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To: Mayor Knigge and Board of Trustees

From: David Geary-Village Administrator, Dir. of Public Works, Dir. of Building/Zoning
Jackie Soccorso-Dir. of Environmental Quality and Public Works Supt. of Administration
Alex Pryde-Public Works Superintendent of Operations
Joe Schwarz-Fire Prevention Division Chief and Building Commissioner
Zaida Torres-Director of Finance, Human Resources and Information Technology

Date: November 9, 2011

**Administration, Public Works, Finance and Building and Zoning Departments
Administrative Report for October 27th through November 9th, 2011**

Administration

Electrical Savings Program

At the November 8th Committee of the Whole meeting, the Board directed staff to begin to inform small business owners and residents about the advantages of joining an 'opt-in' electrical savings program. On the morning of November 9th, staff convened to formulate a plan to publicize and promote the programs to Village residents through inclusion of information on the website, e-news, Facebook, Village Voice newsletter, water bill message, marquee, and flyers.

The following options will be highlighted for our residents:

- **The Metropolitan Mayor's Caucus Electrical Savings Program**, this program, backed by a local reputable group, currently offers 20% savings to participants.
- **Referral to the Illinois Commerce Commission (ICC) website**, a devoted page on the ICC website presents a comprehensive listing of the advantages and disadvantages of many electrical savings programs offered throughout the state.
- **(possibly) A Village-negotiated program** may be offered. Staff has been in frequent contact with electrical savings program managers and is awaiting a written contract.

A resident with an annual \$1,200 Com Ed bill that takes advantage of the Metropolitan Mayor's Caucus program would save approximately \$250 over an eighteen month period.

Strategic Goal Update

During this period, the Board was provided a mid-year update on the strategic goals. The plan had identified 4 goals, 16 strategies and 185 actions items for staff to complete throughout the year. As of this report 26% have been completed, 57% are ongoing or in progress, and work on 16% has not yet begun.



HB 3793

On October 27th, the Village reached out to thirteen state legislators urging them to vote against House Bill 3793 (PTELL extension limitation) which would have greatly negatively impacted the Village's finances in the future. On November 8th, the bill was voted down in the House.

Village's Comprehensive Annual Financial Report (Audit)

The Comprehensive Annual Financial Report (Audit) for the fiscal year ending on April 30th, 2011 has been completed. The audit will be submitted to the Government Finance Officers Association (GFOA) for consideration to be awarded the Certificate of Achievement.

Budget Meetings

At the close of the second quarter of the fiscal year for the Village, Administrator Geary and Finance Director Zaida Torres met with each Department head to review their individual budgets to identify areas in both revenue and expenditures that may be under or over expectations. These meetings allow ongoing open communication about the Village's finances and will allow us to more carefully track individual line items for follow up. Information gleaned from these meetings will be used to project year end budgeted amounts and to prepare the 2012-13 preliminary budget drafts.

Public Works

Wauconda's WWTP Named 'Plant of the Year'

Wauconda's wastewater treatment facility has been selected to receive the *Jeff Price Award* for 'Plant of the Year' from the Fox Valley Operators Association (FVOA). This award, named for its first recipient, is annually awarded to an outstanding facility belonging to the FVOA. The Village of Wauconda hosted a meeting of the organization in June that included a tour of the facility and a presentation about the newly formed Illinois Public Works Mutual Aid Network. The FVOA Board chose the Wauconda plant for this honor due to the facility's knowledgeable staff and overall cleanliness and organization. The FVOA is a professional organization for those involved in the water reclamation field that has been in existence for over 50 years. The organization allows operators in and around the Fox River Valley to come together, receive training, and share ideas for improved operations.



Leadership Training

On October 26th and 27th, Public Works employees Alex Pryde, Jarett Kalal, Jackie Soccorso and Luke Markko attended a two-day 'Leadership Intensive' workshop. During the seminar, trainer Doug Cartland shared information on building loyalty in the team, motivating employees, successful communication, productive meetings, and priority and goal setting.

Mill Street Paving Work

During this period, road construction work was completed on the road bond paving project for this year. East and West Mill Street and two accompanying alleys were addressed in a mill and overlay program. Next spring the Department plans to crack seal the streets in a few subdivisions.

MST Job Openings

The Public Works Department recently posted two Maintenance Service Technician positions and we are pleased to report that two candidates have been chosen and accepted conditional offers of employment to fill the positions. James Patterson and Humberto Reyes will begin working for the Department within the next few weeks.

Street Department

Lift Station Maintenance

The Department continued conducting the semi-annual cleanings and inspections of each of our lift stations. During the process, the pumps are pulled, cleaned and checked for proper maintenance. During this reporting period, lift stations #5 (Oakdale Avenue) and #25 (a storm water lift station located at Pine Street/Farmhill Circle) were addressed. At lift station 25, crews found a dead opossum in the wet well and a baseball jammed in one of the pumps. Additionally, during this period, the floats and transducers were checked and cleaned at 17 of the lift stations in town.

Street Lighting

A large scale outage of street lights has been reported throughout the industrial parks located along Bonner Road (including Henri Drive, Jamie Lane, and Hollow Hill Drive). Crews have been working to locate the ground fault in the line and restore service to the area.

Winter Preparations

Preparation work on the snow plow fleet is near completion and the first 5,000 gallon batch of brine has been made in preparation for the first snowfall of the season.

Water Division

Hydrant Flushing

Semi-annual hydrant flushing has been completed throughout town. Flushing is completed to remove silt, rust, or move stagnant water within the water distribution system. This maintenance item is completed in the spring and fall of each year.

- Daily check of water facility: 84
- Daily water supply operational tests conducted: 432
- Daily water distribution operation test conducted: 15

- Non-daily bacteriological samples collected: 9
- Repaired water meters: 3
- Penalty posted: 252
- Red Tag Notice shut-offs: 16
- Final readings: 53

Water Reclamation Division

During this period, the following tasks were completed:

- Staff completed annual eight hour HAZWOPER refresher training. This training is needed to complete daily inspections of the Wauconda Sand & Gravel site. These inspections are required each Monday, Wednesday and Friday.
- On November 1st, staff repaired a broken chemical feed point for the activated sludge tanks. Ferric chloride is added at this point for phosphorus removal.
- The third quarter sludge report was completed and mailed to the IEPA.
- Staff completed all daily, weekly, and monthly preventative maintenance on facility equipment.

Indicators for Water Reclamation (14 day reporting period)

Final Flow

Total pumpage for period: 16,015,000 gallons

Design flow of treatment: 1,900,000 gallons per day

Design maximum flow of Treatment works: 6,000,000 gallons per day

Average flow for reporting period: 1,144,000 gallons per day

High flow reporting period: 1,783,000 gallons

Low flow reporting period: 1,007,000 gallons

Performance Indicators for Water Produced

Total pumpage for period: 15,197,000 gallons

Dependable capacity of water works @ 24 hrs/day: 3,470,070 gallons per day

Dependable capacity of water works @ 18 hrs/day: 2,548,470 gallons per day

Average daily pumpage for reporting period: 1,086,000 gallons per day

High day for reporting period: 1,416,000 gallons per day

Low flow for reporting period: 812,000 gallons per day



Environmental Quality Department

Bangs Lake Weed Management

Trustee Black and staff have met with Lake County Lakes Management Unit and Clarke to discuss control methods for exotic aquatic plant species in Bangs Lake, specifically Eurasian Watermilfoil and Curly Leaf Pondweed. This was the first of several meetings designed to increase our knowledge of this subject. Time was spent learning the difference between exotic and native aquatic plants, their relative abundance in Bangs Lake, seasonal variations, and general control methods. We look forward to continuing our discussions with the County to help

further define the goals as they relate to plant control and also other control options. Once a plan and options have been developed, the discussion will proceed to the Environmental Committee level.

Food Scrap Recycling Program

Preliminary discussions have been held with the Solid Waste Agency of Lake County (SWALCO) in regards to Wauconda's potential to host a pilot program in food scrap recycling. Local business, Midwest Organics, received a permit modification from Illinois EPA that allows food scraps to be composted at a rate greater than 10% by volume. Having a local drop-off point for food scraps makes this program attractive to Wauconda. Progress will be reported as it occurs.



Commissioner Schwarz:

Site Inspections / Reviews:

Commercial:

- 1000 Rand Rd Unit 101 /Body Sparkle / Interior Alterations
- 440 Bonner Rd / LaCosta / Office Alterations
- 604 B W. Liberty Street / H & R Block/ Fire alarm and sprinkler systems

Residential:

- 401 N. Osage Street / Generator
- 413 Farmhill Circle / Driveway
- 218 S Church Street / Driveway
- 615 W. Orton Ave. / Driveway

Meetings:

- Staff Meeting with Synergy regarding updates on addition/alteration project
- On site meeting with the Owner of Citgo Gas located 1200 N. Rand Road in reference to pavement repairs.
- On site meeting with Fidelitone located at 1260 Karl Court in reference to emergency exiting for second floor.
- Joint meeting of the BZ and Economic Development committees
- B&Z Budget meeting with Zaida Torres and Dave Geary
- Economic Development update meeting with Linda Krajniak and B&Z staff

Training:

- Inspectors Dan Frey, Jeff Giacinto, and EJ Miller attended a Fire Inspection Seminar at B & F Technical Code Services.

Other:

- Completion with the installation of Building & Zoning exterior sign.

Building Inspections:

47 Building permit inspections
18 Residential Dwelling Inspections

Permit Desk:

- 30 new building permits, including 4 new single family homes at Liberty Lakes East, for total revenue of \$51,497
- 15 new Real Estate Dwelling Inspection Applications for total revenue of \$1,350
- 3 FOIA requests with a total of 40 minutes preparation time
- Reviewed and processed escrow account billings
- Joint meeting of the BZ and Economic Development committees

New Construction Update

Work has commenced on the construction of a new addition for Synergy Flavors on Denmar Drive. On-going inspections will be performed by the Department inspectors and our contracted electric and plumbing inspectors.



Zoning Services

Rolf C. Campbell and Associates (RCCA) continues to work with Village staff on various planning and zoning matters including referrals and reviews regarding potential zoning and economic development opportunities. Recent activities included: meetings with existing business owners and ED Staff; response to six phone calls from brokers, appraisers and business owners regarding planning and zoning; researched of zoning and annexation agreements of two project previously reviewed by the Village; and review of three sign permit applications. RCCA assisted Village Staff with preparation of the 2011 Strategic Plan six month status report. RCCA developed a potential new Retail Business Zoning District and reviewed a draft of the district with the ED/BZ Committee. RCCA provided an update to the annexation process for property considered for annexation. RCCA prepared a draft Land Use and Circulation Map for the “Triangle Area” being considered as part of the Village Comprehensive Plan update. RCCA attended the 11/1/11 Village Board Meeting and continues to provide other miscellaneous planning and zoning administrative assistance.

Zoning Administration Services – Specific Applications

Homer Tree – Annexation & Rezoning

RCCA provided project review and coordination with the Village Attorney and Applicant's Attorney for the annexation agreement per the 10/25/11 Village Board C.O.W Meeting. RCCA attended the 11/1/11 Village Board Meeting where the Annexation Agreement and related Ordinances were approved.

Berger Excavating Sign Request

RCCA reviewed the Berger Excavating sign request, prepared a report for the Board and drafted potential amendments to the Sign Ordinance for Village Board consideration. RCCA attended the 11/08/11 Village Board C.O.W. Meeting.