



Village Manager's Office | Monthly Report

October 2016 | Philip A. Kiraly, Village Manager

Business Services Team

Business Services Team staff continued to field inquiries and work with prospective new businesses as well as existing businesses. The popular Wild Child toy store has taken over an adjacent space to the north of their store and is planning an expansion. And the relocated JC Licht paint store in Hubbard Woods Plaza is nearing completion and plans to be open soon. Additionally, the Business Services Team began discussions with the Chamber of Commerce to plan for the promotion of Small Business Saturday on Saturday, November 26.

Human Resources Activities

The VMO led a recruitment and selection process for a full-time management analyst. This position will have significant responsibilities in public communication, research and analysis, and project management. Additionally, staff from the VMO and Finance Department facilitated the Village's annual open enrollment process for employee benefits.

FOIA Requests

Staff received and processed 14 Freedom of Information Act requests in October.



New Village Website

VMO staff and the website committee reviewed final website designs from Revize, the Village's vendor for the project. The design incorporates feedback from the committee from draft designs. Additionally, all departments are working to review the content of the current Village website to make important information more accessible and easy to find for the new site. At this time, it does appear that the launch of the new website is not likely to take place until February 1, 2017.

Special Events

The Glencoe French Market concluded a successful extended first season in early October. After taking a year hiatus, the revamped market drew residents and many visitors. In addition, there was a great deal of positive feedback received regarding the location on Wyman Green and participation of new vendors. The Chamber of Commerce, with assistance from Village staff, plans to work with the same market manager and continue the market in 2017.



IT Activities

In an audit that yielded significant savings without a loss of functionality, IT staff disconnected one analog phone circuit and ten POTS lines and plan to disconnect two analog phone circuits in November, which will save the Village approximately \$1,300 per month. Savings will be reflected in the draft FY2018 budget that will be presented in December.

These analog circuits were legacy circuits and IT is evaluating converting remaining analog circuits to digital T1 circuits which is similar to the Village's other phone circuits.



Finance | Monthly Report

October 2016 | David A. Clark, Director

Fiscal Year 2018 Budget Planning

In October, the second round of review of each Department's FY2018 budget requests was reviewed with Finance Department staff and the Village Manager's Office. The Draft FY2018 budget document and any fee recommendations are expected to be presented at the December Finance Committee meeting. In addition, staff is reviewing and making updates to the FY2017 projections.

At the November Finance Committee meeting discussion will continue on the 10-year Community Improvement Program (CIP) and the Long Range Financial Forecast.

2016 Tax Levy

At the October 20, 2016 Village Board meeting, the Village Board scheduled December 15, 2016 as the public hearing date to consider the 2016 Tax Levy Ordinance. The proposed tax levy ordinance will be reviewed at the November Finance Committee meeting. The tax levy being presented for consideration totals \$9,621,943 (not including debt service, the Village's Fire Pension Fund or the levy for the Glencoe Public Library), which represents a \$144,619 or a 1.53% increase from the 2015 Property Tax Extension.

New Water Bill Design

As part of the Department's ongoing goal of improving customer service, Finance staff has been working with our new utility billing service provider Third Millennium to finalize the new layout for our utility service bill. The new bill has been designed to be easy to read and provide residents with information regarding their quarterly utility bill charges. A few noteworthy changes to the new layout includes: a chart that will show a comparison of the resident's water consumption from year to year, an improved messaging center for important notices, and an itemized detail listing of all fees.

The first set of bills in the new format is expected to be delivered to residents in early December.

Ongoing Department Projects

- Utility billing invoices via email
- Capital planning – second phase
- Long range forecast – review of assumptions
- Expansion of cash receipt lock box functions
- IMRF desk audit
- Annual Treasurer's Report
- Annual Comptroller's Report
- Employee access portal to employee records/check stubs
- Online citizen access for payment of utility bills
- Interface to golf point of sale system
- Barcoding billing statements





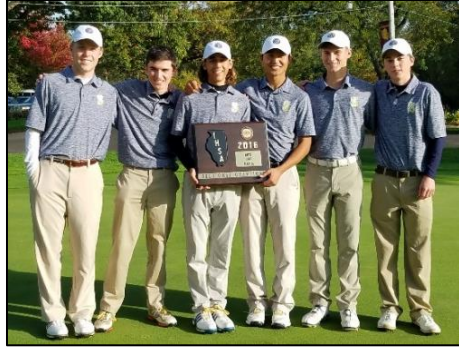
Golf Club | Monthly Report

October 2016 | Stella Nanos, General Manager



State Sectional

The Glencoe Golf Club hosted the 2016 IHSA High School Sectional Boys Golf Tournament. Teams from local high schools including Loyola Academy, New Trier and Glenbrook South squared off against other regional powerhouses including individual medalists from Chicago's Whitney Young and Walter Payton high schools. The top 3 teams and top 10 individuals advanced to the IHSA State Finals in Bloomington, Il.



Senior Fall Classic

The Senior Fall Classic was held to thank all of our Senior Members for playing with us this season. The seniors enjoyed a day of golf, food, contests and fun. The contests included the popular best dressed competition to get everyone into the spirit of the event.

Staff Appreciation Event

The annual staff appreciation event took place to thank all of our loyal and hardworking staff members for their above and beyond efforts during the season.



Revenue, Rounds and Weather

October started out great with above average temperatures and no precipitation. Several days towards the end of the month were complete washouts due to heavy rain events. Carts were not allowed on the course 4 days out of the month.

Total Revenues: \$127,898 versus the budget of \$95,602.

Rounds: 2016-2,948 2015-2,818 2014-2,693

Marketing Notes

- Fall rates went into effect to help entice golfers to play in the shoulder season; the special rates included an extra reduction for senior members.
- An email blast was sent promoting the fall rates, the Senior Fall Classic and the Chili Open.
- The Chili Open online registration was created to facilitate pre-booking for the event.

Improvement & Maintenance Projects

- All of the fairways were aerated during the month. This is a meticulous and labor intensive process that is performed every other season in order to keep the fairways healthy and draining properly.
- Tree were planted throughout the golf course as part of our annual tree replacement program.





Public Safety | Monthly Report

October 2016 | Cary Lewandowski, Director

Crime Highlights

The attached charts depict the Department activity for the month of October. As the season changes, sunset arrives earlier and earlier and crime often accompanies the longer periods of darkness. Residents are encouraged to secure their homes and vehicles and to take extra precautions while completing holiday shopping, remembering to store gifts out of sight. For those residents travelling for Thanksgiving, a House Watch can be requested by calling the non-emergency line at 847-835-4112.

Training and Personnel Development

In October, Public Safety staff members completed over 770 hours of training; including: Fire - 103 hours, Police – 577 hours, EMS – 75 hours and Administrative – 15 hours.

Over a three day period, fire shift officers participated in scenario based drills at the Northeastern Illinois Public Safety Training Academy (NIPSTA). The scenarios stressed fire attack methods, forcible entry, search and rescue, ladder placement and radio communications.

October Employment Milestones

Deputy Chief Richard Weiner – 31 years of service
 Public Safety Officer Robert Taira – 27 years of service
 Public Safety Officer Danial Rategan – 27 years of service
 Public Safety Officer Jonathan Harlow – 13 years of service
 Lieutenant Kenneth Paczosa – 10 years of service
 Public Safety Officer Matthew Esposito – 8 years of service

Public Safety Officer Retirement

After 27 years of faithful service, Public Safety Officer Robert Taira retired from the Department on October 21, 2016. In addition to his regular duties as a fully cross trained Public Safety Officer, Officer Taira served in a variety of specialized assignments including: paramedic, fire apparatus engineer, breathalyzer operator, criminal investigator and property control officer. Robert was a dedicated employee and we wish him well in his well-deserved retirement.



9-1-1 Dispatch Consolidation

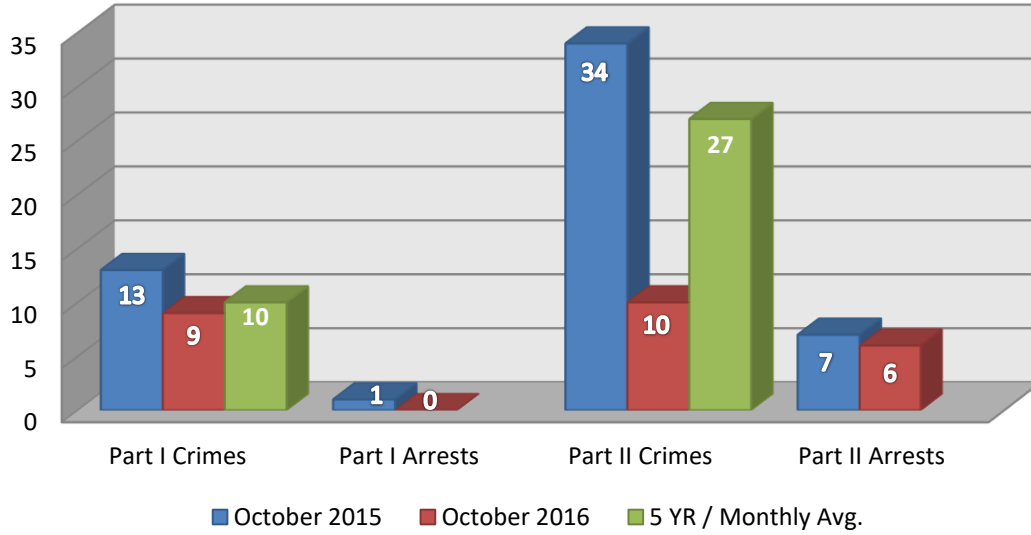
On October 20, the Village Board approved an intergovernmental agreement (IGA) with the Village of Glenview to provide Public Safety (police/fire/emergency medical services) 9-1-1 dispatch services to the Village of Glencoe. Glenview is expected to take over 9-1-1 dispatch responsibilities by July 1, 2017.

Public Safety would like to residents of the following:

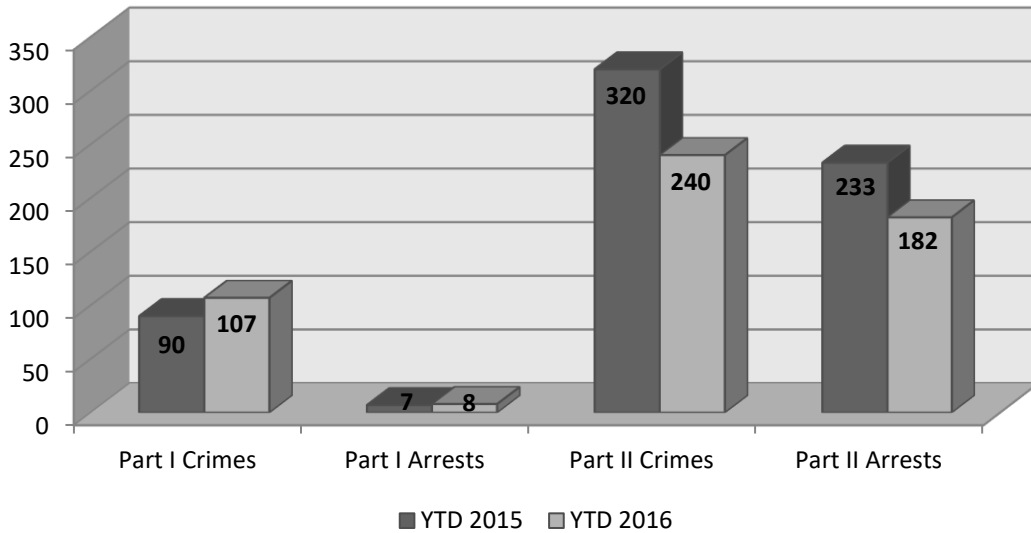
- The consolidation, made necessary through a change in Illinois State Law, is for dispatching services only. Glencoe Public Safety Officers will continue to provide 24/7 police, fire and emergency medical services.
- Resident safety is Glencoe's top priority. Emergency service levels and response times will be maintained and in some instances (depending on the callers location), response times for service calls from mobile phones may even improve.
- Glenview dispatchers will participate in a rigorous training program to become familiar with Glencoe's Public Safety operations to ensure that residents continue to receive the highest quality services.
- While the after-hours lobby service currently provided by dispatchers will be discontinued after the consolidation, residents needing assistance will have access to a video phone system in the vestibule of Village Hall for a direct link to dispatchers in Glenview.
- Glenview was chosen in part because they have a successful history of providing excellent dispatch services to many of our neighboring communities, including Highland Park, Lake Forest and Lake Bluff. Glencoe staff members are diligently working with Glenview and communications vendors to ensure a smooth consolidation process. Existing technology will be used to facilitate a seamless transition of both telephone and radio communication systems between Glencoe and Glenview.

More information is available on the Village website. Questions may be directed to Director of Public Safety Cary Lewandowski at 847-835-4112 or clewandowski@villageofglencoe.org.

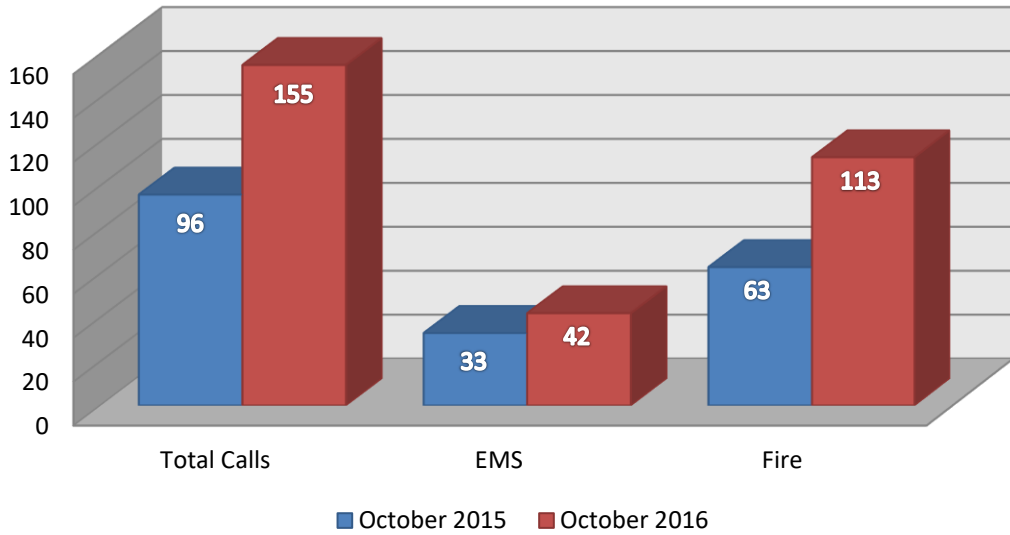
Monthly Crime Data



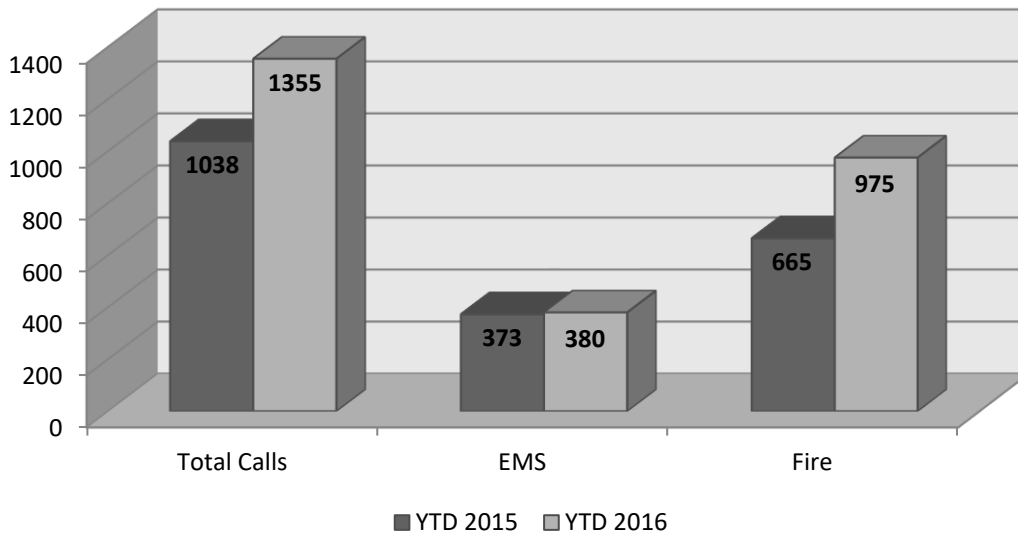
Year-to-Date (YTD) Crime Data



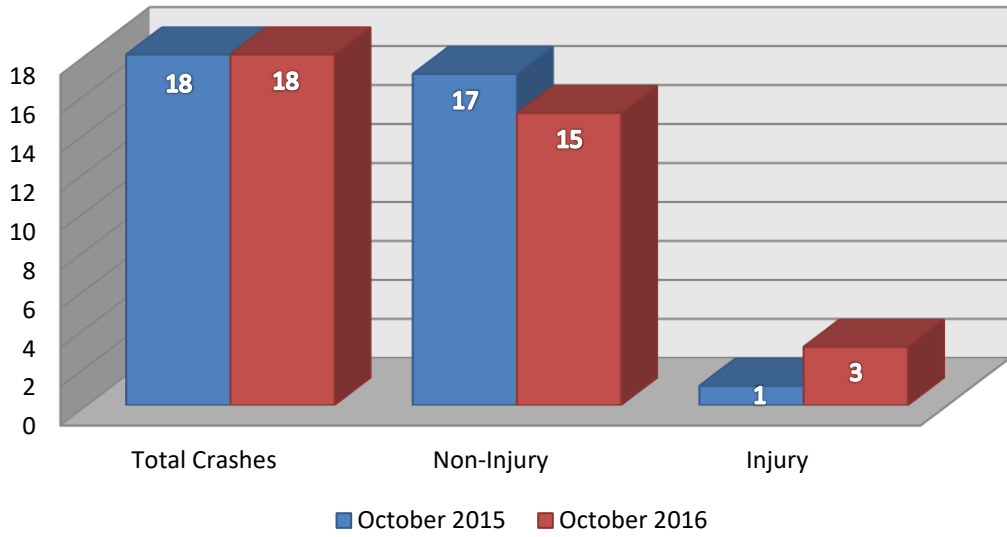
Monthly Fire / EMS Data



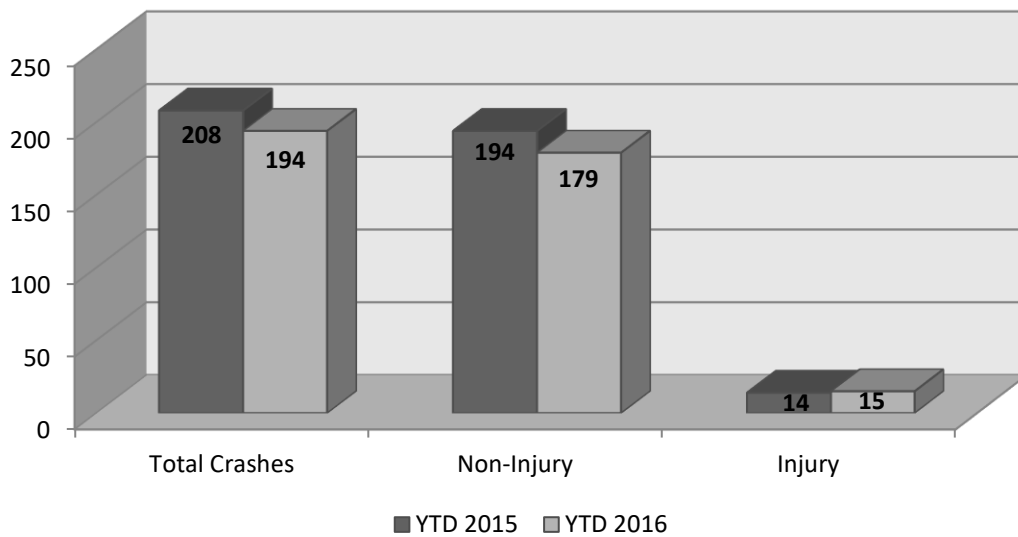
Year-to-Date (YTD) Fire / EMS Data



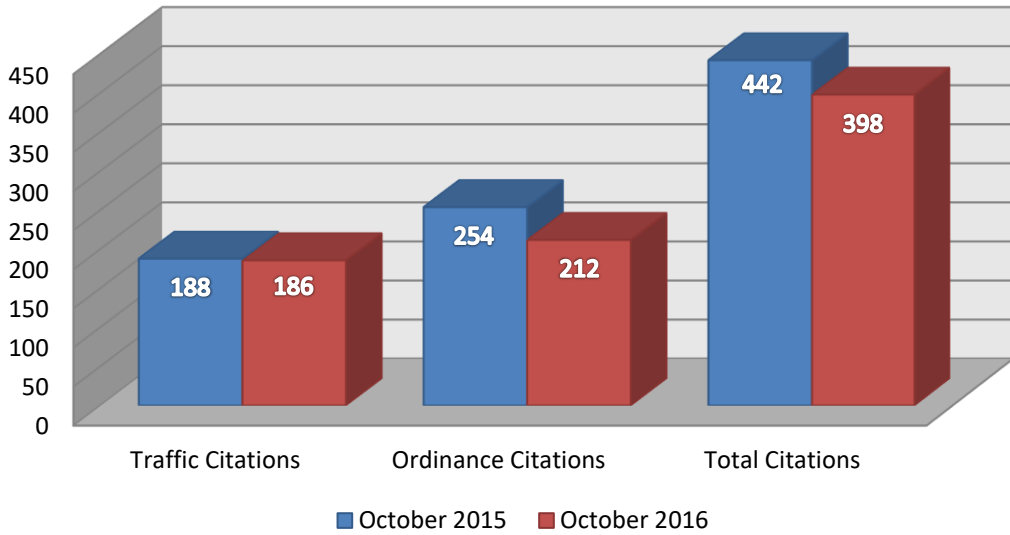
Monthly Traffic Crash Data



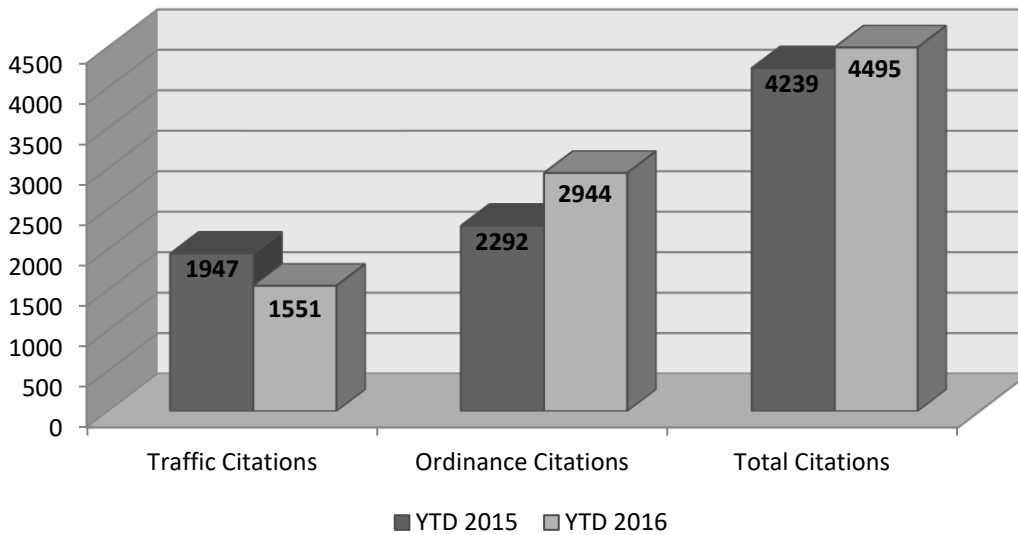
Year-to-Date (YTD) Traffic Crash Data



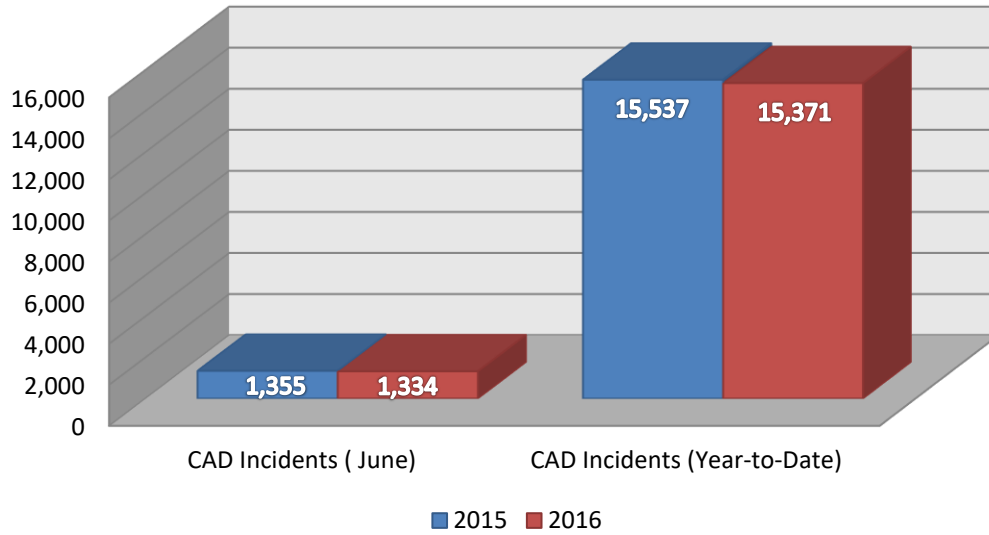
Monthly Enforcement Data



Year-to-Date (YTD) Enforcement Data



Overall Calls for Service

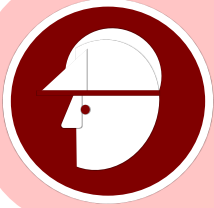


Part I Crimes

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

October, 2016 | David C. Mau, Director

Active by Design Summit



On October 5, Village staff participated in a panel discussion at the Chicago Botanic Garden as a part of the Active by Design Summit. Following the event, Village and Park District staff joined interested residents in a “walk audit” with Mark Fenton, a nationally recognized bicycle and pedestrian advocate. The audit provided an opportunity for all involved to visually explore alternative connectivity solutions that have the potential to enhance Glencoe’s pedestrian and bicycle friendliness.

Leaf Collection Program

Since the start of the Leaf Collection Program in mid-October, over 1,700 cubic yards of leaves from parkways in residential neighborhoods have been collected. With the unseasonably warm weather and lack of leaf fall, Public Works crews plan to continue passes through the Village into early December, before winter weather sets in and the focus shifts to snow removal. Residents should continue to check the News section of the Village website for collection updates.



Sanitary Sewer Lift Station SCADA System

The Sewer Division is transitioning to a new web-based communications system for the Village’s eight sanitary sewer lift stations. The Supervisory Control and Data Acquisition (SCADA) program will provide real-time updates on pump system operations, collect historical data and send alarms to mobile devices—reducing the need for emergency callbacks and in-person afterhours responses from staff. It is anticipated that all lift stations will be upgraded by the end of the year.

Building and Construction Permits

Eight building permits with an estimated value of \$4,122,414 were issued in October 2016, compared to six building permits with an estimated value of \$3,152,692 in October 2015 (up by approx. 30%). Conversely, 31 construction permits were issued in October 2016 with a value of \$552,266 compared to 37 permits with a value of \$622,233 issued in October 2015 (down by approx. 11%).

Progress on the Green Bay Trail

Friends of Green Bay Trail and the Village have partnered on an ongoing initiative to remove buckthorn trees and other invasive plants from the Green Bay Trail between Harbor Street and Scott Avenue. Significant work was completed in October in the areas south of Woodlawn Avenue and adjacent to Wentworth Street. Over 50 native trees and 80 shrubs were planted in the Wentworth Street area.



PW Stats at a Glance

- Water pumpage in October 2016 was 42,325,000 gallons, compared to 52,505,000 gallons in October 2015 (down by approx. 19%).
- The fire and panic alarm systems at the Water Plant were switched to radio signal leased lines, providing a significant cost savings without sacrificing reliability.
- Water distribution crews inspected 6 main line valves and tested 21 fire hydrants.
- In preparation for the winter weather ahead, Public Works crews trained on Snow Plow operations, Lift Station supervision, procedures in the event of an excavation or trench collapse and proper back safety techniques.

2016 CAPITAL IMPROVEMENTS
For Period through October 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	\$2,471,122	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		0		Work deferred until 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	\$100,000	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	\$925,848	45%	New boiler is installed and heating system is operational in 75% of the building.

2016 WATERMAIN REPLACEMENT

Contractor: Di Meo Brothers; Engineer: Staff

Locations	FY Budget	Low Bid	FYTD	% Complete	Comments
Oak Drive	\$200,000	\$97,174	0	100%	Completed in October.

Compiled and submitted by:



David C. Mau, PE
 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 October 2016.

12193	186 Beach Road In-ground spa Owner: Robert & Virginia Burnstine Contractor: Ruffolo, Inc. Value: \$53,456
12194	120 Hawthorn Avenue In-ground swimming pool and spa Owner: Cenesser Contractor: Ruffolo, Inc. Value: \$138,468
12195	181 Wentworth Avenue Demolish existing 3-car garage and erect new detached 3-car garage Owner: Scott Humphrey Contractor: RBS Construction Value: \$30,000
12196	803 Bluff Street Demolish existing house/erect new dwelling Owner: Leonid & Lisa Feller Contractor: Highgate Builders Value: \$2,000,000
12197	551 Dundee Road Partial 2 nd story over existing attached garage Owner: Ken Kravenas Contractor: Castlebar Construction Value: \$68,490
12198	253 Sylvan Road Two additions and rebuild NW side of house Owner: Sari & Allan Kirson Contractor: K & R Architectural Value: \$325,000
12199	615 Greenleaf Avenue Demolish porch; add pantry, elevator addition and remodel kitchen Owner: Mark Ratner Contractor: Airoom Inc. Value: \$307,000
12200	1017 Forest Avenue Demolish existing house & garage/erect new dwelling & garage Owner: 1017 Forest LLC Contractor: Newgard Custom Homes Value: \$1,200,000

Respectfully submitted,



John Houde
 Building & Zoning Administrator

**BUILDING & CONSTRUCTION
PERMIT SUMMARY**

	OCTOBER				YEAR TO DATE			
	2015		2016		2015		2016	
	No.	Value	No.	Value	No.	Value	No.	Value
SF Dwelling New	2	2,800,157	2	3,200,000	15	14,681,090	9	8,750,000
SF Dwelling Change	2	255,000	4	730,490	22	4,203,638	19	2,292,153
MF Dwelling New								
MF Dwelling Change								
Business Building New								
Business Building Change					2	2,225,000		
Accessory Building					5	88,900	3	489,321
Swimming Pool	1	59,035	2	191,924	8	715,800	3	286,924
Public Building					2	3,456,695	2	1,025,929
Miscellaneous	1	38,500			3	54,500	1	10,000
TOTALS	6	3,152,692	8	4,122,414	57	25,425,623	37	12,854,327

MISCELLANEOUS CONSTRUCTION PERMIT SUMMARY

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

	OCTOBER				YEAR TO DATE			
	2015		2016		2015		2016	
	No.	Value	No.	Value	No.	Value	No.	Value
TOTALS	37	622,233	31	552,266	252	4,260,465	237	5,355,596

BUILDING PERMIT 6 MONTH TIME EXTENSIONS

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

	OCTOBER				YEAR TO DATE			
	2015		2016		2015		2016	
	No.	Fee	No.	Fee	No.	Fee	No.	Fee
TOTALS	--	--	2	16,776	2	24,709	7	109,296

GLENCOE PUBLIC WORKS MONTHLY REPORT

WATER PRODUCTION/ DISTRIBUTION		OCT 2015	OCT 2016	YTD 2015	YTD 2016
Total Pumpage	(million gal)	52.205	42.325	521.337	543.030
Average Day	(million gal)	1.694	1.365	1.715	1.780
Maximum Day	(millions gal)	2.510	1.830	3/565	3.925
Minimum Day	(million gal)	1.155	1.020	0.955	0.810
Maximum Rate	(mgd)	3.93	3.6	6.6	7.5
Precipitation	(inches)	2.72	3.93	36.33	38.44
Gallons/User/Day		194	1.57	196	204
New Service Taps		10	10	19	19
Service Repairs		1	2	10	11
Main Breaks	Repaired	1	0	26	32
Fire Hydrants	Tested	5	0	357	175
	Repaired	1	0	32	7
	Installed (new)	2	1	12	2
Water Meters	Repaired	0	1	10	7
	New Installation	4	2	28	24
STREETS, SEWERS, FORESTRY					
Street: repaired	(sq. ft.)	790	972	9492	9526
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.)	2	2	514	194
	Business District plowings	N/A	0	N/A	2
	Plowed (times)	0	0	9	28
Sanitary Sewers:	Cleaned (ft.)	22,850	5108	92,336	134,286
	Repaired (ft.)	6	8	9	33
	Televised (ft.)	210	4883	33,393	19,803
Storm Sewers:	Cleaned (ft.)	0	0	24,180	26,543
	Repaired (ft.)	0	5	406	100
	Televised (ft)	0	0	2067	16,364
Manhole/Catch Basins:	Cleaned	71	6	314	360
	Repaired	14	6	136	16
Refuse/Landfill	(tons)	242	240	2566	2294
Parkway Trees:	Trimmed	52	116	260	523
	Removed	5	16	184	652
	EAB	3	4	129	268
VEHICLE MAINTENANCE					
Routine Service:	(each)	8	16	150	170
Breakdowns Major	(each)	3	2	35	26
Breakdowns Minor	(each)	7	8	36	87
Outside Repairs	(each)	2	2	224	13
Gasoline Used	(gals)	3558	3745	33,401	31,928
Diesel Used	(gals)	2179	2117	24,972	20,951
SHARED SERVICES –GPD					
Forestry	Trees trimmed	0	0	0	1
	Trees removed	0	0	31	22
Vehicle Maintenance	Routine service	1	2	11	21
	Repairs	4	3	20	16