

MEMORANDUM

TO: STAFF

COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES - DEPARTMENT HEADS

FROM: Richard Nahrstadt, Village Manager

DATE: August 2, 2013

RE: STAFF BRIEFING

WEEK OF JULY 29, 2013

CHANGES IN RESIDENTIAL SCAVENGER SERVICES

Advanced Disposal, the company that provides refuse and recycling services to Northbrook residents, is requiring all customers to select their preference for service level and cart sizes. Due to the Village's new franchise agreement which takes effect on September 1, 2013, all residences in Northbrook will now receive the choice of either a 95-gallon or 65-gallon cart for refuse collection and the choice to upgrade to a 95-gallon cart for recycling collection. This week, Northbrook residents should have received a postcard from Advanced Disposal detailing the four (4) service level options that are available as well as information on how to select the appropriate cart size for refuse (curbside collection only) and recycling (both curbside and backdoor collection). The date listed on the postcard for a response deadline is incorrect. ***The deadline for a response is August 19, 2013.*** Also this week, all Advanced Disposal customers should have received a telephone call directing them to select their service level and cart preferences. Residents have three (3) options to make their selection: online, mail or phone. More information can be found at www.northbrook.il.us/advanceddisposal. The online option is recommended for those with access to the internet as it the online portal is quick and easy to make your selections.

The new contract goes into effect on September 1. New carts will be delivered during the week of August 26. Should a resident determine that they would like a different size than the one they originally selected, free cart exchanges will be made through December.

DOWNTOWN ZONING COMMITTEE

On Tuesday, July 30, Development and Planning Services staff presented additional information regarding form based zoning codes to the Downtown Zoning Committee. After some discussion about such codes, the Committee directed staff to work with the consultant on developing form based code regulations to implement the recommendations of the Downtown Plan. The Committee then discussed the most appropriate general building form for each area of the downtown to begin to identify the appropriate form based regulations for each area. Staff will now work the consultant to begin to draft the appropriate regulations, which will be brought back to the Committee later this year for its consideration.

ARTS COMMISSION

The Arts Commission held a regular meeting on August 1 to discuss this year's Art in the Park – A Northbrook Fine Arts Festival that was held July 13 & 14. The Commissioners all agreed that the event, which included 70 juried artists; entertainment by local musicians; food by Little Louie's; a children's art project; and a silent auction (which raised \$1,454 for Northbrook Friends of the Arts), was a great success. The members expressed thanks to all the volunteers, both past and present that have helped shape this

event as one of the premier pure art festivals in the North Shore. The Commissioners unanimously agreed to host next year's Art in the Park on July 12 & 13, 2014. As the next regularly scheduled meeting of the Commission falls on Rosh Hashanah (September 5), the meeting has been rescheduled for September 12.

COMMUNITY RELATIONS COMMISSION

The Community Relations Commission held a regular meeting on August 1. Commission members were provided with a status update on the "Northbrook Cares" initiative. At this time, subcommittee members are gathering information from area services agencies in order to populate a website. The Commission also will begin work on updating the Community Resource Guide, which was last updated in 2010. A community member presented the Sister Cities program to the Commission. A subcommittee will be developed to work with this resident on researching the program further. If the subcommittee determines that this is an initiative the Village should consider, a formal presentation will be provided to the Board of Trustees. The Commission also designated Commissioner Chairs for all upcoming events. These events will be discussed in greater detail at future meetings. As the next regularly scheduled meeting of the Commission falls on Rosh Hashanah (September 5), the meeting has been rescheduled for September 12.

ENTERPRISE RESOURCE PROGRAM (ERP) RFP RELEASED THIS WEEK

Culminating a long process of information gathering by a staff committee with representatives from all Village Departments that commenced this spring, the Village and its consultant, Plante & Moran, released a request for proposals (RFP) for the replacement of the Village's antiquated computing and data management systems with the selection of a new Enterprise Resource Program (ERP). An ERP integrates all Village functions and information across the entire organization, allowing for the efficient flow of this information between internal business functions. A new ERP will modify and improve internal operations and allow for better interaction with the public by providing better online collaboration with Village departments (permit status, etc.). This system replacement was included in the Village's annual Capital Improvement Plan, and full integration is expected to take approximately 3 years.

The RFP is available online at www.northbrook.il.us. It is expected that staff will make a recommendation to the Village Board for selection of the ERP vendor in late 2013.

WEST NILE VIRUS IN NORTHBROOK

The North Shore Mosquito Abatement District (NSMAD) recently found Northbrook's first West Nile virus positive mosquito pool of the year. A pool of mosquitoes collected in Northbrook on July 24, 2013. The sample was sent to the Illinois Natural History Survey for additional testing via RT-PCR that indicated the sample was positive for West Nile virus.

Residents are reminded to protect themselves by avoiding outdoor activity around dawn and dusk, covering exposed skin with loose fitting, light colored clothing and wearing insect repellent. Residents should also check around their homes and eliminate potential mosquito breeding sources, particularly any items that can hold water. If it can hold water, it can breed mosquitoes.

Mosquito Spraying Information & Reporting Dead Bird Findings

For residents east of Pflugsten, contact the North Shore Mosquito Abatement District at 847/446-9434 or www.nsmad.com

For residents west of Pflugsten, contact Northwest Mosquito Abatement District at 847/537-2306 or www.nwmadil.com

CONCRETE STREET REHABILITATION PROJECT

The concrete street rehabilitation project continued this week with the Village's contractor, Triggs Construction, continuing to remove and replace concrete panels on the second half of the streets throughout the project area on the west side of Pfingsten Road. As the contractor removes segments of deteriorated concrete, some homes do lose access to their driveway for 5-7 days while the new concrete is poured and cures. Prior to the removal of the concrete segments, residents are hand-delivered a letter that provides information on topics such as when the work is anticipated to take place and where the resident is able to park.

ASPHALT STREET RESURFACING

The annual asphalt street resurfacing program continued this week with the Village's contractor, Curran Contracting, working to install the final layer of asphalt on the remaining streets. This work will continue into next week. Upon completion of paving, the contractor will work to complete various minor tasks such as installing a stone shoulder on Forest View Drive and Greenview Road, installing new pavement markings, and completing lawn restorations. It is anticipated that this project will be substantially complete in 2-3 weeks.

SKOKIE VALLEY TRAIL

Trustee Buehler and Civil and Special Projects Engineer Jim Baxa attended an initial meeting regarding the Skokie Valley Trail with the other participating local agencies (Wilmette, Glenview, Northfield, Skokie, and Lake County) and TranSystem Consulting Engineers. The focus of the meeting was coordination of a multi-jurisdictional grant application, for which Northbrook will be the lead agency, through IDOT's Illinois Transportation Enhancement Program (ITEP). The consensus at the meeting was to request funding for Phase I & II engineering. The ITEP program is a federally funded grant which carries up to an 80/20 split for funding of bicycle improvement projects such as the Skokie Valley Trail. It is anticipated that if a grant is awarded, the cost of the local match would be evenly split between the local agencies.

TRAFFIC SIGNAL/LIGHT POLE PAINTING

Starting next week, the Village's contractor, DiVinci Painters, will paint various light poles in the Central Business District along with the traffic signal poles at the Shermer/Meadow intersection. Painting requires that everything attached to the poles, such as banners and flower baskets, be removed. To effectively paint the traffic signal poles, the contractor will be removing the pedestrian signals and push buttons at the Shermer/Meadow intersection. Painting of these poles will be done in phases. The table below provides an overview of the anticipated project timeline; however, it is important to note that changes may occur due to inclement weather. While the pedestrian signals are down, warning signs will be placed up to inform pedestrians and crossing guards will be assigned to the intersection to provide assistance during the afternoon/evening hours.

Traffic Signal Painting - Anticipated Work Schedule			
Southeast and Northwest Corners		Southwest and Northeast Corners	
Mon., August 5	Pedestrian signals are removed	Mon., August 12	Pedestrian signals are removed
Tue., August 6	Poles are painted	Tue., August 13	Poles are painted
Wed., August 7	New pedestrian signals are installed	Wed., August 14	New pedestrian signals are installed

POLICE DEPARTMENT ACTIVITY

- Community Relations Supervisor Michael Shep delivered a presentation to Divine Word clergy members on American Policing. The representatives from China, India, Africa, Indonesia and the Philippines who will be assigned to various parishes in the United States were introduced to the United States policies on police procedures.
- Police are investigating a burglary to a residence in the 2000 block of Ridge Drive. Unknown persons pried open a rear patio door and removed jewelry, currency, gift cards and electronic equipment. An attempted burglary was also discovered to a condominium in the 1400 block of Shermer Road. Entry was not gained to the building. The residents were not at home when the incidents occurred.

FIREFIGHTER PASSES ENTRANCE EXAM FOR PARAMEDIC CERTIFICATION

Congratulations to Firefighter Joseph Kinney on his successful transition to the Highland Park Hospital Paramedic Program effective July 16, 2013. Joe has successfully completed the didactic and clinical requirements for the designation of Emergency Medical Technician – Paramedic. Joe was hired in April, 2013 as a Firefighter and was previously a Paramedic with another EMS system. With the successful transition to the Highland Park EMS system, Joe is now able to utilize both his firefighting and Paramedic skills on shift. Congratulations Joe!

COM ED WORKER INJURED BY HIGH VOLTAGE

The Fire Department responded to a report of an electrocution in the 1200 block of Pfingsten on August 2, 2013. Upon arrival crews found that a Com Ed worker’s equipment had inadvertently contacted a 7,200 volt energized transmission line while he was working from a bucket truck. The worker suffered superficial burns to his head and face during the flash and was transported in good condition to an area hospital.

NATIONAL NIGHT OUT AGAINST CRIME

On Tuesday, August 6, all are invited to join the Northbrook Police, the Northbrook Park District and the citizens of Northbrook in celebrating the 10th Annual National Night Out at Meadowhill Aquatic Center, Waukegan and Maple Roads, from 6-9pm. The free event includes DJ entertainment, hot dogs and drinks, McGruff the Crime Dog, games and raffles, the use of the pool in addition to information about safety and crime prevention tips. Bring your family and friends for a wonderful evening at the pool. Jeffrey’s Climbing Tower will be open for demonstrations.



National Night Out is a community wide event, sponsored by the Northbrook Park District and the Village of Northbrook, designed to promote partnership between local police and the community and to share information and ideas about crime prevention and public safety. National Night Out provides residents with an opportunity to talk with Northbrook Police, meet the Police Chief and Village Board members. Join us for a great evening on Tuesday, August 6, at Meadowhill Aquatic Center. For more information, call 847/664-4425. In the event of rain, the program will not be rescheduled.

WEEK OF AUGUST 5, 2013

SAT.	8/3	9am-11:30	Fun for People w/Special Needs - Northbrook Days
		Noon-11pm	Northbrook Days

SUN.	8/4	1-9pm	Northbrook Days
MON.	8/5		No Meetings
TUES.	8/6	6-9pm	10th Annual National Night Out Against Crime, at Meadowhill Park
		7:30pm	Plan Commission Meeting - Board Room
WED.	8/7		No Meetings
THURS.	8/8		Ramadan Ends
		5:30pm	Architectural Control Commission - Terrace Room
FRI.	8/9		No Meetings