

MEMORANDUM

TO: STAFF

COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES
DEPARTMENT HEADS

FROM: Richard Nahrstadt, Village Manager

DATE: November 30, 2012

RE: STAFF BRIEFING

WEEK OF NOVEMBER 26, 2012

ICDC MEETING

At its regular monthly meeting on November 27, the Industrial and Development Commission was presented an update regarding current and potential project along the Skokie Boulevard corridor. The Commission also discussed the issue of downtown property maintenance. For a future discussion, the Commission asked staff to prepare additional information regarding ways that the Village can be more proactive through cooperative techniques and enforcement measures to ensure that downtown properties are properly maintained. Given the December holidays, the Commission will not have its regular meeting next month, so the Commission continued its discussion of this item to its regular meeting on January 22.

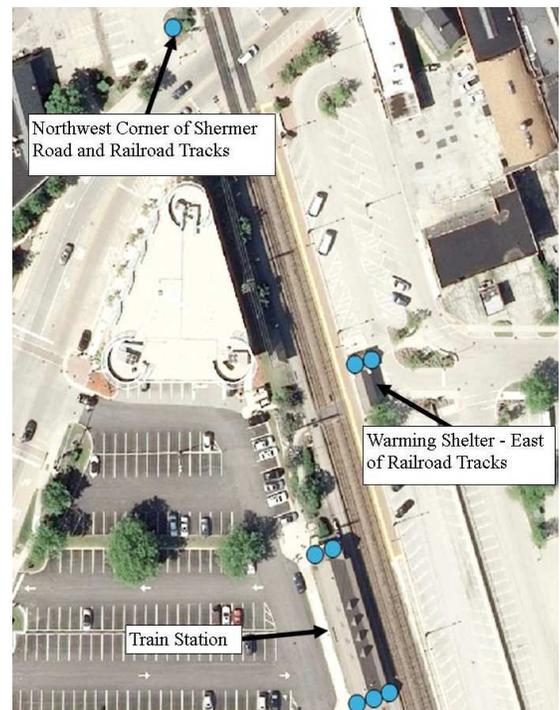
The Commission will meet next in a joint meeting with the Economic Development Committee on January 9, 2013.

UPDATE ON NEW AUTOMATED PARKING MACHINES

Over the past two weeks, staff has received both positive and negative comments from commuters regarding the new parking machines. Of the criticisms, many have focused on the amount of time that it takes to complete a transaction and that lines have been forming in some locations during peak times. Some individuals have requested that the Village purchase additional machines to relieve congestion. Staff has responded by reminding commuters that they can pay for parking at any machine and the pay-by-cell option is convenient when they are running late. Maps of machine locations, similar to the one below, have been posted near the parking machines.

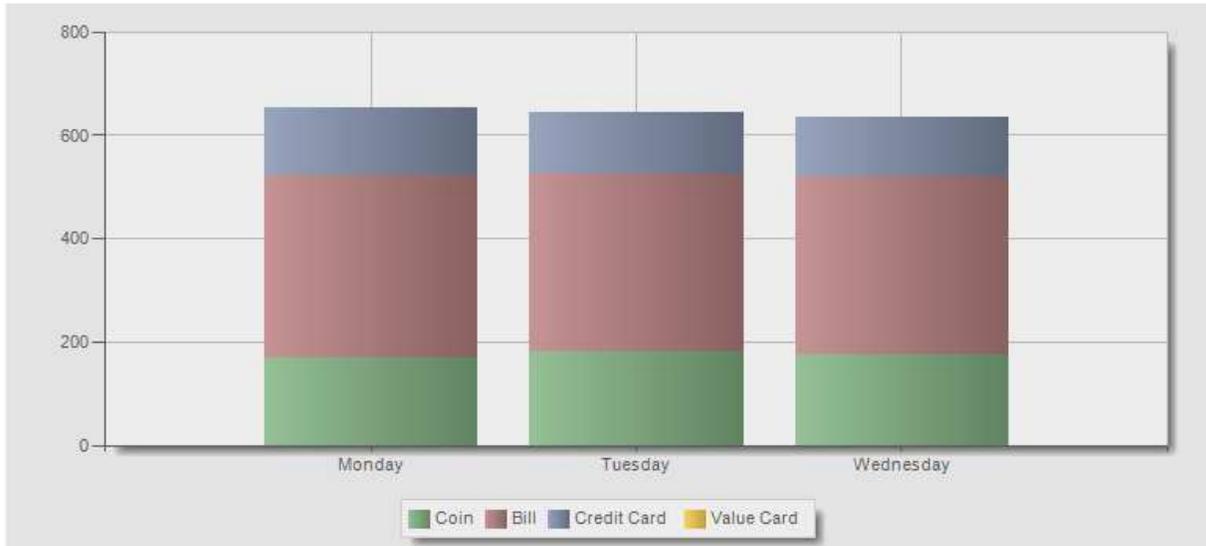
Each of the parking machine vendors who provided proposals recommended that the Village purchase one machine per 100 commuter parking spaces. The Village's commuter lots contain 698 parking spaces. Eight parking machines were installed, providing a ratio of 87.25 spaces per marking machine.

Working with Total Parking Solutions, it has been determined that the amount of time it takes to complete a transaction varies, but credit cards normally take the longest at



approximately 23 seconds. For security purposes, credit card information is not stored in the machines. Therefore, there is a need to communicate with the customer's bank and our credit card processor in real time over the cellular network before the transaction can be completed. This is the reason for the time it takes to process this type of transaction. The average transaction time for coin or bills is about 18 seconds.

The system management software provides staff with a great deal of information about the parking machines and the habits of commuters. Below is a graph that shows the number of transactions by payment type for the first three days of this week. The data shows that while there is some slight variation, there is a similar number of people who use each payment type on a daily basis.



Over time, staff will be able to collect data such as how frequently specific parking spaces are used and the peak payment times. This data, along with continued commuter comments, will be used to review the implementation of the new parking machines. Staff will provide a report and any recommendations to the Village Board in three months.

HOLIDAY LIGHT RECYCLING

The Village of Northbrook will again accept all holiday lights for recycling now through the end of January. Residents are reminded that if they have holiday lights to recycle, please bring them to the Village Hall lobby, 1225 Cedar Lane. The Village Hall is open 8:30am-4:30pm, Monday – Friday. In addition, they may be dropped off at the Fleet Maintenance Garage, 1227 Cedar Lane, located directly behind the Village Hall. The garage is open Mon. - Fri., from 7:00am until 3:00pm.

NORTHBROOK ASSISTS GLENCOE ON THANKSGIVING DAY HOUSE FIRE

A little before 2:00 am on Thanksgiving morning, November 22, Northbrook Engine 11 was dispatched as mutual aid to Glencoe for a fire in the basement of an unoccupied residence. Northbrook's crew deployed a second hose line into the basement to backup Glencoe fire personnel. The fire was extinguished relatively quickly and there were no injuries.

INITIAL PROJECT INFORMATIONAL MEETING – PROPOSED STORMWATER MANAGEMENT IMPROVEMENTS FOR SUNNY ACRES SUBDIVISION & RIDGE/LEE INTERSECTION

On Wednesday evening, November 28, Public Works staff hosted the initial Project Informational Meeting for the proposed stormwater management improvements within the Sunny Acres subdivision and the intersection of Ridge/Lee Roads. The proposed improvements for Sunny Acres include a 30-inch and 24-inch storm sewer along Phyllis, Constance and Pamella with a one acre-foot detention basin. A 24-inch storm sewer with inlet improvements is proposed for the Ridge/Lee intersection. Both of these improvement projects will reduce flooding impacts for these neighborhoods when completed.

Village Engineer Paul Kendzior, Civil Project Engineer Jim Baxa and two representatives from our consultant Engineering Resource Associates (ERA) met with approximately fifteen residents during the course of the meeting. Most of the discussions centered on how the specific construction work will impact each resident's property, when the project will start, when the project will be finished and whether the residents will need to pay anything. Staff and the ERA representatives were able to answer everyone's questions and concerns to their satisfaction. One item to note is that staff will investigate the merits of designing and constructing a second drainage swale on private property to help alleviate the depressional area in the rear yards of Pamella and Phyllis for the Sunny Acres project.

The schedule is to complete final engineering design for the two projects by the end of 2012 and advertise both projects together under one contract for competitive contractor bids in January-February 2013. If favorable bids are received, budget funds are available and approval by the Board of Trustees is obtained, construction could begin by late April 2013 and be concluded by late summer.

NOTICE OF ROAD CLOSURE ON PALATINE AT WOLF RD.

The Illinois Department of Transportation (IDOT) announced that, weather permitting; there will be a full closure of Palatine Rd. at Wolf Rd. from 9pm Friday, November 30 to 3pm Saturday, December 1. Traffic will be detoured on the Palatine Rd. frontage roads. The closure is required to perform drainage work. Motorists should anticipate delays and allow extra time for travel through this area. Please obey the speed limit, observe closure signs and remain alert for workers. Find details on other construction projects in IDOT's District 1 at www.dot.il.gov

For information about Village construction projects, visit www.northbrook.il.us/index.aspx?page=420 .

SKOKIE VALLEY BIKE TRAIL

Public Works staff met with representatives from Wilmette, Glenview, Northfield, the Northwest Municipal Conference, and TranSystems Consulting to discuss the grant funding application submittal for the proposed Skokie Valley Trail Bicycle/Pedestrian facility. This grant application will be submitted to Chicago Metro Area Planning's (CMAP), for the Congestion Mitigation and Air Quality (CMAQ) 2014 call for projects for Bicycle and Pedestrian Facilities. The objective of the grant application is to possibly securing 80/20 funding for Phase I Engineering Design for the Skokie Valley Trail. The application submittal deadline is February 8, 2013.

The proposed Skokie Valley trail is part of a regional network plan for bicycle and pedestrian travel in the Chicagoland area and has been in the planning phase for quite for a while. In addition to submitting the application the consortium is hoping to have representation at the CMAP's Bike and Pedestrian Task Force meeting on December 19th to lobby for the support of the Skokie Valley trail and importance to this area.

FIRE HYDRANT REPAIRS

Public Works crews worked this week to repair two damaged fire hydrants. On Monday, work was conducted to excavate and repair a leaking fire hydrant on the 2400 block of Crabtree Lane. On Thursday, a fire hydrant on Walters Avenue that had been struck by a vehicle was replaced. Photos of both hydrants are below.



WEEK OF DECEMBER 3, 2012

MON.	12/3	11:30am	Annual State of the Village Address - Pinstripes
TUES.	12/4	7:00 p.m.	Villas Salceda Homeowners Assoc. Meeting - Shermer Study
		7:30 p.m.	Plan Commission - Board Room
WED.	12/5	11:00 a.m.	Annual Clergy Luncheon - Board Room
THURS.	12/6	7:00 p.m.	Arts Commission Meeting - Terrace Room
		7:00 p.m.	Community Relations Commission - Library Civic Room
FRI.	12/7		No Meetings
SUN:	12/9		Hanukkah begins at Sundown