



Village Manager's Office | Monthly Report

September 2016 | Philip A. Kiraly, Village Manager

Business Services Team

A new clothing boutique, Chalk, opened in downtown Glencoe. Members of the Business Services Team coordinated with Chalk's owners and Village staff to issue Chalk's business license after completion of its final inspections. Additionally, Business Services Team staff continued to work with prospective new businesses and attended a Chicago North Shore Convention and Visitor's Bureau event.



Human Resources Activities



VMO and Finance Department staff continued 2017 open enrollment preparation and configuration of a new online benefits enrollment system. VMO staff facilitated a recruitment process for a management analyst position.

Training

Staff from the Village Manager's Office and the Public Safety Department participated in training about the Freedom of Information Act and law enforcement offered by the Illinois Attorney General's Office. Additionally, staff from the Village Manager's Office participated in the quarterly ComEd Joint Operations Center (JOC) training. During severe power outages, ComEd and staff from communities can use the JOC to communicate about power outages at critical public health, life and safety facilities and help coordinate restoration of these critical facilities throughout the region.

Budget Development

The Village Manager's Office and Finance Department staff met with each department to review the preliminary FY 2018 Community Improvement Plan and operating budget requests, in advance of the initial presentation of the draft FY 2018 budget to the Finance Committee and Village Board this fall.

911 Dispatch Consolidation

Village Manager's Office and Public Safety Department staff continued working with the villages of Kenilworth, Northfield and Winnetka on 911 dispatch consolidation in efforts to comply with a State mandate requiring 911 dispatch centers serving fewer than 25,000 people to consolidate operations.

At the August Committee of the Whole, staff presented a summary of the Matrix Consulting Group's study regarding 911 dispatch consolidation, and received direction from the Village Board to pursue an intergovernmental agreement with the Village of Glenview for 911 dispatch services. Under such an agreement, the Village will receive emergency police, fire and EMS dispatching services from the Glenview Public Safety Dispatch center.

Throughout September, staff continued working with Glenview, Kenilworth, Northfield and Winnetka staff to negotiate an agreement, and staff will provide an update to the Village Board in October.

IT Projects

The Village's strategic work plan highlights several IT initiatives, including supplemental IT staffing to assist with supporting day-to-day IT needs and special projects.

Throughout the summer, VMO staff evaluated potential opportunities to partner with another community to contract for supplemental IT staffing. In September, VMO staff worked closely with the Village of Cary to develop a potential shared services arrangement, which staff will review with the Village Board at the October Committee of the Whole meeting and consider for adoption at the November Village Board meeting.



Golf Club | Monthly Report

September 2016 | Stella Nanos, General Manager

Permanent Tee Time Program

The permanent tee time program came to a close after 19 weeks of play. The program was very well received this year and we expect next year to exceed this year's numbers due to the closing for renovations of Sunset Valley Golf Club in Highland Park. Permanent tee time fees comprise 12% of total revenues at the golf course.

Northwestern University Baseball Outing



The GGC hosted NU for their alumni baseball outing. This was their first year at the GGC and they were very impressed with the golf course and the service they received. This resulted in their booking an outing date for next year.

Glencoe Open

This month, the 10th annual Glencoe Open took place. This event was open to all amateurs with handicaps of 18 or under and was contested in two flights; a scratch division and a handicap division. Trophies and gift certificates were awarded to the winners in both flights.



Glencoe Golf Club News



Congratulations goes to Ethan Francis, a staff member at the GGC, who passed his PGA Players Ability Test. The PAT requires competitors to play 36 holes of golf and shoot a cumulative score of 158 or better in order to

pass. Passing this playing test will allow Ethan to enter the PGA apprenticeship program and is his first step towards becoming a Class A PGA Professional.

Revenue, Rounds and Weather

September's weather was warmer than average but the last week of the month had precipitation every day, significantly impacting play. Carts were not allowed on the course 2 days out of the month and over \$5,800 in rainchecks were issued.

Total Revenues: \$232,142
versus budget of \$236,336

Rounds: **2016**-4,460
2015-4,578
2014-5,181

*PRIORITY: Fiscal responsibility

Marketing Notes

- The GGC hosted the Central Suburban League high school championship for boys; 8 local public high schools and a total of 64 competitors participated.
- Golfer Appreciation Week took place September 19 – 25. To thank all of our golfers for joining us this season, a week full of daily savings was offered. The promotion was successful and resulted in a surge of play during the week.
- An email blast was sent promoting early twilight times, senior specials and academy lesson packages.

Improvement & Maintenance Projects

- Sunken areas in several fairways were raised with top soil, leveled and re-sodded with bent grass.
- Sprinkler heads throughout the course (15) were replaced due to broken or aging parts that prevented them from operating properly.
- Fairway aerification began. This process is utilized to address the soil compaction caused by carts and to promote more efficient irrigation and drainage.



Finance | Monthly Report

September 2016 | David A. Clark, Director

Fiscal Year 2018 Budget Planning

In September, the first round of review of each Department's FY2018 budget requests were reviewed with Finance Department staff and the Village Manager's Office. The second round of review will take place in October with the Draft FY2018 budget document expected to be presented at the November Finance Committee meeting.

In addition to the development of the FY2018 budget, staff presented to the Finance Committee in September the draft long-range financial forecast and undertook to begin discussion with the Committee of the Village's draft 10-year Community Improvement Program (CIP). Discussion of this capital planning tool will continue in October.

Popular Annual Financial Report Completed

In September, Finance staff completed the Popular Annual Financial Report (PAFR) for the Fiscal Year ended February 29, 2016.

The report extracts information from the comprehensive annual financial report (CAFR) to produce high quality popular annual financial reports specifically designed to be readily accessible and easily understandable to the general public and other interested parties without a background in public finance. The report was submitted to the Government Finance Officers Association (GFOA) for the PAFR Award Program and posted on the village website:

http://www.villageofglencoe.org/assets/1/documents/FY_2016_PAFR.pdf

Utility Billing Services

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 bills will include a water consumption history chart, barcoding capability and provide residents with the option to go paperless by requesting their statements be emailed. The new bills are expected to be in use by the end of 2016.

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





Public Safety | Monthly Report

September 2016 | Cary Lewandowski, Director

Crime Highlights

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

Three subjects were arrested on September 25th in the early morning hours for driving in a stolen vehicle. A patrol officer conducted a traffic stop and determined that the vehicle had been stolen from Gurnee. The subjects, one adult and two juveniles, were charged accordingly and the vehicle was returned to the rightful owner.

As highlighted in recent months, residents are reminded to lock and secure the keys to their vehicles when parked and unoccupied. The stolen vehicle described above had been left unlocked with the keys inside by the owner when it was stolen.

Personnel Development

In September, Public Safety staff members were provided with over 750 hours of training; including: Fire - 287 hours, Police – 372 hours, EMS – 83 hours, and Administrative – 15 hours.

September Employment Milestones

Public Safety Officer John Cegielski – 38 years of service
Deputy Chief Richard Bookie – 30 years of service
Public Safety Officer Andrew Taira – 17 years of service
Lieutenant Michael Talend – 8 years of service
Public Safety Officer Andrew Perley – 8 years of service
Director Cary Lewandowski – 3 years of service
Public Safety Officer James DiCrescenzo - 3 years of service
Public Safety Officer Andrew Leverentz - 2 years of service
Public Safety Officer Victor Visoky – 1 year of service

Public Safety Commission

Public Safety Officers Ryan McEnerney and Allison Chite graduated from the police academy on September 30. They will participate in the field training program prior to assuming solo patrol duties.

Illinois Rail Safety Week

In mid-September, Public Safety Officers participated in Rail safety Week activities at the train station, promoting safety for both motorists and pedestrians around railroad tracks and crossings.

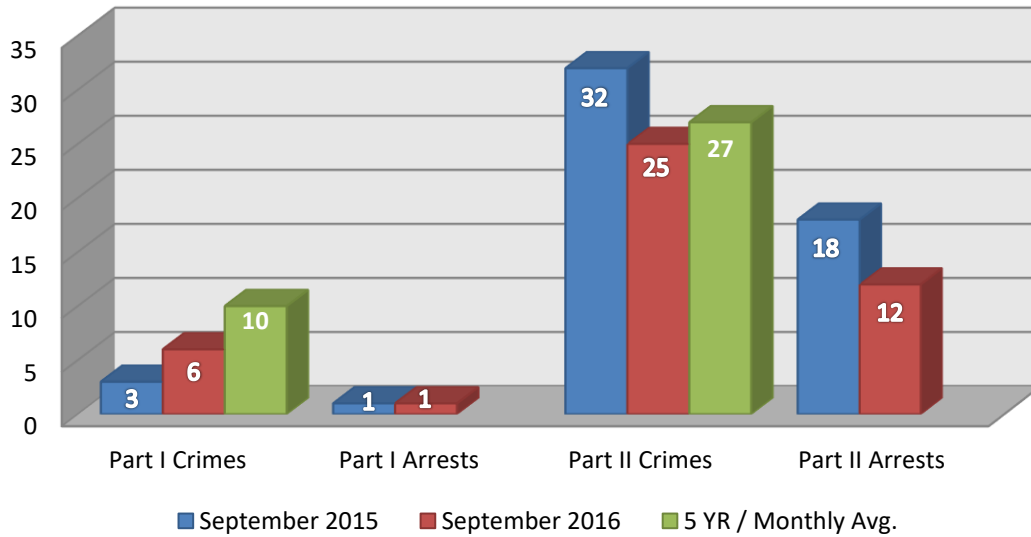
Auto Theft/Burglary Crime Prevention Notice

Residents are reminded to assist Public Safety in preventing these crimes of opportunity.

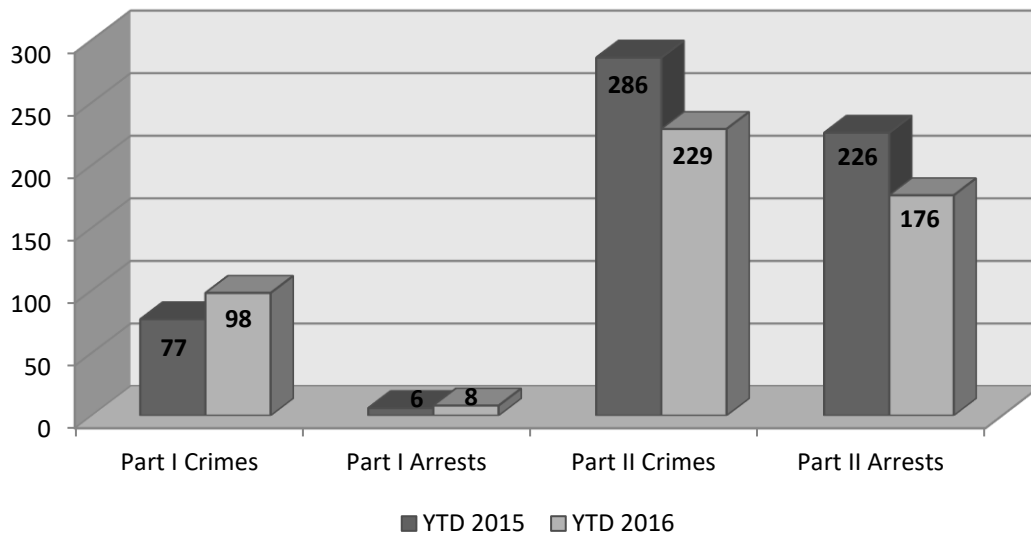
- Lock and secure unattended vehicles at all times
- Ensure that valuables left inside are hidden from plain view
- Do not leave the keys or key fobs inside the vehicle
- Close and lock home and garage doors, especially overnight
- Remain alert at all times

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

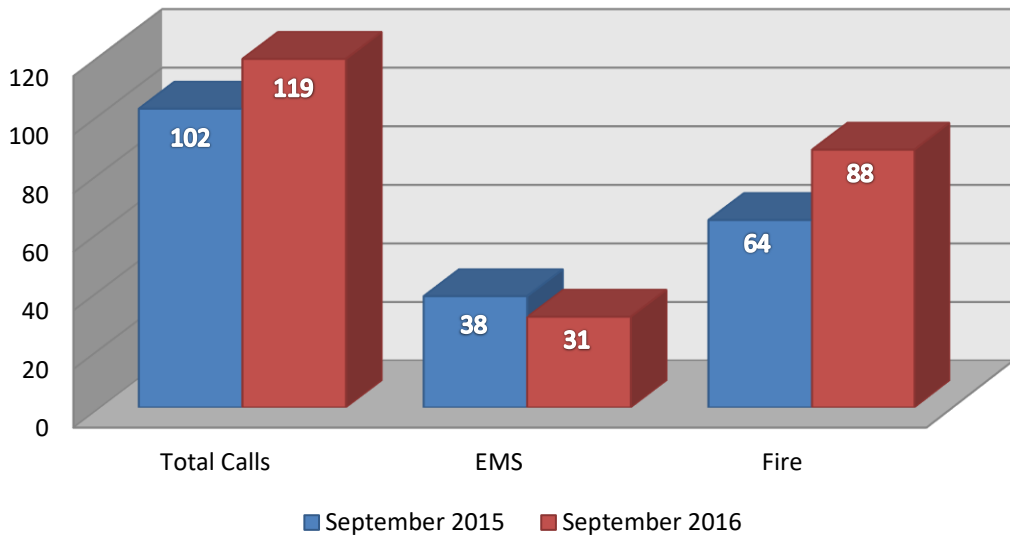
Monthly Crime Data



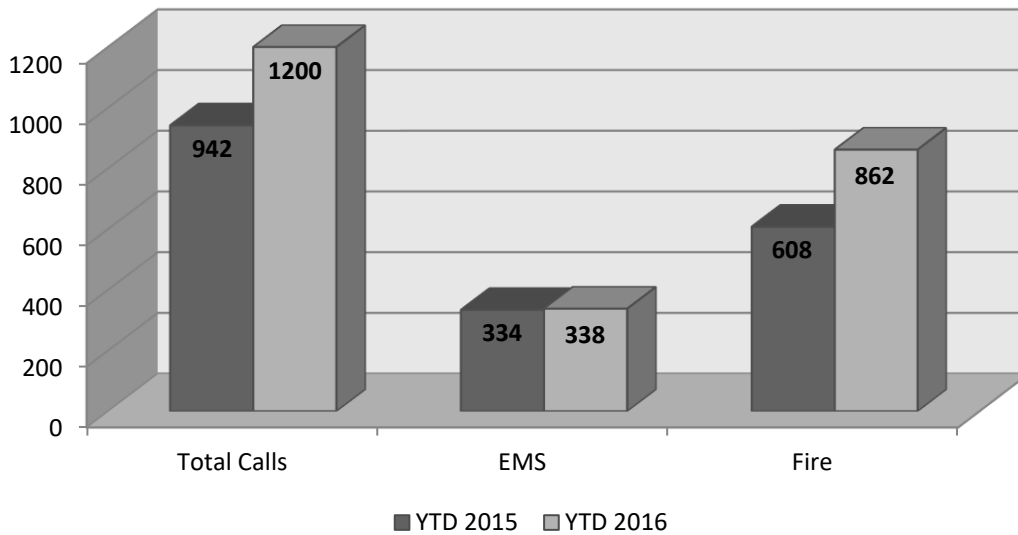
Year-to-Date (YTD) Crime Data



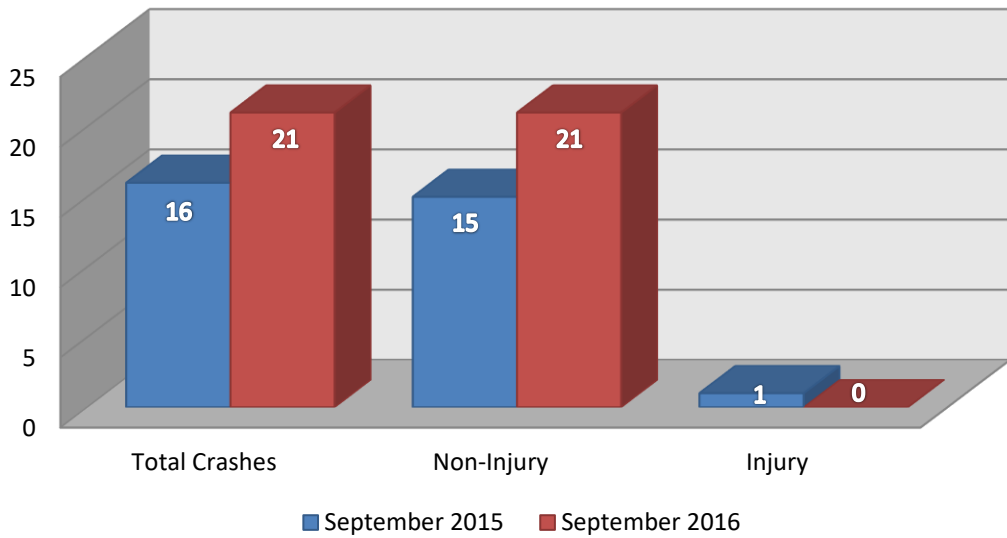
Monthly Fire / EMS Data



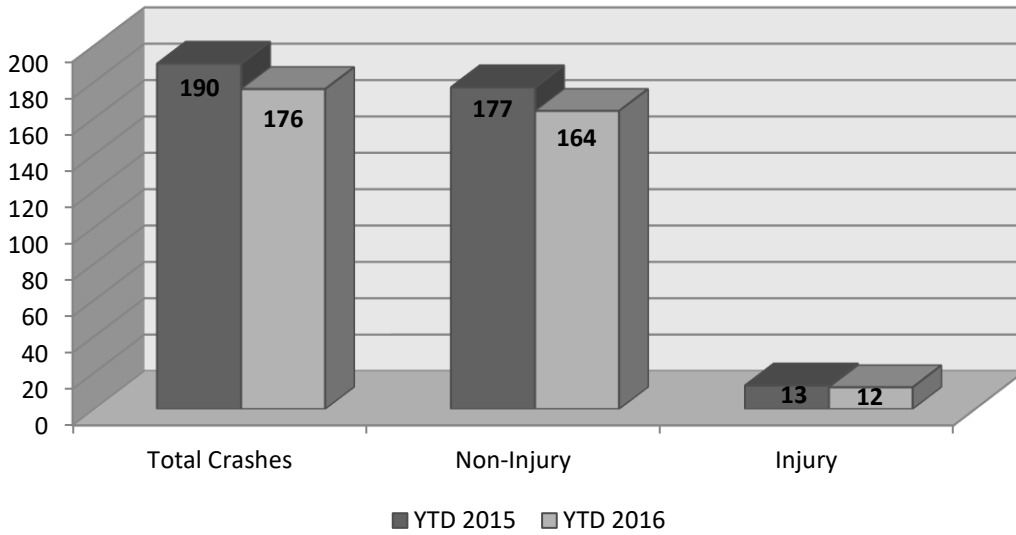
Year-to-Date (YTD) Fire / EMS Data



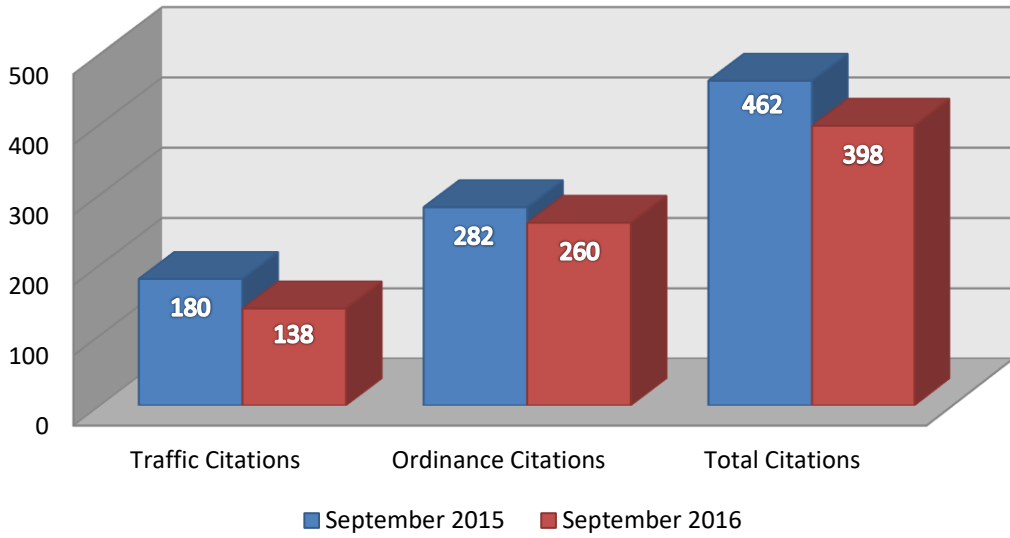
Monthly Traffic Crash Data



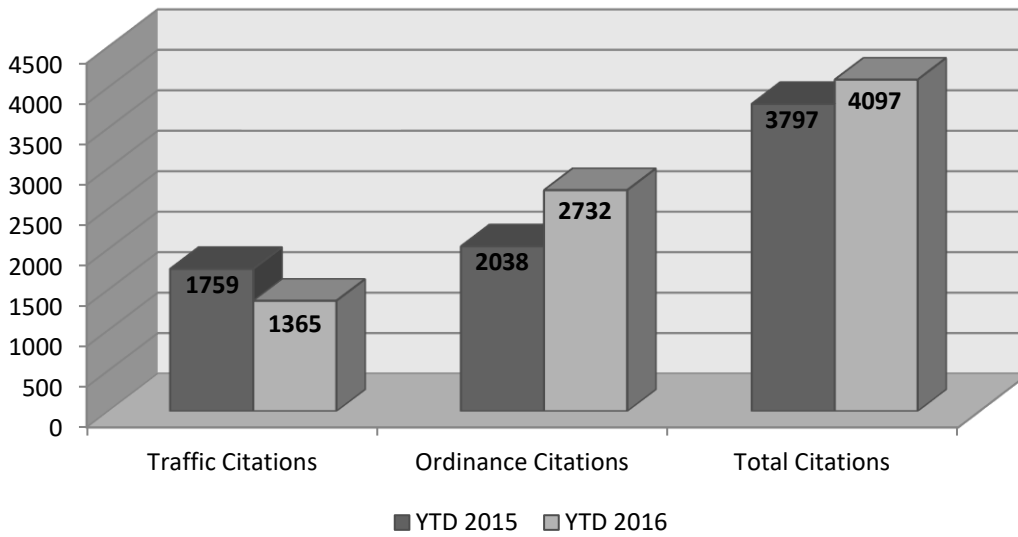
Year-to-Date (YTD) Traffic Crash Data



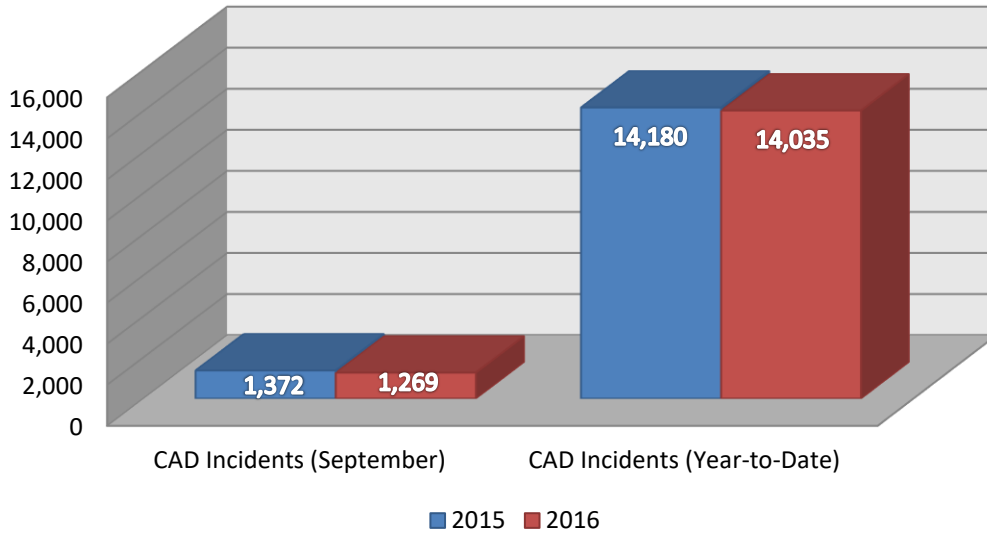
Monthly Enforcement Data



Year-to-Date (YTD) Enforcement Data



Overall Calls for Service

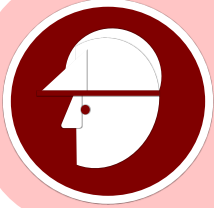


Part I Crimes

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

September 2016 | David C. Mau, Director

Water Main Replacement on Oak Drive



Work began in September on the replacement of the Oak Drive water main between Sycamore Lane and Elder Court and is expected to be complete in October. Oak Drive was selected for replacement based on its recent performance history and inclusion in the 2016 Water Distribution System Plan prepared by Strand Associates. This infrastructure project is expected to significantly improve the reliability of the distribution system in this area of the Village.

Garbage Collection Analysis

Last year, the Village Board requested that staff review and analyze the current in-house residential and commercial garbage collection program that has been in place for many years. Staff has been engaged in a comprehensive program analysis, including a review of all operational costs, service levels, long-term capital costs and possible program efficiencies in an effort to ensure residents and businesses receive the highest quality services at the lowest cost. Staff is nearing completion of the report which will be presented at the Committee of the Whole meeting in November.

Lead Testing

With the added focus on lead in water systems, the Village has been working proactively with public entities in Glencoe to provide assistance with water testing. In September, Water Division staff collected water samples at the Glencoe Library and Glencoe Golf Club and the collected samples were sent out to a State Certified Laboratory for analysis. All of the samples tested well below the action level of 15 parts per billion (ppb).

Building and Construction Permits



Four building permits with an estimated value of \$514,700 were issued in September 2016, compared to 9 building permits with an estimated value of \$7,949,111 in Sept 2015. In addition, 36 construction permits were issued in Sept 2016 with a value of \$665,000 compared to 30 permits with a value of \$710,477 issued in Sept 2015.

Public Works Department Welcomes New Engineer

The Village is pleased to introduce Anna Kesler who began her duties on October 3 as a Civil Engineer in the Public Works Department. Anna is a graduate of Marquette University with a Bachelor of Science in Civil Engineering, and has been working in the private sector in the area of waste water collection system and site development engineering. She and her family reside in Barrington.



Water Stats at a Glance

- Water pumpage in September 2016, was 63,385,000 gallons, down from 64,395,000 gallons in September 2015.
- Work this month at the Plant included upgrades to turbidity monitoring and antenna replacement on elevated tank.
- Water distribution crews inspected 16 main line valves and tested 18 fire hydrants in September.

2016 CAPITAL IMPROVEMENTS
For Period through SEPTEMBER 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	90%	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 is being 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

Locations	FY Budget	Low Bid	FYTD	% Complete	Comments
Village Hall	\$2,380,000	\$2,380,000	\$544,000	10%	Work well underway on installation of new boilers and heating system upgrade.

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 September 2016.

12189	608 Stonegate Terrace East dormer/finish bedroom and bathroom Owner: M/M Larry Lagrotteria Contractor: LBL Properties Value: \$44,700
12190	255 Sylvan Road Screened porch room Owner: M/M Mitch Melamed Contractor: K & R Homes Value: \$22,000
12191	450 Drexel Avenue Rebuild front porch and entry and SW rear addition Owner: M/M Bruce Huvad Contractor: Berliant Builders Value: \$7840
12192	533 Oakdale Avenue Kitchen addition and remodeling Owner: Jack Decker Contractor: Airoom Inc. Value: \$220,000

Respectfully submitted,



John Houde
Building & Zoning Administrator

**BUILDING & CONSTRUCTION
PERMIT SUMMARY**

	SEPTEMBER				YEAR TO DATE			
	2015		2016		2015		2016	
	No.	Value	No.	Value	No.	Value	No.	Value
SF Dwelling New	3	4,015,157			13	11,880,933	7	5,550,000
SF Dwelling Change	5	834,350	4	294,540	20	3,948,638	15	1,561,663
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					7	656,765	1	95,000
Public Building	1	3,099,604			2	3,456,695	2	1,025,929
Miscellaneous					2	16,000	1	10,000
TOTALS	9	7,949,111	4	294,540	51	22,272,931	29	8,731,913

MISCELLANEOUS CONSTRUCTION PERMIT SUMMARY

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

	SEPTEMBER				YEAR TO DATE			
	2015		2016		2015		2016	
	No.	Value	No.	Value	No.	Value	No.	Value
TOTALS	30	710,477	36	665,000	215	3,638,232	206	4,803,330

BUILDING PERMIT 6 MONTH TIME EXTENSIONS

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

	SEPTEMBER				YEAR TO DATE			
	2015		2016		2015		2016	
	No.	Fee	No.	Fee	No.	Fee	No.	Fee
TOTALS	1	14,160	--	--	2	24,709	5	92,520

GLENCOE PUBLIC WORKS MONTHLY REPORT

WATER PRODUCTION/ DISTRIBUTION		SEP 2015	SEP 2016	YTD 2015	YTD 2016
Total Pumpage	(million gal)	64.395	63.385	468.832	500.705
Average Day	(million gal)	2.147	2.113	1.717	1.827
Maximum Day	(millions gal)	3.070	2.740	3.565	3.925
Minimum Day	(million gal)	1.540	1.670	0.955	0.810
Maximum Rate	(mgd)	5.8	5.9	6.6	7.5
Precipitation	(inches)	3.92	3.35	33.61	34.51
Gallons/User/Day		246	242	196	209
New Service Taps		1	1	9	9
Service Repairs		2	2	9	9
Main Breaks	Repaired	1	0	25	32
Fire Hydrants	Tested	4	18	352	175
	Repaired	8	2	31	7
	Installed (new)	0	0	10	1
Water Meters	Repaired	1	1	10	6
	New Installation	2	1	24	22
STREETS, SEWERS, FORESTRY					
Street: repaired	(sq. ft.)	1530	4962	8702	8554
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	10,00	3360
Sidewalks:	Repaired (sq. ft.)	12	3	512	192
	Business District plowings		0		2
	Plowed (times)	0	0	9	28
Sanitary Sewers:	Cleaned (ft.)	1945	8856	69,486	129,178
	Repaired (ft.)	0	1	3	25
	Televised (ft.)	377	8130	33,683	14,920
Storm Sewers:	Cleaned (ft.)	0	4509	24,180	26,543
	Repaired (ft.)	358	65	406	95
	Televised (ft)	0	1200	2067	16,364
Manhole/Catch Basins:	Cleaned	0	52	243	354
	Repaired	46	1	122	11
Refuse/Landfill	(tons)	260	237	2324	2054
Parkway Trees:	Trimmed	37	120	208	407
	Removed	49	25	179	636
	EAB	24	20	126	264
VEHICLE MAINTENANCE					
Routine Service:	(each)	11	33	142	154
Breakdowns Major	(each)	2	2	32	24
Breakdowns Minor	(each)	3	9	29	79
Outside Repairs	(each)	2	0	22	11
Gasoline Used	(gals)	3119	3306	29,843	28,183
Diesel Used	(gals)	2132	2098	22,793	18,834
SHARED SERVICES –GPD					
Forestry	Trees trimmed	0	0	0	1
	Trees removed	0	22	31	22
Vehicle Maintenance	Routine service	2	6	10	19
	Repairs	2	3	16	13