



Village Manager's Office | Monthly Report

January 2017 | Philip A. Kiraly, Village Manager

Public Safety Commission

In early January, the Public Safety Commission approved conducting a new-entry level Public Safety Office examination process in order to grow the eligibility list – anticipating the need to fill vacancies made by promotions that will likely follow upcoming retirements.

The examination was promoted through a variety of media and industry outlets, in addition to the Village's website and social media.

The Village Manager's Office supported the recruitment process by coordinating recruitment advertisements and required postings, working closely with the application management vendor and coordinating logistics for the February 25 written exam.

Business License Renewals

The Business Services Team initiated the 2017 business license renewal process by mailing Glencoe's 100+ businesses applications to renew business licenses, liquor licenses and parking B-permits for downtown businesses.

Additionally, packets included invitations to the inaugural Business Before Hours event, scheduled for February 16. To date 118 Business Licenses have been renewed for Fiscal Year 2018.

FOIA Requests

Staff received and processed 16 Freedom of Information Act requests in January.



Information Technology

The Village began working with Prescient Solutions to provide supplemental IT staffing services. The arrangement is the product of a partnership between the Village and the Village of Cary to jointly purchase IT staffing services, allowing each community to receive competitive pricing and value-added services.

Municipal Partnering Initiative Named Bright Idea by Kennedy School of Government

The Village is proud to be a part of the Municipal Partnering Initiative, which was named a 2017 Bright Idea by the Ash Center for Democratic Governance and Innovation at John F. Kennedy School of Government. It is estimated that by pooling together resources and taking advantage of the power of bulk purchasing, the MPI has achieved total savings of approximately \$2.1 to \$2.6 million in taxpayer dollars from 2011–2015.



Electric Aggregation Update

Staff participated in a discussion regarding the North Shore Electric Aggregation Consortium's (NSEAC) current agreement with Constellation which ends in May. As you may recall, the Village joined the NSEAC in 2011 and executed an electric aggregation contract in 2012 with MC Squared Energy Services with the goal of securing residents lower electric rates. The Village never executed the subsequent agreement with Constellation in 2015, as electric prices offered by ComEd had become more favorable by that time.

Through this discussion, NSEAC members decided not to renew the agreement with Constellation, as residents are still benefitting from favorable energy market rates. While the electric aggregation program is now idled, the NSEAC will continue to work with their consultant to monitor the electric market to determine the need for any future programs.



Finance | Monthly Report

January 2017 | David A. Clark, Director

Fiscal Year 2018 Budget

At the January 19 Village Board meeting, staff presented the Recommended Fiscal Year 2018 Budget document. The budget projects \$29,505,066 in expenditures, including over \$7 million in capital investments in critical infrastructure, equipment and technology in the coming 12 months.

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 was 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 April. Other year-end priorities resulted in the project anticipated go-live date being delayed.

Alarm Permits

The Village recently mailed residents the 2017 annual alarm permit renewals, which were due January 16, 2017. Approximately, 1,300 residents have renewed their alarm permits to date.

Vehicle/Pet Licensing Renewal

Staff is preparing for the vehicle/pet licensing renewal for 2017. The 2017 vehicle license features 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.

W2, 1099R and 1099M Forms

Staff processed 2016 W2 forms for the Village and Golf Club, 1099Rs for the Police and Fire Pension Fund and 1099Ms for the Village, Golf Club and Police Pension Fund.

Barcode Scanning

Finance staff began implementation of barcode scanning for entering miscellaneous invoices that are not otherwise processed electronically. The barcoding scanning also works with the utility billing software to look up accounts. The Department anticipates going live with application in February.

Fiscal Year 2017 Audit Meeting

Village staff met with Ron Amen of Lauterbach and Amen to establish expectations and schedule for completing the Fiscal Year 2017 Audit.



Golf Club | Monthly Report

January 2017 | Stella Nanos, General Manager

Continuing Education

Dave Arden, the head superintendent, attended the annual Golf Course



Superintendent Association of America's education conference. The conference includes education sessions from researchers, GCSAA members, allied organizations and industry experts. The seminars teach techniques, strategies and solutions that can be applied immediately to improve and enhance the golf course and keep the facility updated on environmentally-sound practices.

Glencoe Golf Academy – Winter Golf Instruction

The indoor golf studio is available for golf instruction and individual practice during the winter months. The latest teaching technologies, a FlightScope 3D Doppler launch monitor as well as V1 Video Analysis, are utilized to provide students with detailed information and proper swing analysis. The golf academy offers winter specials; new student lesson promotions, winter junior golf programs and free half-hour lessons during the off-season to incentivize new and repeat business.



Golf Advisory Committee

A competitive analysis was conducted and then presented to the Golf Advisory Committee along with the proposed rates for Fiscal Year 2018. The competitive nature on the local golf scene has increased over the past ten years and staff must evaluate the rate structure with acuity. A decrease in supply next season due to the closing of a Highland Park golf course for renovations will have a positive impact on utilization and hopefully will transform new users into loyal patrons.

Revenue, Rounds and Weather

There were no rounds played or budgeted in January as the weather is historically uncondusive to play.

Total Revenues: \$6,731 versus the budget of \$755. Revenue was generated in Academy lessons and CDGA golf handicap sales.

Marketing Notes

- An advertising campaign was executed in the Highland Park market to attract displaced golfers from the closing of Sunset Valley for renovations.

Maintenance

- Routine equipment repairs as well as preventative maintenance are in the process of being performed on all mowing units.
- All of the mowing units' blades will be sharpened and back lapped. This process will ensure that the mowers are cutting instead of tearing grass and will lead to a consistent putting surface.
- Tree trimming work took place with the use of contracted climbers. The work entailed trimming and shaping designated trees and dropping the debris. Trees were chosen based on potential safety hazards or if limbs were impeding play. To save on the overall cost, of the tree program, the maintenance staff at the Club will perform the pickup and chipping of all the debris in the spring. The chipped material will then be used on landscape beds throughout the facility.



Public Safety | Monthly Report

January 2017 | Cary Lewandowski, Director

Crime Highlights

The attached charts depict January department activity.

On January 26, at approximately 9 p.m., a stolen vehicle was driven through the rear overhead garage doors at a local auto dealership while the business was closed. Once inside, five offenders each stole a vehicle. These crimes are related to an active crime pattern throughout the Chicagoland area. Residents are reminded to lock and secure the keys to their vehicles when parked and unoccupied.

Training and Personnel Development

In January, Public Safety staff members participated in over **940** hours of training; including: Fire – 87 hours, Police – 667 hours, EMS – 187 hours. Emergency Medical Technicians and Paramedics received specialized training in the area of pre-hospital trauma life support techniques.

January Employment Milestones

Public Safety Officer Julie Freund – 27 years of service
Public Safety Officer Dale Trusky – 17 years of service
Records Clerk Mara Trusky – 17 years of service
Communications Operator Nigel Serbe - 17 years of service
Public Safety Officer Robert Dziekonski – 7 years of service
Public Safety Officer Ryan Windham – 7 years of service
Communications Operator Michelle Homme - 1 year of service

New Public Safety Officer David Veit was sworn-in on January 19.

Public Safety Officer Recruitment

The Public Safety Commission authorized a recruitment process to create an eligibility list for the Public Safety Officer position. Applications will be accepted online only at www.applytoserve.com through February 16, 2017. The mandatory written exam will be held on Saturday, February 25, 2017 at 9 a.m. at the New Trier High School Northfield Campus. Further information is available on the Village of Glencoe website and the opportunity is being promoted via multiple media outlets and online communication tools.

Emergency Dispatch Consolidation

Public Safety continues to work with the Village of Glenview to implement emergency dispatch consolidation in accordance with State law by July 1, 2017. ***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.

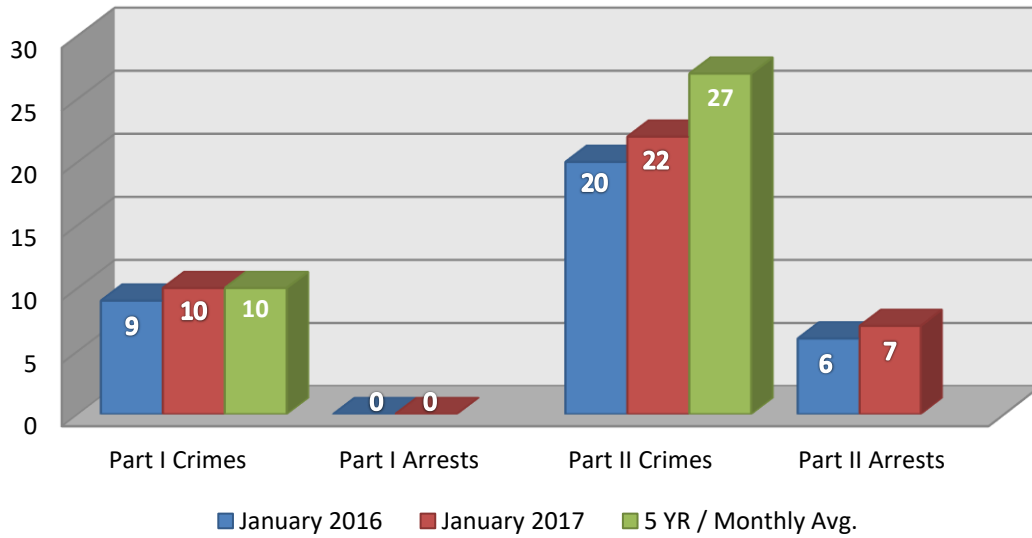
Residents will not see any reduction in Public Safety services once we transition to Glenview— 911 telephone calls will simply be answered in Glenview rather than Glencoe. Glencoe Public Safety Officers will continue to respond and provide 24/7 police, fire and emergency medical services. Because calls for service will be routed directly to Glenview, response times for Public Safety services will not change.

The Village appreciates your patience and understanding and we will continue to provide public information throughout the consolidation process. Questions may be directed to Public Safety Director Cary Lewandowski at (847) 835-4112 or clewandowski@villageofglencoe.org. Additional information and documents are available on the Village website at www.villageofglencoe.org.

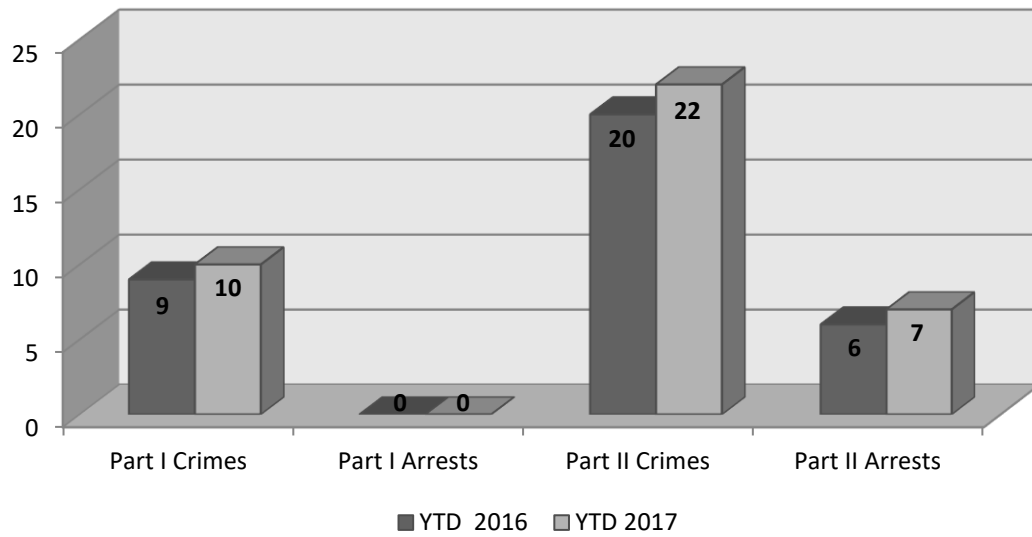


Glenview Dispatch Center

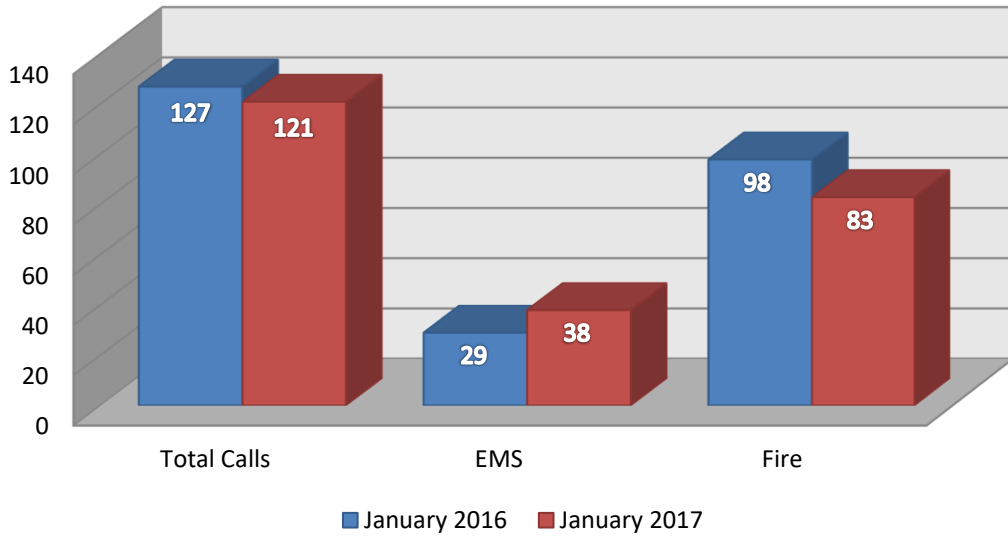
Monthly Crime Data



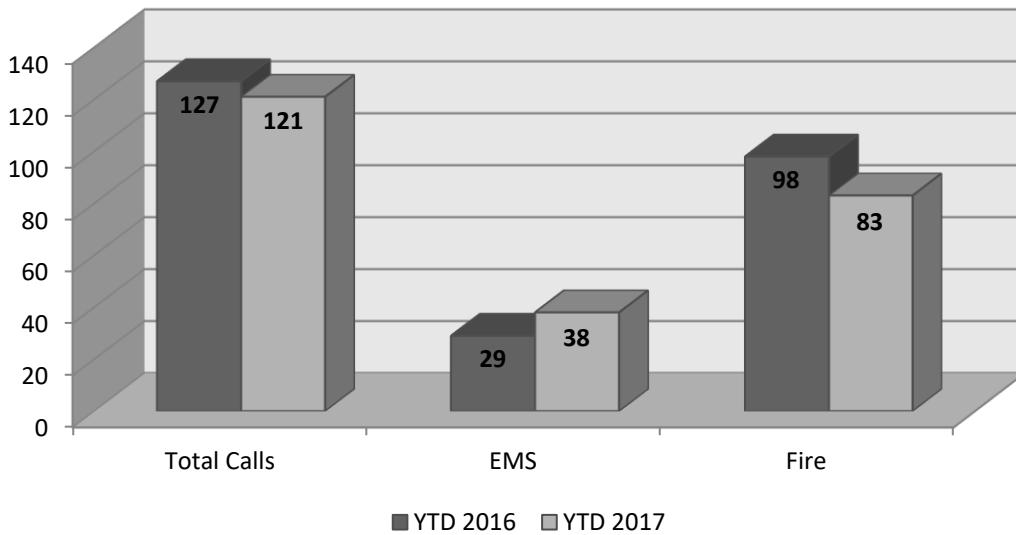
Year-to-Date (YTD) Crime Data



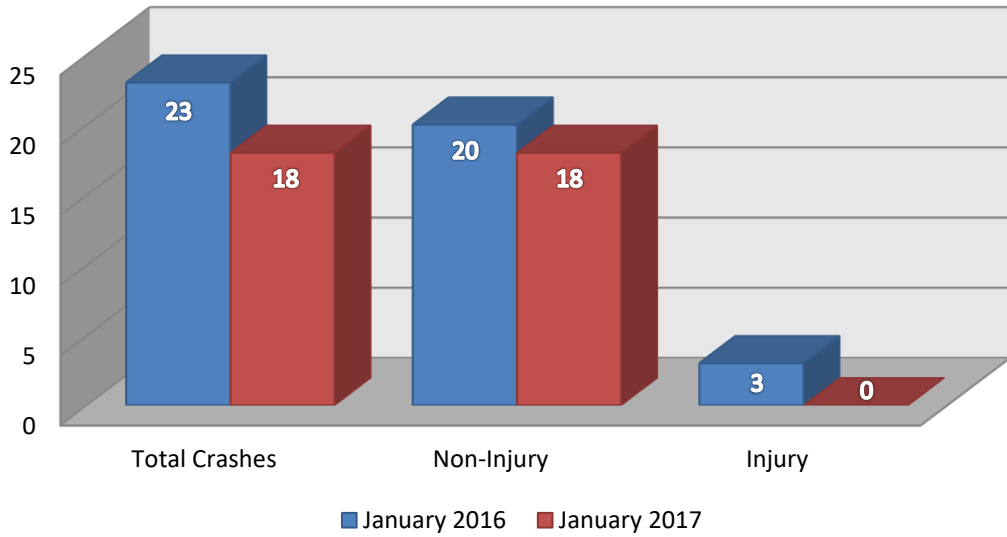
Monthly Fire / EMS Data



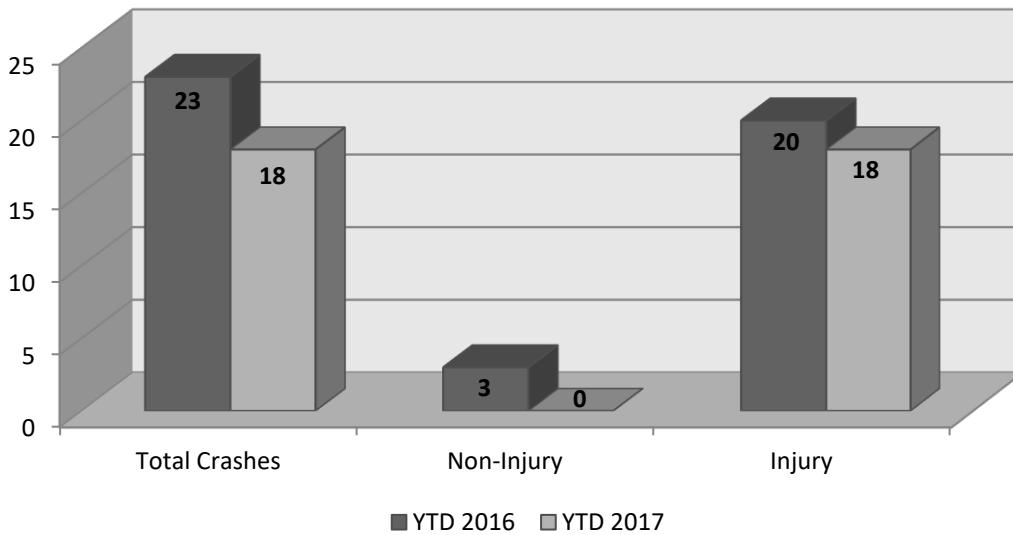
Year-to-Date (YTD) Fire / EMS Data



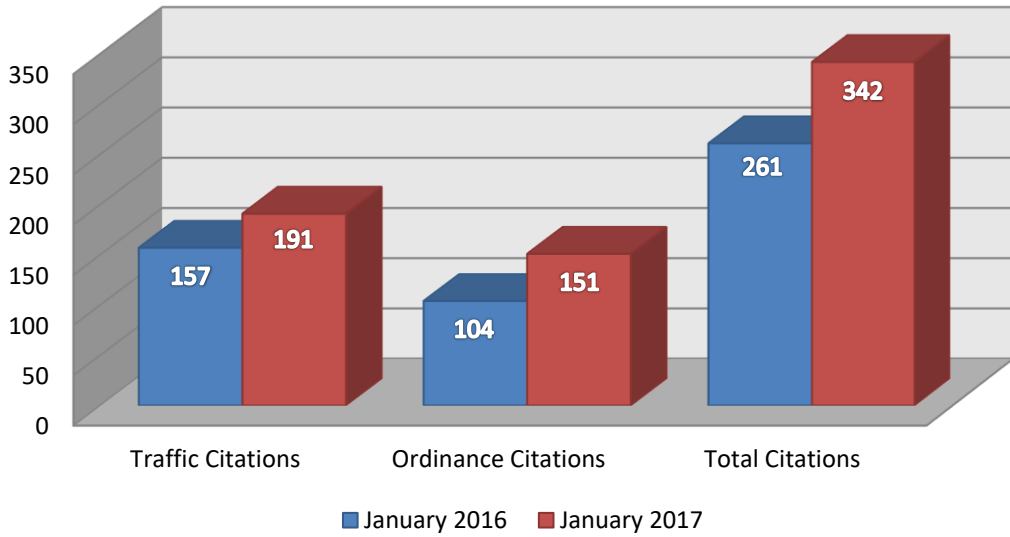
Monthly Traffic Crash Data



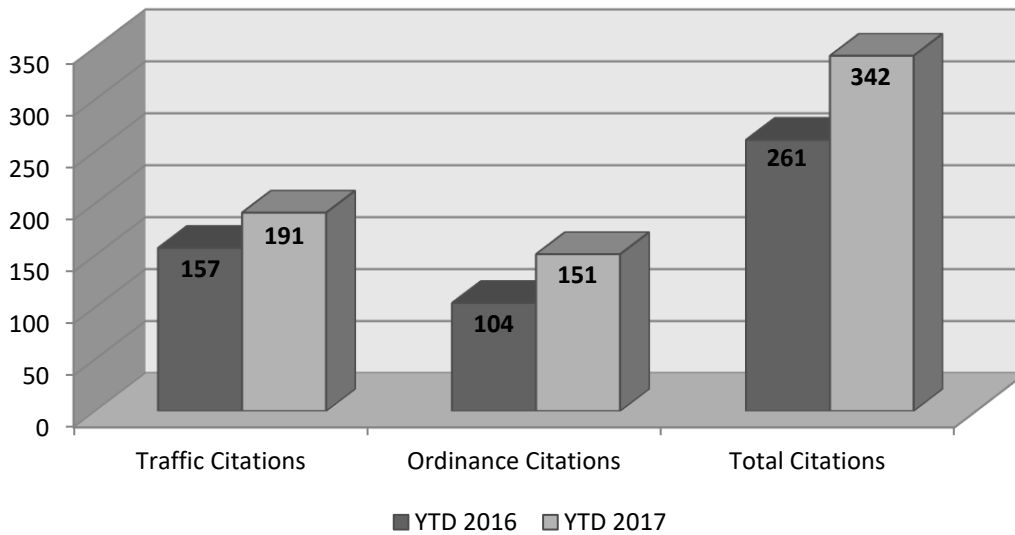
Year-to-Date (YTD) Traffic Crash Data



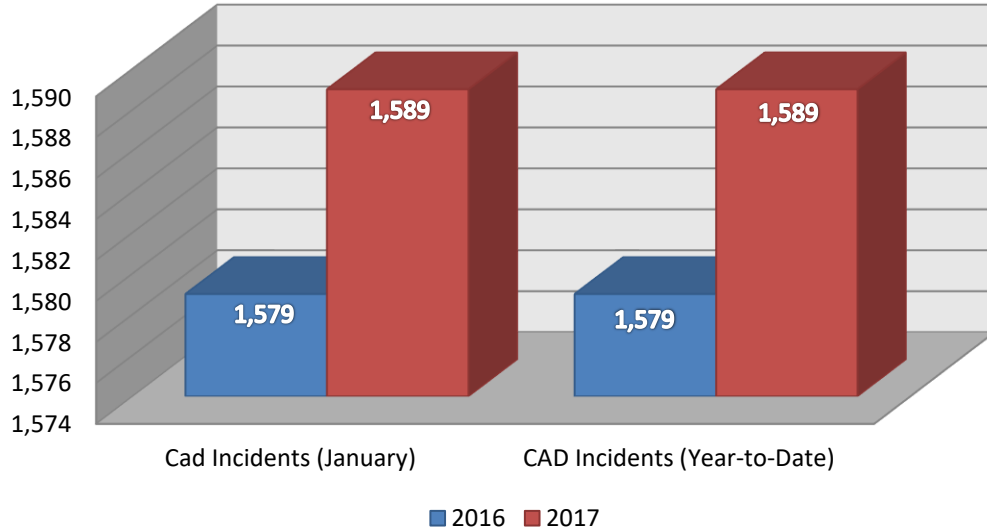
Monthly Enforcement Data



Year-to-Date (YTD) Enforcement Data



Overall Calls for Service

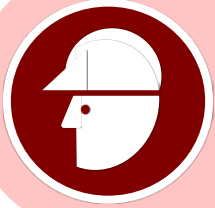


Part I Crimes

- 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

January 2017 | David C. Mau, Director

Green Bay Trail Maintenance

The Village has been working closely with the Park District over the past several months on the section of the Green Bay Trail that includes Shelton Park between Harbor Street and



South Avenue. The trail in this area is located on both Village and Park District property. Last fall, Public Works planted new native shrubs along the east edge of the Harbor storage lot to re-establish landscape screening from the park and trail area. In January, Public Works and Park District staff surveyed the wooded area on both sides of the trail north of the Glencoe Community Garden and marked over 75 dead trees (primarily ash trees) for removal on both Village and Park District property. Dead trees were removed in January and the trail was re-opened.

Inflow and Infiltration Control Program

In 2014, the Metropolitan Water Reclamation District of Greater Chicago (MWRD) launched the Inflow and Infiltration Control Program (IICP). As a community served by the MWRD, the Village is required to conduct investigations on the sanitary sewers to identify areas where rainwater can enter the sewers during rain events (inflow and infiltration, also referred to as "I/I"). By the end of 2019, the Village must complete its investigations and appropriate rehabilitation on the sanitary sewers in areas that were identified. To assist in this effort, the Village will utilize the services of RJN Group, Inc. of Wheaton, Illinois to begin the multi-year planning process. Condition assessment investigations are anticipated to begin Summer 2017.

Building and Construction Permits

Three building permits with an estimated combined value of \$1,700,000 were issued in January 2017, compared to one building permit with an estimated value of \$915,000 in January 2016. Eight construction permits were issued in January 2017 with a value of \$285,266, compared to eight permits with a value of \$323,966 issued in January 2016.

ComEd Installs New Streetlights in Residential Areas

ComEd began installing LED streetlights in residential areas beginning in late December. Through the smart-ready LED street lighting program, all eligible fixtures will be replaced with reduced wattage, longer-life high efficiency LED street light fixtures. LED street lighting technology substantially reduces the amount of energy needed to illuminate the roadway, which equates directly into energy savings. ComEd crews are working with a quality control team to ensure that the fixtures are installed in a manner that minimizes light trespass on surrounding properties by focusing light on the roadway.



These improvements to Village streetlights are in line with feedback received in the 2015 Community Satisfaction Survey where residents reported dissatisfaction with the adequacy of streetlights in the community. Because of the longer life cycle and low maintenance qualities of LED fixtures, this retrofitting should also contribute to keeping streets and intersections more brightly lit throughout the year.

FY 2017 CAPITAL IMPROVEMENTS
For Period through January 31, 2017

2016 STORMWATER IMPROVEMENT					
Contractor: Di Meo Bros, Inc., Engineer: Engineering Resources Associated; Inspections: 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
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 2018
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 2016
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	\$1,649,367	80%	Heating system completed
2016 WATERMAIN REPLACEMENT					
Contractor: Di Meo Bros, Inc.; Engineer: Staff					
Locations	FY Budget	Low Bid	FYTD	% Complete	Comments
Oak Drive	\$200,000	\$91,174	\$86,541	100%	Completed in October 2016

Complied and submitted by:



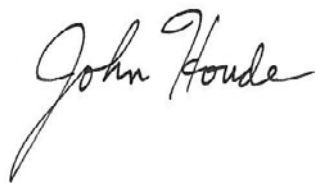
David C. Mau, P.E.
Director of Public Works/Village Engineer

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 January 2017.

12207	179 Harbor Street Demolish existing house/erect new dwelling Owner: 179 Harbor LLC Contractor: 179 Harbor LLC Value: \$800,000
12208	333 Adams Avenue SF dwelling Owner: Amazing Home Developers LLC Contractor: North Shore Group Construction LLC Value: \$450,000
12209	337 Adams Avenue SF dwelling on vacant lot Owner: Amazing Home Developers LLC Contractor: North Shore Group Construction LLC Value: \$450,000

Respectfully submitted



John Houde
Building & Zoning Administrator

GLENCOE PUBLIC WORKS MONTHLY REPORT

		January 2016	January 2017	YTD 2016	YTD 2017
WATER PRODUCTION/DISTRIBUTION					
Total Pumpage	(million gal)	40.645	36.675	40.645	36.675
Average Day	(million gal)	1.311	1.183	1.311	1.183
Maximum Day	(million gal)	1.740	1.360	1.740	1.360
Minimum Day	(million gal)	1.075	0.980	1.075	0.980
Maximum Rate	(mgd)	3.7	2.4	3.7	2.4
Precipitation	(inches)	1.52	3.72	1.52	3.72
Gallons/User/Day		150	136	150	136
New Service Taps		1	1	1	1
Service Repairs		2	2	2	2
Main Breaks	Repaired	5	7	5	7
Fire Hydrants	Tested	12	6	12	6
	Repaired	0	0	0	0
	Installed (new)	0	0	0	0
Water Meters	Repaired	1	3	1	3
	New installation	2	2	2	2
STREETS, SEWERS, FORESTRY					
Street repairs	(sq. ft.)	362	10,800	362	10,800
Plowed	(times)	5	1	5	1
Salted	(times)	8	9	8	9
Road Salt	(tons)	342	124	342	124
Calcium Chloride/Brine	(gals)	1,600	1,200	1600	1,200
Sidewalks	Repaired (sq. ft.)	3	0	3	0
	Business District plowed	1	0	1	0
	Residential plowed (times)	1	1	1	1
Sanitary Sewers	Cleaned (ft.)	24,162	3,740	24,162	3,740
	Repaired (ft.)	0	0	0	0
	Televised (ft.)	635	0	635	0
Storm Sewers	Cleaned (ft.)	1,230	1,222	1230	1,222
	Repaired (ft.)	0	0	0	0

GLENCOE PUBLIC WORKS MONTHLY REPORT

		January 2016	January 2017	YTD 2016	YTD 2017
	Televised (ft.)	0	637	0	637
Manhole/Catch Basins	Cleaned	22	53	22	53
	Repaired	0	0	0	0
Refuse/Landfill	(tons)	237	223	237	223
Parkway Trees	Trimmed	0	136	0	136
	Removed	160	18	160	18
	EAB	40	8	40	8
VEHICLE MAINTENANCE					
Routine Service	(each)	27	22	27	22
Breakdowns Major	(each)	4	3	4	3
Breakdowns Minor	(each)	13	5	13	5
Outside Repairs	(each)	1	0	1	0
Gasoline Used	(gals)	3,377	3,382	3,377	3,382
Diesel Used	(gals)	2,540	2,169	2,540	2,169
SHARED SERVICE – GPD					
Forestry	Trees trimmed	0	0	0	0
	Tree removed	0	0	0	0
Vehicle Maintenance	Routine service	0	0	0	0
	Repairs	1	2	1	2

GLENCOE PUBLIC WORKS MONTHLY REPORT

		February 2016	February 2017	YTD 2016	YTD 2017
Manhole/Catch Basins	Cleaned	53	103	75	156
	Repaired	2	0	2	0
Refuse/Landfill	(tons)	218	176	455	399
Parkway Trees	Trimmed	23	137	23	273
	Removed	175	150	335	168
	EAB	151	112	191	120
VEHICLE MAINTENANCE					
Routine Service	(each)	16	16	43	38
Breakdowns Major	(each)	2	5	6	8
Breakdowns Minor	(each)	12	4	25	9
Outside Repairs	(each)	0	2	1	2
Gasoline Used	(gals)	3511	2865	6888	6,247
Diesel Used	(gals)	2830	1555	5370	3,724
SHARED SERVICE – GPD					
Forestry	Trees trimmed	9	0	9	0
	Tree removed	9	60	9	60
Vehicle Maintenance	Routine service	2	2	2	2
	Repairs	2	3	3	5