

# VILLAGE OF ANTIOCH ANNUAL REPORT 2013

## DEPARTMENT REPORTS

- Administration
- Finance
- Clerk
- Police
- Fire
- Public Works
- WWTF
- Community Development
- Parks





# **2013 Annual Report**

874 Main St  
Antioch, IL 60002  
847-395-1000 Phone  
847-395-1920 Fax  
[www.antioch.il.gov](http://www.antioch.il.gov)

## Administrator's Report 2013

I write to report on the progress and activity that the Village has realized for 2013. Attached to this report are year ending status reports from all departments. As always, I am very proud of the accomplishments in each and every department. Our team of department heads and supervisors has done a tremendous job again this year by living within our means. This year's highlights are also notable. A new aqua center that was a big hit, going into the EMS business seamlessly with improved service and skipping up two steps in our bond rating to AA- are accomplishments we can all be proud of.

Please take the time to read all of the staff reports. While you may be more familiar with one department in our liaison system, we are still a Committee of the Whole type government and you share the responsibility for all of the village's activities as well as share in the credit for enabling staff to achieve what they have. I hope you are as pleased as I am of the staff's accomplishments.

### Budget

It has been a turbulent time for the budget. Soon after we passed the fiscal 2014 budget we found ourselves having to provide Emergency Medical Service or EMS. Beginning in June we began the ambulance service. While service has gone very well we are in uncharted territory with the finances. We have now geared up with the initial capital investment (mostly donated) to have three ambulances in our fleet. It is amazing to see this done with the relatively few general fund dollars that have gone into it. While we have yet to be billed for the EMS contract with superior, the collection rate appears to be coming in near 50 percent. That in combination with the severe winter we are experiencing expenditures are up beyond where we thought we would be. The good news is that revenues are also slightly up so we are not in that bad of shape. See the tables below.

#### Expense

| Fund              | FY 2014 Budget | Year to Date | Remaining | Percentage |
|-------------------|----------------|--------------|-----------|------------|
| General Operating | 9,929,430      | 8,485,718    | 1,443,712 | 85         |
| Utility Tax       | 1,159,708      | 1,159,708    | 0         | 100        |
| Capital           | 498,300        | 252,399      | 238,355   | 52         |
| Infrastructure    | 1,141,200      | 755,850      | 385,349   | 66         |
| Water & Sewer     | 3,153,738      | 2,900,938    | 252,780   | 92         |

#### Revenue

| Fund              | FY 2014 Estimate | Year to Date | Uncollected | Percentage |
|-------------------|------------------|--------------|-------------|------------|
| General Operating | 10,040,560       | 9,032,680    | 1,007,880   | 90         |
| Utility Tax       | 1,282,848        | 993,107      | 289,741     | 77         |
| Capital           | 574,100          | 588,708      | -14,608     | 102        |
| Infrastructure    | 602,000          | 601,388      | 612         | 100        |
| Water & Sewer     | 3,073,600        | 2,257,162    | 816,438     | 73         |

## Projects

**Pool.** The aqua center or pool was opened on schedule. That was a major feat considering how aggressive our schedule was. We are substantially complete however there are some punch list items to complete and the paint must be redone. Money has been withheld from the contractor to accomplish the remainder of the pool items. We look forward to another great season.

**Network Project.** The village computer network is out of date and at end of useful life. We initiated the project just in time to avoid the system crashing for good. We are about 75% complete and are on schedule for a March start up. Some departments like PD and Finance are already working from the new servers. The project consolidated 6 different servers into a central virtualized server system. We will be communicating back to the servers in the PD by fiber and wirelessly from our respective locations throughout the Village. I am hopeful the new system will host new applications that will enable staff to better serve the public and hopefully expand services in the future to smart device applications. Thank you for funding this very important project. Look for good things to come from it.

**Road Program.** The 2013 road program included the resurfacing of Nelson, Eagle Ridge, Kathryn, Hanley, Edgewater and portions of Bowles and Hillside in Heron Harbor. About three miles were paved in total. Public Works saved us again. The project bid came in at \$539,000, well over the \$447,000 budgeted. With all of the roads scheduled to be paved done, we brought the contract in at \$422,000. This was *under* budget due to Public Works tackling the curb and sidewalk replacement as well as the drainage improvements to Kathryn Ct. That is another huge accomplishment from the Public Works Department!

**Community Vision.** The Village completed its first strategic plan in 2012. One initiative that is crucially important from that plan is the establishment of the community vision. Mayor Hanson appointed a committee to do that. For several months now the committee has been meeting regularly and holding public outreach sessions to collect data from the community to hear what they value about Antioch. Several themes have emerged as core values in the community that will serve as the foundation of the vision for the future. A community survey has been developed to test the core values and rank them in order of importance. The committee hopes to have a draft community vision for the Village Board to consider this spring.

**Fire Service Consolidation.** As you all know, the Village has been investigating and exploring a way for fire and EMS to be delivered under one organization in the Village and the Township. The Joint Safety Committee is meeting regularly to develop the options for the different structures by which this could be accomplished. Recently, a presentation was given to the District, Village and Township boards on six options with corresponding service levels and costs. All of the models have additional cost to provide expanded coverage with an EMS component. The current recommendation to the Boards is to go to referendum to levy an EMS tax to cover the additional cost. A new IGA with the District will soon be discussed to aid in the interim operation until a final option is selected to move forward with.

**Lake Michigan Water.** For over seven years, the Village has been investigating if Lake Michigan water is a feasible and cost effective long term water supply. In 2011 the Village secured allocation from the IDNR to use Lake Michigan. After that the Village found itself without true partners to share in the costs to bring lake water to the northwestern part of Lake County. The critical questions on this initiative have become how to get the water here and at what cost. This was emphasized in the strategic plan. In

late 2013 the Village was approached by two sources, LCJAWA and Waukegan, to gauge our interest in connecting to their water supplies. Now with multiple potential suppliers interested in Antioch, a study was commissioned to determine which supplier makes the most sense to explore connecting with. RFQ's have been submitted by seven firms and a committee has been formed to rank the firms and recommend a selection to the Village Board. Look for this recommendation to come to the Board in March 2014.

All of our efforts as staff are focused on providing the best possible service to our residents in the most efficient way and to improve the quality of life in the Village of Antioch. I cannot say enough about the team that I work with. The point of this report is to communicate some of this with you and hopefully gain your support as we move these projects through 2014 and develop new ones in the year to come. There are many more details in the departmental reports that follow. Please read them. The department heads and I are pleased to provide this information or any other information that you would like about our operations. Feel free to contact me if there is some question or concern that you may have. I look forward to working with all of you in the upcoming year.

Yours truly,

Jim Keim  
Village Administrator

# **FINANCE DEPARTMENT**

## ***Mission Statement***

***The Finance Department is committed to providing timely, accurate, and reliable financial historical data to the legislators, community, and other departments.***

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The finance department is responsible for the central financial functions of the Village. These functions include investments, collections, financial services, purchasing, and budgetary support. The department presents the financial position of the Village's funds in accordance with Generally Accepted Accounting Principles (GAAP) promulgated by the Governmental Accounting Standards Board (GASB).

## **Revenues and Expenditures**

The Department does not generate revenue, but ensures that organizational revenues are accurately distributed to various funds.

At the end of December 2013, the Finance Department has expended 69.1% of its \$340,726 budget and is well on target with planned expenditures.

|                                 | FY12<br>Actual | FY13<br>Actual | FY14<br>Budget | FY14<br>@ Dec 2013 |
|---------------------------------|----------------|----------------|----------------|--------------------|
| <b>Personnel Costs</b>          | 260,215        | 266,887        | 295,626        | 195,435            |
| <b>Professional Services</b>    | 38,270         | 49,963         | 39,800         | 32,834             |
| <b>Supplies &amp; Materials</b> | 611            | 2,240          | 300            | 511                |
| <b>Controlled Assets</b>        | 4,214          | 5,350          | 5,000          | 6,668              |
| <b>Total</b>                    | <b>303,310</b> | <b>324,439</b> | <b>340,726</b> | <b>235,448</b>     |

The Controlled Assets category includes equipment under \$10 thousand dollars as well as license fees for the accounting software. The category is over budget due to unplanned expenditures. One computer in the department needed to be replaced. Additionally, we implemented a customized accounts payable ACH module which resulted in increased support fees.

## **Training**

We invited our financial software provider to conduct training sessions for front office and finance staff on water and sewer billing, cash receipts, court management, and permits.

## **Staff**

The vacant part-time accounting position was filled.

We implemented the Commerce Bank an electronic vendor payment program. The program allows vendors to receive electronic payments through the Visa Network. There are no costs to the Village for implementing this program. The benefit is the monthly revenue share with Commerce Bank.

FY2014 budget and capital plan activities are in progress and scheduled for presentation to the Board for discussion by the end of March.

## Achievements and Performance

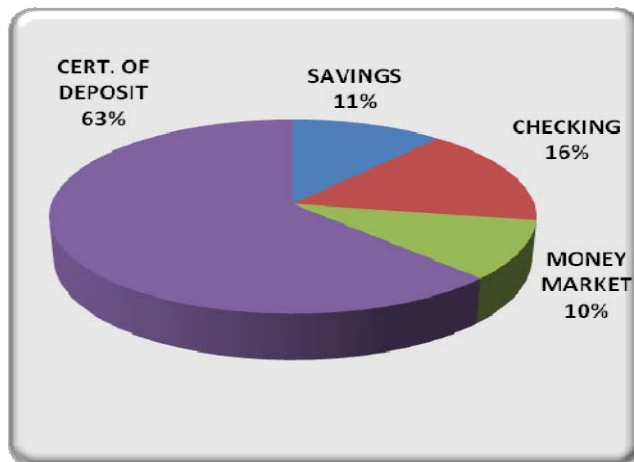
For the 7<sup>th</sup> consecutive year, the Village has received the Certificate of Achievement for Excellence in financial reporting for the Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association of the United States and Canada



All deadlines for State required financial reports were met:

- Appropriations Ordinance
- Financial audit
- Comptrollers Annual Financial report
- Annual Treasurer's Report
- Tax Levy Ordinances
- Annual TIF Financial Report and Audit
- Annual MFT audit
- Annual Report of Unclaimed Property
- NPDES Report

## **Investments**



Due to the unprecedented low investment rates, the matured Certificate of Deposit (CD) for the Water and Sewer fund was reinvested in to laddered CDs.

The Dolly Spiering CD was partially reinvested, with a portion deposited to the Dolly Spiering savings account for operational costs.

## **FY2014 Mid-Year Budget Review**

Current year department budget reviews and adjustments are in progress.

## **Goals & Objectives**

### **Improve Department's Functions**

- Continue developing the financial policies manual
- Implement the recommendations outlined in the 2013 audit
- Continue to work with Administrator to improve the five-year Capital Improvement Plan
- Monitor and audit internal performance
- Continue refining budget process to include needs assessments
- Complete bank statement reconciliation by the 2nd week of the following month
- Reconcile trial balance and subsidiary ledgers monthly
- Implement Fixed Assets module

### **Process Evaluation**

The department will continue conducting audits of various functions of water and sewer billing to evaluate work flow efficiencies. Recommendations will be presented to the Village Administrator.

## **Strategic Plan Initiatives**

| Initiative                                | Due Date   | Status   |
|---|------------|--|
| 25% General operating reserves            | 4/20/2022  | \$10k p/month, will be increased as cash flow allows |
| Capital/maint/infrastructure funding plan | 4/30/2014  | Incorporated into budget process                     |
| Financial plan                            | 4/30//2014 | Incorporated into budget process                     |
| Budget to fully fund mandates             | 4/30/14    | Incorporated into budget process                     |



# VILLAGE CLERK'S OFFICE

## **Community Vision**

The Community Vision Committee has been hard at work in the process of developing a vision for the board to consider this year. A number of stakeholders in the community were identified by the committee and invited to participate in a workshop held at Antioch Community High School in October. The event was such a success, we decided to host another workshop 2 months later involving the community as a whole. We have gathered some helpful data as far as community values, and plan on conducting public interest surveys in order to provide the Village Board with a comprehensive, well thought out vision for Antioch's future.

## **INSURANCE RENEWALS**

We have met with our general liability insurer, Arthur J. Gallagher & Associates, for our 2014 general, property & casualty liability insurance and were able to renew the policy with a minimal increase.

We also completed our renewal for Employee Health Insurance Benefits. With new health care reform in effect, and new laws to consider, this year's renewal came with some challenges. Staff worked diligently to ensure that we continue to provide the best possible coverage to our employees at a reasonable cost to taxpayers.

## **EMPLOYEE WELLNESS**

I am thrilled to announce that the Antioch Employee Wellness Center is now open to employees. This highly innovative facility is geared at providing an opportunity for employees to improve on their health, while increasing morale and productivity. Not only will this help their overall well-being, but we are hoping their improved health will help minimize insurance claim costs as well. In addition to exercise equipment, the facility is furnished with two walking workstations, where employees can walk on treadmills while using computers for their work related projects. I can personally attest that I can type a short set of minutes in under one mile time.

Also, this year, we hope to host another Employee Benefit Fair, where vendors will again be invited to attend and help promote employee wellness.

## **RECORDS MANAGEMENT**

This is no simple task, and will likely take years to fully complete, but I am hoping to start with a department inventory, and then request a records disposal certificate from the State of Illinois. With transparency being our number one priority, it will be a well thought out and documented process.

## **WEBSITE UPDATES**

We continue to strive for up-to-date website information and constantly work with other departments to make sure the information they have is easily and readily accessible to the public. Public Works has completely redesigned their webpages and have made a more user-friendly and informative site for residents to visit. I encourage everyone to take a stroll through the site and provide any feedback or comments they have.

## **CONSOLIDATED ELECTION**

At the end of this year, we will be accepting petitions for the April 7, 2015 Consolidated Election. There will be 3 trustee seats open for that election. They are all 4-years terms, and as follows:

3 Trustees :

Jay Jozwiak (filling the unexpired term for George Sakas), Dennis Crosby and Mary Dominiak.

As always, petition information will be available as it comes, including packet pickup dates, circulation dates, and filing deadlines. Candidates may visit the website for more information as it is received.



# CLERK'S OFFICE DATA

|                                |          |
|--------------------------------|----------|
|                                | 2013     |
| <b>Licenses Issued</b>         |          |
| Food                           | 71       |
| Liquor*                        | 29       |
| Raffle                         | 15       |
| Special Event Liquor           | 11       |
| <b>Adjudication</b>            |          |
| Tickets Issued                 | 468      |
| Fines Imposed                  | \$32,025 |
| Amount Collected               | \$23,470 |
| <b>Risk Management Claims</b>  |          |
| Accident/Liability*            | 14       |
| Workman's Comp*                | 12       |
| <b>Other</b>                   |          |
| Website Service Requests       | 354      |
| Temporary Handicapped Placards | 26       |
| FOIA Requests                  | 138      |
| Metra Passes Sold              | 347      |
| Meetings Posted                | 125      |
| Resolutions Approved           | 92       |
| Ordinances Approved            | 24       |

\*Informational data attached

# CURRENT LIQUOR LICENSE LISTING

| BUSINESS NAME                            | License Class | Business Address    |
|--|---------------|---------------------|
| Anastasia's Restaurant and Sports Lounge | A * A1        | 950 Hillside Ave    |
| David's Bistro                           | A * A1        | 883 Main Street     |
| Dockers North                            | A             | 955 Route 59        |
| Grande Letty's                           | A             | 1200 Main Street    |
| Johnny's Chophouse                       | A             | 1500 Main Street    |
| Mexican Paradise Café                    | A * A1        | 438 Lake Street     |
| Oliverii North                           | A * A1        | 384 Lake Street     |
| Szechwan Palace                          | A             | 1144 Main Street    |
| Wings Etc.                               | A * A1        | 480 Orchard Street  |
| Betty's Bistro                           | B             | 417 E. Route 173    |
| Antioch Liquor Mart                      | C             | 1180 Main Street    |
| Aldi                                     | C             | 1390 Deep Lake Road |
| CVS / Pharmacy # 8926                    | C             | 983 IL Route 59     |
| Foods Unlimited                          | C             | 354 North Avenue    |
| Osco                                     | C             | 968 Route 59        |
| Piggly Wiggly                            | C             | 460 Orchard Street  |
| Shop & Save                              | C             | 579 W. Route 173    |
| Wal-Mart Supercenter #5199               | C             | 475 East Route 173  |
| Walgreens #2003                          | C             | 1130 S. Main Street |
| 7-Eleven                                 | D             | 359 North Avenue    |
| Antioch BP                               | D             | 602 W. Route 173    |
| Bernie's Quik Shop                       | D             | 830 Main Street     |
| Antioch Bowling Lanes                    | E             | 750 W. Hwy 173      |
| Limerick Lounge                          | E * E1        | 912 Toft Avenue     |
| Rugan's                                  | E * E1        | 921 Toft Avenue     |
| The Lodge of Antioch                     | E * E1        | 899 Main Street     |
| Last Stop Tavern                         | E             | 311 Depot Street    |
| Antioch VFW Post 4551                    | F             | 75 E. North Avenue  |
| Fox's Lounge                             | H * H1        | 350 E. Route 173    |

|             |   |
|-------------|---|
| Class "A"   | 9 |
| Class "A-1" | 5 |
| Class "B"   | 1 |
| Class "B-1" | 1 |
| Class "C"   | 9 |
| Class "D"   | 3 |
| Class "E"   | 5 |
| Class "E-1" | 3 |
| Class "E-2" | 0 |
| Class "F"   | 1 |
| Class "H"   | 1 |
| Class "H-1" | 1 |

## 2013 INSURANCE CLAIMS

|    | Date of Accident  | Claim                        | Status |
|----|-------------------|------------------------------|--------|
| 1  | January 19, 2013  | Squad Car vs Down Tree       | Closed |
| 2  | February 8, 2013  | Snow Plow vs Vehicle         | Closed |
| 3  | March 13, 2013    | PW Truck vs Vehicle          | Closed |
| 4  | June 24, 2013     | Lightning vs Wellhouse 1-2&6 | Open   |
| 5  | June 26, 2013     | Lawnmower Damage Bbox        | Denied |
| 6  | July 3, 2013      | Sewage Back-up, AptA         | Closed |
| 7  | July 3, 2013      | Sewage Back-up, AptB         | Closed |
| 8  | July 3, 2013      | Sewage Back-up, AptC         | Closed |
| 9  | July 3, 2013      | Sewage Back-up, AptD         | Closed |
| 10 | July 4, 2013      | Fall - Injury                | Denied |
| 11 | August 9, 2013    | PW Vehicle vs Vehicle        | Closed |
| 12 | October 28, 2013  | Fall - Injury                | Denied |
| 13 | November 28, 2013 | Sewage Back-up               | Open   |
| 14 | December 19, 2013 | Fall - Injury                | Open   |

Number of Cases

| Total number of deaths | Total number of cases with days away from work | Total number of cases with job transfer or restriction | Total number of other reportable cases |
|------------------------|--|--|--|
| 0                      | 1  | 0  | 11                                     |

## Number of Days

|  |     |  |     |
|--|-----|--|-----|
| Total number of days away<br>from work | 300 | Total number of days of job<br>transfer or restriction | 20  |
|  | (K) |  | (L) |

## Injury and Illness Types

| (M)                        |    |
|----------------------------|----|
| (1) Injuries               | 12 |
| (2) Skin disorders         | 0  |
| (3) Respiratory conditions | 0  |
| (4) Poisonings             | 0  |
| (5) Hearing Loss           | 0  |
| (6) All other illnesses    | 0  |

*Post this summary page from February 1 to April 30 of the year following the year covered by the form.*

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing the instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Service, Paperwork Project (0182-0001), Washington, DC 20543. Do not send the collection forms to this office.

## Establishment information

**Your establishment name**  
1213 VILLAGE OF ANTIOCH

Street: **874 MAIN STREET**

City ANTIOCH State IL ZIP 60002

Industry description (e.g., manufacture of motor trucks/trailers)

## Minicinal Government

Standard Industrial Classification (SIC), if known (e.g., 3713)

02

North American Industrial Classification (NAICS), is known (e.g., 336212)

### Employment information

*Worksheet on the back of this page to estimate.)*

Annual average number of employees:

Total hours worked by all employees last year

Sign here

**Knowingly falsifying this document may result in a fine.**

I certify that I have examined this document and that to the best of my knowledge the entries are true/accurate, and complete.

Davis K. Fuldland  
 1st of 1/1/08  
 1/31/2014  
 Date:

Year 2013

U.S. Department of Labor  
Occupational Safety and Health Administration



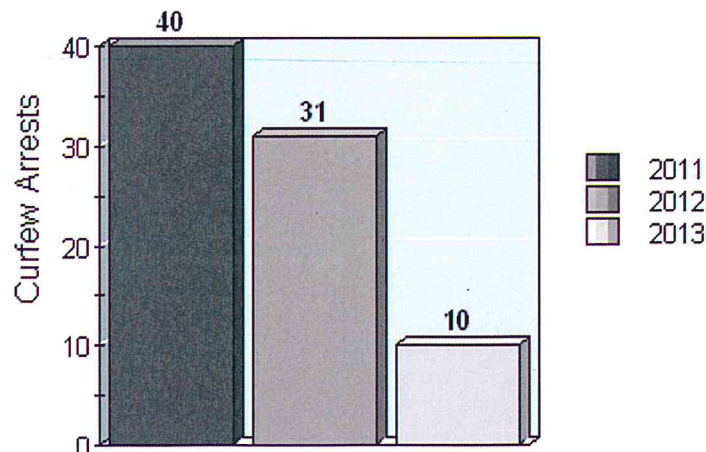
# **Antioch Police Department**

**Chief Craig Somerville**

## **Antioch Police Department 2013 Year End Report**

During the past calendar year, APD has been able to establish a baseline for statistics generated since the implementation of this administration's patrol policies. Our methods involve an aggressive, proactive approach in which officers document subdivision patrols during every shift. Officers are expected to continually patrol subdivisions while conducting roaming traffic patrols. This provides a basis for evaluation and adjustment. The proactive approach also involves the cooperation of residents through the neighborhood watch program. Officers are working directly with watch members regarding suspicious activity, graffiti, and gang activity in the neighborhoods. Through monthly crime prevention meetings, citizens have become educated in recognizing and reporting suspicious activity. This has led to the following dramatic shifts in the following areas as measured during a one year period from Jan 2013 to Dec 2013 and compared to the previous two years. APDs "Zero Tolerance" approach to curfew and juvenile alcohol consumption along with the focus on sub-division patrols coupled with the involvement of the neighborhood watch members has influenced the decrease in vandalism, graffiti and gang related crime within the village.

### **Curfew Violations 2011-2013**



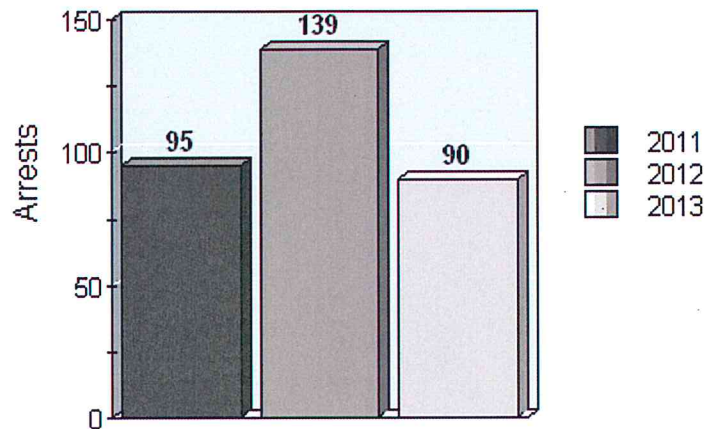
**Curfew violations** decreased from 40 arrests in 2011 to 31 arrests in 2012 to 10 arrests in 2013. (75% reduction over past three years)



# Antioch Police Department

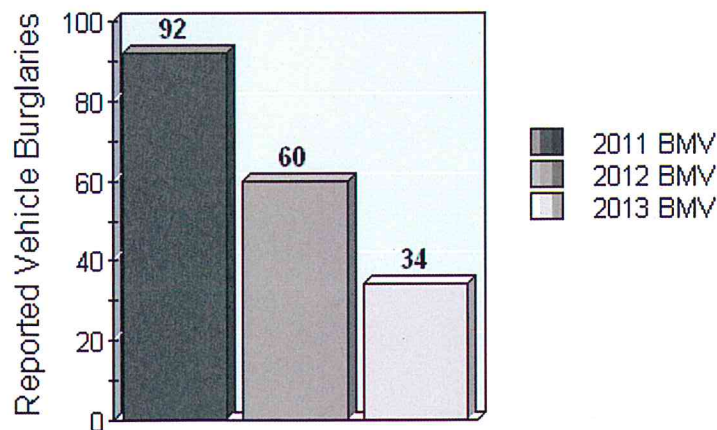
Chief Craig Somerville

## Minor Consumption of Alcohol 2011-2013



Minor Consumption/Possession of Alcohol- 90 arrests-down 35% from last year

## Burglary to Motor Vehicle Cases 2011-2013



**Burglary to Motor Vehicle** cases have dropped from 60 cases reported in 2012 to 34 cases reported in 2013. (44% reduction) This downward trend in Burglary to Motor Vehicles has continued since 2011 with an overall reduction of 63% during the past 3 years.



# ***Antioch Police Department***

***Chief Craig Somerville***

- **Gang Related cases** have decreased by 50% in 2013
- **Traffic Crashes**- 479 (417 Property- 62 Personal Injury) - consistent with last year's numbers with an overall decrease of 4% since 2011.
- **Domestic Violence**-In 2013, officers responded to 318 Domestic cases. 64 of these cases were assigned to the APD Domestic Violence Unit for follow-up due to the potential for physical violence and escalation. Out of the 64 cases assigned to the unit, only one resulted in a return call to the same residence. This represents a de-escalation of domestic crisis due to police intervention.
- **Patrol**- The patrol unit completed 3426 reports 2197 of those cases were closed. 1042 were closed by arrest, warrant or adjudication.
- **Investigations**-In 2013, APD investigations- assigned 381 cases/cleared 320 cases- Recovered \$243,468.96 in restitution.
- **SET TEAM**-(Special Enforcement Team) - The APD SET team conducted numerous narcotics investigations and assisted investigations with several cases which required additional manpower and or surveillance. The teams efforts resulted in the following:
  - Developed 23 Confidential Sources
  - Executed 9 search warrants
  - Retained (6) illegal firearms
  - Seized \$32,718.38 United States Currency in drug proceeds
  - Arrest Tally-(6) class X Felonies, (8) class 1 Felonies, (5) class 3 Felonies, (11) class 4 Felonies, (6) class A Misdemeanors and (9) class B Misdemeanors.



# ***Antioch Police Department***

***Chief Craig Somerville***

## **CenCom Police Dispatch Totals 2013**

| <b>Monthly Totals</b> | <b>COUNT</b> | <b>BILLABLE</b> |
|-----------------------|--------------|-----------------|
| JANUARY               | 1986         | 1053            |
| FEBRUARY              | 1697         | 976             |
| MARCH                 | 1791         | 1057            |
| APRIL                 | 1872         | 1168            |
| MAY                   | 1979         | 1230            |
| JUNE                  | 1815         | 1181            |
| JULY                  | 1877         | 1197            |
| AUGUST                | 1864         | 1217            |
| SEPTEMBER             | 1695         | 1074            |
| OCTOBER               | 1558         | 938             |
| NOVEMBER              | 1457         | 866             |
| DECEMBER              | 1341         | 793             |
|                       |              |                 |
| <b>YEARLY TOTALS</b>  | <b>20932</b> | <b>12750</b>    |



# Antioch Police Department

Chief Craig Somerville

| 2013                       | YTD Total     |
|----------------------------|---------------|
| Total Patrol Hours         | 34777         |
| Squad Milage               | 242,542       |
| Patrol Hours               | 9724          |
| Patrol Down Time           | 25053         |
| Non-traffic Arrests        | 569           |
| Traffic Arrests            | 1260          |
| Adjudication Tickets       | 468           |
| Warnings                   | 2439          |
| Court Fines                | \$ 131,171.83 |
| Written Reports            | 3426          |
| Supplements Written        | 1996          |
| Assigned Calls             | 16244         |
| Lock-outs                  | 501           |
| Details                    | 28353         |
| Alarms                     | 533           |
| Subdivision Patrols        | 1459          |
| Accidents PD               | 417           |
| Accidents Injuries         | 62            |
| Juv Referrals              | 23            |
| Teen Court                 | 5             |
| Domestic Violence Unit     | 64            |
| <b>Status Closed Cases</b> |               |
| Case Closed                | 2197          |
| Case Closed No Report      | 42            |
| Cleared Adult Arrest       | 525           |
| Cleared Juv Arrest         | 81            |
| Adjudication Arrest Adult  | 71            |
| Adjudication Arrest Juv    | 24            |
| Warrant Arrest/Obtained    | 21            |
| Investigations             | 320           |
| Closed Statue Of Limit     | 51            |
| Cleared No Prosecution     | 7             |
| Cleared Refused Coop       | 13            |
| Station Adjustment         | 1             |
| Other Agency               | 5             |



# ***Antioch Police Department***

*Chief Craig Somerville*

## **APD Programs Implemented in 2013**

### **Traffic Unit**

In January 2013, APD instituted a Traffic Enforcement Unit. This unit is designated to provide a solid and measurable response to traffic complaints throughout the Village. When a complaint is received, it is forwarded to the Sgt, who immediately responds to the complainant. The Sgt receives all pertinent information concerning the area of concern and informs the complainant that the area will receive heightened enforcement for 14 days. At the end of this period, the complainant is contacted by the Sgt and briefed on the actions taken. This area is then placed on a traffic enforcement maintenance schedule which involves periodic stationary patrol and utilization of the speed monitor. This program has been embraced by the officers and citizens in an extremely positive manner. We have received letters of affirmation from every complainant who has participated in the process.

### **Antioch Police Department "SAVE A STAR" Drug Awareness Foundation-Pill Collection and Disposal Program**

The Village of Antioch, the Antioch Police Department and Save a Star Drug Awareness Foundation launched a new pill disposal and collection program on August 14, 2013. The purpose of this program 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. More young people now die each year from prescription drug overdoses than from heroin, methamphetamines, cocaine, and inhalants, combined. The problem has reached epidemic proportions and threatens the lives of millions of Americans. Our village, our police department and Save a Star Drug Awareness Foundation have partnered to battle this epidemic. Save A Star Drug Awareness Foundation was founded by David and Gail Katz and their daughter Melissa following the death of David and Gail's son, Daniel from a prescription drug overdose. Save A Star Drug Awareness Foundation is a registered 501(c) 3 public charity, whose mission is to fight the current epidemic of prescription drug experimentation and abuse that threatens the lives of our nation's youth.

Save A Star's programs include direct educational presentations to schools, communities and private organizations, advertising campaigns and pill collection and disposal programs.

If you would like more information about Save a Star Drug Awareness Foundation, please visit our website at [www.SAVEASTAR.org](http://www.SAVEASTAR.org) or call 847-579-1300, ext. 146.

**The pill collection unit has been installed in the west lobby of the Antioch Police Department and is accessible to the public 24/7.**



# Antioch Police Department

Chief Craig Somerville

## Below 100 Initiative

In 2013, the Antioch Police Department launched the "Below 100" initiative that aims to reduce the line of duty deaths to below 100, a number not the seen since 1944. We can do this. We've done it before. In 1974, the all-time high year for officer deaths, 278 were killed in the line of duty. Innovations in training, emergency medicine and vehicles, as well as the development of ballistic armor, all contributed to bring this number down. We've averaged about 150 officers killed per year in the last ten years. Together, we can bring that number to below 100. We have identified five key tenets by which we can improve officer safety—areas where **we can make a difference**. Below 100 isn't about statistics. It's about each and every officer, trainer and supervisor taking individual and collective responsibility for the decisions and actions that contribute to safety. For those in a leadership position, Below 100 means supporting a culture of safety throughout your department. Make doing the right thing so ingrained in your personnel that it becomes the norm and not the exception. Just as importantly, hold accountable those who stray outside what should be common sense. Often, a private word with a misguided officer is all it takes to correct his or her misperception. Finally, Below 100 is a challenge that recognizes each officer death as a tragedy. It's our duty to face down death and protect the innocent when called to do so. It's a fact: Good cops will die each year. But working together and only by working together, we can keep our streets and ourselves safer.

## The 5 Tenets of Below 100

These five ideas will change police culture & save lives:

- 1. Wear Your Belt** It might sound simple to you, even unnecessary, but the truth is too many agencies don't mandate belt wear. And even among those that do, many officers ignore policy because the culture doesn't value it. The truth: Seatbelts save lives.
- 2. Wear Your Vest** We know vests save lives. We know that bullets can fly when we least expect it. Add to that the fact that body armor can improve your likelihood of surviving a car accident or other traumatic event and you quickly see why you must wear it. Always.
- 3. Watch Your Speed** Why do cops drive fast? Because they can, right? Well, driving faster than what conditions warrant is a sure way to get in trouble. Of course there are times when getting on scene quickly is critical. But these times are rare. Too often, officers are speeding—just because they can. In the process, they are putting themselves and the public at perilous risk for no good reason.
- 4. WIN—What's Important Now?** It's a simple question that can elicit profound results. It's a question that will lead to deliberate action, not reaction. If you are constantly prioritizing what's most important, you won't have time for the distractions that can get you in trouble, hurt or killed.
- 5. Remember: Complacency Kills!** Chief Jeff Chudwin perhaps said it best: "Complacency is among the most dangerous and insidious threats we face because it lays us open to all others." Complacency is why police officers think they can go without vest and seatbelts. It's why they think they can speed and allow themselves to be distracted. To quote Chief Chudwin again: "Complacency will kill you."



# ***Antioch Police Department***

*Chief Craig Somerville*

**APD Training completed in 2013:** The following training was completed by members of the Antioch Police Department in 2013. As a function of the mentoring program, officers who complete training are required to provide roll call training to the department based on the instruction they received. This "train the trainer" approach is valuable in maintaining relevant, up to date training materials and assisting officers in developing their leadership role through lesson preparation, public speaking and presentation.

**Course:**

- Motorcycle gang investigation
- Gang Enforcement
- Rapid Deployment
- Building a Model Police Records Unit
- Use of Force Workshop for Sgt's
- Ballistic Shield use for Patrol
- LPR Elite Securities Group Tactical Training
- Advanced Hostage Rescue
- Tactical Flashlight Instructor Course
- First Responder Care CPR
- Officer Survival Training
- 99 Signs of Danger
- Law of Arrest Search & Seizure
- Crash Data Retrieval Specialist
- Ground Fighting/ Control Tactics
- Advanced Defensive tactics open hand combatives
- Tactical Police Driving
- Sex Crimes Investigation
- Juvenile Specialist Skills Program (JO)
- PPCT Defensive Tactics Instructor course
- Crime Scene Processing Latent's & Footwear
- Lead Homicide Investigator
- Basic Cyber Crimes Investigation #2
- Understanding Electronic Media
- Social Networking Investigation
- Armorer School AR-15
- Ballistic Shield Instructor
- Suburban Law Enforcement Academy
- Basic 40 Hour Narcotics Investigator
- Emergency Vehicle Operator Train the Trainer
- K-9 Drug Detection Enhancement
- Basic Cadaver Land Recovery
- Blood Stain Pattern Evidence
- Taser X-26 Conductive Weapons    Trainer Course



# ***Antioch Police Department***

***Chief Craig Somerville***

## **Multiagency Training Partnership- Area Police Departments team up to train together in effort to make our communities safer.**

The Antioch Police Department hosted training during the month of March involving officers from 9 departments including, Antioch PD, Lake Co Sheriff Office, Lake County Forest Preserve, Lakemoor PD, Lake Villa PD, Lindenhurst PD, Park City PD, Tower Lakes PD, and the College of Lake County Police department.

The focus of this training is Rapid Deployment during in progress incidents involving active shooters. The tragic events of school shootings in our nation have taught us some valuable lessons regarding police response to such incidents. First responding officers must be trained and mentally conditioned to quickly respond to the call and stop the threat. In an active shooting incident, time is of the essence. We do not have time to stage and develop an operations plan when someone is actively shooting people. By cross training with local departments, officers from other agencies are trained to quickly team up with each other and deploy common tactics to seek out and end the threatening actions. This rapid response approach has proven to be the most effective way to reduce casualties and restore order.

The training is realistic and practical. It involves some classroom instruction, but the majority of the training occurs in a realistic setting where officers are placed under intense stress through use of role players and "simunitions", similar to the firing of blank rounds. The officers learn to breach fortified doors, search and clear rooms efficiently and seek and confront the threat in a safe and effective manner. This dynamic and practical training is geared to prepare responding officers to effectively address active shooter situations. It enables officers from different agencies to quickly assemble and utilize common tactics.

- **Hazardous Materials and Blood Borne Pathogens Training-** The entire department completed Haz Mat and Blood Borne training during the month of February 2013. This training led to the installation of hand sanitizing dispensers throughout the building at strategic locations.
- **Drug Awareness training for staff and administration of Antioch Community High school and Lakes High school.** In the fall of 2013, I presented training to 300 staff and faculty of the two high schools combined. The presentation focused on current drug trends and awareness. The program was very well received.
- **Conducted numerous speaking engagements within community.** Met with various neighborhood associations, Chamber of Commerce and school districts to discuss proactive crime prevention approaches, drug/ gang awareness and partnership with police.



# ***Antioch Police Department***

***Chief Craig Somerville***

## **Administration:**

- The Antioch Police Dept management mentoring program is in full swing. In July 2013, Deputy Chief Daryl Youngs announced his retirement after 21 years of faithful service to the Village of Antioch. Sgt John Laskowski was appointed to Deputy Chief in September. John has been in the mentoring program for the past 14 months and is well prepared for his new responsibilities. The mentoring program is designed to prepare current and future supervisors for leadership roles within the department. This program has been extended to all the Sergeants and OICs (Officers in Charge) and includes management classes focusing on police operations, personnel issues, planning, budgeting and records management. This training instills confidence and professionalism in the supervisors and creates a pool of qualified officers to carry out the mission of the Antioch Police Department.
- In August, Laurie Sunde went on extended leave due to a serious illness. Laurie supervises our records department and oversees the department's information and technology. During her absence, Sgt Rick Moritz has moved into that position and is working on a master reference manual which will include operating instructions for all APD systems and functions. This project will provide redundancy to our operation and equip personnel with system failures and restoration. Sgt Moritz is also assisting the team with the village wide computer server project.

## **Programs-Projects**

### **National Night Out- Antioch Police 3rd Annual National Night Out**

The Antioch Police Department hosted their 3rd Annual National Night Out (NNO) program on Tuesday, August 6, 2013, from 7pm-9pm at the Antioch Band Shell, 901 Skidmore Drive in downtown Antioch. National Night Out is designed to: heighten crime prevention awareness, generate support for, and participation in, local anticrime programs, strengthen neighborhood spirit and police-community partnerships, and send a message to criminals letting them know that neighborhoods are organized and fighting back.

Highlights for this year's NNO will included: Police K9 demonstration, Crime Prevention Tips, Informational handouts for all ages, Antioch Police Explorer recruitment, Neighborhood Watch information/recruitment, Hands on Police and Fire vehicle displays, DJ services provided by DJ Jim of J.C. Mix Inc., Free Hot dogs, Popcorn, Chips and Drinks for all attendees and much more. Chief Somerville "This is a night for America, and more specifically Antioch residents, to stand together and promote awareness, safety, and neighborhood unity. National Night Out showcases the vital importance of police-community partnerships and citizen involvement in our fight for a safer community.

- **Neighborhood Watch-** the NW continues to meet every month at the Antioch Police Dept. Crime prevention topics and resources are presented to group members. Citizens interface with police officers in safeguarding their homes, vehicles and neighborhoods.



# ***Antioch Police Department***

***Chief Craig Somerville***

- **AUGS Rally-** On November 07, 2013, APD hosted the 3<sup>rd</sup> AUGS Parent/Student/Teacher/Police rally. This program has been well received by the students and parents, with attendance approaching 200. While the focus of the program is an anti-drug, anti-gang theme, we also tackle topics currently affecting our young people such as bullying, sexting, internet issues etc... The rally includes information and guidance for parents, students and school staff, positive interaction in the gym with uniformed officers, games and prizes. Parents and students are divided into two groups and are engaged in a manner which promotes two way dialogue and questions and answers. Our next rally will take place during the spring of 2014.
- **Shop with a Cop-** On Dec 11<sup>th</sup>, the Antioch Police Department was honored to host the 10<sup>th</sup> Annual Shop with a Cop program. This year's event served 55 children and was very well received by all involved. Generous donations were made by Walmart, Raymond Chevrolet and several other businesses and individuals. We also became aware of a few special needs families in the community whom we were able to visit with and offer some gifts of generosity and a home visit with Santa (Chaplain Haley).
- **Squad Purchases-** The two 2014 Chevrolet Tahoe's have been delivered and are currently in service, just in time for the winter weather. We will have them on display at the curb outside Village Hall during the next Board meeting (weather permitting). The equipment upgrades include additional lighting under the side mirrors and above the taillights. This lighting greatly enhances side view visibility. Another new feature is a rear seat belting system which eliminates the need for the officer to reach across a prisoner to access and secure the seat belt. This reduces the prisoner's opportunity to bite and head butt the officer. Thank you for your support of the fleet program.
- **Promotion-** Det. Tom Nowotarski has been promoted to the rank of Sergeant. Tom began employment with the Village in January 2003 and has been assigned to the Investigations office since 2010. He is a hard-working and dedicated officer who has the respect of his peers and supervisors. Sgt Nowotarski will be assigned to the swing shift as patrol supervisor.
- **Policy Manual Project-** Work continues on this intensive project which will bring our General Orders and Rules and Regulations into the modern era, and keep us there. We have contracted with Lexipol, a company that provides policy that has met State, Federal and Best Practices standards, at minimal cost. Lexipol works with us to customize the manual to meet our local needs and they automatically update us on new laws and Supreme Court rulings. As a new law is enacted, Lexipol updates the affected policy and provides scenario based training materials to communicate these changes to the officers during roll call. I plan on giving a presentation of Lexipol at an upcoming board meeting.
- **Planit Police-** In 2013, APD launched the new Planit Police scheduling program. This software provides the PD staff with an efficient time and cost savings tool to track officers schedules. The systems tracks minute to minute changes in schedule, alerts officers and supervisors to the change and sends an alert when a manpower shortage is detected. The system also tracks time banks and provides numerous reporting and statistical opportunities.



# ***Antioch Police Department***

***Chief Craig Somerville***

## **Projects planned for 2014**

- Completion and implementation of Lexipol policy manual
- Spring AUGS Rally
- 2014 FOP contract negotiations
- Advanced managerial training
- 2014 National Night Out
- Launch Crime Free Multi-Housing Program
- Completion of PD security program which includes installation of fence and surveillance camera system.



## Antioch Fire Department

### Inter-Departmental Memorandum

To: Village Administrator James Keim  
From: John R. Nixon, Fire Chief  
Date: January 2014  
Re: Fire Department Annual Summary Report

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I am proud to submit to you a summary of the fire department activities during this past year.

#### Performance

The Antioch Fire Department has risen to meet the extra demands that we have faced as an organization. During 2012, challenges were met with determination. The AFD command staff has come together under our updated organizational structure and the contributions of Deputy Chiefs Lienhardt and Cokefair have been a key part of meeting these challenges and creating a pathway to the future.

During 2013, we expanded our paid-on-premise membership (duty crew) to support the mission of having consistent staffing at station 2. The addition of personnel has improved our overall response times to the areas east of the CN Railway tracks. We have also added 10 new members as paid-on-call employees to support our increased number of incidents. Those 10 new members graduated from the fire academy program in November as certified firefighters. Our membership roster has risen to 94 personnel, all of which are considered part-time employees.

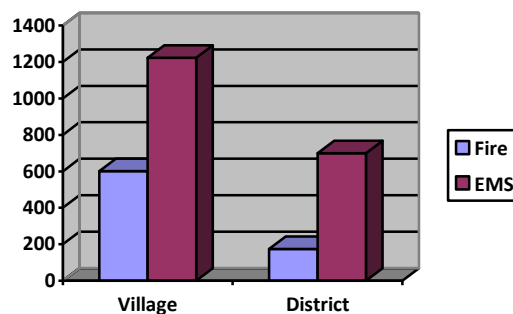
In June, the fire department staff and members, along with the support of the Village Board and Condell Hospital put in service the first ever ambulance response plan under the direction of AFD. With less than 8 week's notice, the fire department implemented a seamless transition from private ambulance service to the village residents.

### Teamwork

A primary focus of my mission as your Fire Chief is to continue developing personnel to equip the department for what lays ahead. No longer is the fire department reliant on one person to function administratively. Succession planning in the form of capable command staff has been underway since January of 2013. With the roles of Operations and Administrative Deputy Chief in place, we have begun to concentrate our effort to the remainder of the command staff. Throughout the summer, we held several training sessions designed to develop personnel as leaders and officers. 22 of our members participated in the eight week course that culminated in a written and oral testing process. From this effort, we will begin to put in place Captains and Lieutenants that will be able to be our future mentors for the firefighters. These promotions will occur next month and enhance our teamwork.

### *Summary of 2013 Activity*

Overall, the total of all fire department incidents in 2013 was 2,697 calls for service. This is in comparison to Fox Lake Fire which did 3,252 calls and Lake Villa which did 2,523. Of our total 2,697 calls, the Village share of that amount was 1824 (67.6%) and the District share was 873 (32.4%).



During this past year, of the total, 1,922 were EMS calls (including Antioch Rescue Squad and Antioch Fire Department combined). The remaining 775 incidents were fire related. In 2013, 63.6% of all ambulance service requests occurred within the Village of Antioch. In addition, 77.5% of all fire incidents occurred within the village. As we move ahead in 2014, the fire department continues to explore the most efficient and effective means of providing service to the residents. Current discussions with the Public Safety sub-committee will provide a clear direction of our path moving forward. It is assured that the Antioch Fire Department stands ready to complete its mission in whatever direction we move forward. With the addition of EMS service in the village, we expect our activity to increase. This is attributed to having a full year of EMS service in the Village during 2014. It is very probable that the fire department will be responding to 3,000 plus incidents per year within by 2015.



# Village of Antioch

## Departmental Status Report

Department: Public Works Director: Dennis Heimbrodt

Report Quarter:

### Budget vs. Expenses

|               | Budget:             | Expenditures of Budget: | Variance:   |        |
|---------------|---------------------|-------------------------|-------------|--------|
| Public Works  | \$822,443           | \$424,827               | \$397,616   | %51.65 |
| Streets       | \$875,400           | \$310,023               | \$565,377   | %35.42 |
| Depot Parking | \$7,600             | \$4,135                 | \$3,465     | %54.40 |
| MFT           | \$411,900           | \$23,438                | \$388,463   | %5.69  |
| Water         | \$508,000           | \$231,612               | \$276,388   | %45.59 |
| Water Capital | \$343,000           | \$3500                  | \$339,500   | %1     |
| Sewer         | \$319,200           | \$83,319                | \$235,881   | %26.1  |
| WWTP          | \$498,900           | \$259,882               | \$239,018   | %52.09 |
|               |                     |                         |             |        |
|               | Revenue Projection: | Revenue Year-to-Date:   | Variance:   |        |
| Public Works  | \$34,800            | \$11,075                | \$23,725    | %31.82 |
| Streets       | \$82,000            | \$33,128                | \$48,872    | %40.40 |
| MFT           | \$359,200           | \$233,526               | \$125,674   | %65.01 |
| Water         | \$1,055,000         | \$353,155               | \$701,845   | %33.47 |
| Sewer         | \$1,983,200         | \$577,067               | \$1,406,133 | %29.10 |
| WWTP          | \$87,001            | \$7,081                 | \$1,619     | %81.39 |

### Departments Activities and Accomplishment

#### Public Works

The Public Works Department is divided into seven divisions. Collectively these divisions are tasked with operating and maintaining the public facilities and infrastructure. They also provide assistance to the public and other village departments during periods of general operations and emergencies. The department is under the oversight of the Director of Public Works with 18 full time employees and 5 part time employees.

#### Streets

During 2013 the street department continued with its pavement patching program, concrete program (including sidewalk and curbing). Some of these efforts were focused on the streets that were in the Village of Antioch's road program and resulted in money saved on the road program. Aside from the mentioned programs crews were busy with the typical right of way work involving ditching, storm sewer maintenance, shouldering, shoulder grass cutting, street striping, signage, etc.

Concrete work entailed a total of 325 feet of sidewalk and 2000 feet of curbing were removed and replaced. The work was completed on Eagle Ridge Drive, Hanley Drive, Kathryn Court, Hillside Avenue, and Edgewater Lane.

Pavement patching consisted of work on Highview Drive, Oakwood knolls Subdivision, Lake Street and other smaller areas throughout the Village. Crews removed and replaced approximately 14,699.55 square feet and 210.00 tons of asphalt.

Street lights. Staff addressed a total of 84 street light issues. Also performed a total removal and replacement of 2 light poles and fixtures that had been hit by vehicles. This was a large task that was taken on and a large cost saving to the Village.

Structure investigation and rehabilitation. Crews investigated a number of structures throughout town and rebuilt were necessary. One large structure task was on Kathleen Court where crews installed a new storm sewer structure in the curb line and tied it into the main. Also a large removal and replacement of the curb was completed to correct the water flow. This job was scheduled to reduce the flooding impact that some of the Village residents were experiencing. Also a number of structures were rebuilt on Holbek Dr. Woods of Antioch, and along the roads that were in the 2013 Road Program. Another large project that was under taken was the drainage improvement on Highview Drive. Crew removed a large portion of the road and re-established the grade to eliminate the standing water issue for traffic.

Tree trimming was also a large task taken on that has been overseen in the past. A large group of workers attended a tree trimming class that was held by Davey Group. Crews will general be scheduled to trim in the fall, winter, and early spring month as trees are dormant and that is the best time trim. A large amount of work was completed on Savage Rd, Garys, Longview. They have entered into the subdivisions Oakwood Knolls, Windmill Creek the Arbors, and Heron Harbor. Trimming is done for the reason of larger vehicles being able to commute down the road and not hit branches during the process especially our plow trucks as they are closer to the curb. Safety reasons are a clear vision site line, opening of the road to receive sun light to help with ice/snow melt, and to reduce the amount of fallen trees and limbs in the roadway during storm events. We have seen a reduced amount of trees in the roadway during storms since we have be producing this work.

This year public works received 4 new dump trucks to replace some of their aging fleet. Some new ideas were introduced in the ordering of these trucks. One of the four trucks ordered was a tandem axle truck that will haul twice the amount of our standard trucks. This benefit the operations by being capable of hauling more material and utilizing the tandem on a water main break instead of using two single axle dumps. The other three trucks that were ordered were equipped with wing blades that mount on the side of the dump truck. In the past dumps were not ordered with this option as it was thought to not be needed. The wing blades have come in great use and improved operations.

### Building Maintenance

During 2013 this department has been busy with many activities and has accomplished them with pride and a cost savings to the Village. Our part time cleaning crew has had some ups and downs with staff but with dedicated full time employees we were capable of continuing until we were back to a full part time cleaning crew. Our cleaning crew continues to keep Village buildings clean with high expectations and are regularly supervised. Staff has been busy maintaining the Villages buildings along with making some great remodeling of many different areas throughout different buildings. Some of these areas are the new wellness center, public works locker room area, the police department cell #2, and many other small projects.

A very large project that also included many of the staff was the full removal and replacement of the Fire Station 1 west concrete apron. Crews tackled the 140 x 40 pad installing a drain tile, new rebar, adjusted the gravel base, and completed with a new 10 thick concrete. This work resulted in a large accomplishment and a large financial savings to the Village.

### Vehicle Maintenance

Maintenance is done on all of public works fleet, community development fleet, administration fleet, a portion of the fire departments fleet, and a portion of the police department fleet. Mechanics strive to produce accurate work and in an efficient matter. Staff has taken a great amount of initiative and fabricated several accessories that equip the new trucks we have introduced into the fleet, saving a good amount of money compared to purchasing these items. Below is a brief summary of most of the work that has been completed in our shop.

A total of 103 work orders were performed on Public Works vehicles and equipment.

A total of 48 work orders were performed on the Police Departments fleet.

A total of 4 work orders were performed on the Fire Departments fleet.

### Water Department

Responsible for maintain all of our water system including 9 wells, 4 towers, 3 boosters, 71.66 miles of underground water main, 1031 hydrants, 582 valves, and meters. This past year our water system pumped a total of 431,263,000 gallons of water. Crews are busy with daily routine task but always find themselves running into large unexpected task, most of them being time sensitive.

Water projects. The department has addressed 11 watermain breaks, 4 water service leaks, 3 hydrants that needed to be excavated and fixed, 3 hydrants fully replaced (hit by cars), internals replaced on 4 hydrants, and 2 hydrants updated (entire internal parts updated).

Anita Water Tower. This year the elevated water tower known as the Anita Water Tower was repainted this year. Crews were heavily involved with this process for preparations for the painting crew to observations during the process and completion of the project. The other exciting news that involved this repainting was the introduction of the new Village logo on the water tower which staff hopes to continue on other towers in the future.

Water Tower. The water crew took on a large challenge of draining one of the Village's water towers and cleaning it. The water tower was a 500,000 gallon water tower. A crew started the process by draining the entire tower and then proceeded by cleaning the entire inside of the tank. This task is something that a contractor is typically hired for and done on a 3 year routine but the water crew felt confident and tackled this task themselves successfully.

Watermain Valve program. The water department has continued to implement a valve program. This process is done by a crew locating all valves and exercising them, adjusting them, and making notes for work if needed. This program is needed to understand where are valves are located, if they function properly, and what work is needed to them. During a

watermain break valves are utilized to idle or shut down the water pressure for repairs but if a valve does not work or cannot be located crews have a more difficult and dangerous time completing the job.

Water meters. This has been a large task not just for the water department but the Village as a whole. Efforts have been strong with meters to try and produce a more accurate process, less errors, and a more efficient reading process. Staff has replaced approximately 100 water meters during 2013. The majority of these meters have been replacement of inside reads. A inside read consist of relying on the home owner to give as a read or arranging an appointment for getting a reading.

### **Sewer Department**

The sewer department is combined with water and utilizes the same staff that maintains the Village water system. The staff has regular weekly routines that are performed on the sewer system that involves 21 lift stations and 66.86 miles of underground piping. During this past year crews were challenged with removing to replace or fix 5 lift station pumps, and had to repair 2 sanitary sewer forcemain breaks.

Sewer Rodding Program. During the past years crews have always scheduled to go out and rod certain areas that were known to be troublesome. This past year crews were tasked to review all manholes in the system for signs of structure deterioration or system problems with debris and took on a much larger area of rodding.

Many tasks are not accounted for but are due much recognitions as staff responds after hours and many times in the middle of the night to lift station issues that if not acted upon immediately will have a major impact on infrastructure and residents.

### **Parks Maintenance**

2012 was the last year for crews to open, maintain, and close the Village of Antioch pool. 2013 construction of the new pool brought upon many task for staff. Construction involvement included crews to install 2 electrical lines, gas conduit, removal of the old basketball courts, removal of the old water line, and many small task to help keep cost low or within budget. Not only was the tackling of those project important for the Village finances, it is a great accomplishment these projects at the new pool were able to be completed by public works staff. Staff was very excited and ready to learn the new pool and its operation. With small bumps throughout the opening of the pool this year operations went well. Currently there are 3 full time employees that have certification in pool operations at public works. Throughout the year crews are tasked at maintain 80 acres of park land for landscaping needs. The parks staff also has a large involvement in help with many of the community groups like the garden club, little league, Vikings football, and the community garden.

### **Wastewater Operations**

The Village's wastewater plant operation is running great. The plant has seen some major issues with equipment this year and has addressed accordingly. Also with the drought this past year some adjustments were needed to the typical operation so that state standards were met. Staff was challenged with several electrical issues and pump related failures. Staff managed to continue operations with minimal impact and find corrections to problems. For further information please see separate status report prepared.

### 2013

Going forward, during 2014 department goals will continue to be operating and maintaining the public facilities and infrastructure to ensure the most efficient and beneficial service to the public and the Antioch residents. Also to provide assistance to the public and other village departments during periods of general operations and emergencies. Programs will continue to be implemented and thought of to better our operations. Below are some of the 201 planned tasks that public works will be taking on.

- Research for a new public works facility
- Opening and operating the new Antioch pool
- Tree trimming throughout the Village with guidance from the Davey tree survey
- 2014 Road Program
- Curb removal and replacement program in preparation of the 2014 Road Program
- Sanitary sewer investigation and maintenance program
- Water Valve program
- Pavement patching program
- Sidewalk replacement program
- Street striping
- Updating the public works fleet to ensure efficient operations



# Village of Antioch

## Departmental Status Report

| Department Information  |   |                             |                                 |
|---|---|-----------------------------|---------------------------------|
| <b>ANTIOCH WASTE WATER TREATMENT FACILITY</b>                               |   |                             |                                 |
| <b>Department:</b>  | <b>ANTIOCH WASTE WATER TREATMENT FACILITY</b> |                             | <b>Supv:</b> <b>JASON TREAT</b> |
| <b>Third Quarter</b><br><b>November/December/ January</b>                   |   |                             |                                 |
| <b>Report Quarter:</b>  | <b>2013/2014</b>                              |                             |                                 |
| Budget vs. Expenses   |   |                             |                                 |
|   | Budget:                                       | YTD Balance                 | Percent Expended                |
| Quarter 1   | 517,016                                       | 113,832.92                  | 22.0%                           |
| Quarter 2   | 517,016                                       | 204,804.13                  | 39.6%                           |
| Quarter 3   | 495,416                                       | 372,375.11                  | 75.1%                           |
| Quarter 4   |   |                             |                                 |
| Comments: Overall Operating Budget has been reduced on 2-7-14               |   |                             |                                 |
| Plant Performance Evaluation  |   |                             |                                 |
| NPDES Permit Compliance Parameters (Total # of Permit Parameters to be met) |   | NPDES Permit Parameters Met |                                 |
| November  | 120 parameters                                | 120/120 No Violations       |                                 |
| December  | 120 parameters                                | 120/120 No Violations       |                                 |
| January   | 120 parameters                                | 120/120 No Violations       |                                 |
| Completed Quarter Projects  |   | Date                        | Status                          |
| OSHA Mandatory GHS Training   |   | Nov. 2013                   | Completed                       |
| 503 sludge Report Due in February   |   | Jan. 2014                   | Completed                       |
| Semi-Annual Sludge Report Due in January                                    |   | Jan. 2014                   | Completed                       |
| Performing the Annual Maintenance on the UV System                          |   | Jan. 2014                   | Completed                       |
| Annual Pretreatment Inspections (Pickard China, Kay Homes)                  |   | Nov. 2013                   | Completed                       |

| Next Quarter Projects  | Due Date               | Status                     |
|--|------------------------|----------------------------|
| Starting the UV for the 2014 season (EPA Requirement March 1 through November 30 UV needs to be run) | March 1st              | In Progress                |
| Annual Pre-Treatment Report  | April 28 <sup>th</sup> | In Progress                |
| Local Limits Sampling  | April 2014             | Planning                   |
| Pre-Treatment Sampling for first and second quarter  | Feb. 2014              | In Progress                |
| Sludge Sampling for first and second quarter   | Feb. 2014              | In Progress                |
| Start DMR-QA Study 34  | June 2014              | Study Starts in March 2014 |
|  |                        |                            |

**SLUDGE PRODUCTION**

|           |                              |
|-----------|------------------------------|
| November- | 70 Cubic Yards/8.26 Dry Tons |
| December- | 58 Cubic Yards/7.33 Dry Tons |
| January – | 60 Cubic Yards/8.59 Dry Tons |

**MISCELLANEOUS PLANT INFORMATION**

|                           |  |
|---------------------------|--|
| SAFETY –                  | Zero (0) accidents for the quarter-We have worked 889                              |
|                           | Days without a lost time incident.   |
| TAILGATE SAFETY MEETINGS- | One (1) - OSHA Mandatory GHS Training - All Operators Attended                     |
| TRAINING/ADVANCEMENT –    | 3 Fox Valley Operators Association (FVOA) monthly meeting were attended-1 Operator |
|                           |  |
|                           |  |
| ODOR COMPLAINTS –         | Zero (0)   |
| SAINTARY SEWER OVERFLOWS- | One (1) this quarter.  |
|                           |  |

**Winter 2013-2014****Winter Operations Update**

This quarter, one of the main tasks the wastewater staff had to deal with was the onset of severe cold. This was the first time the facility experienced going below zero for an extended period of time. Overall, the facility handled these days well. However, there were a few areas of the facility where staff spent significant time on several corrective maintenance issues during these cold snaps, and we would like to take a moment to explain them.

One of the biggest problem areas, throughout this cold snap, was the solids handling process. This process is the handling and disposing of the wasted activated sludge (bugs). The microorganisms

continually multiply and grow, and they need to be killed off, or the term we use is wasted. By having too many bugs puts the facility at risk for numerous issues, which could cause a violation with the Illinois EPA. In any case, to highlight how the wasted activated sludge goes from being separated from the activated sludge population, to the point where solids are dewatered and hauled off-site to be land applied is as follows: The waste activated sludge is pumped from the clarifiers into a set of tanks (Digester One and Two), then after a few days is transferred to another set of tanks (Digester Three and Four). It is here where staff placed torpedo heaters to keep these transfer lines from freezing. From digester three and four, the solids are pumped to the belt filter press to be dewatered. Finally, the dewatered solids are pumped from the belt filter press to the sludge barn. The term “dewater” is a tad misleading, with our current technology, a belt filter press, we only remove about 18% percent of water; just enough to make a solid product; the sludge is still holding about 80% of water. With a fifty foot sludge pipe being located outside with little or no movement of liquid on a continuing basis (we only press the solids one to two days a week) causes this pipe to freeze. The location (situated in the rafters of the sludge barn) and the length (50 ft.) make it difficult to heat this pipe by other means i.e. torpedo heaters etc., so when these severe cold snaps occur there is no way to press the solids; essentially shutting down the solids handling process. In any case, I understand the above explanation is overly simplistic, but hopefully sufficient enough to make the point there is a path where the wasted activated sludge takes, and a majority of this network is outside. Most of this outside network is protected by heat trace. This heat trace has worked wonderfully in past winters. However, several days of below zero temperatures has reduced its effectiveness.

In general, Antioch over time will grow, and these future loading demands on the facility will only increase the need to utilize the solids handling areas. For example, the days the bio-solids need to be pressed will only increase, and again there were a few days where the solids could not be press because of the pipe going to sludge barn was frozen. Solutions to these problems need to be developed, and staff is currently going through this process.

The other issue, pertaining to this onset of severe cold, is the elevated amount of resources being used; such as energy, labor, and fuel. For example, digester three and four are in an area with no trees or obstructions, such as buildings, to block the frigid air. When the temps dip down below zero they freeze over (I have included pictures below). In order for the tanks not to freeze completely over, we have been running two blowers supplying massive amounts of air to keep the contents of the tanks moving faster. By running this way increases the electrical demand. In addition, space heaters on various pieces of equipment have been installed, like the generator, in order to keep low temp alarms from going off; again this only makes the electrical usage elevated. Lastly, these severe cold snaps events have increased staffs time and diverted their attention from other important tasks.

Staff intent, with this memo, was not to complain of the situation, but to highlight the challenges that were faced with and the extra resources which are being used to keep the treatment facility running during this harsh winter. It is the treatment facility staffs goal in maintaining an efficient operation; however with the onset of this severe cold it has been demanding to meet this goal. As

previously stated, staff is developing a severe cold action plan to streamline the process with the goal of maintaining our customary level of efficiency. Again, we are in the preliminary stages in developing this plan, and in future status reports will highlight the progress or difficulties in implementing this plan. Thank you for your time.



Frozen Digester



Frozen Duck (He froze right to the stilling well...part of the clarifier)



#### MAINTENACE PROGRAM

Corrective Issues: 7 for this quarter

1. On 11-27-13 U.V. low level alarm broken electrical sensors-  
**Bought new ones need to install.**
2. On 12-5-13 sludge pump # 2 stator wore out. Installed new one from our spare parts inventory, need to order new one... cost 4K. This part was painted and the pump is operational-**Completed**
3. **Ongoing-** Sludge line from BFP (Belt Filter Press) to barn freezing when severe cold sets in. **Please see explanation above**
4. **Ongoing-** Transfer Lines for digesters have been freezing when severe cold sets in. **Please see explanation above**
5. On 1-6-14- Generator Antifreeze low temp alarm **Please see explanation above.**
6. On 1-28-14 Replaced 2 Ballast and 1 bulb on U.V. banks-  
**Completed**
7. On 1-29-14 Timer Relay failed for 9-1-2 digester blower-**In progress in buying a new one.**

Preventive Maintenance Tasks: 189 were done this quarter

**WATER TREATED**

|           |                        |
|-----------|------------------------|
| November- | 33.299 Million Gallons |
| December- | 28.826 Million Gallons |
| January – | 36.826 Million Gallons |
| Total-    | 98.951 Million Gallons |



## Community Development



Hiram Buttrick Sawmill

## 2013 Department Year in Review

2013 continued to show the signs of economic improvement on the horizon. Though not as strong as 2012 by measure of investments into vertical construction and capital expenditures from the private sector, interest in positioning assets and acquisitions, especially in the last quarter of the year, left reason for optimism and provided momentum leading into 2014.

Much of the year was dedicated to efforts to improve the Village's understanding and position in the marketplace through investments in economic development planning efforts and the pursuit of potential development opportunities. The Village is still working with Gruen

and Gruen + Associates as well as Industrial Development International in the recruitment of users to the Antioch Corporate Center. And though it was a finalist for a number of large scale developments, tax backed incentives offered in Southern Wisconsin have made it difficult to compete in a very competitive marketplace. Therefore it has become all the more clear that the Village must continue to investigate its options and review its own potential incentives to remain attractive to businesses.

C.D. capitalized on successful grant awards from 2012 and conducted community outreach workshops through its Local

Technical Assistance grants from the Chicago Metropolitan Agency for Planning, for the investigation and planning of a Lifestyle Corridor which is nearing completion of its first phase as well as its Brownfield Assessment and Planning Grant from Environmental Protection Agency that finished the first year of its two year time frame.

### Contents

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| Authentic by Nature        | 4 |

## Department & Mission

The Community Development Department focuses upon the management of land use policy, planning, zoning, and building code enforcement, as well as economic development and community marketing. Our mission is to enhance the overall quality of life and further the public interest through inclusive land use policy initiatives and strategies that empower and protect citizens and businesses alike.

## Planning Efforts

### Projects of Significance in Comprehensive and Policy Planning

1. Lifestyle Corridor: See Summary, Bringing the lakes back to the community

2. EPA Brownfield Assessment Grant: The Village received a \$200,000 grant to initiate its Brownfield redevelopment program. Brownfields are real property where reuse is complicated by actual or potential contamination. Cleaning up and reinvesting in these properties takes development pressures off undeveloped, open land, and both improves and protects the environment. EPA's Brownfield Program is designed to empower states, communities, and other stakeholders in economic redevelopment to work together in a timely manner to prevent, assess, safely clean up, and sustainably reuse Brownfields.

3. Illinois Department of Natural Resources Forestry Grant: The Village was awarded a Forestry Grant to assess and manage its urban tree assets and to develop policies that promote the conservation and preservation of trees

4. Northwest Demonstration Project: (See Summary, Improving access and transportation choices for residents)

5. Illinois Route 173 planning and Steering Committee: The Village is participating as a technical and community advisory member to steer the direction of the future redevelopment and expansion of 173.

6. Incentive analysis and Economic Development Strategy: Based upon the adoption of the Village's strategic plan, staff has begun the prioritization and feasibility of future development efforts along the 173 Corridor and across the Village.



## Lifestyle Corridor

The Village held a number of public workshops to solicit comments from the public for the development of its Lifestyle Corridor. Over the past year the document has developed to a prioritized list and routes to unify a greenway connection that would link a number of the regions attractions and key activity points within the Village.

The plan is in its final draft form and is going through final recommendation and approval processes.

As envisioned, the Greenbelt would be defined as a "Lifestyle Corridor" which if developed in its full capacity, would address a number of environmental, social, transportation, and recreational demands faced by the Village of Antioch and its surrounding communities. Meeting these challenges would restore Northwestern Lake County's public connection to the Chain of Lakes, which has been increasingly limited over the past fifty years.

Even more dramatic would be the establishment of the multimodal transportation network linking the regions most significant natural resource to the historic mixed use core of the Village, the North Central

Metra Service, Chicago O'Hare, the City of Chicago, as well as the Millennium Trail and DesPlaines River trail system.

## Urban Forestry Works

The Village was awarded a Forestry Grant to assess and manage its urban tree assets and to develop policies that promote the conservation and preservation of trees.

Antioch's vision to promote and preserve the urban forest and improve the management of public trees was a fundamental inspiration for this project. This vision will ensure canopy continuity, which will reduce stormwater runoff and improve air quality, public health, and aesthetic values.

The inventory and management plan was partially funded by Illinois Department of Natural Resources in cooperation with the U.S. Forest Service in part by the Urban and Community Forestry Assistance Grant.

Through funds from the Department of Natural Resources, the Village was able to inventory and map a vast majority of its urban trees in order to assess the condition and estimate future maintenance obligations.

## By the Numbers

Department Activity based upon the areas of core responsibility and accounted data during calendar year 2013

## Planning & Zoning

3

Petitions filed and processed through the Combined Planning Commission and Zoning Board during calendar year 2013

\$350,000

Estimated dollars acquired through competitive grant proposals

0

Number of appeals and lawsuits resulting from local land use decisions and actions

## Building

431

Building permits issued

1,066

Inspections performed

\$101,867

Permit related fees collected

64

Businesses inspected for Annual Compliance for Liquor and Food Dealer Licenses

## Economic Development

9

Businesses established or in the process of major capital outlays and reinvestment in existing facilities

1,593,000

Number of media impressions that were delivered to support the Village's Holiday Marketing Campaign. Impressions were spread across all media formats from, social, print, radio, and digital billboard.

\$5,121,684

Estimated value of construction dollars invested in 2013

The management plan was developed for the Village of Antioch by Davey Resource Group with a focus on addressing short- and long-term maintenance needs for inventoried public trees. Davey Resource Group completed a tree inventory to gain an understanding of the needs of the existing urban forest and to project a recommended maintenance schedule for tree care. Analysis of inventory data and a vision for the urban forest was utilized to develop this plan.

## Building & Construction

The above column lists the basic revenue and activity overview related to building and construction within the Village. The numbers, as measured in permitting activity, investment, and revenue showed a dip since last year, which was the strongest year in permitting for the past 5 years. Over the same time frame, the overall Community Development expenditure budget has been reduced to less than half its initial amount, dropping from \$694,000 in FY 2009 to approximately \$300,000 in fiscal year 2013. The success and ability to operate at this level hinges on increased efficiency and cross utilization of staff supplemented by privatized consultant teams.

The 2013 revenue dips are most closely attributed to limited ground up construction fees associated with new commercial and residential development. Though the Village increased the number of businesses overall, the budgetary benefits of vertical construction was felt in permit fee revenues.



## Authentic by Nature and Holiday Marketing Campaign

Authentic by Nature continues to be the anchor in Antioch's branding and marketing strategies. This year, the Village partnered with the Lake County Convention and Visitors Bureau in the development of the 2013 Holiday Campaign

In the 2013 holiday season, with all of the activities to do in Lake County sought to capture the magic of an old fashioned Christmas by showcasing our beautiful town and events. The purpose and marketing objectives were to excite visitors and encourage them to take a little ride north to Lake County. Because it was a cooperative partnership, we were allowed to showcase the magic that Lake County has to offer in the winter time.

The Village again used a cross media platform. From a social media driven campaign with print media, radio spots within the local market, and a digital billboard off the I-94 spur.

## Commercial Growth and Economic Development

A number of new development and redevelopment opportunities became reality over the course of calendar year 2013. In all, approximately 9 businesses established or re-established themselves within the Village through significant capital outlays and investments. Acquisition and reoccupation of existing unoccupied space in the commercial and industrial zones, and the repurposing of downtown storefronts by new entrepreneurs were a vast majority of the improvements.

## Authentic Antioch Winter 2013

The graphic features a couple walking on a snowy street at night, with a jewelry store window in the background. The Antioch logo is in the top right corner. Text in the center reads: 'Come explore an authentic small town holiday, with friendly faces, gourmet food and charming ambiance.' Below this, it says 'Enter to win an overnight stay at KeyLime Cove at VisitLakeCounty.org'. At the bottom, there are logos for 'ILLINOIS MILE AFTER MAGNIFICENT MILE' and 'LAKE COUNTY ILLINOIS'.

## Village of Antioch - Results

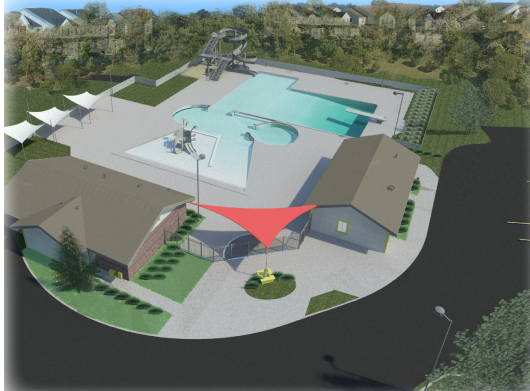
| Ad Medium                      | Purchased     | Delivered        |
|--------------------------------|---------------|------------------|
| Newspaper, ¼ pg (4c)           | 246,369       | 363,115          |
| OOH: Digital Billboard         | 560,166       | 560,166          |
| Radio                          | 564,500       | 566,670          |
| Chicagotribune.com             | 100,000       | 104,004          |
| <b>TOTAL IMPRESSIONS</b>       | <b>1.5M</b>   | <b>1,593,955</b> |
| <b>CPM (Cost per thousand)</b> | <b>\$5.67</b> | <b>\$5.33</b>    |

# Parks & Recreation S&I



JANUARY 2014

## Aqua Center Opens in 2013



**3D view of the Antioch Aqua Center**



**View from the top of the Waterslide**

The Antioch Aqua Center had a fantastic inaugural year in 2013. The pool opened in early June and remained open till late August. Unfortunately for the 2013 summer we had an unusually cool and wet summer. The operating season for the pool was 11 weeks of which only 3.5 weeks were warm enough to attract large number of people. Looking at the number it is a pretty logical conclusion that we left a lot of revenue on the table and at home.

During the course of the summer we had many give ideas about possible

changes to the schedule which could improve the use of the facility. Some of those recommendations involved the time frame in which we allow the summer day camp to utilize the facility to having floatation devices available to those who need them. Steps have been taken to improve the experience at the pool for everyone. Starting in 2014 the summer day camp will enjoy the pool from the 11 AM to the 12:30-1 PM daily! We are also going to be adding a couple of new food items like hot dogs to increase the type of food available at the facility.

## The Master Plan

The Parks and Recreation is undertaking the process of master planning for the parks overall plan during the next year. Over the next few months the parks department will be compiling a survey for the public to be submitted either in the parks brochure but more likely in the June newsletter (mailed to both the Village and the Township). Once that survey is complete we will be holding community meetings to get even more input into the ultimate look of the parks for the community over the next 5-10 years. At this point we will be attempting to bring formal plan to the board late in 2013 early 2014 for approval.

## Brochures

In 2013 Parks and Recreation was able to implement the mailing of activity brochures to over 11,000 homes between the Village and the Township. We were able to mail for the first time our spring/summer brochures to the entire community and follow that up with the 2013/14 fall/winter program guide as well. Our production schedule for these brochures in 2014 will allow us to the deliver the brochure in late March and late August.

## STAKEHOLDERS MEETINGS BEGIN

The Parks and Recreation along with elected officials from both the township and the Village have put together a stakeholders group. The focus of this stakeholders group is to find the best ways to improve the access to the many assets that exist in and around Antioch. In some cases the assets needed currently do not exist therefore fostering a good relationship with all taxing bodies including district 117, 34, and township might help each entity gain access and help provide funding for facility growth through continued use of IGA's.

## TERRIFIC 2'S & 3'S START

In order to fill the gap for families with kids whose birthday fall after September 1 each year therefore causing them to start school a year later we have created the Terrific 2's and 3's class. The terrific 2's and 3's is preschool program that starts kids off at school 2 days a week for 2 hours each day. It offers exposure to school and time away from parents getting them ready to start in our preschool program in the upcoming year. Currently we have 2 classes with 10 kids in each that meet either Monday & Wednesday or Tuesday & Thursday.

### Revenue Budget

|         | Quarter 1<br>May-July | Quarter 2<br>Aug-Oct | Quarter 3<br>Nov-Jan | Quarter 4<br>Feb-Apr | Annual<br>Total |
|---------|-----------------------|----------------------|----------------------|----------------------|-----------------|
| 2010-11 | \$176,927.23          | \$49,044.35          | \$45,098.11          | \$71,702.43          | \$342,772.12    |
| 2011-12 | \$194,685.52          | \$71,478.52          | \$50,464.88          | \$80,839.38          | \$397,468.30    |
| 2012-13 | \$188,628.01          | \$60,212.02          | \$49,023.21          | \$129,394.86         | \$427,258.10    |
| 2013-14 | \$245,446.25          | \$85,246.42          | \$62,473.92          |                      | \$323,241.00    |

### Expenditure Budget

|         | Quarter 1<br>May-July | Quarter 2<br>Aug-Oct | Quarter 3<br>Nov-Jan | Quarter 4<br>Feb-Apr | Annual<br>Total |
|---------|-----------------------|----------------------|----------------------|----------------------|-----------------|
| 2010-11 | \$224,319.00          | \$208,989.71         | \$130,360.93         | \$126,161.86         | \$689,831.50    |
| 2011-12 | \$225,119.01          | \$221,719.40         | \$109,576.81         | \$148,578.77         | \$704,993.99    |
| 2012-13 | \$216,720.75          | \$248,998.32         | \$90,696.65          | \$194,083.38         | \$750,499.10    |
| 2013-14 | \$315,395.93          | \$278,244.75         | \$151,556.96         |                      | \$745,197.64    |