



Village Manager's Report
Week ending December 12, 2014

Meetings scheduled for the next week:

- Saturday, December 14:
 - Intergovernmental Committee, 9 a.m., Oak Park Township
- Monday, December 15:
 - No scheduled meetings
- Tuesday, December 16:
 - Citizen Police oversight Committee, 7:30 p.m., room 102
- Wednesday, December 17:
 - Disability Access Commission, 7 p.m., 834 Lake St.
 - Special Community Design Commission, 7 p.m., room 201
 - Community Relations Commission, 7 p.m., room 101
 - Housing Programs Advisory Committee, 7 p.m., room 215
- Thursday, December 18:
 - Building Codes Advisory Commission, 5:30 p.m., room 215

Property inspections update – Neighborhood Services Division inspectors have been particularly busy responding to residential complaints this year. Inspectors had responded to 357 complaints through November, a 146 percent increase over the 145 complaints handled for all of 2013. Of the complaints received so far this year, 85 percent have been resolved. Complaints frequently involved renter concerns, such as lack of heat and pests, and neighbor reports about neglected or vacant residential properties. During routine inspections, inspectors also often catch critical life and safety hazards, such as a natural gas leak recently detected during a multifamily building inspection and a carbon monoxide leak discovered during an inspection of a townhouse complex.

Agenda creation training – More than 30 Village staff members participated in training this week as we move toward implementation of an all-electronic Village Board agenda packet creation tool. In 2014, the Village Board decided to “go paperless” and members of the Village Board begin using an iPad app to view meeting agenda materials. This process was implemented through an internal workflow that was labor intensive. On July 21, 2014, the Village Board approved a contract with Granicus to purchase new software, training and cloud storage to support electronic meeting packets. Staff worked with Granicus in the fall to configure workflow and training on the new software that will support the meeting preparation process via iLegilate and website posting of meeting materials. The Granicus module will integrate with our current ability to stream meetings online. This

new approach will streamline the entire meeting agenda preparation process and result in an easier electronic document for board members and citizens to review along with the many historical documents that often are associated with each agenda item. In addition, the system will create a searchable database that will become increasingly valuable as it grows. The look of our agendas will change somewhat due to the automated features of the agenda generation tools, but should prove easy to read and understand. We hope to roll out the new system in the New Year. Moving to the electronic meeting packets for the Village Board is conservatively estimated to save 30,000 pieces of paper annually.

Capital improvements – Punch list work is all that remains on the various alley projects, with the new lights expected to be installed by the end of this week in the east-west alley north of Lake Street and east of Forest Avenue. Installation of the repaired Marion Street viaduct signs has been rescheduled for Monday, and may require closing the northbound lane for much of the business day. Survey and design work continues for many of the capital improvement projects planned for the 2015 construction season.

Public Works activities – A sewer lateral at 642 N. East Ave. and fire hydrants at 1122 N. East Ave. and 617 S. Kenilworth Ave. were repaired this week. Crews also are finishing the cleanup following the end of the annual fall leaf collection program, including street sweeping in problem areas and restricted parking spaces. The water meter head change out program continues, with nearly 950 of the current phase appointments completed. In-house Forestry crews continued to focus on service requests, including ensuring roof clearances. Removals of dead and diseased trees also continued as did stump grinding, with in-house crews handling trees less than eight inches in diameter, while contractors focused on the large trees. All of the Village-owned raised planters have been cleaned for the winter, as have the in-ground planters and landscaped areas. Ongoing routine activities also continued, with crews restoring street openings where water main breaks had been repaired, fixing signs, removing graffiti and patching potholes.

Staff career development – Police Department Administrative Commander Erica Ramsay graduated this week from the Northwestern University Center for Public Safety School of Police Staff and Command. The 10-week course is one of the most academically challenging law enforcement programs in the country for executives. Erica joined our Police Department in September 2013.

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