



Village Manager's Office | Monthly Report

December 2016 | Philip A. Kiraly, Village Manager

Public Safety Commission

The Public Safety Commission is in the process of replenishing the May 2016 Public Safety Officer eligibility list and conducted initial oral interviews with applicants who passed last year's written exam and were placed in the second band of applicants. After initial interviews are complete, the Commission will develop a preliminary eligibility list, invite applicants to claim preference points, and establish an updated final eligibility list. The updated final eligibility list will be effective until May 2018, or until it is exhausted of acceptable applicants, whichever happens first.

Business Services Update

The staff Business Services Team assisted new business owners through the process of undergoing final health, fire, and zoning inspections. Following inspections, new licenses were issued to Tudor Wine Bar at 338 Tudor Court and Valor Restaurant at 667 Vernon Avenue.

The Business Services Team also began planning a breakfast to be held in February 2017 for business owners and managers to meet the team and learn about Village initiatives.

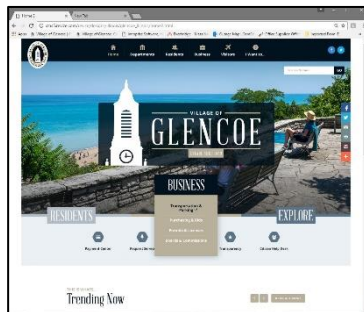
FOIA Requests

Staff received and processed 17 Freedom of Information Act requests in December.



Village Website Redevelopment

Significant progress is being made in the redevelopment of the Village's website, with VMO staff and the website committee working diligently with Revize (a government-focused website developer) in order to launch the new website. The sitemap was completed and Revize began enabling the new site and migrating content. Staff will undergo training on the new back-end system, edit all pages, and a beta test-site will be launched before the full site goes live to collect resident and stakeholder feedback.



Social Media Presence

In an effort to increase outreach and improve the Village's social media presence, the Village of Glencoe is now on LinkedIn. Staff has designed the page, posted job opportunities, and gained new followers. Additionally, the Village's Facebook page gained over 40 new followers in the month of December with posts from staff reaching the news feeds of thousands of Facebook users.



IT Updates

Staff finalized arrangements for IT supplemental staffing services from Prescient Solutions, which the Village will begin receiving in January. The Village Board approved an intergovernmental agreement with the Village of Cary for Cary and Glencoe to jointly purchase supplemental IT staffing services, allowing each community to receive competitive pricing and value-added services.

IT staff also finalized a managed print services solution to consolidate printing and imaging services under a single vendor maintenance agreement. Benefits include reduction in overall printing cost and IT workload, printer fleet reduction, and a controlled and managed printing expenditure.

Staff also worked to upgrade hardware and software to enhance security in and around Village facilities, allow for easier monitoring from a remote dispatch location and consolidate all standalone security systems.



Finance | Monthly Report

December 2016 | David A. Clark, Director

Fiscal Year 2018 Budget

In December, the Preliminary Fiscal Year 2018 Budget document and fee recommendations were presented at the December 13 Finance Committee meeting. The Finance Committee reviewed the budget extensively and concurred with staff on the recommendations. Staff will present the Fiscal Year 2018 Budget document to the Village Board at the January Village Board meeting, and the Village Board will consider approval of the Fiscal Year 2018 Budget at the February 2 Village Board meeting.



Evaluation of Village Fees

As part of the Fiscal Year 2018 budget development process, staff reviewed various fees, fines and charges for Village services and surveyed neighboring communities to evaluate fees charged in the region. Based on the review of this data, staff identified areas for potential fee modifications in Fiscal Year 2018 including non-resident ambulance fees, a late penalty for vehicle licenses, final utility bill readings, garbage service fees, yard waste sticker cost, yard waste collection subscription service fee and management fees. Various fees were also identified for future review.



The proposed fee modifications will be presented at the January 19 Village Board meeting as a component of the Fiscal Year 2018 Budget and the Village Board will consider approval of the Fee Resolution at the February 2 Village Board meeting.

Online Citizen Access Portal

Staff continues to work with our current enterprise resource planning (ERP) software vendor to reinstate the implementation of the Online Citizen Access Portal. The new portal will provide residents a chance to view their utility bills and pay online. Staff anticipates going live with the portal in February.

Alarm Permits

The Village recently mailed residents the 2017 annual alarm permit renewals which are due January 16, 2017. In early January, the Village will send alarm occurrence billings to residents who had false alarms in December.

Utility Bills Enhanced

The Village implemented a new utility bill format in December, which has received positive feedback from residents. The redesigned bill features a chart that allows residents to compare water consumption from year to year, and is in an easier-to-read format. Beginning in March, residents can choose to receive utility bills by e-mail instead of paper utility bills. E-mail utility bills are both convenient and green, giving residents added convenience and reducing the amount of paper the Village uses in the utility billing process. The new bill format also features a bar code – over the next year, the Village is introducing bar code scanning to reduce the amount of manual data entry required to complete the billing process.

Vehicle/Pet Licensing Renewal

Finance Department staff is preparing for the vehicle/pet licensing renewal for 2017. The 2017 vehicle license will feature Writers Theatre as it celebrates its 25th anniversary. The Village's utility billing vendor, Third Millennium (TMA) will provide bill mailing and fulfillment services. Also, TMA will provide enhanced services including an online portal to allow residents to maintain their own vehicle and pet information, and TMA will assist with following up on late payments after the May 1 deadline.

Payroll

The Village completed the first year in the new payroll and integrated time and attendance systems. Over the next year, Finance Department staff is preparing to implement additional features in the system to continue maximizing efficiency of the system by further reducing manual data entry and providing the opportunity for employees to receive electronic pay stubs.



Golf Club | Monthly Report

December 2016 | Stella Nanos, General Manager

Permanent Tee Time Program

The permanent tee time program offers a reserved tee time every weekend for 19 weeks as well as special events and promotions to its members. The program is one of the strongest components of the weekend rounds budget, with more than 200 members participating in Fiscal Year 2017, and has flourished over the past 10 years. The goal this year is to expand the program through increased marketing in the Chicagoland and Highland Park markets.

Point of Sale Provider

Staff has been working to review and evaluate new point of sale (POS) providers for the golf shop and restaurant operations in efforts to enhance marketing efforts and provide a system that is more user-friendly. The existing system does not allow for customer tracking, marketing, advanced reporting or mobile booking, all of which are desirable features in a POS system.

Golf Advisory Committee

The improvement, upkeep and maintenance plan for Fiscal Year 2018 was reviewed and approved by the Golf Advisory Committee at the December meeting. The annual plan reflects essential equipment purchases as well as annual upkeep and special improvement projects. One of the special projects planned for next season is to evaluate the seven acres of natural areas on the golf course and designate a portion of these natural areas for the reintroduction of native plant and flower species.



Revenue, Rounds and Weather

December's temperatures and snow fall prevented any rounds from being played. December's weather was more favorable in 2015 and 2014, when 397 and 278 rounds were played, respectively. December 2016's total revenues were \$1,565, which is greater than the month's revenue budget of \$200.

New Advertising

The Golf Club implemented advertising campaign in the Highland Park market to attract displaced golfers from the closing of Sunset Valley for renovations.

Maintenance

Winterization of power carts took place. Unfortunately, the carts are stored outside throughout the winter which results in diminished capacity on the batteries due to unfavorable weather conditions. The outside storage also requires constant oversight to ensure the chargers are in working order.

The irrigation pumps were removed for rebuild. Upon inspection of the pumps, it was discovered that the castings for the pump bowls are not strong enough to be machined for a rebuild, which will require the Golf Club to replace the existing pump with new pumps over the winter.

Four loads (140 yards) of logs were removed from the brush pile on the 17th hole. This pile has been accumulating over the past four years, since annual removal was delayed due to either soft turf conditions or extensive snow accumulation. Removal of the logs will make way for the planned removal of dead and hazardous trees this winter.



Public Safety | Monthly Report

December 2016 | Cary Lewandowski, Director

Crime Highlights

The attached charts depict the Department activity for the month of December.

Residents are reminded to lock and secure the keys to their vehicles when parked and unoccupied. Also, please do not leave unoccupied and unsecured vehicles parked and running to warm up during the winter months – these vehicles can make easy targets for theft!

Training and Personnel Development

In December, Public Safety staff members were provided with over 1,000 hours of training, including 225 hours in fire training, 464 hours in police training and 344 hours in EMS training.

All Emergency Medical Technicians and Paramedics received specialized training in the area of pediatric emergency medical care.

December Employment Milestones

Community Service Officer Steve Emery – 26 years of service
School Crossing Guard Louvenia Richards – 6 years of service
School Crossing Guard Muriel Irving – 3 years of service

Downtown Employee Parking Update

Business owners and employees are reminded that new regulations for parking in the central business district have been in place since September. B Permit holders are required to park in designated areas while working during regular business hours. Specific details may be found on the Village [website](#).

Fines Increase for Railroad Crossing Violations

In July 2016, Governor Bruce Rauner signed into law an amendment to the Illinois Vehicle Code that increases fines for drivers who disregard activated railroad gates and warning lights from \$250 to \$500 for a first offense and from \$500 to \$1,000 for a second or subsequent offense. This amendment becomes law on January 1, 2017. Please drive safely at all times, especially near railroad tracks.

911 DISPATCH CONSOLIDATION

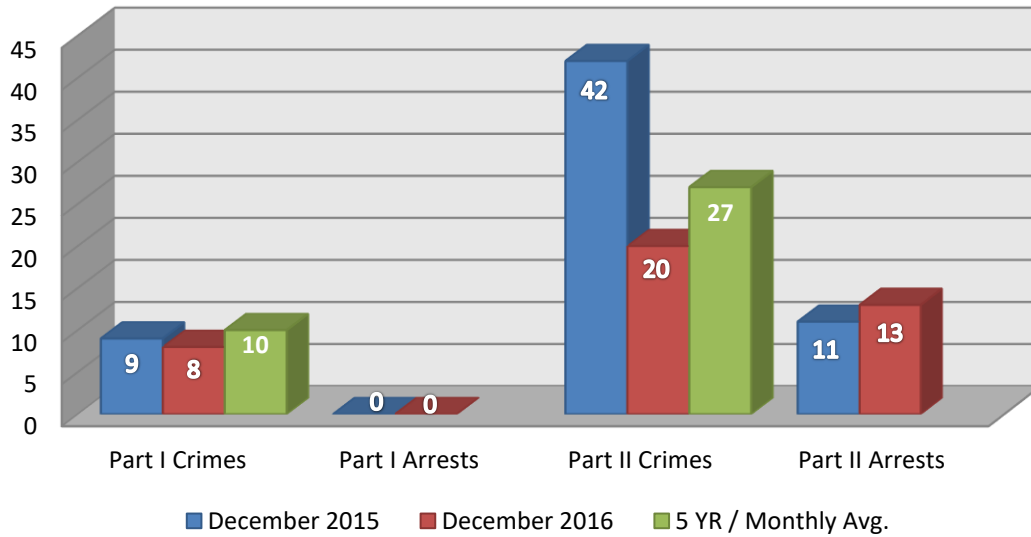
The Village is working with the Village of Glenview to implement dispatch consolidation in accordance with State law by July 1, 2017. Residents are reminded that dialing 911 is the preferred method to request emergency police, fire, or medical services. Residents seeking general information are encouraged to call the Public Safety non-emergency phone number at 847-835-4112.

Residents are encouraged to visit the Village of Glencoe website for specific information related to dispatch consolidation. It is important to note that Public Safety services will not change - Glencoe Public Safety Officers will continue to provide 24/7 police, fire and emergency medical services once dispatch services are consolidated in Glenview.

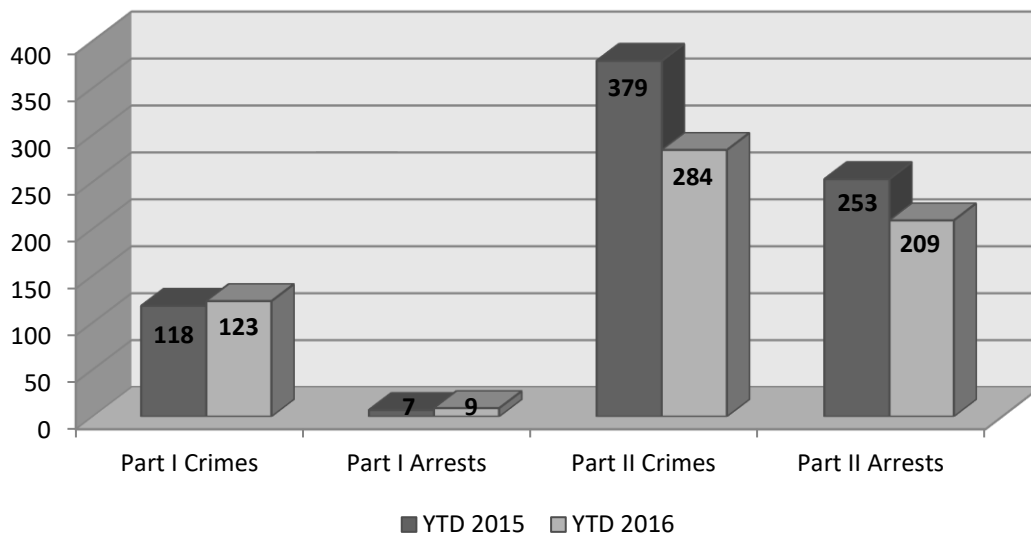
The Village will continue to provide public information throughout the consolidation process. Questions may be directed to Director of Public Safety Cary Lewandowski at 847-835-4112 or clewandowski@villageofglencoe.org.

Additional information and documents are available on the Village of Glencoe website.

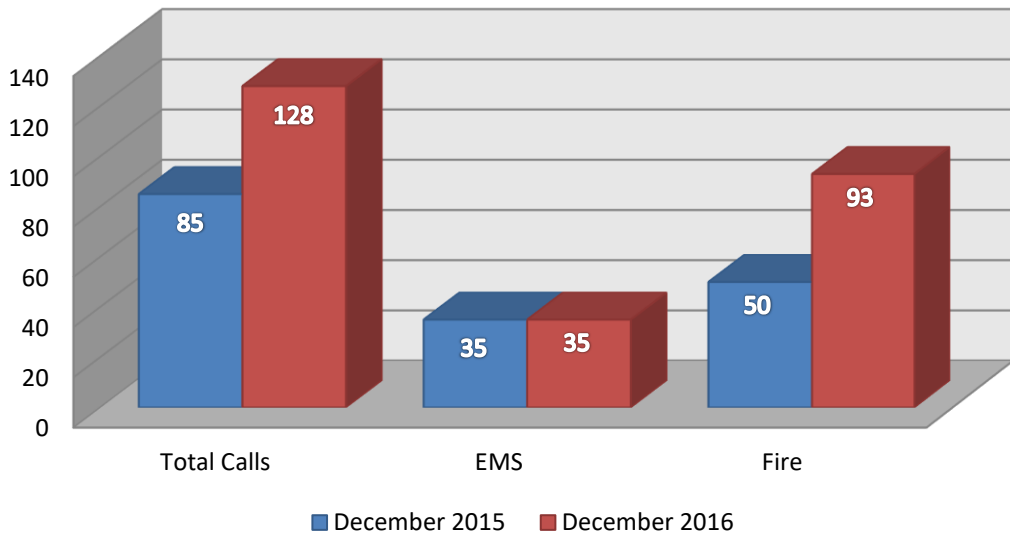
Monthly Crime Data



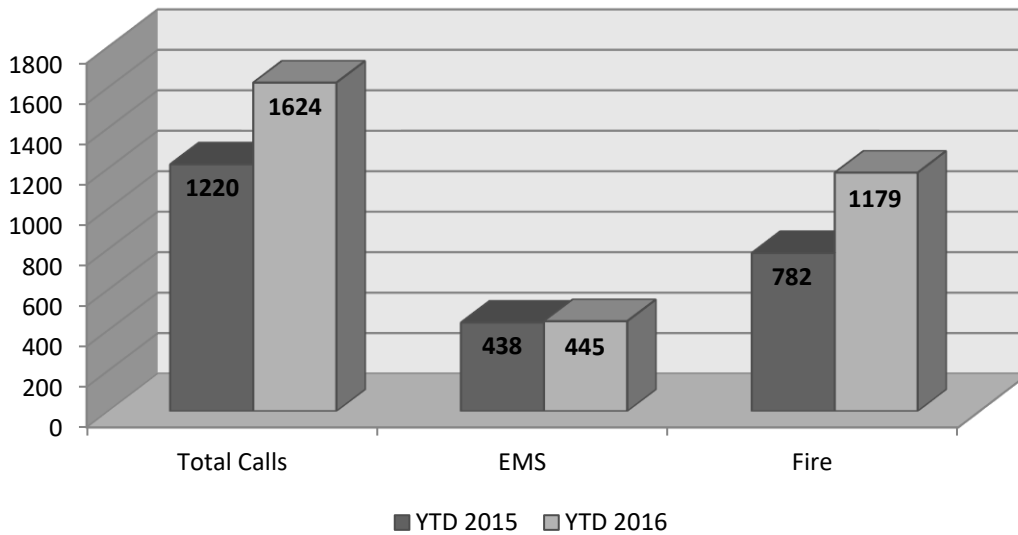
Year-to-Date (YTD) Crime Data



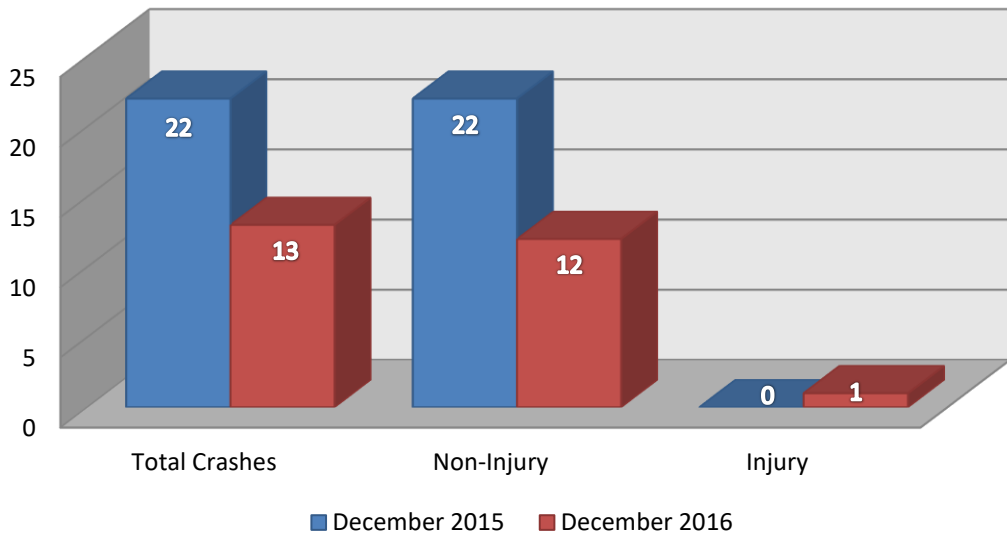
Monthly Fire / EMS Data



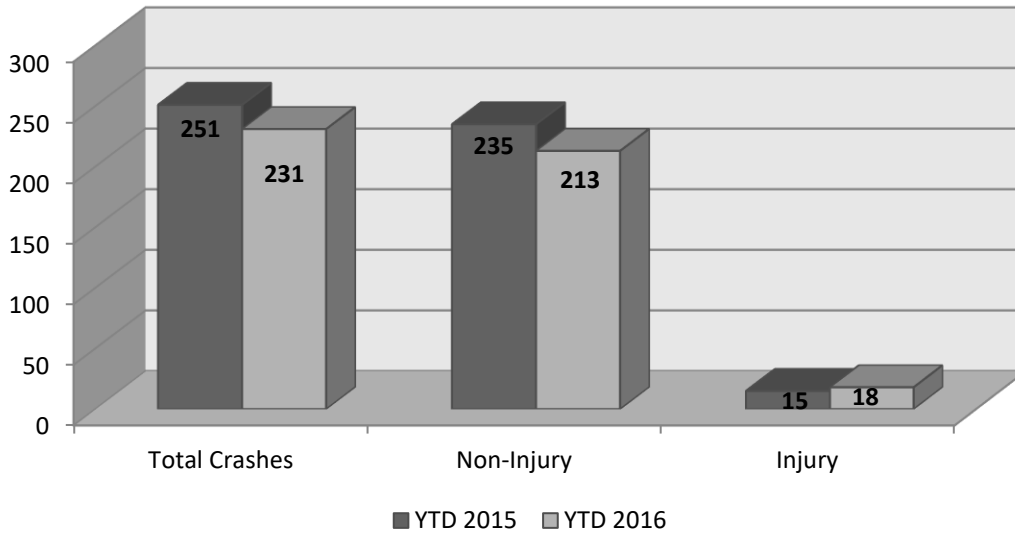
Year-to-Date (YTD) Fire / EMS Data



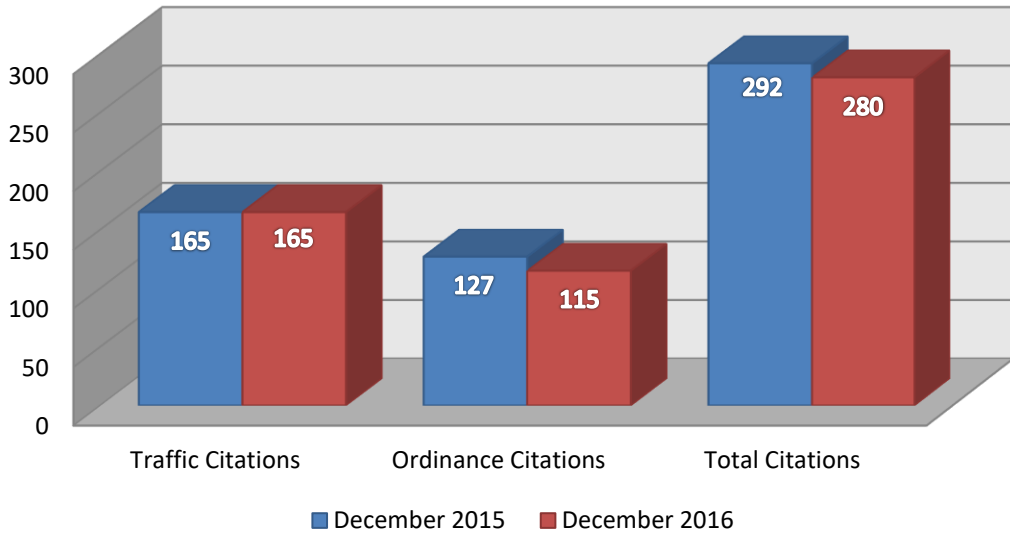
Monthly Traffic Crash Data



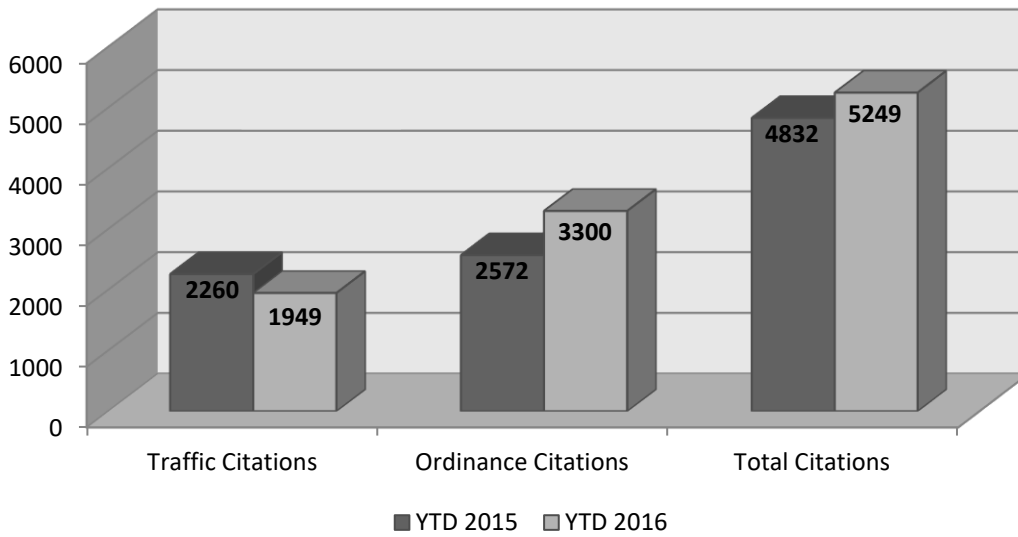
Year-to-Date (YTD) Traffic Crash Data



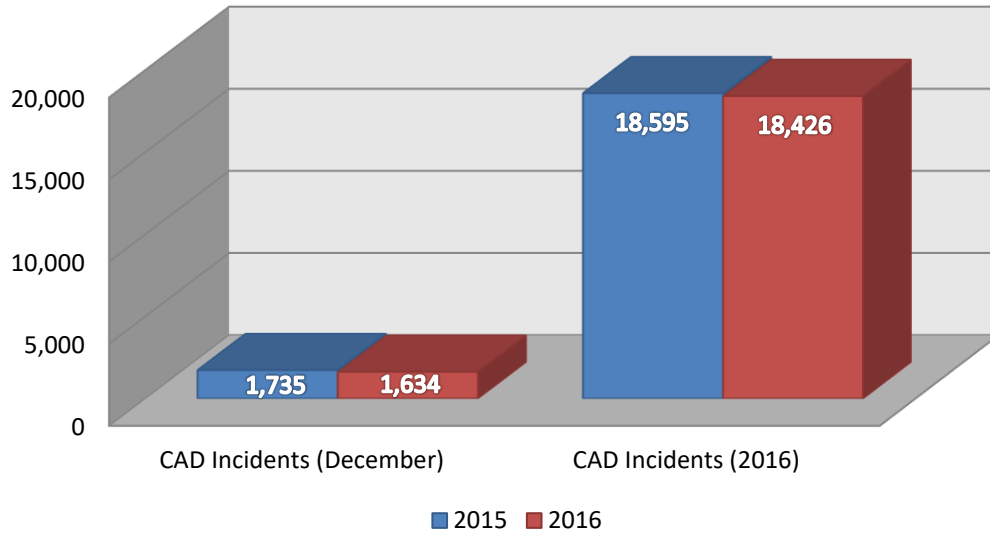
Monthly Enforcement Data



Year-to-Date (YTD) Enforcement Data



Overall Calls for Service

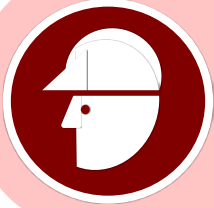


Part I Crimes

- Homicide
- Sexual Assault
- Robbery
- Aggravated Battery
- Aggravated Assault
- Burglary
- Burglary from Motor Vehicle
- Theft
- Motor Vehicle Theft
- Arson

Part II Crimes

- Battery
- Assault
- Deception
- Criminal Damage/Trespass to Property
- Weapons Offenses
- Sex Offenses
- Gambling
- Offenses Involving Children
- Cannabis Control Act
- Controlled Substance Act
- Hypodermic Needles/Paraphernalia
- Liquor Control Act
- Motor Vehicle Offenses
- Disorderly Conduct
- Interference w/Public Officers
- Other Offenses



Public Works | Monthly Report

December 2016 | David C. Mau, Director

Snow and Ice Control Program

With the winter season in full swing, the Department reminds residents to please keep the following in mind:

- The Village plows and salts streets on a priority basis, with major streets plowed first.
- Residential sidewalks are plowed only after a snowfall of three or more inches. The Village encourages residents to clear the sidewalks in front of their homes when possible.
- Driveways are often impacted by snow removal. Please remember to throw snow from your driveway to the “downstream side” to help reduce the snow pushed across your driveway.
- Parking on Village streets is prohibited when there is any accumulation of two or more inches of new snow or ice in a 24 hour period.
- Please help keep fire hydrants clear of snow.



Fall Parkway Leaf Collection Program Summary

The Village’s annual parkway leaf collection program was completed in early December. Public Works crews completed 11 passes throughout the Village, collecting approximately 9,500 cubic yards of leaves, and delivering them to the Chicago Botanic Garden’s landscape waste processing facility on Dundee Road. The leaf mulch produced at the Chicago Botanic Garden provides a benefit to the local eco-system, as the Garden utilizes 100% of the ground leaf mulch material on their property.

Building and Construction Permits

Two building permits with an estimated combined value of \$658,351 were issued in December 2016, compared to one building permit with an estimated value of \$250,000 in December 2015. Thirteen construction permits were issued in December 2016 with a value of \$1,062,090, compared to 19 permits with a value of \$670,000 issued in December 2015.

2017 Infrastructure Improvements

December is engineering design season for the Village’s planned 2017 infrastructure improvement projects:

2017 Storm Water Improvements – This project includes storm sewer improvements in the Park Avenue and Madison Avenue basin areas and the installation of a flood control system on the east ramp of the Village Hall off Hazel Avenue. This project, funded by the 2015 Bond Issue referendum, will be bid in early spring and be constructed by late summer.

Maintenance Street Resurfacing – The Village is reviewing recently-completed pavement condition study to help prioritize street resurfacing projects in 2017. This project, which will use both Bond and Motor Fuel Tax (MFT) funds, will bid this spring for summer construction as well.



Water Main Replacement – Design work is underway on the planned water main replacement improvement of four water main locations in the Village’s water distribution system that were identified in the Water Distribution System Plan completed in February 2016. This project will be completed by fall.

Rockgate Lane/Brentwood Drive Outfall Improvements – This is a planned storm sewer outfall replacement and ravine restoration project targeting summer construction.

**2016 CAPITAL IMPROVEMENTS
For Period through December 31, 2016**

2016 STORMWATER IMPROVEMENT

Contractor: Di Meo Bros, Inc.; Engineer: Engineering Resources Associate; Inspection; ERA & Staff

Locations	FY Budget	Low Bid	FYTD	% Complete	Comments
Drainage Basins: Terrace Court Skokie Ridge Drive	\$2,750,000	\$2,478,293	\$2,113,822	100%	Completed in June.

2016 SANITARY SEWER REHABILITATION IMPROVEMENTS

Contractor: Hoerr Construction; Engineer: Staff

Locations	FY Budget	Low Bid	FYTD	% Complete	Comments
Locations TBD	\$250,000				Work deferred to 2017.

2016 RESIDENTIAL SIDEWALK REPLACEMENT

Contractor: Schroeder & Schroeder; Engineer: Staff

Locations	FY Budget	Low Bid	FYTD	% Complete	Comments
Various locations in Area 1	\$100,000	\$100,000		100%	Completed in September.

VILLAGE HALL HVAC UPGRADE PROJECT

Contractor: Voris Mechanical; Engineer: Grumman Butkus

Locations	FY Budget	Low Bid	FYTD	% Complete	Comments
Village Hall	\$2,380,000	\$2,380,000	\$1,353,579	75%	Work continues on installation of air handling units as a part of new HVAC system. Project completion anticipated by early spring.

2016 WATERMAIN REPLACEMENT

Contractor: Di Meo Brothers ; Engineer: Staff

Locations	FY Budget	Low Bid	FYTD	% Complete	Comments
Oak Drive	\$200,000	\$97,174	\$86,541	100%	Completed in October.

Compiled and submitted by:

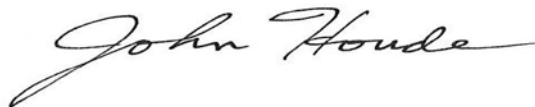
David C. Mau, P.E.
Director of Public Works/ Village Engineer

VILLAGE OF GLENCOE
GLENCOE, ILLINOIS

TO THE PRESIDENT AND BOARD OF TRUSTEES, VILLAGE OF GLENCOE
The following building permits were issued during the month of December 2016.

12205	241 Fairview Road Demolish house/erect new dwelling Owner: Red 3 Development Contractor: Newlook Construction Value: \$655,000
12206	111 Sheridan Road Demolish existing house/no new construction until 2018 Owner: William Patterson Contractor: Pappas Construction Value: \$3351

Respectfully submitted,



John Houde
Building & Zoning Administrator

**BUILDING & CONSTRUCTION
PERMIT SUMMARY**

	DECEMBER				YEAR TO DATE			
	2015		2016		2015		2016	
	No.	Value	No.	Value	No.	Value	No.	Value
SF Dwelling New			1	655,000	19	21,128,218	11	9,841,000
SF Dwelling Change	1	250,000			23	6,008,850	20	2,792,153
MF Dwelling New								
MF Dwelling Change								
Business Building New								
Business Building Change					2	2,225,000		
Accessory Building					6	136,500	3	489,321
Swimming Pool					8	715,800	5	502,924
Public Building					2	3,456,695	2	1,025,929
Miscellaneous			1	3351	3	54,500	2	13,351
TOTALS	1	250,000	2	658,351	63	34,178,23	43	14,664,678

MISCELLANEOUS CONSTRUCTION PERMIT SUMMARY

Includes bathroom and kitchen fixture & cabinet replacements, roofs, fencing, electrical service upgrades, generators, remodeling, and other minor repairs

	DECEMBER				YEAR TO DATE			
	2015		2016		2015		2016	
	No.	Value	No.	Value	No.	Value	No.	Value
TOTALS	19	670,000	13	1,062,090	300	5,573,965	269	6,847,552

BUILDING PERMIT 6 MONTH TIME EXTENSIONS

Extension Fee is 1/3 of the original building permit cost.

	DECEMBER				YEAR TO DATE			
	2015		2016		2015		2016	
	No.	Fee	No.	Fee	No.	Fee	No.	Fee
TOTALS	--	--	1	2227	2	24,709	9	119,426

GLENCOE PUBLIC WORKS MONTHLY REPORT

WATER PRODUCTION/ DISTRIBUTION		DEC 2015	DEC 2016	YTD 2015	YTD 2016
Total Pumpage	(million gal)	36.695	37.930	594.957	613.85
Average Day	(million gal)	1.184	1.224	1.630	1.677
Maximum Day	(millions gal)	1.340	1.935	3.565	3.925
Minimum Day	(million gal)	1.035	1.015	0.955	0.810
Maximum Rate	(mgd)	2.5	3.8	6.6	7.5
Precipitation	(inches)	5.74	2.5	46.4	44.25
Gallons/User/Day		136	140	186	192
New Service Taps		3	0	24	19
Service Repairs		1	1	11	13
Main Breaks	Repaired	1	3	29	36
Fire Hydrants	Tested	364	0	877	681
	Repaired	2	0	34	12
	Installed (new)	0	0	12	2
Water Meters	Repaired	1	2	12	14
	New Installation	3	0	32	27
STREETS, SEWERS, FORESTRY					
Street: repaired	(sq. ft.)	148	540	9928	11,038
Plowed:	(times)	2	16	12	27
Salted:	(times)	3	16	26	41
Road Salt	(tons)	83	400	934	1113
Calcium Chloride/Brine	(gals)	0	1500	10,100	4860
Sidewalks:	Repaired (sq. ft.)	0	0	516	194
	Business District plowings	6	16	8	18
	Plowed (times)	1	2	13	30
Sanitary Sewers:	Cleaned (ft.)	55,443	7480	159,631	140,298
	Repaired (ft.)	0	12	9	53
	Televised (ft.)	1600	654	33,843	20,789
Storm Sewers:	Cleaned (ft.)	33,327	0	58,834	27,941
	Repaired (ft.)	0	0	406	205
	Televised (ft)	0	0	2247	17,489
Manhole/Catch Basins:	Cleaned	107	3	436	366
	Repaired	24	0	161	17
Refuse/Landfill	(tons)	268	218	3060	2761
Parkway Trees:	Trimmed	50	67	315	627
	Removed	15	3	210	657
	EAB	7	0	141	268
VEHICLE MAINTENANCE					
Routine Service:	(each)	13	11	166	194
Breakdowns Major	(each)	10	1	48	29
Breakdowns Minor	(each)	20	4	59	99
Outside Repairs	(each)	0	0	22	14
Gasoline Used	(gals)	3572	3978	37,369	39,611
Diesel Used	(gals)	2847	3443	28,195	27,000
SHARED SERVICES –GPD					
Forestry	Trees trimmed	0	0	0	1
	Trees removed	0	0	31	22
Vehicle Maintenance	Routine service	1	0	12	22
	Repairs	1	6	24	24