

MEMORANDUM

TO: STAFF

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

FROM: Richard Nahrstadt, Village Manager

DATE: September 3, 2010

RE: STAFF BRIEFING

WEEK OF AUGUST 30, 2010

SPECIAL MEETING OF THE BOARD OF TRUSTEES

Due to the cancellation of their regular meeting on August 24, the Board of Trustees held a special meeting on Tuesday evening. During the Hear from the Audience portion of the meeting, two people spoke on whether gardens should be allowed in the front yard of a residential property. Under the Manager's Report, Manager Nahrstadt mentioned that staff had implemented a resident complaint tracking software program that went live on September 1. He also discussed the new transparency page on the Village website that shares with the public certain information on public employment wages and benefits. On Consent, the Board approved a contract with ECS for the reconstruction of Revere Drive. The next Regular meeting of the Board of Trustees is scheduled for September 14.

ADMINISTRATION & FINANCE COMMITTEE

The Administration & Finance Committee met on Tuesday evening to review the final revenues and expenses for FY 09/10, and the current projections for FY 10/11 based on first quarter results.

The original budget for FY 09/10 anticipated a General Fund deficit of \$412,000. During the year, revenues began to come in lower than expected and corresponding adjustments to expenditures were needed. We finished the year with revenues being \$1,501,835 less than originally anticipated and expenditures being \$1,294,489 less than projected when the budget was originally approved in April 2009. This produced a total deficit of \$619,311 for the year. As a result, we ended FY 2009/10 with an unreserved fund balance in the General Fund of \$17,860,912, which was only 1% less than our original estimate in April 2009.

The FY 2010/11 budget projected a General Fund surplus for the year of \$29,767. Through the first quarter, revenues are slightly ahead of projections and expenses are slightly under original estimates. We are currently projecting the General Fund surplus to be \$284,557 for the year.

SENIOR SERVICES COMMISSION

The Senior Services Commission met for their regular meeting on Thursday night. The Commission discussed what services the Village should offer its senior residents. They all agreed that a comprehensive list of services provided by other community organizations should be compiled and placed on the Village website. Chairman Wax asked that Commissioners Stern and Ganitopoulos work with staff to come up with a list of services that is relevant to the needs of seniors. The Commission also asked that staff look into the possibility of the Fire Department conducting a training session at Crestwood Place to help the residents better familiarize themselves with evacuation procedures in case of an emergency. The last action item was a request for staff to discuss with Police Department's dispatch team the feasibility of making wellness checks via phone calls during severe weather events.

The Commission also rescheduled a hearing regarding the tenancy of one of the residents at Crestwood Place, which is now set for September 16 at 7:00 p.m. The next regular meeting for the Senior Services Commission is scheduled for November 11.

COMMUNITY RELATIONS COMMISSION

Most of the night was dedicated to the review of two issues that have been worked on at the sub-committee level – a Village-supported character program and a community forum. While the Commission is generally open to the idea of a Village-supported character initiative, there is still much debate over the role that the Village should play and the extent to which the Village should be involved. The Commission reviewed the sub-committee report which detailed the costs and benefits of such a program and some possible program options.

Last month, the Commission considered adding a “community forum” to their list of activities. A subcommittee was formed and since that time, they have met to discuss the feasibility of such a program. At last night’s meeting, the Commission decided to move forward with the idea. With input from staff and the Board of Trustees, they will begin putting together possible topics, formats and guidelines for holding such an event.

The next meeting of the CRC is scheduled for October 7, 2010.

ARTS COMMISSION

The Northbrook Arts Commission held a regular meeting on Thursday night. Discussion was focused on upcoming events and event marketing.

Sunday, October 10, the annual *Studio Tour* will be held from 11 a.m. to 5 p.m. with 11 artists participating. Five artists will be showing work at their home studios. The remaining six artists will be displaying work at the Village Green Center. More information is forthcoming on www.northbrookarts.com. The *Northbrook Originals* display at the Library will run from Monday, January 3 to January 31. Applications are to be mailed out next week with an application deadline of November 10. Commissioners reviewed the *Gig on the Green* series with Commissioner Hughes mentioning the positive feedback she received from many residents in regards to the music selection. Due to some availability changes with the Village Green next year, the event may be moved to a different park. This will be discussed further at upcoming meetings.

The Commission talked about collaboration with the Youth Commission and High School in regards to promoting Youth involvement in the arts. With several events sponsored by the High School in spring and the successes of the first-annual Rock the Green and Youth Film Festivals in June, commissioners felt cross-promotion of these events can be effectively utilized. Commissioners also discussed the need to develop a comprehensive marketing plan for the events sponsored throughout the year. This will be discussed further at upcoming meetings.

The next regular meeting of the Commission will be Thursday, October 7.

ASPHALT STREET REHABILITATION PROGRAM

The Asphalt Street Rehabilitation program will begin next week. The program includes removal and replacement of the top layer of asphalt to prolong the life of the roadway. Residents have been notified in advance of this work. With this roadwork there will be spot curb and gutter work. Roadwork will begin on the following roadways the week of September 7: Cherry Lane, Harborside Drive, and Ancient Tree Road.

REVERE DRIVE RECONSTRUCTION PROJECT

Saw cutting of curbs and pavement, and installation of tree protection fencing will begin next week. During two phases of this project (September 13 – 16 and October 4 – 8) work will be allowed to occur during the hours of 12:30 p.m. and 8:30 p.m. Staff has communicated directly with the homeowners associations in the surrounding residential areas and received their concurrence with those times. All residents in the surrounding neighborhoods will be notified with a letter delivered on Friday, September 3. Project timelines, as well as staff contact information, will be provided in the letter as well. Businesses will also receive an update on the revised hours for the two periods of the Revere Drive reconstruction project on Friday.

VOLTZ ROAD

The Metropolitan Water Reclamation District's (MWRD) contractor, Kenney Construction, continued the 24-hour lining operations along Voltz Road (Grant to Sunset Ridge). The lining of the interceptor segment was able to be completed off-road. Work is now anticipated to continue through the month of September with the temporary traffic signal re-installed to maintain traffic in each direction.

NORTHBROOK EAST WATERMAIN PROJECT

The contractor, Trine Construction Corporation, has completed the installation of the new watermain, valves, and fire hydrants on Whitfield Road. The contractor will begin construction of the new watermain on Berglund Place on Friday, September 3. It is anticipated that the Contractor will complete the Berglund main and begin constructing the new main on Dalton Place on Tuesday, September 7. A second work crew will begin connecting the residences to the new watermain on Longaker Road on Tuesday, September 7.

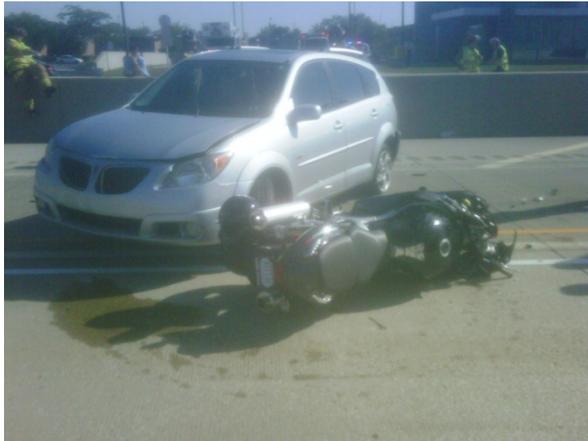
SEPTEMBER 2-3 STORM UPDATE

In the past 24-hours, the Village has received approximately 1.5 inches of rain, about an inch of which came last night. The night of September 2, Public Works received and responded to five calls: 2 lift station alarms, 2 branches, and 1 street flooding call. As of 10:30 a.m. on Friday morning, there are 115 customers in Northbrook without power. ComEd is aware of the outages and is working to restore them.

LAKE MICHIGAN WATER INTAKE INSPECTION

Divers from Global Infrastructure of Lansing, Illinois performed an underwater inspection of the 30" and 48" intakes in Lake Michigan on Wednesday, September 1. The inspection included videotaping of the conditions around and inside the coned risers on the 30" line as well as the crib around the 48" intake. A written report and DVD will be available in a few weeks.

THREE SEPARATE SPUR MOTOR VEHICLE ACCIDENTS



Over the weekend, there were three accidents on the Spur. The first of three calls was in the construction zone. It was a minor incident with no transports. The second and third accidents both took place at the toll booth. A motorcycle versus auto took place just past the I-pass lane. The third incident was a car rear-ending a box truck that was stopped at the cash box.

On Friday, August 27, the most serious of the three accidents, the motorcycle accident, occurred Eastbound at the I-Pass Lane, 200' east of the toll booth. Fire Inspector Dave Mohry was on his way home from work and was first on the scene. The motorcycle and driver were trapped underneath an automobile that had spun out

of control trying to avoid colliding with the downed motorcycle. Mohry dialed 911 and started first aid. Lincolnshire's Ambulance 52 and two Northbrook Paramedics transported the patient, who was in serious condition, to Condell Hospital, a level I Trauma Center.

ANNUAL CONTRIBUTION TO NORTHBROOK CHAMBER OF COMMERCE

During the budget workshops, the Board approved continued financial contribution to the Northbrook Chamber equal to 10% of the prior year Hotel/Motel tax receipts. Based upon our final audited figures for FY 09/10, the contribution for FY 10/11 will be \$48,383.55. This check will appear on the September 14 warrant list.

BUILDING SCHEDULED FOR TEAR DOWN BECOMES TRAINING SITE

Monday and Tuesday, August 30 and 31, Northbrook firefighters had the opportunity to practice their skills on the home at 2075 Pflingsten Road, before it was razed on Wednesday, September 1. On-duty fire companies took turns practicing search and rescue techniques, hose line advancement, forcible entry and

ventilation in the two-story home. Our thanks to Covenant Village for allowing the Village permission to use the property for this valuable training exercise.

PARAMEDIC SCHOOL GRADUATION AT HIGHLAND PARK

Friday night, August 27, five firefighters from Northbrook graduated from the South Lake County Medical System, including the class Valedictorian and Salutatorian. Paid-On-Call Firefighter Kevin Lorenz graduated first in his class with Career Firefighter Ted Peters just .018 points behind him. Also graduating were POC/FF Graham Kinloch, POC/FF Michael Gartz, and POC/FF Bradley Kliff. Once these firefighters have completed their ride-a-longs, they will be allowed to challenge the State of Illinois paramedic test and their oral exams before they get their state certifications. Congratulations to one and all!

GREEK FEST WEEKEND AT HELLENIC AMERICAN ACADEMY

The annual North Shore Greek Fest at the Hellenic American Academy on Lake Cook Road (in the Village of Deerfield) in the Rural Fire Protection District runs from Friday through Sunday. The Fire Prevention Bureau will be inspecting the site each day to ensure code compliance.

ANNUAL POLICE AND FIRE APPRECIATION BBQ

The Techny Mission held their annual appreciation day for Northbrook's Police and Fire Departments on Wednesday, September 1. The annual event is hosted by the Society of the Divine Word Fathers to show their appreciation for the services to the mission and the Village. A small ceremony and gracious dinner was held at the Techny Residence garden. Chiefs Wernick and Nolan wish to thank SVD Superior Adam MacDonald, Father Jim Braband and their team for the generosity and friendship in hosting this celebration and for all the help given by Chaplain Braband throughout the year.

WEEK OF SEPTEMBER 7, 2010

MON.	9/6		Labor Day - Village Hall Closed
TUES.	9/7	9:00 a.m.	Department Head Staff Meeting – Terrace Room
		11:30 a.m.- 3:30 p.m.	Auto-Dialer Demos – Fire, Station 11 – RK, PK, CF, AW
		3:00 p.m.	AITP Interview– Historical Society, KD
WED.	9/8		<i>Rosh Hashanah begins at Sundown</i>
		Noon	Rescheduled Architectural Ctrl. Comm. Meeting – Terrace Room
		1:00 p.m.	Meeting with Jim Baird – GGCR, RN, PK, GVD, DF, DK, KD
		2:30 p.m.	Docket Review Meeting – Terrace Room
		7:00 p.m.	Bicycle Task Force – Terrace Room
THUR.	9/9		Rosh Hashanah
		7:30 a.m.	Chamber Board Meeting – Chamber of Commerce
		2:00 p.m.	885 Sunset Ridge Meeting – Terrace Room
FRI.	9/10		
SAT.	9/11	8:50 a.m.	Patriot's Day Observance – Fire Headquarters, 740 Dundee
		10:30 a.m.	Touch-A-Truck – Park District, Techny Prairie Park & Fields
SUN.	9/12	4-7:00 p.m.	Police & Fire Appreciation BBQ- Youth Commission- Police Department