

Village Manager's Office | Monthly Report

May 2016 | Philip A. Kiraly, Village Manager

Business Services Team Update

The Business Services Team has been working closely with three new Glencoe business owners who have signed leases in commercial spaces in downtown Glencoe. Staff has assisted with permit and licensing processing for new signs, interior and exterior renovations, and ensuring that all other regulations are met as they work towards opening. In addition to these three, the team has fielded two other inquiries regarding available commercial spaces in the downtown from potential new business owners.

Sustainability Task Force First Meeting

The Sustainability Task Force held its first meeting on May 24. The Task Force plans to discuss, analyze and recommend responsible sustainable initiatives for targeted projects within the Village in order to improve the quality of life for residents.

At the first meeting, the Task Force discussed what sustainable initiatives mean to Glencoe and the surrounding region. In the future, the Task Force will make recommendations to the Village Board in areas involving the conservation of resources, environmentally-sound and economically-viable process



improvements, and will serve as a resource to the Village Board through environmental awareness programs and initiatives.

Village Website Redevelopment Update

Village Manager's Office staff has been leading the effort to redevelop the



Village website in order to make the site more user-friendly, accessible on mobile devices, and modernize the design of the site. The Village issued a request for proposals for design services and received 16 proposals. Staff interviewed five vendors in May and is presenting a contract for the Village Board's consideration with Revize Software Systems at the June Village Board meeting. Staff anticipates the new website will be completed by the end of this calendar year.

Special Events Update

Village Manager's Office staff is working on planning and coordination of a number of special events for the summer months including:

- Memorial Day Ceremony
- Glencoe Grand Prix
- Movies on the Green
- Glencoe French Market
- 4th of July Celebration
- Glencoe Festival of Arts



The Memorial Day Ceremony (pictured above) commemorated the sacrifices made by soldiers, sailors and pilots in World War I, was well attended.

Human Resources Activities

The Village Manager's Office continued working with the Public Safety Commission to facilitate the entry-level public safety officer and lieutenant promotional examination processes. Staff from the Village Manager's Office and Finance Department are working with the Intergovernmental Personnel Benefits Cooperative, our health insurance cooperative, to implement the IPBC's new enrollment management software.

FOIA Requests

Staff received and processed 20 Freedom of Information Act requests in May.



Finance | Monthly Report

May 2016 | David Clark, Director

Coming Soon...Email Utility Bill Invoice Option

Finance staff is testing the functionality available to email invoices and hopes to offer residents the option to receive an email with an attached invoice by as soon as the July billing.

Modifications to Illinois EPAY

The Village uses Illinois EPay for its online payment portal for resident payments of utility bills, license renewals and parking tickets. At present it is rather limited, but functionality is provided at no cost through the State. Village staff is working with Illinois Treasurer's Office EPay Division to modify online payment choices to allow residents to pay for vehicle licenses and update information and to also add new vehicles. With the modifications residents will be able to enter vehicle office identification number and review, edit and pay for licenses. This is part of the process of following up on individuals who have not purchased vehicle licenses.

Village discontinues acceptance of Echecks

Acceptance of Echecks through the Village EPay has been discontinued due to administrative difficulties related to posting of payments, checks being rejected, and payments being posted using one type of payable but being meant for another. This type of payment option is not used often but requires the most administrative review.

Capital Planning Begins

Working with all Village Departments to update the 10 year capital inventory. This process identifies needs for capital investment across all physical infrastructure and rolling stock. The inventory is later refined into a report that is prepared for Village Board consideration.

Village Actuary Preparing Annual Report

Village Staff is working with the Village Actuary Tim Sharpe to prepare the annual actuarial valuation reports to be used as a guide for the 2016 Tax Levy. The preliminary report will be considered by the Police Pension Fund Board, the Fire Pension Fund Board and the Village Finance Committee in July.

Ongoing Projects

- Email Utility Billing Invoices – July 2016
- Modifications to Illinois EPay – June 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
- Second Notices – Unpaid Vehicle Licenses and Alarm Permits
- 1st Quarter Alarm Occurrence Billing – June 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
- Interface to Golf POS System – June 2016
- Barcoding billing statements – August 2016





Golf Club | Monthly Report

May 2016 | Stella Nanos, General Manager

Midwest Association of Golf Course Superintendents, MAGCS

Dave Arden attended the MAGCS spring seminar on the Transition to Tall Fescue presented by Bob Vavrek from the USGA. This continuing education class is required for Dave to maintain his Class A status as a Certified Golf Course Superintendent.

PGA Certification Program

Roger Farrell, who works in the golf shop and teaches the junior summer camp programs, attended the golf apprentice Level I checkpoint training at the PGA headquarters in Port St. Lucie, FL. This training included 5 days of seminars on customer relations, business planning and tournament operations. There are two more levels to progress through culminating with a final oral and written exam to become a full member of the PGA.

Gallus Golf App Webinar

Caesar Noriega, Assistant Golf Professional, participated in a webinar presented by Gallus Golf, the provider of the Glencoe Golf Club mobile app, on their new loyalty program and digital punch card.

Chicago Botanic Garden

Stella Nanos met Jean Franczyk, the new president and CEO of the Chicago Botanic Garden during a welcome reception in her honor.

A tour of the golf course will be scheduled in June to acquaint Ms. Franczyk with the Club's environmental efforts and to cultivate this intergovernmental relationship.

District 35 Retirement Celebration

The Glencoe Golf Club was pleased to host a retirement reception honoring five retiring teachers from Glencoe School District 35. Over 100 attendees enjoyed refreshments on the deck overlooking the golf course.



GGC at a Glance

Weather in May brought above average precipitation with 17 days of measureable rainfall. Carts were not allowed on the course 7 days out of the month.

Total Revenues: \$211,565 versus the budget of \$217,768

Rounds: **2016**-3,859 **2015**-4,170 **2014**-3,961

Marketing Notes

- The Club has initiated advertising through Facebook Ads. This marketing tool uses technology to target a geo located audience.
- Google ad words remarketing is being utilized to introduce target marketing to guests who have visited our website, used our mobile app or have provided their email address.
- The first week of Permanent Tee Times began in May. This program has 181 members, runs for 19 weeks and is responsible for 12% of the gross budgeted revenue.
- A TaylorMade fitting day was held to help promote the sale of golf clubs.

Improvement, Upkeep, Maintenance Projects

- The green expansion and bunker redesign of the 14th hole was completed. This work will allow for additional pin placements and will make the hole more challenging.
- The sewer and HVAC systems in the clubhouse are both failing and will have to be addressed this season. We are in the process of acquiring bids for these unbudgeted projects.



Public Safety | Monthly Report

May 2016 | Cary Lewandowski, Director

Crime Highlights

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

In May, a vehicle was stolen from a residential garage during the overnight hours. The overhead garage door had been left open, and the vehicle had been parked inside with the doors unlocked and the keys inside. The stolen vehicle was recovered in Chicago a few days later; suspects were identified and one arrest has been made. Residents are reminded to secure their homes and garages. Unattended vehicles should be locked at all times; do not leave keys inside vehicles.

Personnel Development

In May, Public Safety staff members were provided with over 600 hours of training; including: Fire - 313 hrs, Police - 200 hrs, EMS - 84 hrs, Policy/Administration - 28 hrs. Supervisory staff members received specialized fire-scene management training to ensure safe and efficient operations at live fire scenes.

May Employment Milestones

- Communications Operator Anne Kopper - 29 years of service
- Community Service Officer Katherine Sweeney - 28 years of service



Public Safety Commission

The Commission conducted oral interviews for six Public Safety Lieutenant candidates. An initial eligibility list for promotion to Lieutenant was posted on May 16th; the final eligibility list will be posted in mid-June. The final Public Safety Officer Eligibility List was posted on May 17th. The Department is seeking to hire three Officers to fill open positions as soon as possible.

Cop on a Rooftop

On Friday, May 20, 2016, uniformed officers from the Glencoe

Department of Public Safety joined with officers from the Winnetka Police

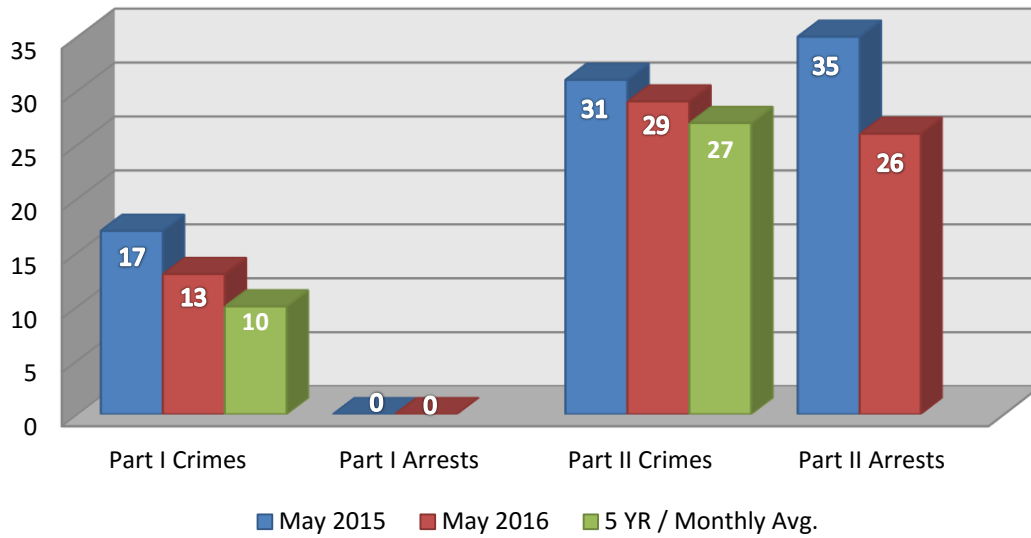


Department at the Dunkin' Donuts at 81 Green Bay Road to raise funds for Special Olympics Illinois. In all, \$3,000 was raised to support Special Olympics Illinois. Thank you for your generosity!

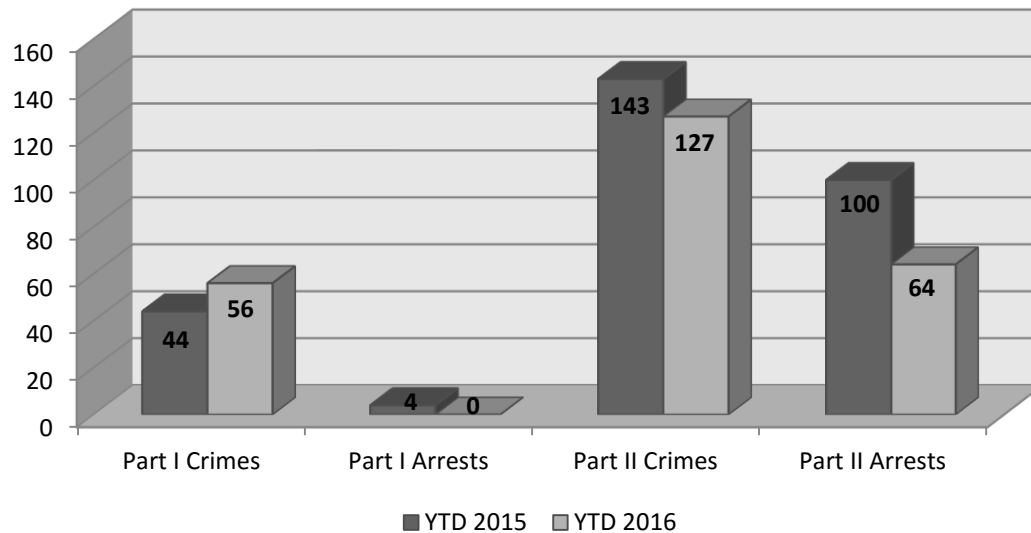
Warning to Residents: Utility Payment Scam

In recent weeks, news outlets have reported that criminals have been posing as representatives of ComEd, North Shore Gas, and other utility companies, and are targeting Chicago area customers. These criminals demand immediate payment, telling customers that their billing cycle has changed, payment is past due, or previous payments could not be processed. They instruct customers to wire funds or buy prepaid credit cards and provide the personal identification number in order to pay their utility bills. Utility companies remind customers to never share payment information or account information and to always insist on proper utility company identification. Customers should call the customer service number located on their bill if contacted by anyone asking for payment information.

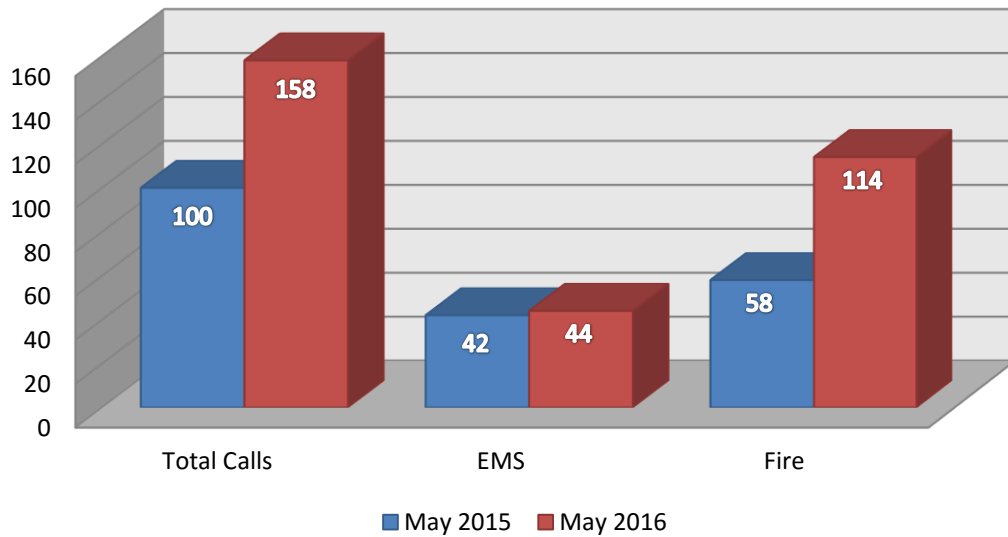
Monthly Crime Data



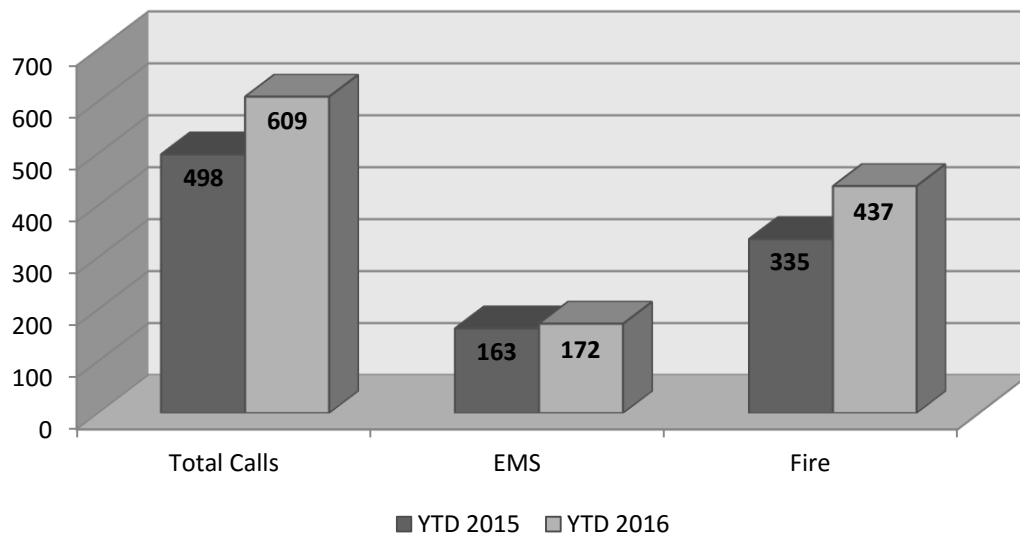
Year-to-Date (YTD) Crime Data



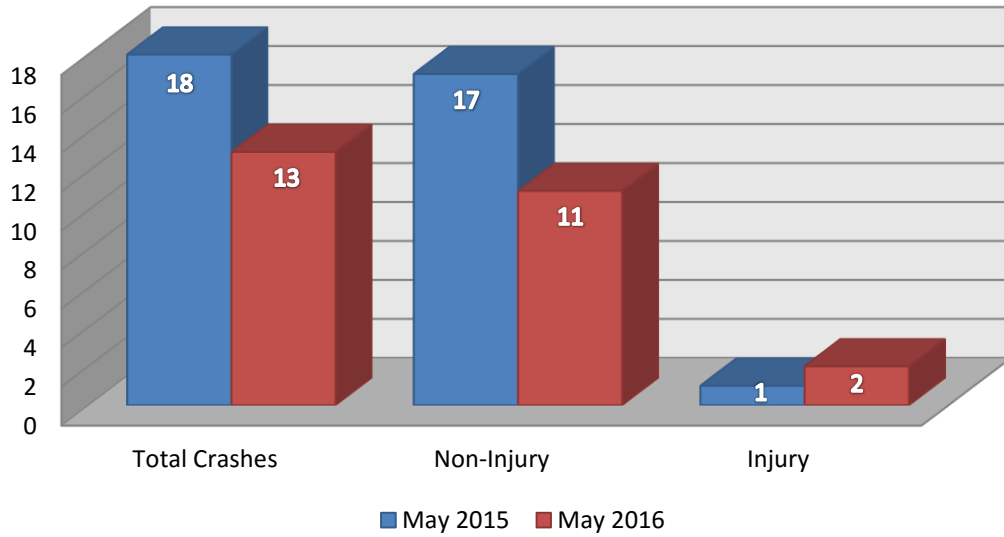
Monthly Fire / EMS Data



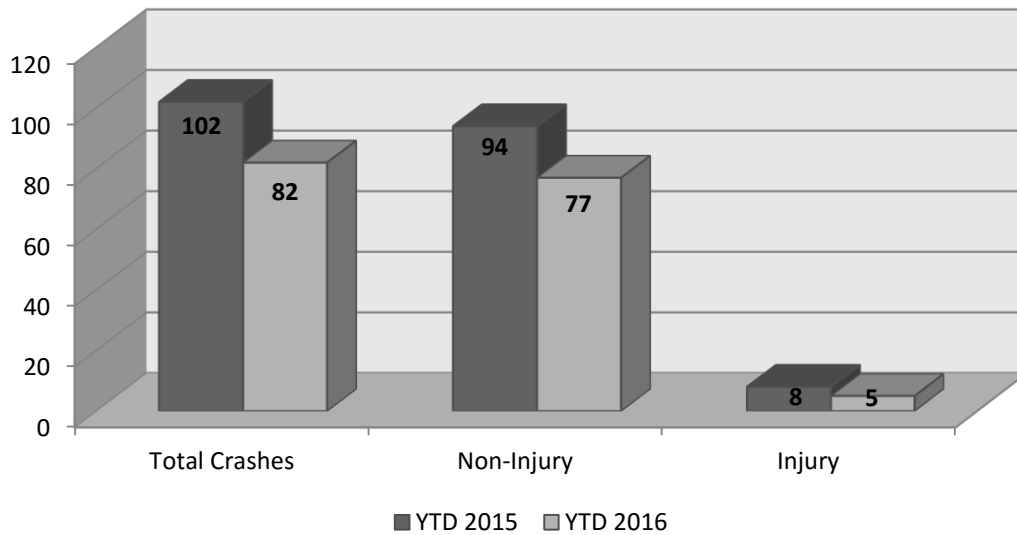
Year-to-Date (YTD) Fire / EMS Data



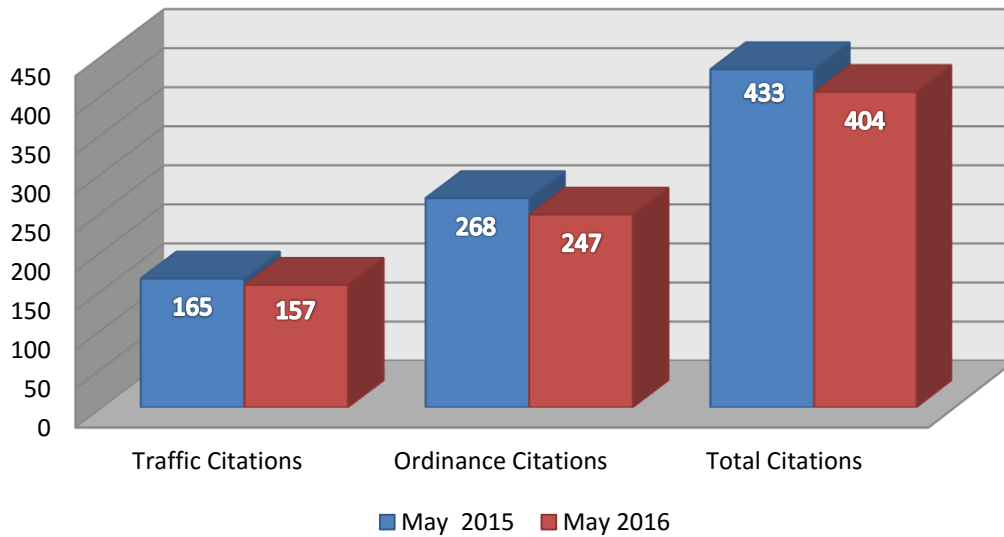
Monthly Traffic Crash Data



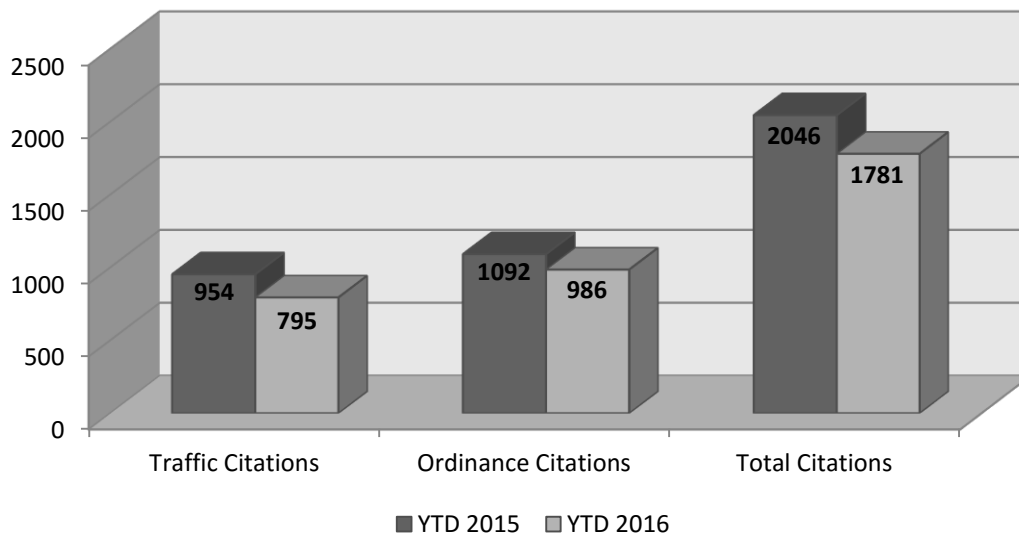
Year-to-Date (YTD) Traffic Crash Data



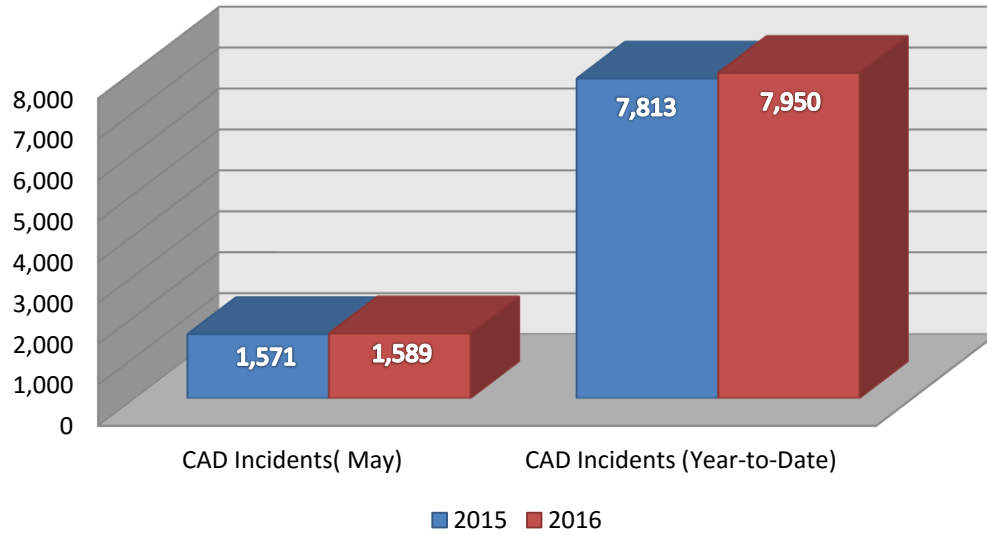
Monthly Enforcement Data



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

May 2016 | David C. Mau, Director

Washington Place Improvements



Washington Place is a short private street located off the west end of Washington Ave. The pavement and storm sewer system was in a severe state of disrepair. Working together with the 5

Washington Place residents, the Village created a Special Service Area to finance the reconstruction of the curbs, pavement and storm sewer system. The completed and improved Washington Place will soon be dedicated as a new public street in the Village.

MWRD Manhole Repair - Update

The Metropolitan Water Reclamation District of Greater Chicago (MWRD) is constructing a new manhole to replace a failing sewer manhole on Old Green Bay Rd north of the train station. Crews have completed drilling operations and are working to complete the final excavation by hand. After this work has been completed, MWRD's contractor will pour a new concrete manhole. For more information, please click [here](#).

New Pedestrian Crossing

Village contractor began work on a new pedestrian crossing on Green Bay Rd. north of Park Ave. This improvement will provide safer access across Green Bay Rd. for commuters and patrons of Writers Theatre.



Building and Construction Permits



Four building permits with an estimated value of \$266,085 were issued in May 2016, compared to 4 building permits with an estimated value of \$202,865 in

May 2015. In addition, 33 construction permits were issued in May 2016 with a value of \$990,266 compared to 29 permits with a value of \$202,833 issued in May 2015.

2016 Stormwater Improvement Projects

Construction on the 2016 Storm Water Improvement projects began in early April. 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.

Work in the Terrace Court Basin area was completed at the end of April. The final segment of the Skokie Ridge improvements on Dundee Road will begin June 6, and the project is anticipated to be completed by the end of June.



Water Stats at a Glance

- Water pumpage in May 2016, was 49,235,000 gallons, down from 51,295,000 gallons in May 2015.
- Water production work included rapid mix upgrades, and interior inspection and painting of elevated tank.
- Water distribution crews repaired 2 water main breaks, inspected 11 main line valves, and tested 178 fire hydrants.

Other News

The Village's annual spring cleanup service collected the following:

- 55 tons of household materials.
- 20 cubic yards of electronics
- 1 cubic yard of metal.

2016 CAPITAL IMPROVEMENTS
For Period through May 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	\$1,546,287	65%	Contractor is well ahead of schedule.

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 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			Staff evaluating work locations.

VILLAGE HALL HVAC UPGRADEPROJECT

Contractor: Voris Mechanical; Engineer: Grumman/Butkus

Locations	FY Budget	Low Bid	FYTD	% Complete	Comments
Village Hall	\$2,300,000	\$2,380,000			Work to begin in June.

Compiled and submitted by:

Christine Van Dornick, P.E.
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 May 2016.

12170	150 Maple Hill Road Room addition Owner: Dan and Abby Rubenstein Contractor: D/R Services Unlimited Value: \$150,000
12173	1163 Scott Avenue Demolish existing garage/ erect new detached garage Owner: Kevin Carlson Contractor: Danley's Garage World Value: \$27,825
12174	328 Park Place Garage corner addition and kitchen & bathroom, remodeling Owner: Biren Shah Contractor RCI Building Services Value: \$38,260
12175	755 Vernon Avenue Partial 2 nd floor addition/interior remodeling Owner: Sebastian Kulesza Contractor: Sebastian Kulesza Value: \$50,000

Respectfully submitted,



John Houde
Building & Zoning Administrator

**BUILDING & CONSTRUCTION
PERMIT SUMMARY**

	MAY				YEAR TO DATE			
	2015		2016		2015		2016	
	No.	Value	No.	Value	No.	Value	No.	Value
SF Dwelling New					4	2,710,000	3	3,015,000
SF Dwelling Change	1	35,000	3	238,260	7	2,238,588	7	837,123
MF Dwelling New								
MF Dwelling Change								
Business Building New								
Business Building Change					1	2,000,000		
Accessory Building	2	33,100	1	27,825	4	71,900	2	473,321
Swimming Pool	1	134,765			4	484,765		
Public Building								
Miscellaneous								
TOTALS	4	202,865	4	266,085	20	7,505,253	12	4,325,444

MISCELLANEOUS CONSTRUCTION PERMIT SUMMARY

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

	MAY				YEAR TO DATE			
	2015		2016		2015		2016	
	No.	Value	No.	Value	No.	Value	No.	Value
TOTALS	29	202,833	33	990,266	100	2,535,109	92	2,039,864

BUILDING PERMIT 6 MONTH TIME EXTENSIONS

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

	MAY				YEAR TO DATE			
	2015		2016		2015		2016	
	No.	Fee	No.	Fee	No.	Fee	No.	Fee
TOTALS	--	--	1	15,235	--	--	1	15,235

GLENCOE PUBLIC WORKS MONTHLY REPORT					
WATER PRODUCTION/ DISTRIBUTION		MAY 2015	MAY 2016	YTD 2015	YTD 2016
Total Pumpage	(million gal)	51.295	49.235	202.162	198.480
Average Day	(million gal)	1.655	1.588	1.339	1.306
Maximum Day	(millions gal)	2.060	2.190	2.060	2.190
Minimum Day	(million gal)	1.350	1.225	0.955	0.810
Maximum Rate	(mgd)	3.6	3.3	3.6	3.7
Precipitation	(inches)	5.55	4.7	15.92	16.32
Gallons/User/Day		N/A	182	N/A	150
New Service Taps		0	1	5	5
Service Repairs		0	2	2	4
Main Breaks	Repaired	1	2	17	15
Fire Hydrants	Tested	72	178	324	292
	Repaired	5	3	7	4
	Installed (new)	1	0	1	1
Water Meters	Repaired	0	2	7	3
	New Installation	2	2	15	15
STREETS, SEWERS, FORESTRY					
Street: repaired	(sq. ft.)	1404	436	3271	1804
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	6	275	118
	Business District plowings	N/A	0	N/A	2
	Plowed (times)	0	0	9	28
Sanitary Sewers:	Cleaned (ft.)	8619	9439	49,558	109,614
	Repaired (ft.)	0	34	2	35
	Televised (ft.)	0	8763	24,360	10,659
Storm Sewers:	Cleaned (ft.)	2129	1705	15,117	13,606
	Repaired (ft.)	1	20	8	23
	Televised (ft)	100	428	900	8370
Manhole/Catch Basins:	Cleaned	15	59	105	238
	Repaired	0	2	6	4
Refuse/Landfill	(tons)	334	377	1227	1308
Parkway Trees:	Trimmed	55	134	116	273
	Removed	8	22	63	539
	EAB	1	13	43	322
VEHICLE MAINTENANCE					
Routine Service:	(each)	18	28	91	101
Breakdowns Major	(each)	3	3	20	14
Breakdowns Minor	(each)	3	14	19	61
Outside Repairs	(each)	1	2	13	7
Gasoline Used	(gals)	3106	3694	16,181	17,465
Diesel Used	(gals)	2278	2311	13,474	11,859
SHARED SERVICES –GPD					
Forestry	Trees trimmed	0	0	0	0
	Trees removed	0	0	5	0
Vehicle Maintenance	Routine service	2	1	5	9
	Repairs	1	2	5	6

VILLAGE OF GLENCOE
GLENCOE, ILLINOIS

QUARTERLY STATISTICAL REPORT
MARCH 2016 - MAY 2016

FOOD PROGRAM INSPECTIONS	
Food Service Audit Inspections	27
Follow-up Inspections	0
Food Vending Machines	0
Complaints	0
Emergencies	0
Temporary Events	0
Plan Reviews	5

The highlight of this quarter was the opening of the Writers Theatre. The regular inspections went well, with very few critical violations. There were a couple of consults with potential new restaurants during the quarter, but nothing yet has transpired.

Respectfully,

Lynn Hoette
Village Sanitarian