

MEMORANDUM

TO: STAFF

**COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES
DEPARTMENT HEADS**

FROM: Richard Nahrstadt, Village Manager

DATE: October 28, 2011

RE: STAFF BRIEFING

WEEK OF OCTOBER 24, 2011

AD HOC ECONOMIC DEVELOPMENT COMMITTEE

On Tuesday, October 25, the Ad Hoc Economic Development Committee, chaired by Trustee Heller, met for the first time to review business financial assistance tools available to municipalities and to discuss what incentives may be available as an alternative to the Class 6b program. In addition, the Committee reviewed all of the tools available municipalities, in addition to financial incentives, to encourage economic development. The Committee discussed the need to further refine the Village's guidelines for Class 6b requests and provided staff with some direction regarding how they could be refined. The Committee also discussed interest in establishing the framework for a local property tax relief incentive program that would provide relief in an amount less than the Class 6b program. The Committee directed staff to take the ideas shared at the meeting and to prepare revisions to the Class 6b program and to draft a structure for a local property tax relief program.

SHOP NORTHBROOK

This holiday season the Village has partnered with the Chamber of Commerce and the Chicago's North Shore Convention and Visitors Bureau to promote shopping at Northbrook businesses. The promotional campaign includes a printed restaurant and shopping guide, a shopping and dining micro- website, downtown street banners, and an on-line and print advertising campaign. Branded "Live Shop Dine Northbrook," the marketing campaign started last winter as a partnership between the Village and the Chamber with the circulation of posters and window decals to area merchants.

The campaign was kicked off with the installation of the "Live Shop Dine Northbrook" banners in the downtown and was followed up this week with the distribution of the Chamber's new shopping and dining guide, featuring information on Northbrook shopping opportunities as well as a listing of Northbrook restaurants. The attractive four color Guide was circulated through Pioneer Press newspapers in Northbrook, Deerfield, Glenview and Glencoe. Though published to coincide with the holiday shopping season, it will serve as a handy guide for residents, businesses and newcomers throughout the coming year.

Another component of the campaign is a new micro-website developed by the Chamber of Commerce that highlights shopping and dining information. The website will go live by November 1, which you can visit through either of the following web addresses: www.liveshopdinenorthbrook.com and www.shopdinenorthbrook.com. The site features an interactive map that showcases Northbrook's shopping areas, as well as provides a listing of Northbrook restaurants, organized by cuisine. With the assistance of the Chicago's North Shore Convention and Visitors Bureau, the Village has developed an ad campaign for the holiday season that includes online placements in Triblocal.com and Patch.com and print display ads in the Pioneer Press, TribLocal, and Time Out Magazine.

RESIDENTIAL BURGLARY

On the afternoon of Wednesday, October 26, persons feigning water work on a neighbor's home gained entry into a residence in the 4400 block of Four Winds Lane. While one worker distracted the homeowners while another burglarized the residence. Jewelry was taken. A canvass of the neighborhood resulted in negative results. Investigations is working on the case.

NORTAF CALL-OUT

The Major Crimes Task Force was activated on Wednesday, October 26, to investigate a double homicide in Skokie. One subject, the grandfather of the 18-year-old female victim, was taken into custody that day and has been charged with her death and that of her 27-month-old child.

POLICE COMMUNITY RELATIONS

On Monday, October 24, Police Department staff conducted a safety / crisis response meeting with School District 28. Fire, Police and School staff went over the school's emergency response plan and lockdown drills. W. W. Granger on Shermer Road held a safety and health fair day for their Northbrook employees on Thursday where Community Relations was invited to participate. Promotional information and give-aways on Police and Village programs, services and safety issues, etc. were distributed to Granger employees. Staff was available to answer any questions or give advice.

STORM AND SANITARY SEWER REPAIRS

The sewer crew repaired a section of storm sewer pipe that was completely blocked at 2323 Brentwood. Staff found the blockage when they were doing some exploratory televising. They removed a 5-foot section of 8" clay pipe and replaced it with a 5 foot section of 8" PVC pipe. The blockage, which had been causing storm water to back up onto the parkway and street, consisted of asphalt from the road resurfacing and a large wooden timber that was about the same thickness as the pipe. The repair should allow all water to flow freely.



The sewer crew repaired a break in the sanitary sewer line in front of 2785 Appletree. Staff removed 7-feet of 8" broken clay pipe and replaced it with a 7-foot section of 8" PVC pipe. There were two services in the segment that were replaced. Staff used 6" PVC fittings to ensure a tight sealed connection on the two services.

CONCRETE STREET PATCHING IMPROVEMENTS

The last remaining scheduled patching work in Charlemagne was completed this past weekend and included the entrance/exit drives at Dundee Road. This work was completed over the weekend to minimize disruption to bus service, refuse collection and weekday commuters. For next year, it is anticipated to complete the remaining work in the Charlemagne subdivision as well as begin and finish the necessary work in the Sutton Point subdivision.



IT'S LEAF SEASON AND THE VILLAGE'S STREET SWEEPERS ARE CYCLING THROUGH TOWN

The leaves are falling and the Public Works Department is performing its sweeping cycles to keep the Village's streets free of debris and leaves. The Village is currently working on their second street sweeping cycle. During the leaf season a sweeping cycle takes approximately 3 weeks due to the leaves that have fallen on the streets. Residents are reminded that the Village does not pick up collected leaves from private or parkway trees and raking leaves into the street is prohibited.

LAKE FRONT RAVINE STABILIZATION

Public Works has completed work on the lake front ravine streambed stabilization project. Public Works staff will monitor the ravine condition during the next year to see if any additional measures are required to protect the pump station road and raw water line.



Ravine Before



Ravine After

NORTHBROOK EAST STORMWATER MANAGEMENT FACILITY

The Village will hold the first of two Project Information Meetings with the Northbrook East neighborhood at the Village Hall on the evening of November 10th. Following the meeting, Patrick Engineering will begin on the final engineering drawings and bid package. The second Project Information Meeting will be before construction starts next spring. It is hopeful to have the facility constructed by the end of June 2012.

ANNUAL SANITARY & STORM SEWER LINING PROGRAM

We once again have partnered with local communities to secure very competitive unit price bids to complete lining work for selected sanitary and storm sewer mains. The preparatory work (cleaning & televising) is currently underway with the actual lining work scheduled to start the week of November 7.

WEEK OF OCTOBER 31, 2011

MON.	10/31		Halloween - Trick or Treat Hours 3-7pm
TUES.	11/1	6:30 p.m.	Planning and Zoning Committee Meeting – Terrace Room
		7:30 p.m.	Plan Commission –Board Room
WED.	11/2		No Meetings
THURS.	11/3	7:00 p.m.	Arts Commission - Terrace Room
		7:00 p.m.	Community Relations Commission – Northbrook Library Civic Room
FRI.	11/4		No Meetings
SUN.	11/6		Daylight Savings Time ends at 2:00 a.m.– Fall back one hour