

# Village Manager's Office | Monthly Report

June 2016 | Philip A. Kiraly, Village Manager

## Business Services Team Update

The Business Services Team has continued to work closely with new business owners in Glencoe. Staff has assisted with permit and licensing processing for new signs, interior and exterior renovations, and ensured that all other regulations are met as business owners work towards opening.



In June, one new business license was issued to a new "pop-up shop" for women's Lululemon consignment at 662 Vernon Avenue called We Buy Lulu. The Village's flexibility in processing this license was noted by the owner. This was the Village's first request for a short term "pop up shop". The team has also fielded inquiries regarding available commercial spaces in the downtown from potential new business owners.

## Village Website Redevelopment Update

Village Manager's Office staff has been leading the effort to redevelop the Village website in order to make it significantly more user-friendly, enhance the visitor experience by improving design and function, and be accessible on mobile devices. In June, the Village Board approved a contract with Revize for website redesign services. Since then, staff has been working Revize on initial website designs. As a first step, new professional photos taken in the Village were sent to Revize graphic designers to begin the design phase.



Staff anticipates the new website will be completed by the end of this calendar year.

## Special Events Update

Village Manager's Office staff worked with other organizations in Glencoe and outside of Glencoe on the planning and coordination of a number of special events during the month of June including:

- Glencoe Grand Prix & Block Party
- Movies on the Green
- Chicago Ragnar Relay
- Sidewalk Sale
- Opening of the new and improved French Market in Wyman Green



## Human Resources Activities

Village Manager's Office staff worked with the Public Safety Commission to finalize the lieutenant promotional eligibility list, promote Peter Neville to lieutenant and hire two new public safety officers. In June, one new maintenance equipment operator and part-time community service aide were onboarded. Additionally, VMO staff continues to participate in collective bargaining negotiations with AFSCME.

## IT Needs Assessment

VMO staff continued working with our consultant to conduct the Village's IT needs assessment. The Village is reviewing a draft report and 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.

## FOIA Requests

Staff received and processed 26 Freedom of Information Act requests in June.



# Finance | Monthly Report

June 2016 | David Clark, Director

## 2016 Alarm Permit Fee Outstanding & 1<sup>st</sup> Quarter Alarm Occurrence Billing

Finance Department staff mailed invoices to approximately 400 residents who had either outstanding alarm permit fees for 2016 and/or occurrences in the first quarter (January 2016 through March 31, 2016). Second quarter alarm occurrence billing is scheduled to be mailed in late July.

## 2016 Vehicle License Renewal – 2<sup>nd</sup> Notice

Village staff mailed notices out at the end of June to approximately 370 households who had not yet purchased a 2016 vehicle sticker, seeking that they either renew their vehicle licenses or provide additional information to the Village regarding their vehicles (such as whether they have been sold or no longer are housed in Glencoe). In the last two weeks, 115 of those households have purchased stickers. Compliance enforcement has been underway by the Public Safety Department since mid-May.

## RFP for Utility Billing Services & Licensing

Finance Department staff is in the process issuing a request for proposals for utility billing (printing and mailing services), vehicle/pet Licensing and alarm permit printing, mailing and fulfillment services. Proposals will be due August 5, 2016.

## Continued Audit Review

Finance Department staff has been reviewing the draft FY 2016 Comprehensive Annual Financial Report (CAFR), which is the Village's annual audit, prepared by our audit firm Lauterbach and Amen. Staff is preparing the Management Discussion and Analysis and transmittal letter for the final CAFR document, which will be presented to the Village Board in August.



## Ongoing Projects

- Email Utility Billing Invoices – July 2016
- Capital Planning – Initial Phase – July 2016
- Developing Calendar for 2016B \$5.0 Million Bond Issuance – June 2016
- Expand Cash Receipt Lock Box Functions – August 2016
- IMRF Desk Audit – June 2016
- Fiscal Year 2016 Audit – August 2016
- Actuarial Valuation Reports for Police and Fire Pension Fund – July 2016
- Annual Treasurer's Report – August 2016
- Annual Comptroller's Report – August 2016
- Employee Access Portal for access to employee records/check stubs – TBD
- Online Citizen Access for payment of utility bills - TBD
- Interface to Golf POS System – July 2016
- Barcoding billing statements – August 2016



# Golf Club | Monthly Report

June 2016 | Stella Nanos, General Manager

## IPGA-Senior Event

The Glencoe Golf Club was host to an Illinois Professional Golf Association senior tournament. The participants included the top PGA professionals from the area competing for a purse of over \$4,000. Low score for the event was 70, two under par. Bill Sakas, who teaches at the Glencoe Golf Academy, finished tied for 2<sup>nd</sup> place.



## Par 3 Shoot Out

The second annual Par 3 shoot-out took place with 64 golfers participating. The front 9 was transformed into all par 3's with closest to the pin contests on every hole, a two-person scramble tournament and a shoot-out for a new TaylorMade driver. The event also raised over \$1,000 in donations for Maryville Academy's golf program.

## Safety

The second safety meeting of the year was conducted by Dave Arden, Head Superintendent, for 13 maintenance staff members on general equipment safety, proper traffic routes and vehicle use protocol while traversing the golf course.

## Junior Golf Camp

The half day junior camp programs began June 7<sup>th</sup>. The program includes time on the driving range, skill contests and on course instruction to help the juniors learn proper golf etiquette skills. The first two camp dates had maximum capacity with 20 juniors enrolled.



## Revenue, Rounds and Weather

June's weather was drier than average and had seven days in the upper 80's. On the days with the excessive heat, play was negatively affected.

Total Revenues:

\$335,718 versus the budget of \$308,552

Rounds:

**2016-5,416 2015-4,824 2014-5,619**

## Marketing Notes

- An email blast was sent to our database of over 11,000 subscribers promoting 4<sup>th</sup> of July specials, junior summer camps, our new junior development league, and adult summer golf clinics.
- A push notification was sent to our app users promoting 25% off greens fees on specific dates.
- The 10th annual Senior Scramble took place with over 40 participants. The event features 18 holes of a two-man scramble competition followed by a luncheon and prizes.
- An Instagram account was created to help engage people through visually captivating golf course photography.
- A Titleist golf ball fitting day was held. Participants were given free golf balls and a short assessment of their playing ability and ball flight was conducted.

## Improvement, Upkeep, Maintenance Projects

- Cart path extension projects were completed on the 13<sup>th</sup> and 18<sup>th</sup> holes. This work will help to smooth out the riding surface for power carts and improve the aesthetics of the tee boxes.



# Public Safety | Monthly Report

June 2016 | Cary Lewandowski, Director

## Crime Highlights

The attached charts depict Department activity for the month of June. On June 29, a burglary suspect was arrested and charged with two overnight residential burglaries. Related to the attached Crime Alert, an auto theft suspect was arrested and charged on June 9.

## Personnel Development

In June, Public Safety staff members were provided with over 350 hours of training; including: Fire - 224 hours, Police – 88 hours, Policy/Administration – 42.5 hours.

A highlight of this training took place over a three day period in June. Glencoe firefighting crews participated in night drills hosted by the Winnetka Fire Department. Training focused on multi-fire company response to structure fires with search and rescue.

## June Employment Milestones

Paid-on-Call Firefighter Don Weil – 38 years of service  
Communications Operator Len Stang – 22 years of service  
Public Safety Lieutenant Mary Saikin – 19 years of service  
Public Safety Officer Estuardo Rendon - 14 years of service  
Public Safety Lieutenant Greg Whalen – 9 years of service  
Public Safety Officer Andrew Zarate - 4 years of service

## Public Safety Commission

The Commission finalized the Lieutenant promotional eligibility list, and made conditional offers of employment to two Public Safety Officer candidates. A lieutenant promotion and the hire of two officers is expected in July.

- Deputy Chief Alan Kebby announced his retirement after 36 years of dedicated service, effective July 15<sup>th</sup>.
- Lieutenant Michael McCormick announced his retirement after 31 years of dedicated service, effective July 19<sup>th</sup>.

Formal recognition will take place on July 21<sup>st</sup> at the Village Board Meeting.

## 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 of the stolen vehicles in Glencoe 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. This crime pattern is recurring, and the 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 your assistance in preventing these crimes of opportunity. **Please lock and secure unattended vehicles at all times, and ensure that valuables left inside are hidden from plain view. Do not leave the keys inside the vehicle.**

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

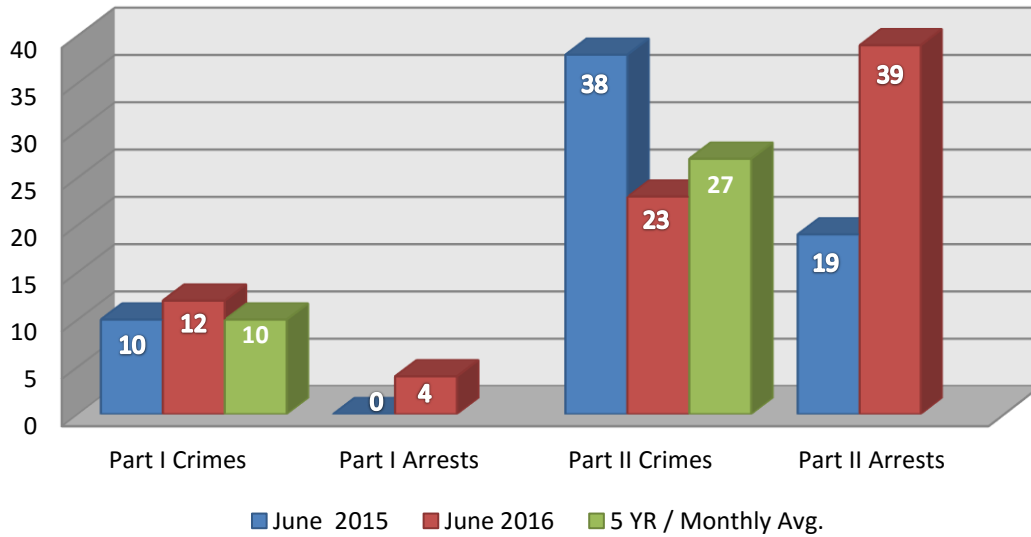


Deputy Chief Alan Kebby

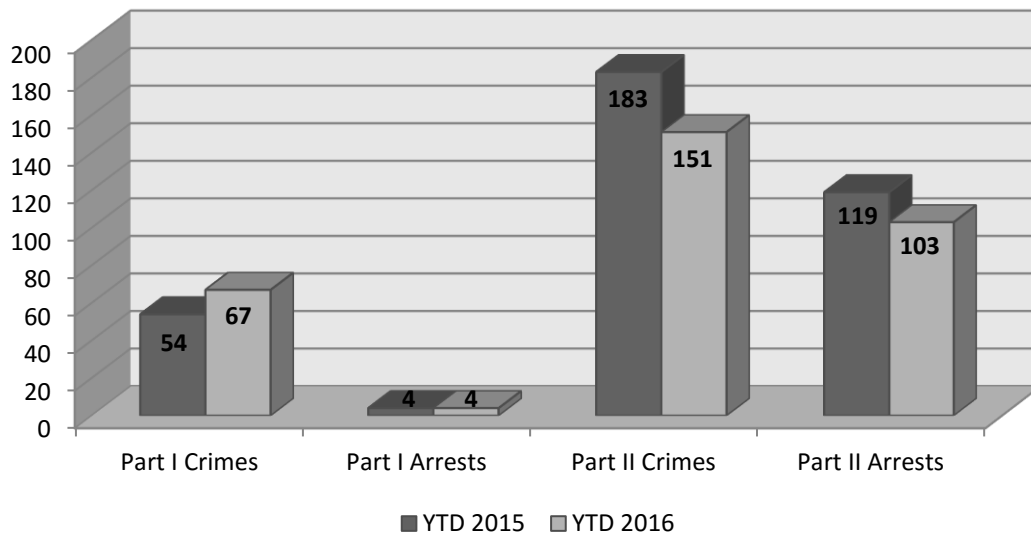


Lieutenant Michael McCormick

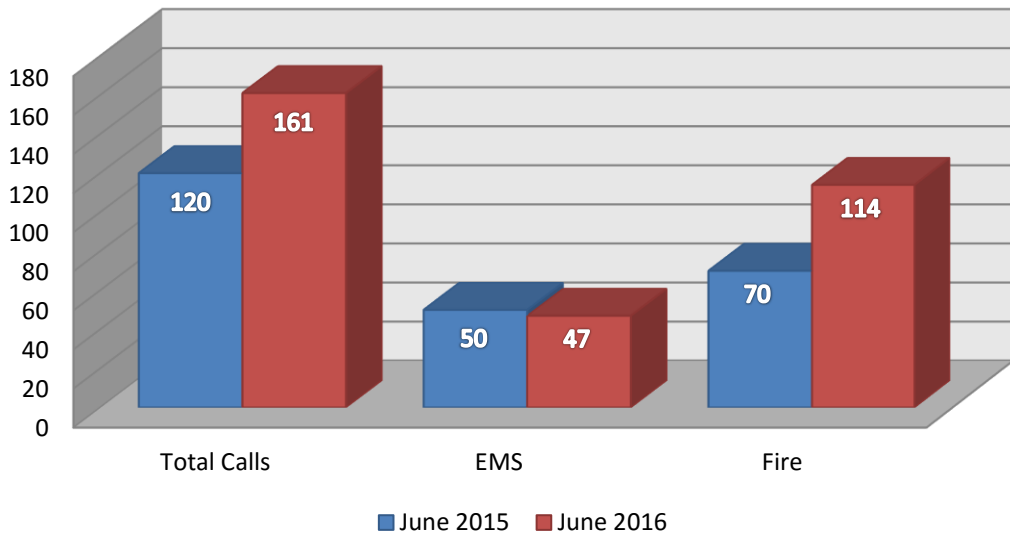
## Monthly Crime Data



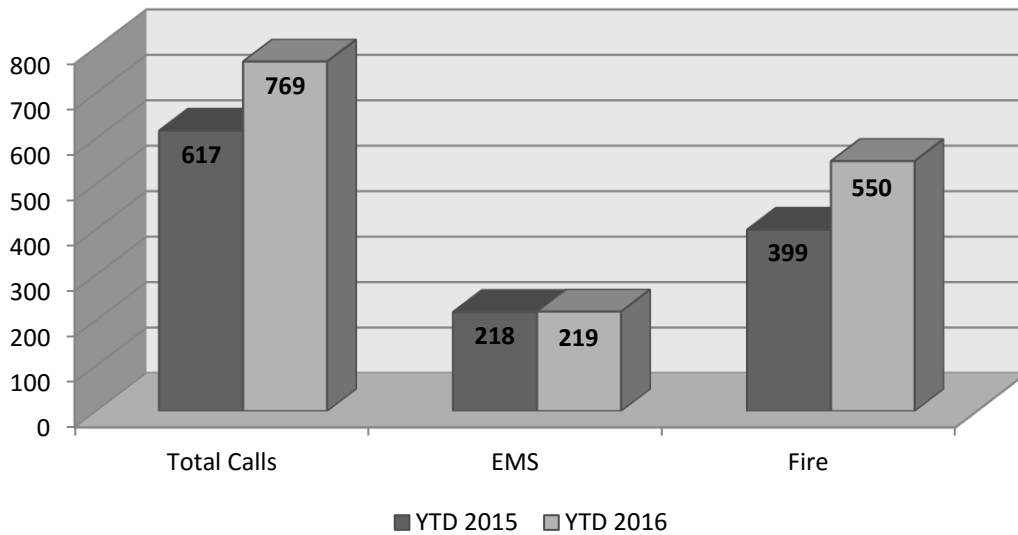
## Year-to-Date (YTD) Crime Data



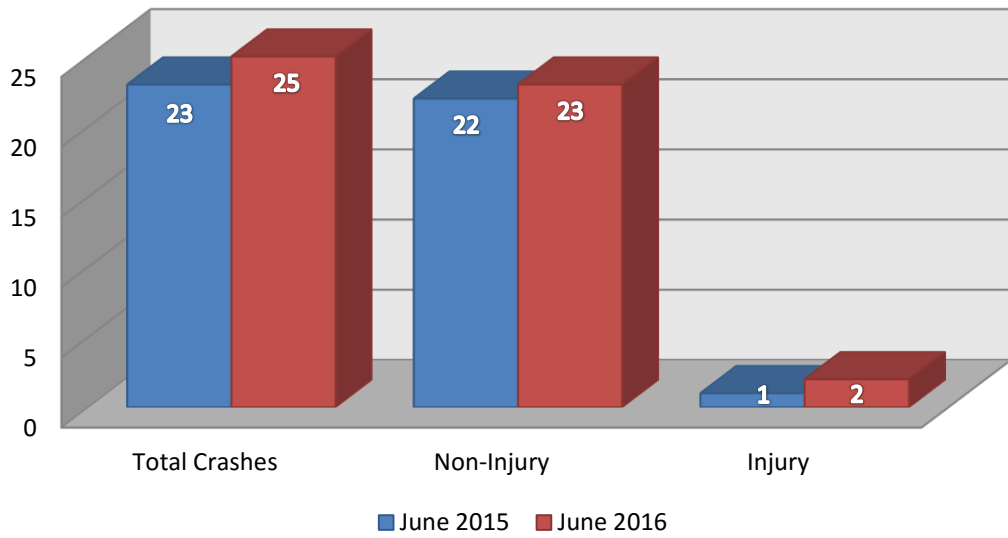
### Monthly Fire / EMS Data



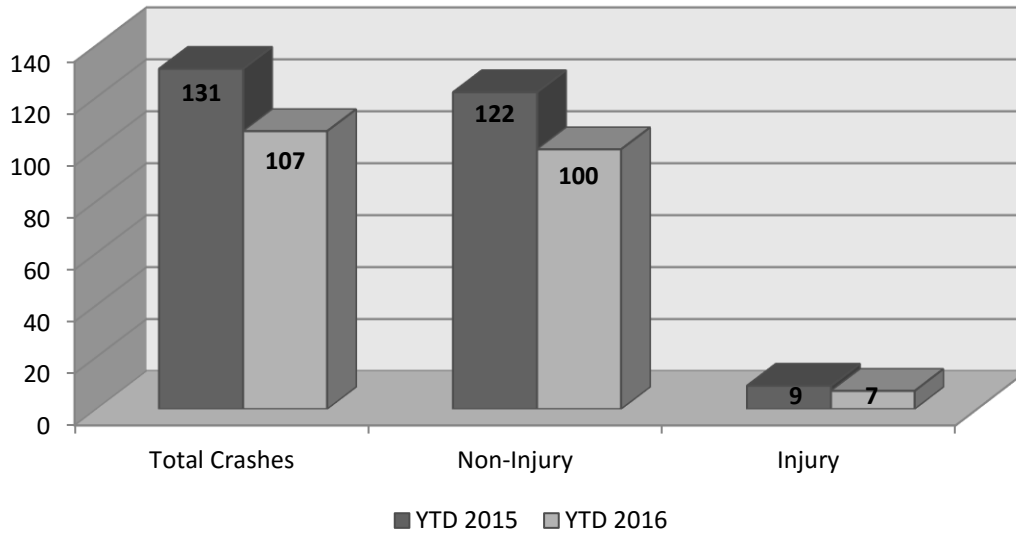
### Year-to-Date (YTD) Fire / EMS Data



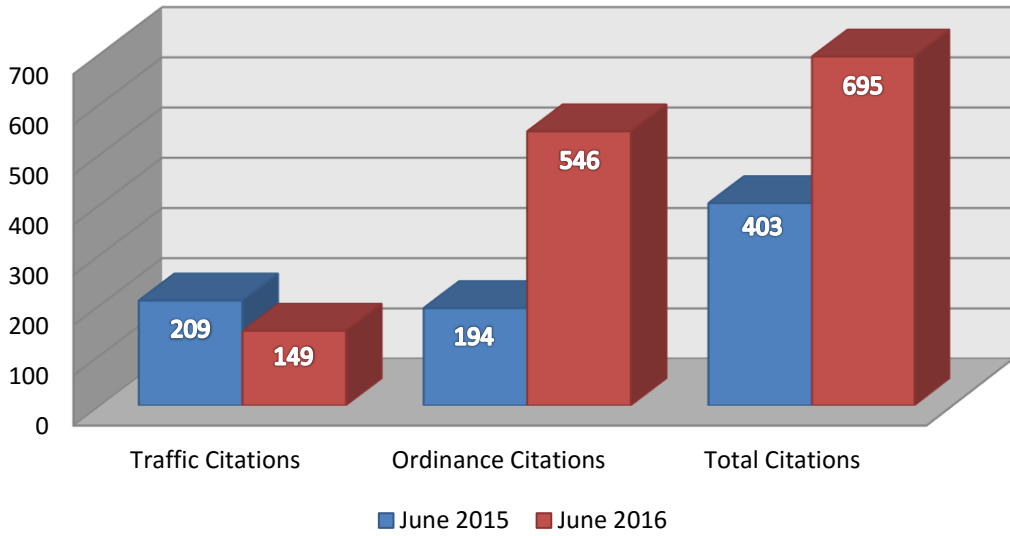
### Monthly Traffic Crash Data



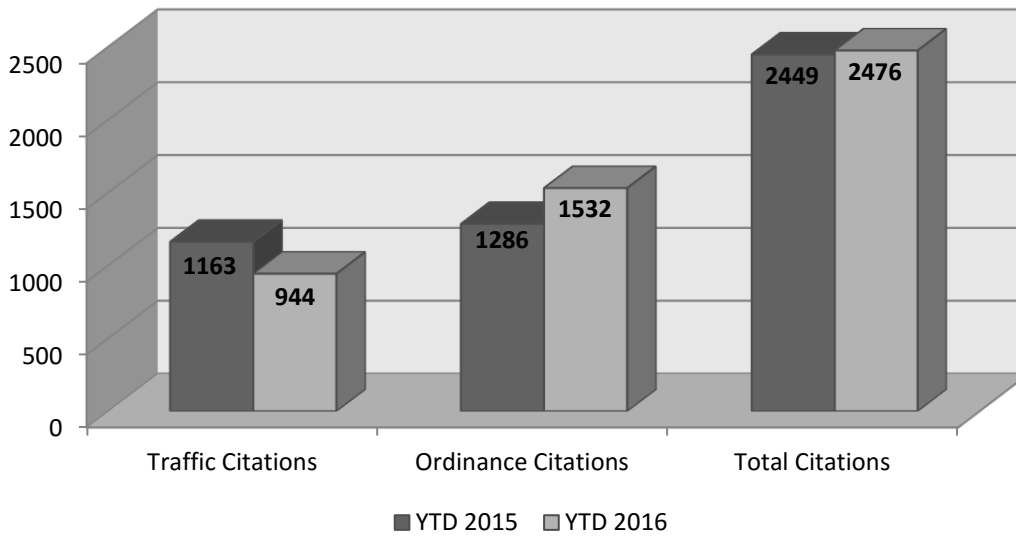
### Year-to-Date (YTD) Traffic Crash Data



### Monthly Enforcement Data

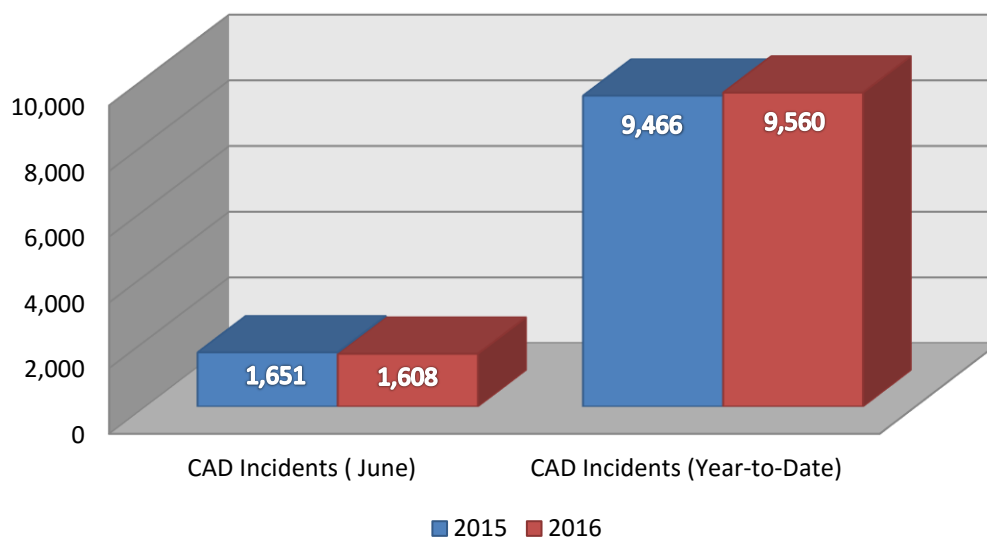


### Year-to-Date (YTD) Enforcement Data





## Overall Calls for Service

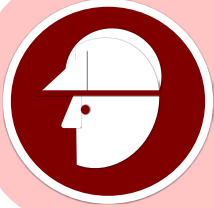


### Part I Crimes

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

June 2016 | David C. Mau, Director

## Sidewalk Replacement Program Underway



Work is underway on the Village's annual sidewalk and curb replacement program and is expected to be complete by early fall. This community investment, totaling \$100,000, was anticipated as a part of April

2015 voter approved Bond funds. Work will take place in the area north of Dundee Road and west of Hohlfelder Road (Area One), as well as other priority areas, focusing on section of sidewalks and curbs that have deteriorated or present a hazard. In total, approximately 700 squares of sidewalk will be replaced. To view the sidewalk replacement area map, click [here](#).

## Cyclic Tree Trimming

Over the next several months, Public Works crews will be trimming trees located on public parkways. Cyclic trimming and pruning of parkway trees maintains the health and structure of mature trees by removing dead, dying and diseased branches, and reduces the potential hazard of low-hanging or falling branches. All trimming performed by the Village is done in accordance with national arboricultural standards under the direction of a qualified and certified arborist.

## New Pedestrian Crossing

Work has been completed on a new pedestrian crossing on Green Bay Road north of Park Avenue. This improvement will provide safe access across Green Bay Road for downtown pedestrians.



## Building and Construction Permits



Seven building permits with an estimated value of \$2,291,929 were issued in June 2016, compared to seven building permits with an estimated value

of \$3,107,476 in June 2015. In addition, 33 construction permits were issued in June 2016 with a value of \$1,628,200 compared to 31 permits with a value of \$44,433 issued in June 2015.

## 2016 Storm Water Improvement Projects Complete

Construction on the 2016 storm water improvement project has been completed. This \$2.5 million improvement includes the installation of nearly 7,000 feet of new storm sewer pipe (12-inch to 42-inch in diameter) to reduce street and right-of-way flooding in the Skokie Ridge and Terrace Court Basin areas. The Village thanks residents for their cooperation and patience during the construction process.

Additional storm water projects to be completed in 2017 include the Greenwood/Grove improvement and the Madison Avenue improvement. Funding for these projects comes from voter-approved bond funds, as well as through an approximately \$150,000 grant received by the Metropolitan Water Reclamation District (MWRD). This grant funding will allow for approved bond funds to be allocated toward other approved projects.

## Water Stats at a Glance

- Water pumpage in June 2016, was 66,800,000 gallons, up from 50,785,000 gallons in June 2015.
- Work this month at the Water Plant included continued pilot testing of coagulant formula and completion of maintenance on the elevated tank.
- Water distribution crews repaired 11 water main breaks, inspected 52 main line valves, and tested 18 fire hydrants.

## Other News

The Village's elevated water tank on Frontage Road was repainted in June. The tank holds 500,000 gallons of water, and stands 155 feet tall.

**2016 CAPITAL IMPROVEMENTS  
For Period through June 30, 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%	Project completed June 30.

**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 late fall.

**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			Work underway in early July.

**VILLAGE HALL HVAC UPGRADE PROJECT**

Locations	FY Budget	Low Bid	FYTD	% Complete	Comments
Village Hall	\$2,380,000	\$2,380,00			Demolition work to begin in July.

Compiled and submitted by:

David C. Mau, P.E.  
Director of Public Works

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 June 2016.

12176	503 Oakdale Detached garage addition Owner: Rene Surgi Contractor: GC Pro Value: \$16,000
12177	692 Greenwood Avenue Public park restroom/shelter and rebuild baseball play area and dugouts Owner: Glencoe Park District Contractor: Clauss Brothers Inc. Value: \$745,929
12178	755 Grove Street Demolish existing house/erect new dwelling & garage Owner: 755 Grove LLC Contractor: Highgate Builders Value: \$1,000,000
12179	663 Dundee Road Room addition Owner: Sig Lefkovitz Contractor: Sig Lefkovitz Value: \$5000
12180	270 Park Avenue Demolish existing gazebo/erect new gazebo Owner: Glencoe Park District Contractor: Hitchcock Design Value: \$280,000
12181	1185 Terrace Court Room addition and interior remodeling Owner: Mike and Nicole Valente Contractor: Jeremy Lew & Associates Value: \$150,000
12182	678 Longwood Avenue In-ground swimming pool Owner: Scott Goldberg Contractor: Rosebrook Pools Value: \$95,000

Respectfully submitted,



John Houde  
Building & Zoning Administrator

**BUILDING & CONSTRUCTION  
PERMIT SUMMARY**

	JUNE				YEAR TO DATE			
	2015		2016		2015		2016	
	No.	Value	No.	Value	No.	Value	No.	Value
SF Dwelling New	2	2,628,776	1	1,000,000	6	5,338,776	4	4,015,000
SF Dwelling Change	5	478,700	2	155,000	12	2,717,288	6	753,863
MF Dwelling New								
MF Dwelling Change								
Business Building New								
Business Building Change					1	2,000,000		
Accessory Building			1	16,000	4	71,900	2	461,496
Swimming Pool			1	95,000	4	484,765	1	95,000
Public Building			2	1,025,929			2	1,025,929
Miscellaneous								
<b>TOTALS</b>	<b>7</b>	<b>3,107,476</b>	<b>7</b>	<b>2,291,929</b>	<b>27</b>	<b>10,612,729</b>	<b>15</b>	<b>6,351,527</b>

**MISCELLANEOUS CONSTRUCTION PERMIT SUMMARY**

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

	JUNE				YEAR TO DATE			
	2015		2016		2015		2016	
	No.	Value	No.	Value	No.	Value	No.	Value
<b>TOTALS</b>	<b>31</b>	<b>44,433</b>	<b>33</b>	<b>1,628,200</b>	<b>131</b>	<b>2,579,542</b>	<b>92</b>	<b>2,677,798</b>

**BUILDING PERMIT 6 MONTH TIME EXTENSIONS**

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

	JUNE				YEAR TO DATE			
	2015		2016		2015		2016	
	No.	Fee	No.	Fee	No.	Fee	No.	Fee
<b>TOTALS</b>	<b>--</b>	<b>--</b>		<b>--</b>	<b>--</b>	<b>--</b>	<b>2</b>	<b>50,703</b>

GLENCOE PUBLIC WORKS MONTHLY REPORT

WATER PRODUCTION/ DISTRIBUTION		JUNE 2015	JUNE 2016	YTD 2015	YTD 2016
Total Pumpage	(million gal)	50.785	66.800	252.947	265.280
Average Day	(million gal)	1.693	2.227	1.397	1.306
Maximum Day	(millions gal)	2.140	3.750	2.140	2.190
Minimum Day	(million gal)	1.395	1.490	0.955	0.810
Maximum Rate	(mgd)	3.7	6.6	3.7	3.7
Precipitation	(inches)	7.02	4.13	22.94	20.45
Gallons/User/Day		194	255	159	167
New Service Taps		1	1	6	5
Service Repairs		1	1	3	3
Main Breaks	Repaired	1	11	18	25
Fire Hydrants	Tested	9	18	333	132
	Repaired	8	1	15	5
	Installed (new)	0	0	1	1
Water Meters	Repaired	2	1	9	2
	New Installation	3	2	18	15
<b>STREETS, SEWERS, FORESTRY</b>					
Street: repaired	(sq. ft.)	1476	432	4747	1800
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	10,000	3360
Sidewalks:	Repaired (sq. ft.)	0	50	275	162
	Business District plowed	N/A	0	N/A	2
	Plowed (times)	0	0	N/A	28
Sanitary Sewers:	Cleaned (ft.)	16,313	5,858	65,871	106,033
	Repaired (ft.)	1	7	3	8
	Televised (ft.)	7676	1478	32,036	3374
Storm Sewers:	Cleaned (ft.)	4715	1654	19,832	13,555
	Repaired (ft.)	3	20	11	23
	Televised (ft)	207	0	1107	7942
Manhole/Catch Basins:	Cleaned	84	22	189	201
	Repaired	3	1	9	3
Refuse/Landfill	(tons)	295	282	1522	1213
Parkway Trees:	Trimmed	44	22	160	161
	Removed	15	40	78	557
	EAB	14	15	57	324
<b>VEHICLE MAINTENANCE</b>					
Routine Service:		17	19	108	92
Breakdowns Major		3	4	23	15
Breakdowns Minor		2	9	21	56
Outside Repairs		1	2	14	7
Gasoline Used	(gals)	3522	3537	19,703	17,308
Diesel Used	(gals)	2556	2493	16,030	12,041
<b>SHARED SERVICES –GPD</b>					
Forestry	Trees trimmed	0	0	0	0
	Trees removed	0	0	5	0
Vehicle Maintenance	Routine service	0	3	5	11
	Repairs	2	2	7	6