



# Village Manager's Office | Monthly Report

July 2016 | Philip A. Kiraly, Village Manager

## Business Services Team

Members of the Business Services Team continued working with prospective new business owners and received updates regarding the status of construction in prospective new retail spaces in the downtown. Several new retail businesses, including Chalk Boutique and Valentina are expected to open in the coming months. The Business Services Team also began preliminary work to develop business attraction and marketing materials.

## Dispatch Consolidation

The VMO continued to work with the Public Safety Department on complying with a state mandate requiring all dispatch centers that service 25,000 people or less to consolidate to meet this threshold. The Village has partnered with the Villages of Kenilworth, Northfield and Winnetka to analyze potential consolidation options and worked with a consultant to evaluate potential options that would allow residents in each community to continue receiving high-quality 911 dispatch services. Staff plans to present the report to the Village Board in August at the Committee of the Whole meeting.

## IT Needs Assessment

VMO staff continued working with our consultant to conduct the Village's IT needs assessment and the report is nearing completion. The final draft will be presented to Village staff in August and staff will use the report's findings to support our ongoing IT infrastructure planning and budgeting, and begin planning major IT projects for the FY 2018 budget.

## Ongoing IT System Improvements

Significant IT security improvements have been made to the Village's systems including a firewall enhancement that enhances protection against malware and other viruses. This improvement also further guards against unauthorized users' ability to gain access to the Village's systems. Additionally, IT staff has implemented an improved e-mail encryption software.

## Special Events

The VMO worked closely with the Glencoe Park District to organize the Village's Fourth of July celebration. Staff from each organization regularly meet to plan the day's events including the parade and fireworks celebration.



Additionally, staff worked with the Chamber of Commerce and Amdur Productions to coordinate the annual Festival of Art which took place July 30 and 31. The Movies on the Green programs have been well received, with the final showing planned in August.

The VMO works with event organizers, the Public Safety and Public Works Departments to review logistics of special events to ensure events are safe and enjoyable for the community.

## Human Resources Activities

Beginning this spring, VMO staff coordinated collective bargaining negotiations with AFSCME (which represents members of the Public Works Department) and reached a tentative agreement in July. Additionally, VMO staff began preliminary planning and preparation work for the Village's calendar year 2017 health insurance plan and open enrollment. Lastly, VMO staff initiated a recruitment process for the Village's civil engineer position.

## FOIA Requests

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



# Finance | Monthly Report

July 2016 | David A. Clark, Director

## Village's AAA Stable Rating Retained

The Village has retained its AAA stable rating for the Series 2016B Bonds. Retaining this rating will assure that the Village receives some of the lowest interest rates available to ensure debt service costs are kept low, increasing the buying power of the Village.

Standard and Poor's rating reflects their view of Glencoe's strong local economy, strong management practices, excellent budgetary performance, appropriate budget flexibility and liquidity policies.

Glencoe remains among the strongest local governments in fiscal policy in the State of Illinois with this rating. Only seventeen communities across the State have been granted a AAA rating by Standard and Poor's.



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## Capital Planning

In July, the Finance Department commenced development of the Village's long term capital investment plans. This process begins the budget development for Fiscal Year 2018, and anticipates community investments across all areas of public infrastructure, including roads, sewers, water system improvements, vehicles/equipment and information technology investments. The first round of review has been scheduled for August and the draft capital plan will be presented at the September Finance Committee.

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## RFP for Utility Billing Services & Licensing

Finance Department staff is reviewing proposals for utility billing (printing and mailing services), vehicle/pet licensing and alarm permit printing, mailing and fulfillment services. Three proposals were received and staff anticipates awarding a contract at the end of August.

## Continued Review of Annual Audit

The Finance Department has completed the review of the FY 2016 Comprehensive Annual Financial Report (CAFR). The CAFR will be presented at the August 18 Village Board meeting.

## Ongoing Department Projects

- Email utility billing invoices
- Capital planning – second phase
- Expand cash receipt lock box functions
- IMRF desk audit
- Fiscal Year 2016 audit
- Actuarial valuation reports for Police and Fire Pension Fund
- Annual Treasurer's Report
- Annual Comptroller's Report
- Employee access portal for access to employee records/check stubs
- Online citizen access for payment of utility bills
- Interface to golf POS system
- Barcoding billing statements





# Golf Club | Monthly Report

July 2016 | Stella Nanos, General Manager



## Red-Tailed Hawks

Two red-tailed hawks were born at the golf course this spring. The vitality of the hawks is a testament to the work that has been done through the Audubon program to protect the valuable, natural areas and wildlife habitats at the golf course.

## Rally for the Cure Event

This year marks the 20<sup>th</sup> Rally for the Cure fundraiser at the golf club. Over 40 members of the Women's Golf Association and staff raised over \$1,800 for breast cancer research and education through entry fees and a raffle.



## North Shore Croquet Club

The North Shore Croquet Club has been playing 6 Wicket American Croquet at the Golf Club for the past six years. They utilize an area adjacent to the clubhouse where they practice and offer free lessons and coaching. The team also competes locally.



## Chicago District Golfers Association Golf Course Rating

The Glencoe Golf Club was re-rated by the CDGA to ensure our handicap index numbers are accurate. This rating is the standard upon which the handicap system is built. It takes into account the factors that affect the playing difficulty of a golf course and any changes to the course since the last rating. The club is expecting its rating to increase due to the improvements made over the last 10 years.



## Revenue, Rounds and Weather

In July, total revenues were below budget due to inclement weather including a three-day rain event which brought over five inches of rain to the area as well as ten days of 90+ degree heat.

- **Total Revenues:** \$332,243
- **Budget:** \$340,479
- **Rounds:**
  - 2016: 5,922
  - 2015: 6,124
  - 2014: 6,324

## Marketing Notes

- The club hosted the Drive, Chip and Putt competition which is a USGA/PGA sponsored event held across the country. Over 200 junior golfers participated in this qualifying event. The finals for this competition are held in August during Masters week.
- An email blast was sent to the club's 11,000+ subscribers promoting the Glencoe Open, Senior Open and the club's mobile app.
- The Club hosted the 10th annual corporate golf outing for RSM accountancy professional services.

## Improvements and Maintenance Projects

In July, numerous sprinkler heads were replaced as they were failing due to their age and wear. This is an ongoing project; it is expected that all of the club's sprinkler heads will be replaced over the next five years.



# Public Safety | Monthly Report

July 2016 | Cary Lewandowski, Director

## Department Activity Highlights

The attached charts depict the Department's activity for the month of July.

## Neighborhood Traffic

During the summer months, the Public Safety Department receives increased complaints of speeding and reduced driver compliance with posted stop signs. Enforcement has been stepped up in targeted areas. We encourage drivers to exercise caution when traveling through residential areas.

## Personnel Development

Two new Public Safety Officer recruits began the police academy earlier this month. The 12 week, 480 hour program will provide diverse and innovative training experiences in all aspects of law enforcement to prepare the recruits to become highly qualified police officers.

In July, Public Safety staff members were provided with over 430 hours of required training including: Fire - 275 hours, Police – 115 hours and Policy/Administration – 44 hours.

## Public Safety Commission

The Commission approved one lieutenant promotion and two new Public Safety Officer hires.

- Officer Peter Neville was promoted to Lieutenant to fill the vacancy created by Lieutenant Michael McCormick's retirement.
- Recruits Ryan McEnerney and Allison Chite were hired as Public Safety Officers.
- Lieutenant Richard Weiner was promoted to Deputy Chief to fill the vacancy created by Deputy Chief Alan Kebby's retirement.

## Crime Alert

In recent weeks, Glencoe has experienced two auto theft cases and two auto burglaries during the overnight hours. Over the same time period, many of our neighboring communities have seen an increase in similar crimes. Both stolen vehicles were subsequently recovered on the south side of Chicago, along with many other stolen vehicles from other communities. Several arrests have been made, and other suspects have been identified. Perpetrators continue to target our area because it contains attractive and accessible vehicles. In particular, a majority of the stolen vehicles were left unlocked with the keys inside by the owners.

Glencoe Public Safety is seeking the community's assistance in preventing these crimes of opportunity. Remember:

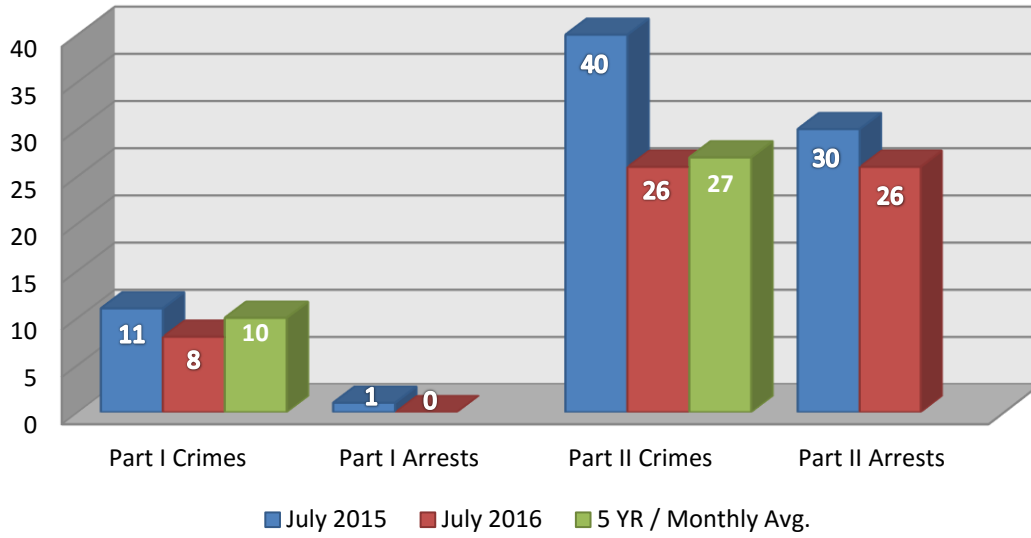
- **Ensure that vehicles, especially those parked outside overnight, are locked.**
- **Ensure that valuables left inside vehicles stored and secured out of sight.**
- **Most importantly: Do not leave keys inside the vehicle.**

As always, if you see or hear suspicious activity, please call 9-1-1 to report it immediately.

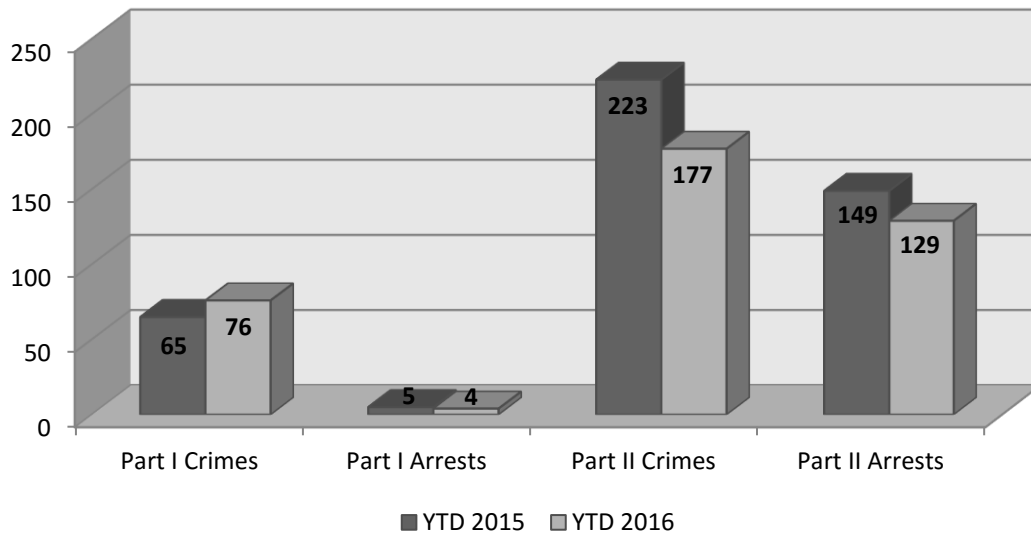
## July Employment Milestones

- Deputy Chief Alan Kebby – 36 years of service
- Lieutenant Leland Weinzimmer – 27 years of service
- Lieutenant Peter Neville – 21 years of service
- Public Safety Officer Kevin Kulinski - 15 years of service
- Public Safety Officer Tiffany Whalen - 13 years of service

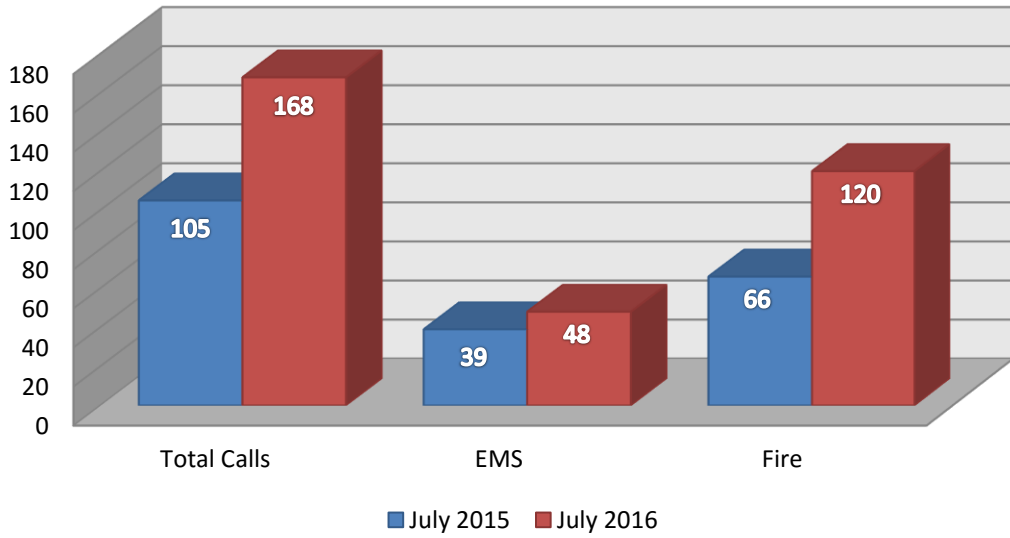
### Monthly Crime Data



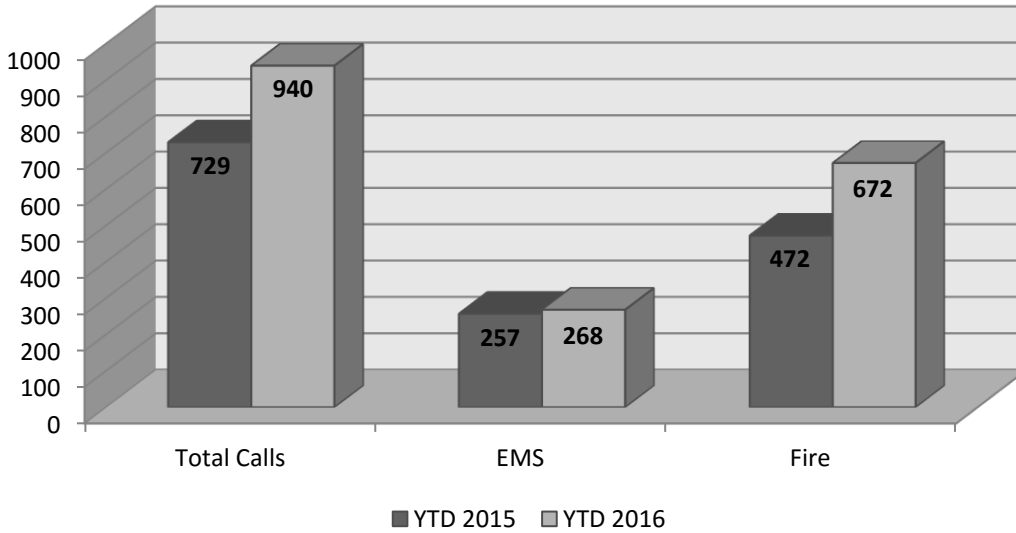
### Year-to-Date (YTD) Crime Data



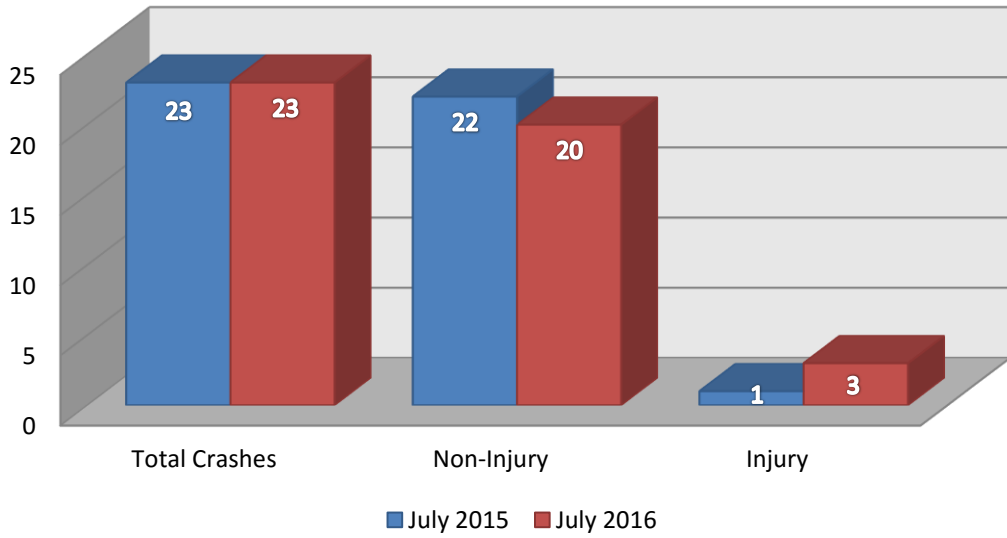
### Monthly Fire / EMS Data



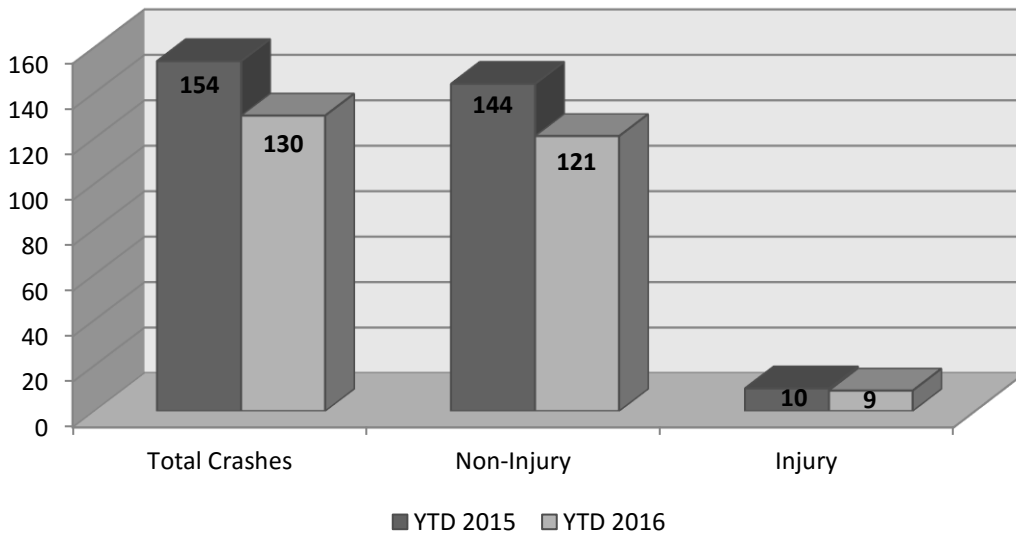
### Year-to-Date (YTD) Fire / EMS Data



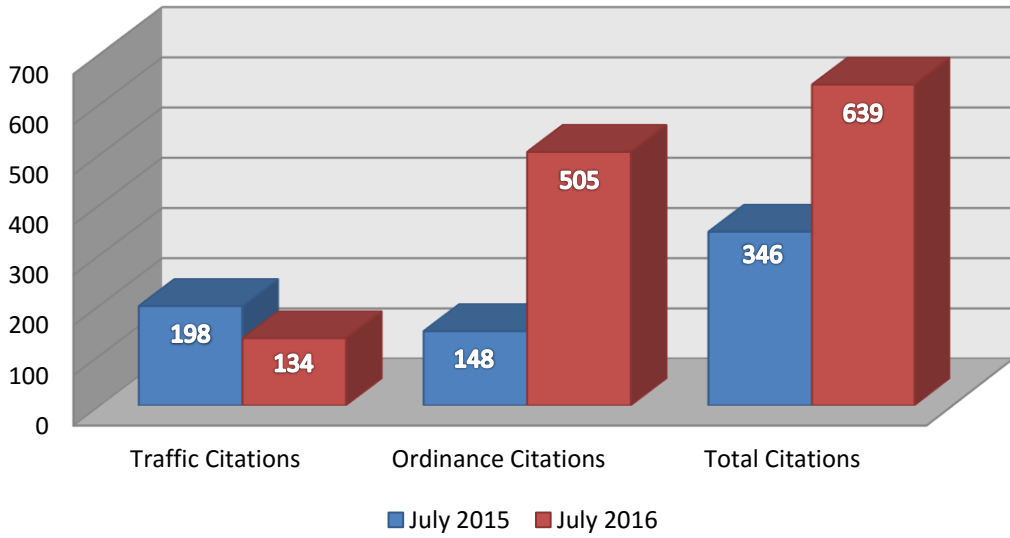
### Monthly Traffic Crash Data



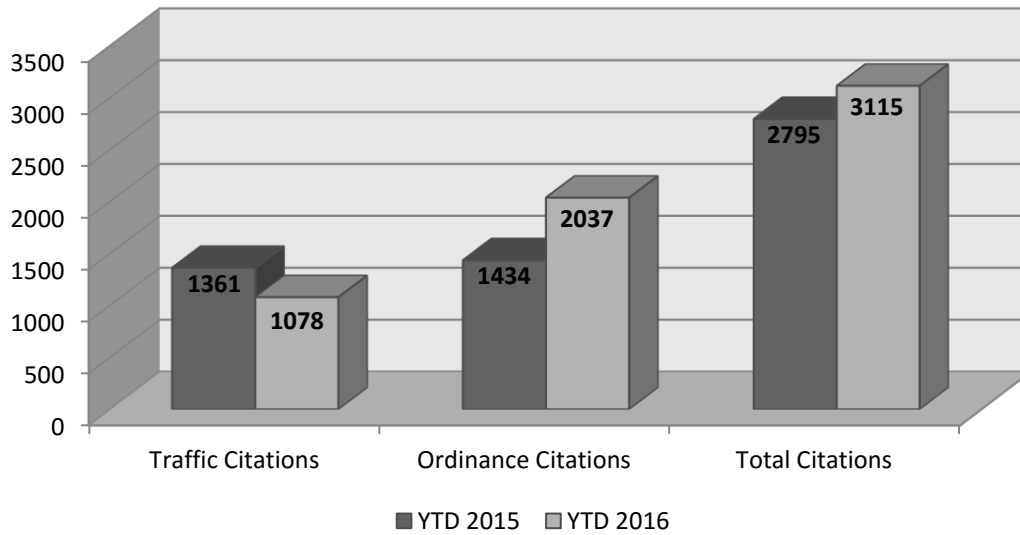
### Year-to-Date (YTD) Traffic Crash Data



### Monthly Enforcement Data

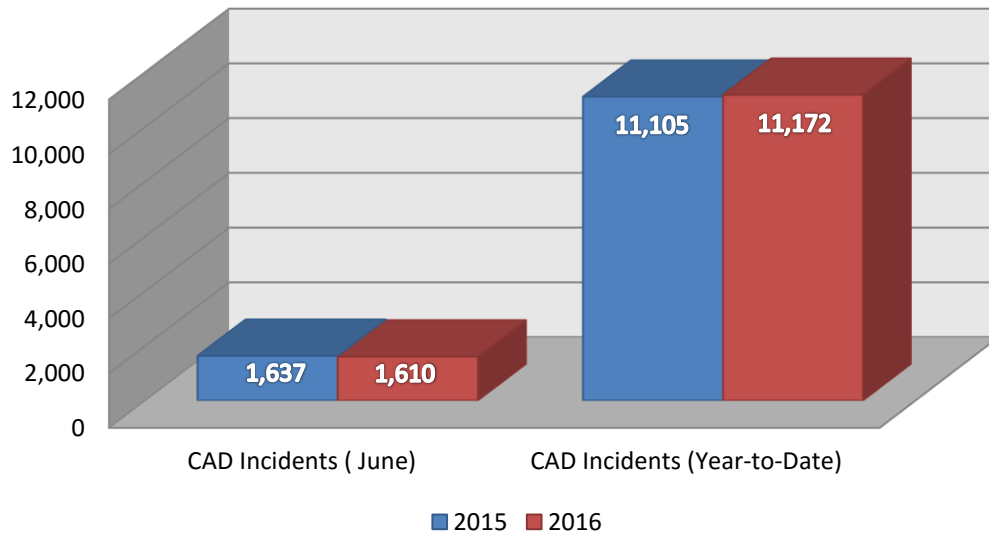


### Year-to-Date (YTD) Enforcement Data





## Overall Calls for Service

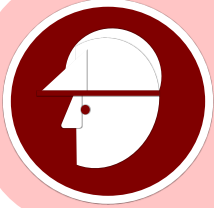


### Part I Crimes

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

July 2016 | David C. Mau, Director

## Village Hall HVAC Improvement Project



Work is continuing on the \$2.5 million Village Hall HVAC Upgrade Project. The project will replace heating and cooling systems that have reached the end of their service life and provide improvements to the conditioned air supplied to the entire building

as well as improved energy efficiency. Residents and visitors to Village Hall may see some open ceiling areas in hallways and meeting rooms, but the building will remain open for business throughout the project, which is expected to be completed in approximately 12 months.

## Storm Event

On July 23, the Village received approximately five inches of rain during two separate storm events. Storm and sanitary sewer systems were fully charged throughout the event, with some areas where street flooding occurred. Flood damage to some homes in various areas was also reported. The recently completed storm water improvements in the Terrace Court and Skokie Ridge neighborhoods effectively prevented flooding in those areas. Public Works crews have been following up on street flooding locations to clean and inspect sewer pipe and structures, and staff is also working with residents to troubleshoot private property flooding issues.

## MWRD Manhole Repair

The MWRD completed the construction of a new sanitary sewer access manhole on their interceptor sewer on Old Green Bay Road in July, and Old Green Bay Road was finally re-opened to all traffic on July 29.

## Building and Construction Activity

Three building permits with an estimated value of \$775,000 were issued in July 2016, compared to eight building permits with an estimated value of \$1,592,000 in July 2015. In addition, 19 construction permits were issued in July 2016 with a value of \$329,633 compared to 32 permits with a value of \$182,513 issued in July 2015. Overall, construction activity (in terms of permit value) continues to be reduced from past years.

## Public Works/Public Safety Open House

On Saturday, July 23, the Public Works and Public Safety Departments showcased their equipment and operations at the annual open house event. Families had the opportunity to interact with staff and equipment and experience how the equipment performs in daily operations. The open house continues to be a popular event with the community.



## Water Stats at a Glance

- Water pumpage in July 2016, was 88,785,000 gallons, up substantially from 66,515,000 gallons in July 2015, and likely due to the very hot and dry conditions experienced this year.
- Water system work this month included completion of maintenance projects on the elevated tank (including a full exterior repainting) and improvements to SCADA.
- Water distribution crews repaired 5 water main breaks, inspected 21 main line valves and tested 11 fire hydrants in July.

## Retirement

Village Engineer Christine Van Dornick retired June 30, after 20 years of dedicated service to the Village. She and her husband have relocated to New Mexico.

**2016 CAPITAL IMPROVEMENTS  
For Period through July 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	\$2,471,121	100%	Project 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 to be completed in early winter.

**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	\$87,000	90%	Sidewalk replacement completed in Area 1.

**VILLAGE HALL HVAC UPGRADE PROJECT**

Locations	FY Budget	Low Bid	FYTD	% Complete	Comments
Village Hall	\$2,300,000	\$2,380,000		10%	Demolition of boilers and steam piping in July.

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 July 2016.

12183	445 Lincoln Avenue Kitchen addition, remodel laundry, pantry, family room Owner: David and Kim Bloomberg Contractor: ML Bros. Construction Value: \$220,000
12184	270 Scott Avenue Demolish existing conservatory/erect new conservatory Owner: Katie Hazlewood Contractor: Mitchell Construction Value: \$55,000
12185	401 Randolph Street Demolish house/erect new SF dwelling Owner: John Cullin Contractor: Hoyd Builders Value: \$500,000

Respectfully submitted,



John Houde  
Building & Zoning Administrator

**BUILDING & CONSTRUCTION  
PERMIT SUMMARY**

	JULY				YEAR TO DATE*			
	2015		2016		2015		2016	
	No.	Value	No.	Value	No.	Value	No.	Value
SF Dwelling New	2	1,325,000	1	500,000	8	6,663,776	5	4,515,000
SF Dwelling Change	2	147,000	2	275,000	14	2,864,288	11	1,267,123
MF Dwelling New								
MF Dwelling Change								
Business Building New								
Business Building Change					1	2,000,000		
Accessory Building	1	17,000			5	88,900	3	489,321
Swimming Pool	1	87,000			5	571,765	1	95,000
Public Building							2	1,025,929
Miscellaneous	2	16,000			2	16,000		
<b>TOTALS</b>	<b>8</b>	<b>1,592,000</b>	<b>3</b>	<b>775,000</b>	<b>35</b>	<b>12,204,729</b>	<b>22</b>	<b>7,392,373</b>

**MISCELLANEOUS CONSTRUCTION PERMIT SUMMARY**

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

	JULY				YEAR TO DATE			
	2015		2016		2015		2016	
	No.	Value	No.	Value	No.	Value	No.	Value
<b>TOTALS</b>	<b>32</b>	<b>182,513</b>	<b>19</b>	<b>329,633</b>	<b>163</b>	<b>2,762,055</b>	<b>144</b>	<b>3,997,697</b>

**BUILDING PERMIT 6 MONTH TIME EXTENSIONS**

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

	JULY				YEAR TO DATE			
	2015		2016		2015		2016	
	No.	Fee	No.	Fee	No.	Fee	No.	Fee
<b>TOTALS</b>	<b>1</b>	<b>10,549</b>	<b>3</b>	<b>41,817</b>	<b>1</b>	<b>10,549</b>	<b>5</b>	<b>92,520</b>

\* amended

GLENCOE PUBLIC WORKS MONTHLY REPORT

WATER PRODUCTION/ DISTRIBUTION		JULY 2015	JULY 2016	YTD 2015	YTD 2016
Total Pumpage	(million gal)	66.515	88.785	319.462	354.065
Average Day	(million gal)	2.146	2.864	1.507	1.662
Maximum Day	(millions gal)	3.430	3.925	3.430	3.925
Minimum Day	(million gal)	1.545	1.905	0.955	0.810
Maximum Rate	(mgd)	5.9	7.5	5.9	7.5
Precipitation	(inches)	2.92	5.85	25.86	26.30
Gallons/User/Day		246	328	172	191
New Service Taps		0	5	6	8
Service Repairs		3	3	6	6
Main Breaks	Repaired	4	5	22	30
Fire Hydrants	Tested	3	11	336	143
	Repaired	1	0	16	5
	Installed (new)	9	0	10	1
Water Meters	Repaired	0	1	9	3
	New Installation	0	2	18	17
<b>STREETS, SEWERS, FORESTRY</b>					
Street: repaired	(sq. ft.)	1128	618	5875	2418
Plowed:	(times)	0	0	9	11
Salted:	(times)	0	0	20	25
Road Salt	(tons)	0	0	815	713
Calcium Chloride/Brine	(gals)	0	0	10,100	3360
Sidewalks:	Repaired (sq. ft.)	0	25	275	187
	Business District plowings	N/A	0	N/A	2
	Plowed (times)	0	0	9	28
Sanitary Sewers:	Cleaned (ft.)	1120	11,131	55,991	117,164
	Repaired (ft.)	0	7	3	15
	Televised (ft.)	1020	275	33,056	3649
Storm Sewers:	Cleaned (ft.)	3313	3,768	23,145	17,323
	Repaired (ft.)	12	0	23	23
	Televised (ft)	613	0	1720	7942
Manhole/Catch Basins:	Cleaned	31	39	220	240
	Repaired	38	6	47	9
Refuse/Landfill	(tons)	275	235	1797	1448
Parkway Trees:	Trimmed	2	40	162	201
	Removed	32	34	110	591
	EAB	28	14	85	338
<b>VEHICLE MAINTENANCE</b>					
Routine Service:	(each)	12	13	120	105
Breakdowns Major	(each)	3	3	26	18
Breakdowns Minor	(each)	3	10	24	66
Outside Repairs	(each)	2	2	16	9
Gasoline Used	(gals)	3567	3823	23,360	21,131
Diesel Used	(gals)	2418	2333	18,448	14,374
<b>SHARED SERVICES –GPD</b>					
Forestry	Trees trimmed	0	0	0	0
	Trees removed	18	0	23	0
Vehicle Maintenance	Routine service	1	2	6	13
	Repairs	3	4	10	10