

MEMORANDUM

TO: STAFF

COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES
DEPARTMENT HEADS

FROM: Richard Nahrstadt, Village Manager

DATE: September 28, 2012

RE: STAFF BRIEFING

WEEK OF SEPTEMBER 24, 2012

ADMINISTRATION AND FINANCE COMMITTEE MEETING

The Administration and Finance Committee met for the quarterly budget meeting. Staff reported on last quarter's financial results as well as projections for the remainder of the fiscal year. This included a projection that the original forecast of a \$32,605 surplus is now projected to be \$465,777 by the end of the fiscal year. Staff also reported that estimated annual revenues are projected to be over budget by \$174,000, offering continued evidence of a slow but sustained recovery in the local economy. Anticipated expenses are projected to be under budget by \$258,830, mostly due to staff position vacancies.

The economic conditions of Northbrook were also discussed. The total vacancy rate for Northbrook's retail shopping centers continued to be in the 8% - 8.5% range, after reaching a peak of nearly 15% in 2010. Local sales tax has exceeded budget in 17 of the past 18 months, and September receipts (for sales made in June) marked the first month that has exceeded our peak collections of FY 2008/09. The next quarterly budget review will be held in late November.

REGULAR BOARD OF TRUSTEES MEETING

On Monday, September 24, the Board of Trustees held a regular meeting. During the Manager's Report, staff provided a brief presentation on Geo-Caching, ComEd's new Emergency Response and Preparedness Procedures and Electrical Aggregation. During this time, Village Attorney Elrod also provided a status update on the Memorandum of Understanding re: the Shermer Road bridge replacement. During the President's Report, Deputy Chief Bob Brogan was recognized for his thirty years of service to the Village. Also under this report, three proclamations were passed proclaiming: the Month of October 2012 as "Illinois Arts and Humanities Month," the Week of October 7-13, 2012, as "Fire Prevention Week," and October 24 through October 31, 2012, as "UNICEF Collection Days – Kids Helping Kids." The Consent Agenda passed including Resolutions approving: an agreement with ADP, Inc. to provide payroll processing services, payment for evaluation and repair of the ComEd Sanitary Sewer Lift Station, and an agreement for repairs to a pump at the Cherry Lane Underpass Stormwater Lift Station. Under the Planning and Zoning Committee report, the Board heard a staff report on the Northbrook Public Library's request to amend an existing Special Permit to accommodate a building addition and an Increase in a parking variation; the Board directed staff to prepare approval documents. During this Committee's report there was also a preliminary review on a proposed building addition for Commercial Residential use at 1856 Walters; the Board provided their comments and passed the application on to the Plan Commission. Under the Public Works Committee report, an Ordinance was passed approving the purchase of a 2012 Vactor Sewer Cleaning Vehicle.

The next meeting of the Board of Trustees is on Tuesday, October 9, 2012.

SEPTEMBER ICDC MEETING

On September 25, the Industrial and Commercial Development Commission held its monthly meeting. In addition to receiving the monthly report regarding economic and development activity in the community, the Commission spent most of the meeting reviewing both the County's and the Village's guidelines and processes related to the Class 6b program. The Commission discussed the competitiveness of attracting industrial businesses to acquire property in the community, especially due to Cook County taxes. Commission members expressed the idea that the Village may wish to identify industrial buildings that may need the Class 6b incentive to become occupied and then let the brokerage community know. Prior to the next meeting, a tour will be set up for Commission members to view buildings that have challenges in finding new owners/tenants. The Commission continued its discussion of downtown property maintenance issues to the October meeting.

TRUCK HIT POWER LINE

Early Friday afternoon crews responded to a truck hitting a power line at 1340 Shermer (behind the Landmark Inn). One pole near the building was knocked down, causing power outages in the Shermer Road/ Church Street/ Walters Avenue area. As of this writing, our crews are on location with ComEd. At this time, ComEd is estimating that portions of the affected area will have power restored by early this evening.



NATIONAL TAKE BACK INITIATIVE (NTBI)

On Saturday, September 29, 2012, between 10:00 am and 2:00 pm, the Police Department will participate in the National Take Back Initiative (NTBI). This initiative is sponsored by the Drug Enforcement Administration (DEA) and partnered with more than 2,900 law enforcement agencies nationwide. The purpose of NTBI, is to collect and dispose of unused, expired, and unwanted prescription drugs. Thousands of pounds of unused prescription drugs have been collected since the DEA began this endeavor.

The Village participates in the NTBI through our sponsorship and participation in the "Save-A-Star" program. The purpose of "Save-a-Star" is to collect and safely dispose of unwanted and unused medications, thus keeping them out of the hands of individuals who might otherwise become victims of prescription drug abuse. The collection box, located in the lobby of the Police Department, is routinely full at week's end, and its contents properly disposed of. This major initiative is an effort to bring more agencies on board with the program and now is open to long term care facilities. The "Save A Star" mailbox remains at the Police Department for daily disposal of accepted items.

FIRE HYDRANT RELOCATION

Earlier this week, a Public Works crew replaced and relocated the fire hydrant at the southwest corner of Techny Road and Greenview Avenue. The hydrant was previously located near the edge of the road and was potentially at risk of being struck by a vehicle. The new hydrant is now located 9 feet west and 8 feet south of its previous location. This work required a water shut off that affected 15 homes. Residents were notified two days prior by a hand delivered letter.

The photo to the right shows the old hydrant as it is being removed.



WATER MAIN IMPROVEMENTS

Over the last week the Village's contractor, Lenny Hoffman Excavating, installed approximately 1,000 feet of water main on Shannon Road and Woodbine Lane. A 2,800 foot section of the previously installed water main passed a pressure test which was conducted by staff and the contractor. Over the next week, this section of water main will be chlorinated and bacteriological water samples will be taken from the main to ensure that it has been properly disinfected prior to being put into service. The entire project is anticipated to be completed by the end of November.

TECHNY ROAD PROJECT

Construction along Techny Road continued this week with the base preparation for the new pavement on the north half of Techny Road. In addition, the contractor continued the installation of the 48-inch storm sewer on Pflingsten Road, which should be completed next week. The project is now approximately 60% complete and will be finished well before the previously anticipated date of December 31, 2013. The adjacent photo depicts the contractor preparing to install a section of the new storm sewer on Pflingsten Road near White Pine Drive.



POLICE ACTIVITY

On Sunday evening, September 23, Officer Salmi and Canine Jack were assigned to assist the Cook County Sheriff's Police in a missing, ill and suicidal male juvenile subject in Des Plaines. Officer Salmi directed Jack to the point of the juvenile's departure from his apartment and Jack successfully located the juvenile hiding in the area. The juvenile was taken into custody by Cook County Officers.

Police are investigating a rash of burglary to motor vehicles occurring over the weekend of September 22. Five incidents were reported, either by vehicle owners or Officers patrolling the areas of Cedar, Briarwood, and Crabtree Lanes. The vehicles were believed to have been parked in the residents' driveways unsecured. Items removed included sunglasses, clothing items, credit cards and an old cell phone. Officers contacted the residents that were unaware of the burglaries to their vehicles and advised on protection of identity theft. Residents are reminded to secure their vehicles and remove items from plain sight, even when parked in the driveway.

NORTHBROOK ENGINE 11 PROVIDES ASSISTANCE FOR HIGHLAND PARK FIRE

At approximately 1:00am on Monday morning, September 24, 2012 Northbrook E11 was requested to Highland Park for a structure fire. The Engine 11 crew assisted with the extinguishment of the fire and remained on location to assist. There were no reported injuries and damage estimates are still being

assessed by Highland Park. Northbrook Station 11 was covered by paid on call staff while Engine 11 was committed to Highland Park.

INSTALLATION AND COMPLETION OF EXHAUST EXTRACTOR SYSTEM AT FIRE STATIONS

Workers completed the installation of exhaust extractor systems at Fire Stations 10 and 11 by the end of this week, September 28, 2012. This project was funded almost entirely by a FEMA Assistance to Firefighters grant. At completion of this project, all three Northbrook fire stations now have the same exhaust extractor system, which allows for almost zero exhaust emission transmission within the stations from fire apparatus. A big thank you to all members involved in making this project a reality and for providing for a safer work environment for our Firefighters and employees.



NORTHBROOK SONAR TECHNICIANS ASSIST WITH SEARCH FOR MISSING NORTHWESTERN STUDENT

At approximately 8:30am on Wednesday morning, September 26, 2012, the Wilmette Fire Department requested the Division III Sonar unit and technicians to assist with a search in the Wilmette harbor. The Division III Sonar unit is currently stored on Northbrook's Dive Team Vehicle, and the Northbrook team responded with two technicians to the Wilmette harbor. The sonar unit allows members to search underwater using sonar technology. Due to the conditions in the harbor the search by sonar and with divers proved to be very difficult. Northbrook Stations were covered by call back personnel during the incident. The missing student was found Thursday evening in the water, near the Sheridan Road Bridge in Wilmette Harbor.

NORTHBROOK FIRE PARTICIPATES IN DIVISION WIDE TRAINING

Over the past three weeks all fire departments within MABAS Division III participated in their semiannual training event. Approximately 20 different community fire departments participated in the training held at the Northeastern Illinois Public Safety Training Academy (NIPSTA). The training consisted of fire ground operations, live fire scenarios, forcible entry obstacles and relay pumping operations. The training was well received by all participants and departments are looking forward to the next session to be held in the spring.



CONSTRUCTION WORKER INJURED IN A FALL

On Wednesday morning, September 26, 2012, a construction worker injured his back after falling 12 feet working at a house under construction. The 47 year old worker was helping build a house on Heritage Oaks Drive near the intersection of Walters and Lee roads when he fell into the basement of the house. The house, in the initial stages of construction, did not have its basement stairs built yet so the man was hoisted with rope up a ladder to the paramedics. The Northbrook paramedics treated him for a possible spinal injury and transported him to Lutheran General Hospital.

WEEK OF OCTOBER 1, 2012

MON.	10/1		Sukkot begins
TUES.	10/2	7:30 p.m.	Plan Commission Meeting – Board Room
WED.	10/3	6:30pm	Sustainability Plan Community Forum - Board Room, SS, TR, GGCR
THURS.	10/4	5:30 p.m.	Special Architectural Control Commission - Terrace Room
		7:00 p.m.	Arts Commission - Terrace Room
		7:00 p.m.	Community Relations Commission - Library Civic Room
FRI.	10/5		No Meetings