweeping. Street sweepings generally occur once a month between April and October, with additional sweepings between October and December to remove leaves from the streets. It takes our contractor about two weeks to complete each monthly sweeping cycle.

The adjustments we have made to the program include adding spot sweepings when needed because of heavy seed materials from trees and switching from mechanical sweeping to vacuum sweeping when appropriate. Our Streets Manager and our Village Forester will be working more closely together to use information from our parkway tree database to target additional sweeping in areas with larger than usual amounts of tree debris. The quantity of debris that’s dropped from many trees varies widely from year to year and this has been a particularly heavy year for Silver Maple seeds. Depending on when a street was last swept and the timing of rains, a significant amount of material can accumulate between sweepings. This level of coordination occurs in the Fall to best match sweeping cycles with the time that particular tree species drop their leaves. Many

neighborhoods and streets have a large number of a certain species of and this level of coordination helps us address the peak times when tree material is dropped.

The sweeping contractor can provide sweepers that are either hydraulic or vacuum units. The sweepers typically used during the normal cycle are hydraulic, however, we have found that the vacuum units clean material from storm sewer structures when there is a quantity of material. We will be working closely with our contractor to determine the most appropriate equipment to be used depending on conditions.

### **Pavement Patching to Begin July 5<sup>th</sup>**

The Village will begin pavement patching the week of July 5<sup>th</sup> on designated streets south of 63<sup>rd</sup> Street. Pavement patching on designated streets north of 63<sup>rd</sup> Street will take place after the south side streets are completed and will be identified shortly. The streets south of 63<sup>rd</sup> Street that have been identified for patching in this area include:

Powell - Palmer to 68th  
67th Pl - Dunham to Powell  
Carpenter Ct  
Concord – Stonewall to Dunham  
Norfolk - Main to Carpenter  
Carpenter between 63<sup>rd</sup> & Carol  
Carol & Carpenter at stop sign  
Powell - 63rd to Norfolk  
Saratoga - 63rd to Norfolk  
Palmer - Dunham to Saratoga  
Barrett - Palmer to 67th  
Saylor - Dunham to Powell  
Berrywood - 65th to 66th  
Bloddget Ct  
66th - Berrywood to Briargate  
Lyman - Claremont to Jay  
Valleyview - Meadowcrest to Main  
Webster Ct

### **Late Night Taxi Staging Area**

Business owners in the downtown requested a more visible presence of taxis for patrons leaving their establishments. A taxi staging area was designated on south drop-off area of the Main Street commuter station between the hours of 9:00 pm and 2:00 am and taxi companies have been notified of this change. Staff will monitor the use and operation of this taxi staging area.

### **ONGOING PROJECTS**

#### **Belmont Underpass**

##### Work Performed This Week:

- Place concrete for east abutment stem of RR Bridge, for west RR bridge & SW stairwell, for west abutment stem of RR bridge and for pump station gables and strip walls. General cleanup.
- Frame, reinforce, and place concrete for southeast stairwell walls.
- Install drainage and backfill pedestrian tunnel.
- Remove pedestrian tunnel temporary sheeting.
- Set and detail structural steel for north stairwells.
- Wood blocking, nailers, and truss installation for north canopies.

- Install piles/caissons for precast panels east of tunnel.
- Frame, reinforce, and place concrete for cast-in-place platform grade crossing east of tunnel.
- Construct temporary boarding platforms.
- Reinforce and place concrete for highway bridge deck.
- Construct west approach pavement for highway bridge.
- Install lagging for retaining walls B & C.
- Excavate for retaining wall F and frame, reinforce, and place concrete for footings and walls (3 panels).
- Excavation of Belmont Road north of RR tracks.
- Belmont Road drainage work north of RR tracks.
- Asphalt work on Burlington Avenue.

Work Planned For Next Week:

- Strip forms on abutment stem of RR bridge.
- Dampproof, install drainage, backfill, and remove sheeting at southeast and southwest stairwells.
- Install drainage and backfill pedestrian tunnel.
- Continue to remove pedestrian tunnel temporary sheeting.
- Frame, reinforce, and place concrete for south ramp/stair footings.
- Set and detail structural steel for north stairwells.
- Wood blocking, nailers, truss installation, set roof trusses/sheathing, and masonry end walls & column caps for north canopies.
- Install piles/caissons for precast panels east of tunnel.
- Set precast panels and construct temporary boarding platforms for south boarding platform.
- Place concrete and construct west approach pavement for highway bridge deck.
- Strip gable walls, construct equipment pads, and install electrical/mechanical equipment in pump station.
- Lagging and installation of drainage for retaining walls B&C.
- Excavate, drive piles, frame, reinforce, and place concrete for retaining wall F.
- Install aggregate subgrade for Belmont Rd northwest ramp.
- Belmont Road drainage work north of RR tracks.

Percent Complete: 52%

Information about the project is provided on the Village's and Metra's web sites.

**2010 Resurfacing (B) Phase 2**

Awarded Amount: \$1,843,543.38

Contract Completion Date: Portion postponed until spring 2011

Work Performed This Week:

Remaining pavement patches completed.

Additional pavement preparation and asphalt prime coat placed.

Work Anticipated Next Week:

Paving operations should begin 6/17 and be fully completed week of 6/20.

Additional parkway preparation and sod placement may take place on 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 55<sup>th</sup> Place the week of 6/20.

Percent Complete 96%

**2011 Roadway Maintenance Program, Street Resurfacing (A) Phase 1**

Awarded Amount: \$1,832,424.50

Contract Completion Date: 8/5/11

Anticipated Start of Construction: Early June, 2011

Work Performed This Week:

Concrete curb and gutter, drive and sidewalk removal and replacement operations continued in the Franklin St. area.

In-House crews have completed installing a short storm sewer improvement on Franklin east of Washington.

Sanitary District repaired a service connection on Franklin east Washington

Work Anticipated Next Week:

Concrete curb and gutter, drive and sidewalk removal and replacement operations should be fully completed in the Lake Ave, Sherman / Prospect, and Franklin St area. This work should begin in the Devereux area the week of 6/20 and progress to the north from there.

Surface removal operations may begin in the Sherman / Lake area or Franklin area week of 6/20.

Percent Complete 6%

**2011 Roadway Maintenance Program, Street Resurfacing (B) Phase 2**

Advertise Date: 5/2/11

Bid Opening Date: 5/16/11

Anticipated Start of Construction: August, 2011

**2011 Preventive Seal**

Awarded Amount: \$153,000.00

Contract Completion Date: July 2011

Work Performed This Week:

Crack seal on 65<sup>th</sup> St., Lyman Ave., Bonnie Brae Ln., Weatherbee Ave., Lancaster Ave., Blackstone Dr., 67<sup>th</sup> St., Meadow Crest Ct., Meadow Crest Dr., and Valley View Dr.

Work Planned For Next Week:

Crack seal on Claremont Dr., Parkview Dr., 67<sup>th</sup> St., Briargate Dr., Woodward Ave., Carpenter St., 62<sup>nd</sup> Ct., 61<sup>st</sup> St., 60<sup>th</sup> Pl., 60<sup>th</sup> St., Brookbank Rd., Osage Ave., Grand Ave., 60<sup>th</sup> St.

**2011 Sidewalk Program**

Project was awarded to Dinatale Construction Inc. Preconstruction meeting was held on 6/9/11.

Engineering staff is currently locating property pins and staking for construction. Construction staging and preparation work is scheduled to occur during the last week of June. Construction of sidewalks is scheduled to begin the first week of July.

**2011 Replacement Sidewalk Program (S-006-11 & S-006-12)**

Bids were opened on June 1<sup>st</sup> including S-006-11 for removal and replacement of sidewalk sections and S-006-12 for saw cutting of sidewalk to remove trip hazards. Start of construction is planned for early July. The duration of each project is 30 days.

**2011 Paver Crosswalk Upgrades (S-007-11)**

The bid was opened on June 1<sup>st</sup> and the start of construction is planned for early July. Crosswalks within the Downtown Business District are scheduled to be rehabilitated by a method using hot applied synthetic asphalt material. The duration of the project is 25 days.

**McCullum Park Stormwater Improvements**

Current Contract Amount: \$1,250,204.53

Project is Substantially Complete

Current Contractual Punch List Completion Date: May 31, 2011

Work Performed This Week:

The contractor continues work on punch list and turf maintenance items. An inspection by the Village and Downers Grove Park District will be scheduled upon completion of the work.

Work Anticipated Next Week:

Continued turf maintenance work.

### **Maple/BNSF Railroad Grade Reduction**

The project was awarded at the May 17<sup>th</sup> council meeting. Work is scheduled to start the week of June 20<sup>th</sup> with the installation of silt fence, project layout, tree protection and tree removals. The intersection is scheduled to be closed the week of June 27<sup>th</sup> and be completed by August 12th. Message boards were placed on both sides of the tracks on Maple this week making the public aware of the closure.

### **2010 Water Main Improvements**

Installation of surface course was completed this week on remaining streets. Installation of shoulders and was completed this week on all non curbed streets. A few minor punch list items remain and will be completed by next week.

### **Street Light Replacement, Concord Square II**

Project bid opening was May 16th and was awarded at the council meeting on June 7th. Construction to start this summer.

### **Street Light Replacement, Concord Square II**

This contract was approved at the 6/7/2011 Council meeting. Construction to start this summer.

### **2<sup>nd</sup> and Cumnor**

A pre-bid meeting was held on June 14, 2011 with potential bidders in attendance. The bid opening is scheduled for June 22, 2011 with construction projected to begin in late July or early August. Electric, gas, cable and water meter services have been removed in preparation for future demolition. The landscape plan has been received and will be bid under a separate contract. Relocation of the existing ComEd utility poles is scheduled to begin June 20th.

#### Work to Be Performed This Week

The existing homes will be utilized by the Police and Fire Department throughout the month of June to perform training exercises.

### **Storm Sewer Replacement on Washington St, Grant to Ogden**

In-house design underway. Bid advertisement anticipated for late June.

### **Washington Park Stormwater Improvements**

Current Contract Amount: \$3,055,860.23

Project is Substantially Complete

Current Punch List Completion Date: May 31, 2011

#### Work Performed This Week:

Continued to work on punch list items

#### Work Anticipated Next Week:

Install extra ornamental fence item south of parking lot

#### Miscellaneous:

Village staff directed the contractor to perform a few extra items involving ornamental fencing and railings that were requested by the Park District. The precast concrete pedestal for the decorative iron fountain bowl has formed a crack on two sides. Staff has directed the contractor to replace the pedestal, which is under warranty, at no cost to the Village. The pedestal and extra ornamental fence item are expected to be replaced/installed by June 30, 2011. All punch list items must be completed by June 17, 2011. If the contractor fails to meet this deadline, Staff may contact their bonding company.

Percent Complete (per contract): 100%

### **Washington Street/Sherman Street Stormwater Improvements**

Current Contract Amount: \$547,159.12

Contract Completion Date: December 19, 2010

#### Work Performed This Week:

Restored asphalt patch for manhole placed late 2010 near Sherman and Prospect

#### Work Anticipated Next Week:

Project closeout and punch list items

Percent Complete: 99%

### **SJN Sub B, Storm Sewer on Pershing Ave**

Bids opened on June 6, 2011. Contractor has been selected by Staff and will be recommended on the June 21, 2011 Council Meeting agenda.

### **Davis St Storm Sewer**

In-house design underway. A neighborhood meeting was held on May 18, 2011.

Bid advertisement anticipated for June 2011.

### **Lacey Creek (Sub G) Stormwater Improvements - 35<sup>th</sup> St between Saratoga and Venard**

Design underway. Draft Report and 50% Construction Plans due June 2011.

### **Green Streets/Sustainable Water Program and Downtown Business District Water Quality Enhancements**

Design contract amount \$26,397.80

Stormwater modeling is expected to be completed by early next week. The progress meeting has been delayed until the end of next week in order to incorporate the modeling information into the discussion.

### **Streambank Stabilization - St. Joseph North Branch**

Design/Build contract amount \$298,719.00

Due to scheduling conflicts, the pre-application meeting with DuPage County has been postponed until next week. Additional design discussions will continue to take place in the meantime in order to prevent further delays.

### **Prentiss Creek Sub E – Kensington Place**

Kickoff meeting for Concept Design with design consultant, Living Waters Consultants completed 5/6/11. Completed concept design report anticipated for middle of July.

### **Storm Rehabilitation Project - Prospect Avenue Lincoln to Chicago**

Bid opening for this project was held on May 23, 2011.

Anticipated award date: June 14, 2011.

Project to be constructed in June/July 2011.

Improvements include rehabilitation of the existing storm sewer on Prospect with Cure-in-Place-Pipe, trenchless sewer relining.

## **COMPLETED PROJECTS**

### **59th Street Streambank Stabilization**

Contract amount \$18,249.50

This project is complete. Three years of vegetative maintenance and monitoring will continue to be performed through 2013.

Percent Complete: 100%

## **Lacey Creek Streambank Stabilization**

Contract Amount: \$561,200.00

The construction of this project is complete. An ongoing vegetative maintenance and monitoring program will continue over the next 3 years.

Percent Complete: 100%

### **ATTACHMENTS**

Grass Enforcement Report

Smart Phone Survey Card

## MEMORANDUM

TO: Mayor & Council  
FROM: David Fieldman, Village Manager  
RE: Grass and Weed Code Compliance  
DATE: June 17, 2011

At the June 14, 2011 Village Council meeting, the Council requested that staff prepare a report regarding the Village's code enforcement efforts focusing specifically on grass and weeds which exceed the maximum permitted height. Members of the Council requested that staff investigate ways to reduce the number of properties in violation of the Village regulations and suggested that the maximum permitted height of grass be reduced from 10 inches to 6 inches.

This report:

- Includes an Executive Summary
- Provides background information
- Explains the current code enforcement process
- Summarizes the current resources
- Identifies ways to improve performance
- Includes a staff recommendation
- Provides a preliminary assessment of the impacts associated with the recommendation

## **Executive Summary**

The Village regulates the height of grass and weeds on private properties. The current maximum permitted height is 10 inches. As of Tuesday, June 15, approximately 0.1% of the private properties are not in compliance with the maximum grass height regulations. The Village uses a five step process to enforce the grass and weed height regulations. This process from start to finish takes 10 to 22 days depending upon the circumstances.

The Village's goal is to achieve a 100% compliance rate with all properties in the Village. Three measures, *Compliance Rate* (percentage of all properties in the Village that are in compliance), *Time to Compliance* (number of days elapsed between the time the Village receives a complaint to the time that the property comes into compliance with the regulations), and *Voluntary Violation Compliance Rate* (percentage of properties that receive a notice of violation that achieve compliance without the Village cutting the grass) could be used to monitor performance.

Staff explored the following 5 options for improving the enforcement process

1. Reduce the Permitted Time for Compliance –The maximum permitted compliance time could be reduced to 10 days, down from the existing 14 days.
2. Reduce the Time Between the Compliance Deadline and the Village Cutting the Grass – The time between the compliance date and the Village causing the cutting of the grass could be reduced to 3 days or less, down from the existing 3-7 days.
3. Send Notice to the Taxpayer of Record – The written notice of a violation could be sent to the taxpayer of record, not the actual property owner. This would reduce the time staff spends on determining the property owner.
4. Issue a Citation for Failing to Cut the Grass on the First Missed Deadline - The Village could issue a citation on the day following the compliance deadline.
5. Reduce the Maximum Permitted Height – The maximum permitted height for grass and weeds could be reduced from 10 inches to 6 or 8 inches.

Staff recommends that options 1, 2 and 3 be implemented, likely resulting in:

- The number of properties in compliance with the regulations should increase.
- Compliance times should be reduced to 8 to 10 days, down from 10 to 22 days.
- The Village will cut the grass on more properties. Staff expects the number to increase from 20 per year to about 60 per year. The cost incurred by the Village for cutting grass will likely increase by \$8,000.
- Staff will spend additional time on billing and filing liens and less time determining the current owner of record.
- The number of complaints from the affected property owners will increase. Staff expects to receive complaints about lack of adequate time to bring the property into compliance, failure to notify the actual owner of record and causing the grass on the property to be cut.

**Background**

The Village regulates the height of grass and weeds on private properties. The current maximum permitted height is 10 inches. The weather has promoted strong grass and weed growth during the last few weeks. This comes during a period of rising property vacancies in the Village, with foreclosures accounting for much of the increase. The combination means more properties will experience excessive grass and weed growth, violating the ten inch maximum specified in the property maintenance code.

*Tall Grass and Weeds Enforcement, May 1 to June 15, 2011*

Privately Owned Properties	+/- 14,500
Reported/Observed Violations	42
Violations Brought into Compliance	25
Outstanding Violations	17
Compliance Rate	99.9% (17/14,500)
Violation Voluntary Compliance Rate	59.5% (25/42)

As of Tuesday, June 15, there were 17 properties with known grass height violations that the Village was actively pursuing compliance. There are approximately 14,500 private properties within the Village. Therefore, approximately 0.1% of the private properties are not in compliance with the maximum grass height regulations. The attached list contains both the active and closed enforcement cases during that period.

Vacancy rates for single family residences in the Village now exceed five percent, or approximately 700 properties. In other words, about one of every 20 houses here are empty, or one house on every block or two. This provides a sense of the potential magnitude of the problem, but while grass and weed violations have increased, not every property is a concern. Many have responsible caretakers and when a code violation problem is brought to their attention, they find a way to get the lawn cut and placed on a regular maintenance schedule within a week of Code Enforcement’s first request.

**Current Code Enforcement Process**

The Village uses a five step process to enforce the grass and weed height regulations. Staff is focused on bringing any properties in violation into compliance with Village code as soon as possible. Throughout the five-step process described below, staff attempts to work cooperatively with the property owner or property manager to achieve compliance.

Step 1 – Complaint Received or Violation Observed – In the first step, staff either receives a complaint about an alleged violation or staff observes a violation on a proactive basis. All Village staff members in all departments are looking for violations as part of the “Own the Streets” initiative that began a few years ago. When a violation is observed it is directed to Community Development staff to begin the enforcement process.

Step 2 – Site Inspection – Community Development staff conduct a site inspection of the property in question. During the site inspection, staff is tasked with confirming the presence of a violation. Staff also inspects the property to determine if any other

violations are present. The site inspection takes place within one day of receiving a complaint or observing a violation.

Step 3 – Notice of Violation – If a code violation exists, staff notifies the occupant of the violation by leaving a Property Maintenance Violation Notice on the property. The notice is placed on the door at the conclusion of the site inspection. It includes a summary of the violation and a compliance date. It also indicates that failure to comply may result in further Village enforcement action including fines. The compliance date is usually set for 3 to 7 days from the date of the site inspection. If the property in question is vacant, staff will proceed directly to Step 4 knowing that placing a notice on a vacant house will not be effective.

Step 4 – Written Notice of Violation – If the property owner or occupant does not respond to the Step 3 notice, staff sends a letter to the property owner of record. The letter serves as the final notice of a violation and is sent registered mail (return receipt requested). The letter summarizes the violation and directs the owner to bring the property into compliance within 3 to 7 days of the drafting of the letter. It also indicates that failure to comply may result in further Village enforcement action including fines or the Village cutting the grass, charging the owner for the cost of cutting grass or placing a lien on the property if the owner fails to pay the Village for the service provided.

Step 5 – Village Cuts the Grass and Charges the Property Owner – If the property owner fails to bring the property into compliance by the date established in Step 4, the Village causes the grass on the property to be cut. This process takes approximately 3 to 7 days. The Village sends an invoice to the property for the cost of cutting the grass including an administrative fee. The cost for this action varies based on the size of the effort and regularly exceeds \$200. If the owner fails to pay the invoice by the required date, the Village places on lien on the property for the actual cost of the mowing plus filing fees—an amount defined by state law. The Village cuts the grass on private property approximately 20 times per year.

This process from start to finish takes 10 to 22 days depending upon the circumstances. Compliance takes about 10 days in cases involving a known owner who wants to comply without further Village action. Compliance takes up to 22 days in cases where the owner is not cooperative or responsive and the process requires all five steps.

The amount of time provided for a compliance date in Steps 3 and 4 varies based on the severity of the violation, the condition of the property (vacant or occupied), the history of code violations at the subject property and/or with the owner of the property and the nature of the response provided by the property owner. In cases where staff suspects that compliance will be difficult to achieve in a timely manner, the time allowed for compliance before the Village cuts the grass is reduced to as little as 4 days. Often times Steps 3 and 4 occur simultaneously.

### **Current Resources**

The Village uses the following resources for enforcement of the maximum permitted height of grass and weeds regulations.

- All Village employees identify and report potential violations
- 2 Code Enforcement Officers
- 1 Full-Time Equivalent (FTE) Administrative Assistant
- 1 Landscaping Company under contract with the Village

Other staff members assist in the process on an as needed basis.

### **Performance Measures**

The Village's goal is to achieve a 100% compliance rate with all properties in the Village. The following measures could be used to assess performance.

*Compliance Rate* – the percentage of all properties in the Village that are in compliance with the maximum grass and weed height regulation. The goal should be 100%. The current compliance rate is 99.9% (see table in Background)

*Time to Compliance* – the number of days elapsed between the time the Village receives a complaint or observes a violation to the time that the property comes into compliance with the regulations. The goal should be 10 days. Staff does not currently track this information.

*Voluntary Violation Compliance Rate* – the percentage of properties that receive a notice of violation from the Village that achieve compliance without the Village cutting the grass. The goal should be 75%. The current voluntary violation compliance rate is 59.5% (see table in Background).

These targets should be periodically reevaluated and adjusted based on experience. Performance measures could be included seasonally in the monthly statistical report.

### **Options for Improving Performance**

The following changes to the process could be made to achieve greater compliance.

1. Reduce the Permitted Time for Compliance – The time between the notice of a violation and the date established for compliance could be reduced. This time currently ranges from 10 to 22 days. The compliance time could be reduced to 10 days. Establishing compliance dates of less than 10 days may be in violation of the state law which requires “reasonable notice” of a violation.
2. Reduce the Time Between the Compliance Deadline and the Village Cutting the Grass – The time between the compliance date and the Village causing the cutting

of the grass could be reduced. This time currently ranges from 3 to 7 days. This time could be reduced to three days. To achieve a three-day or fewer time frame, the Village would have to engage additional landscape companies to perform “on-demand” grass cutting services.

3. Reduce Time Identifying the Current Responsible Owner by Meeting Minimum Requirements for Formal Notification – Staff spends significant time trying to identify the current owner of each property to serve them with the written notice of violation. State law requires that the Village send the notice of violation only to the taxpayer of record for the previous tax year. Sending notice to the taxpayer of record instead of spending time identifying the current owner of record could reduce the process time by 3 to 7 days. However, using this notification process will increase the likelihood that the Village will contract to cut the lawn because the taxpayer of record may not be the current owner of the property.
4. Issue a Citation for Failing to Cut the Grass on the First Missed Deadline - The Village could issue a citation on the day following the compliance deadline. This would provide an incentive to cut the grass. However, the vast majority of property owners bring their property into compliance after first notice with no further action required. With simple compliance as the goal, no tickets are currently issued except in those cases when the responsible owner is slow or refusing to act. The known threat of an immediate ticket and fine could serve to advance the lawn maintenance schedule for many property owners. However, when property owners decide to contest the ticket in court, compliance may not be achieved for 45-90 days.
5. Reduce the Maximum Permitted Height – The maximum permitted height for grass and weeds could be reduced from 10 inches. Several communities have an 8 inch limit. For each inch the limit is reduced, the number of violations will increase and more staff time will be spent on enforcement. For example, a reduction in the maximum from 10 to 8 inches could double the caseload; to 6 inches could quadruple the caseload. Other code enforcement actions will necessarily be dropped in favor of the prioritized grass height cases. Alternatively, a seasonal code enforcement officer (perhaps contracted out), would allow enforcement to occur without sacrificing other enforcement needs. This last option has much higher associated unreimbursable costs, but would result in improved compliance and lawn appearance.

### **Staff Recommendation**

Staff recommends that options 1, 2 and 3 be implemented immediately. The implementation will include entering into contracts with multiple landscaping companies to perform “on-demand” grass cutting services. The process should be monitored for 30 days and then re-assessed.

### **Impacts of the Staff Recommendation**


The following impacts are associated with the staff recommendation.

1. The number of properties in compliance with the regulations should increase.
2. Compliance times should be reduced to 8 to 10 days, as compared to the current 10 to 22 days.
3. The Village will cut the grass on more properties. Staff expects the number to increase from 20 per year to about 60 per year. The cost incurred by the Village for cutting grass will likely increase by \$8,000.
4. Staff will spend additional time on billing and filing liens and less time determining the current owner of record.
5. The number of complaints from the affected property owners will increase. Staff expects to receive complaints about lack of adequate time to bring the property into compliance, failure to notify the actual owner of record and causing the grass on the property to be cut.

<u>Document Name (Weeds/Grass - May 1, 2011 - Present)</u>	<u>Location Name/Occupant</u>	<u>CE Action Taken</u>
[OPEN] Maintenance Case #1421 @ 5504 MIDDLEDAUGH AVE [DKALMAR]	VACANT HOUSE	WARNING
[OPEN] Maintenance Case #1420 @ 4947 CORNELL AVE [DKALMAR]	OCCUPIED HOUSE	PMVN
[CLOSED] Maintenance Case #1419 @ 4621 LINSKOTT AVE [DKALMAR]	OCCUPIED HOUSE	PMVN
[CLOSED] Maintenance Case #1418 @ 4624 LINSKOTT AVE [DKALMAR]	RENTAL HOUSE - OCCUPIED	PMVN
[CLOSED] Maintenance Case #1417 @ 5936 WASHINGTON ST [DKALMAR]	OCCUPIED HOUSE	PMVN
[OPEN] Maintenance Case #1416 @ 1200 75TH ST [DKALMAR]	VACANT GAS STATION	SEE COMMENTS
[OPEN] Maintenance Case #1415 @ 1133 63RD ST [DKALMAR]	VACANT RENTAL HOUSE	WARNING
[OPEN] Maintenance Case #1414 @ 6300 BARRETT ST [DKALMAR]	VACANT HOUSE	SEE COMMENTS
[CLOSED] Maintenance Case #1413 @ 6002 GRAND AVE [DKALMAR]	VACANT LOT	SEE COMMENTS
[OPEN] Maintenance Case #1412 @ 5925 DUNHAM RD [DKALMAR]	VACANT HOUSE	PMVN
[CLOSED] Maintenance Case #1411 @ 950 75TH ST [DKALMAR]	VACANT LAND	SEE COMMENTS
[CLOSED] Maintenance Case #1410 @ 1954 WISCONSIN AVE [DKALMAR]	VACANT	PMVN
[OPEN] Maintenance Case #1409 @ 3739 CANDLEWOOD DR [DKALMAR]		PMVN
[CLOSED] Maintenance Case #1398 @ 4500 MIDDLEDAUGH AVE [DKALMAR]		SEE COMMENTS
[OPEN] Maintenance Case #1397 @ 915 LINCOLN ST [BSANDMANN]	VACANT HOUSE	SEE COMMENTS
[OPEN] Maintenance Case #1396 @ 224 OGDEN AVE [BSANDMANN]	SOCCER 2000	SEE COMMENTS
[CLOSED] Maintenance Case #1394 @ 5639 MAIN ST [BSANDMANN]		PMVN
[OPEN] Maintenance Case #1393 @ 317 OGDEN AVE [BSANDMANN]	VACANT COMMERCIAL PROPERTY	SEE COMMENTS
[OPEN] Maintenance Case #1391 @ 3911 GLENDENNING RD [BSANDMANN]	VACANT HOUSE	SEE COMMENTS
[CLOSED] Maintenance Case #1390 @ 908 PRAIRIE AVE [BSANDMANN]		PMVN
[OPEN] Maintenance Case #1388 @ 1111 BLANCHARD ST [BSANDMANN]		PMVN
[CLOSED] Maintenance Case #1386 @ 5926 GRAND AVE [DKALMAR]	VACANT	PMVN
[CLOSED] Maintenance Case #1385 @ 6150 CHASE AVE [DKALMAR]	EMPTY	PMVN
[CLOSED] Maintenance Case #1384 @ 2304 61ST ST [DKALMAR]	VACANT	PMVN
[CLOSED] Maintenance Case #1382 @ 907 63RD ST [DKALMAR]		PMVN
[CLOSED] Maintenance Case #1376 @ [BSANDMANN]	VACANT LOTS	SEE COMMENTS
[OPEN] Maintenance Case #1375 @ 4202 FOREST AVE [BSANDMANN]	VACANT HOUSE AND ADJACENT	SEE COMMENTS
[CLOSED] Maintenance Case #1374 @ 730 SHERMAN ST [BSANDMANN]		PMVN
[CLOSED] Maintenance Case #1373 @ 510 SHERMAN ST [BSANDMANN]	VACANT LOT	SEE COMMENTS
[CLOSED] Maintenance Case #1364 @ 101 MARIE DR [DKALMAR]		INSPECTION: FAILED
[CLOSED] Maintenance Case #1363 @ 109 MARIE DR [DKALMAR]		INSPECTION: PASSED
[CLOSED] Maintenance Case #1359 @ 3943 ELM ST [BSANDMANN]		PMVN
[OPEN] Maintenance Case #1358 @ 5202 VICTOR ST [BSANDMANN]	VACANT HOUSE	PMVN
[CLOSED] Maintenance Case #1357 @ 4400 PROSPECT AVE [BSANDMANN]	VACANT HOUSE	PMVN
[CLOSED] Maintenance Case #1356 @ 5638 WASHINGTON ST [BSANDMANN]	VACANT HOUSE	PMVN
[CLOSED] Maintenance Case #1354 @ 925 BLANCHARD ST [BSANDMANN]	VACANT HOUSE	PMVN
[OPEN] Maintenance Case #1353 @ 5717 LYMAN AVE [BSANDMANN]		PMVN
[CLOSED] Maintenance Case #1352 @ 5712 LYMAN AVE [BSANDMANN]		SEE COMMENTS
[CLOSED] Maintenance Case #1351 @ WASHINGTON & KENYON [BSANDMANN]	VACANT LOT AT NW CORNER	WARNING
[CLOSED] Maintenance Case #1338 @ 7135 DUNHAM RD [DKALMAR]		SEE COMMENTS
[OPEN] Maintenance Case #1334 @ 233 55TH ST [BSANDMANN]		WARNING
[OPEN] Maintenance Case #1333 @ 4512 CUMNOR RD [BSANDMANN]	VACANT HOUSE	SEE COMMENTS


## Downtown Parking Study Survey Announcement Cards

### Front



**DOWNTOWN PARKING SURVEY**  
Help improve parking conditions  
by taking the survey.

Using your Smartphone, scan the  
barcode to retrieve the survey.



### Back

The Downtown Parking Survey  
is also available online at  
**[www.downers.us](http://www.downers.us)**  
and at the  
Downers Grove Public Library.