

**VILLAGE OF CLARENDON HILLS  
MANAGER'S REPORT  
OCTOBER 18, 2013**

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## Village of Clarendon Hills Manager's Report

To: Village President & Board of Trustees

From: Randall Recklaus, Village Manager

Date: October 18, 2013

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1. Public Works Director Millette and I met with representatives of Downers Grove Township on Tuesday about opportunities to work together. The Village may explore purchasing fuel from the township as an additional source. We currently purchase our fuel from the Village of Hinsdale. However, for some diesel vehicles, the proximity of the Public Works yard to the Township yard could be a real plus. We are continuing to discuss the feasibility of this option.
2. Peg and I met with representatives of Kane McCanna, our bond counsel on Tuesday. They feel that our current financial status will allow us to maintain a AAA rating for the foreseeable future.
3. Christina Burns and I attended the Clarendon Hills Chamber of Commerce meeting on Wednesday morning. We gave members an update on new signage requirements for businesses related to the concealed carry law that goes into effect on January 1<sup>st</sup>.
4. President Karaba and I attended the Board of Directors meeting of Southwest Central Dispatch on Wednesday evening. A number of items were discussed related to the operation of the center.
5. Staff worked on the format for the upcoming Village Board Planning Session on November 2<sup>nd</sup> this week. A memo will be going out shortly on the proposed format.
6. Christina Burns and I went through the 48 resumes we received for the Assistant to the Village Manager position. We both feel there are a good number of qualified candidates. The next steps of the search will begin next week.
7. Chief Jenkins and Community Development Director Ungerleider and I are meeting with representatives of District 181 this afternoon to discuss walk to school routes and improvements.

8. I want to take one more opportunity to thank Christina Burns for her many contributions to the Village as Management Analyst and Assistant to the Village Manager. Today is her last day. There will be a luncheon for her today.

Have a Great Weekend!

**VILLAGE OF CLARENDON HILLS**  
**Finance Department**  
**MEMORANDUM**

DATE: October 17, 2013  
TO: Randy Recklaus, Village Manager  
FROM: Peg Hartnett, Finance Director/Treasurer  
SUBJECT: Department Report

Standard and Poor's Ratings Services assigned its 'AAA' long-term rating to the Village's 2013 General Obligation (GO) bonds issuance based on its recently released local GO criteria. At the same time, it also affirmed its 'AAA' rating to the Village's existing GO debt and AA+ long-term rating on the existing debt certificates due to the limited nature of the certificate's security. The outlook on all ratings is stable. Following is a copy of Standard and Poor's rationale for the rating citing a very strong economy, budgetary flexibility and performance, liquidity, and debt position.

# RatingsDirect®

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## **Summary:**

## **Clarendon Hills, Illinois; General Obligation; General Obligation Equivalent Security**

### **Primary Credit Analyst:**

David H Smith, Chicago (1) 312-233-7029; [david.smith@standardandpoors.com](mailto:david.smith@standardandpoors.com)

### **Secondary Contact:**

Helen Samuelson, Chicago (1) 312-233-7011; [helen.samuelson@standardandpoors.com](mailto:helen.samuelson@standardandpoors.com)

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## Summary:

# Clarendon Hills, Illinois; General Obligation; General Obligation Equivalent Security

Credit Profile	
US\$0.44 mil GO bnds (alternate rev source) ser 2013 due 01/01/2029	
Long Term Rating	AAA/Stable
Clarendon Hills	New
Long Term Rating	AAA/Stable
Clarendon Hills	Affirmed
Long Term Rating	AA+/Stable
	Affirmed

## Rationale

Standard & Poor's Ratings Services assigned its 'AAA' long-term rating to Clarendon Hills, Ill.'s series 2013 general obligation (GO) bonds based on our recently released local GO criteria. At the same time, Standard & Poor's affirmed its 'AAA' long-term rating on the village's existing GO debt and its 'AA+' long-term rating on the village's existing debt certificates due to the limited nature of the certificates' security. The outlook on all ratings is stable.

The series 2013 bonds are secured by revenue from the village's unlimited ad valorem GO pledge. The series 2013 bonds are alternate revenue source bonds. Management advises us they will annually abate the debt service levy upon full funding of the bond fund. The village is subject to the Property Tax Extension Limitation Law, which limits annual operating tax levy increases to the lesser of 5% or the rate of inflation, except with regard to new construction. Proceeds from the series 2013 bonds will be used to finance capital improvements in the village.

The rating reflects our assessment of the village's:

- Very strong economy, which benefits from its participation in the Chicago metropolitan area;
- Very strong budgetary flexibility, with 2013 audited reserves at 64% of general fund expenditures;
- Very strong budgetary performance, with general fund balances exceeding 30% of expenditures for three years or more;
- Very strong liquidity, which provides very strong cash levels to cover both debt service and expenditures;
- Strong management, with established financial policies and a consistent ability to maintain balanced budgets; and
- Very strong debt position, driven by its low overall net debt as a percent of market value and rapid amortization.

### Very strong economy

Located approximately 19 miles west of downtown Chicago in DuPage County, we consider Clarendon Hills' economy to be very strong with access to Chicago's broad and diverse economy. County unemployment has tracked lower than that of the state, with an 8.6% unemployment rate in June 2013, lower than the state's 9.8% for the same period. The village has per capita incomes that we consider very strong, with per capita effective buying income 189% of the U.S. average. Per capita market value for the village was \$180,061 for fiscal 2013. Assessed value (AV) decreased 6.5%

between 2011 and 2012, reflecting lingering effects on property values caused by the recession and a recent reassessment of the village.

**Very strong budget flexibility**

In our opinion, the village's budgetary flexibility remains very strong, with reserves above 30% of expenditures for the past several years. For audited 2013, the village's unassigned fund balance was 64 percent of its operating expenditures. For fiscal 2014, the village expects to continue this trend of very strong budgetary flexibility.

**Very strong budgetary performance**

The village's budgetary performance has been very strong overall in our view, with a surplus of \$261,673 in the general fund in fiscal 2012 (year ending April 30) and another surplus of \$441,732 in total governmental funds. The village has a general fund balance policy whereby it maintains a minimum fund balance of 40% of expenditures. The village transfers funds to the capital projects fund when the general fund balance exceeds this 40% threshold. In 2012, the village transferred \$200,000 to the capital projects fund from the general fund and in fiscal 2013, the village transferred \$250,000. With respect to budgetary performance in audited 2013, the village posted a \$1,041,964 surplus in the general fund and a \$1,189,839 surplus in the total governmental fund. The village attributes these surpluses to conservative budgeting and reduced staffing expenses. For fiscal year 2014, the village projects general fund revenues exceeding expenditures by approximately \$1 million. The village has transferred approximately \$1 million to the capital projects fund from the general fund this year, which will be supplemented by an additional \$250,000 transfer later in 2014.

**Very strong liquidity**

Supporting the village's finances is its very strong liquidity, with total government available cash as a percent of total governmental fund expenditures and as a percent of debt service, both of which were above 15% and 120%, respectively. We believe the village has exceptional access to external liquidity, as it has issued general obligation bonds and debt certificates frequently during the past 15 years.

**Strong management conditions**

We view the village's management conditions as strong, with strong financial practices combined with a consistent ability to maintain balanced budgets. The village uses three to five years of historical budget-to-actual information in preparing its budget. In addition, management provides the village board with monthly reports on its budget-to-actuals and utilizes both a long-term financial and capital plan. Moreover, the village maintains a reserve policy of 40% of expenditures. The village has consistently maintained balanced operations in recent years.

**Very strong debt and contingent liability profile**

In our opinion, the village's debt and contingent liability profile is very strong with total governmental fund debt service as a percentage of total governmental fund expenditures at 4.6%, and with net direct debt as a percentage of total governmental fund revenue at 48.6%. The village's overall net debt as a percent of market value is 2.3%, which we consider low, and 77% of its debt is due to be retired within 10 years, which we consider rapid. Management indicates it has no significant additional debt plans in the immediate future, other than debt issuances for its special service areas during the next few years.

The village participates in the Illinois Municipal Retirement Fund (IMRF), the Firefighters' Pension Fund, and the

Police Pension Fund to provide pension benefits for employees. The Police Pension Fund and the Firefighters' Pension Fund are 63% and 89% funded, respectively, and the IMRF is 60% funded. The village has contributed at least 100% of the annual required contribution (ARC) in each of the past three years in the three funds. The combined ARC pension costs and other postemployment benefit (OPEB) pay-as you-go costs for fiscal 2013 were less than 10% total governmental funds expenditures.

#### **Strong institutional framework**

We consider the Institutional Framework score for non-home rule municipalities subject to the Property Tax Extension Limitation Law to be strong. See Institutional Framework Overview: Illinois Local Governments.

## **Outlook**

The stable outlook reflects our view of the village's consistent financial performance and very strong local economy, which is supported by strong management. We do not expect to revise the rating in the next two years because we believe the village will maintain adequate reserves. The village's participation in the broad and diverse Chicago metropolitan area provides additional support to the rating.

## **Related Criteria And Research**

- USPF Criteria: Local Government GO Ratings Methodology And Assumptions, Sept. 12, 2013
- State And Local Government Ratings Are Not Directly Constrained By That Of The U.S. Sovereign, Aug. 8, 2011
- S&P Public Finance Local GO Criteria: How We Adjust Data For Analytic Consistency, Sept. 12, 2013

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**McGRAW-HILL**

**Village of Clarendon Hills**  
**Department of Public Works**

**MEMORANDUM**

**DATE:** October 18, 2013  
**TO:** Randy Recklaus, Village Manager  
**FROM:** Mike Millette, Director of Public Works  
**SUBJECT:** Department Notes

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1. The Road Improvement Program was slowed a bit by the rain yesterday. Concrete shoulder placement has been moved to Monday and Tuesday of next week for the first half of the project. This means that residents will be out of their drives until Friday, the 25<sup>th</sup>, at the earliest and possibly through Monday the 28<sup>th</sup>. Fortunately the water main contractor's work has been completed and they have left the site. The overall project schedule is still on track.
2. The 2013 Sidewalk Removal and Replacement program will get underway the week of the 28<sup>th</sup> with no work performed on Halloween. Completion is targeted for November 8<sup>th</sup>.
3. Replacement of the school zone signs on Chicago has been delayed as we are still awaiting receipt of the new sign material. The vendor informs us that the material will ship today or Monday. As soon as it arrives, we will begin installation.
4. Fire hydrant painting has been completed. We also have completed our road striping work unless we get another stretch of warm weather.
5. The small plow trucks are ½ way converted for winter operations. The remaining work will be completed next week (the 3-ton trucks were prepared a few weeks ago).



# Village of Clarendon Hills

## MEMORANDUM

**To:** Randy Recklaus, Village Manager  
**From:** Dan Ungerleider, Community Development Director  
**Date:** October 18, 2013  
**Subject:** Department Report

1. **DTMP Update** - This past week the Land Use and Design subcommittees met. Both subcommittees are honing in on the major issues that face downtown business communities such as ours. All three subcommittees will again be meeting later this month in preparation for a joint subcommittee meeting on November 5 and a community open house on November 20. Upcoming meeting times are posted on the Village's DTMP update website and below:
  - a. DTMP Land Use Subcommittee - Monday, October 28, 2013 at 6 pm
  - b. DTMP Design Subcommittee - Tuesday, October 22, 2013 at 7 pm
  - c. DTMP Economic Development Subcommittee - October 29, 2013 at 5:30 pm
  - d. Joint Subcommittee Meeting - November 5, 2013 at 7 pm
  - e. Community Open House - November 20, 2013, evening
2. **Clarendon Hills Footprint Project** - This week we began developing a natural asset map illustrating potential locations throughout the Village that would benefit from community stewardship. Areas such as Blue Lake and the wetlands located south of 56<sup>th</sup> Street. This list, once refined, could be used in support of future grant requests by the Village and its partners.
3. **Zoning Board of Appeals/Plan Commission** - On Thursday night the ZBA/PC began its review of the Village's current Floor Area and Floor Area Ratio standards used for regulating the permitted size of a new home. The ZBA/PC also considered a text amendment that would create a special use designation for Medical Marijuana Distribution Facilities within the Village in response to recent State legislation legalizing medical marijuana use. Final determination for both issues will be made by the Village Board at a future meeting. Please visit the Community Development Department webpage for more information.
4. **Permits Issued** - During second week in October, the Village issued 5 permits having a total value of \$17,500.

VILLAGE OF CLARENDON HILLS  
POLICE DEPARTMENT

DATE: October 18, 2013

To: Village Manager Randy Recklaus

From: Chief Ted Jenkins

Subject: Weekly Activity Report

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1. Recent training:
  - Three officers completed October online training.
  - Officer Shirley completed one day of FIAT SWAT training.
2. DC Farmer and I attended a DuPage State's Attorney legal update seminar on Friday. Concealed carry, medical marijuana and the upcoming cellphone ban were the main focus.
3. DC Farmer and I attended a Parent Teacher Organization meeting at CHMS on Wednesday. Kathleen Burke, CEO of the Robert Crown Center gave a presentation on prescription drug and heroin addiction. DuPage State's Attorney Bob Berlin spoke on the heroin epidemic in DuPage County and the important roles that educators, law enforcement and parents have in combating the problem.
4. Kelly Schildgen attended a DuPage Records Management meeting in Wheaton on Wednesday.
5. Four vehicles were declared abandoned and sold to a vehicle recycler. The vehicles were seized as administrative tows during arrests. The cars were never claimed and following a statutory procedure the cars were transferred to a recycler at the market rate, towing fees were deducted and the remaining money, \$330.00 was turned in to the finance department.
6. I attended a SWCD executive committee meeting on Thursday. An order is being prepared for new laptop and tough pads to replace the current CF-29 laptop computers in the squad cars. CHPD will receive four new Panasonic CF-31 computers and one Panasonic FZ-G1 Toughpad. The equipment is purchased by SWCD with our assessment fees.
7. Four administrative tow hearings were held at the PD on Thursday. The Village prevailed in all four hearings by default.

8. The Cass Avenue RR crossing was closed on Thursday. Officer Shaw placed the speed message board on Burlington and the radar speed display on Park to increase speed awareness with the detoured drivers. Officers will also increase enforcement efforts on the detour routes during the construction.
9. The police officer written test will take place at the Prospect Elementary school on Saturday October 19<sup>th</sup> at 9:00 am. 75 applicants are expected to take the test.

**Significant traffic and criminal activity during the period October 11, 2013 through October 17, 2013**

1. On Sunday at 2:09 am a taxi driver reported that he picked up three males in their 20's at Toby Keith's bar in Rosemont. On the 200 block of South Prospect the three males jumped out of the cab and ran west through the yards without paying the \$50.00 fare. Pending
2. Clarendon Hills' officers made two arrests for driving with a suspended/revoked driver's license.

# VILLAGE OF CLARENDON HILLS FIRE DEPARTMENT

**DATE:** October 18, 2013

**TO:** Randy Recklaus  
Village Manager

**FROM:** Brian Leahy  
Fire Chief

**SUBJECT:** Weekly Fire Department Report 2013-32

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1. Fire Prevention Bureau Activity during the past week.

- Work continues on the computerized pre plan project.
- This week Fire Prevention Officer Dave Godek and also on duty firefighters were very busy conducting fire prevention education at the schools and daycare centers in the village. Also many tours of the fire station occurred.

2. Training Report:

- Wednesday evening, twenty two (22) firefighters attended weekly training. Self contained breathing apparatus training was conducted.
- Also Wednesday evening, four (4) firefighters attended LP gas hands on training at the McCook Fire Department.

3. Emergency Medical Services Report:

- Wednesday, Ambulance 314 was taken out of service and taken to City International in Chicago because of engine problems. At this time we continue to have some difficulties with starting and rough running of the engine. At this time the International Dealer is unable to determine what the problem is.

4. Clarendon Hills/Hinsdale FD sharing of services report:

- On October 21<sup>st</sup> the Hinsdale and Clarendon Hills Fire Chiefs will be meeting with the Western Springs Fire Chief to discuss further sharing ideas.
- Today Hinsdale and Clarendon Hills Fire Chiefs meet to discuss automatic aid matters and equipment sharing issues.

5. On Thursday, Chief Jenkins and I attended the monthly meeting of the SWCD Executive Committee. A major decision was made to proceed with the mobile data system replacement project. Mobile data terminals (about 250) will be replaced in all vehicles for SWCD members fire and police departments.

6. On Thursday, Captain Mark Rediehs and I, along with representatives of other departments attended the quarterly meeting of the Village Safety Committee.

7. Incidents of Interest:

- During the past week Hinsdale FD responded to three (3) automatic response calls in Clarendon Hills.
- During the past week Clarendon Hills FD responded to three (3) automatic response calls in Hinsdale.
- Ambulance 314 responded to three (3) ambulance calls during the past week in Westmont.
- Sunday, October 13<sup>th</sup> at 4:04 PM: Ambulance 314 responded for a resident who fell about 10 feet out of a tree in the 200 block of Walker Ave.
- Thursday, October 17<sup>th</sup> at 9:04 AM. The fire department responded for a problem with an over in the 0 block of Woodstock.
- Friday, October 18<sup>th</sup> at 3:52 PM. Ambulance 314 responded for a severe overdose of a resident in the 100 block of Oxford. We would like to thank Sergeants Dalen and Porter for their assistance on this call.

8. Fire/Rescue/EMS calls:

- During the past week the fire department responded to twenty two (22) emergency calls.

If you have any questions or require additional information, please contact me.

~ October 2013 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1						
6	7	8	9	10	11	12
		7 p.m. – Village Bd. Mtg.			9 a.m. – Fire Pension Bd. Mtg. 10: a.m. – P.W. Bid opening – Board room	
13	14	15	16	17	18	19
	Columbus Day – 6 p.m. – DTMP Land Use Comm. Mtg.		9 a.m. Chamber			7:30 p.m. – ZBA/PC meeting
20	21	22	23	24	25	26
27	28	29	30	31	Notes:	

◀ Sep 2013

Nov 2013 ▶

This Calendar was made with Microsoft's Calendar Maker

Download: 2013 Calendar with Holidays, 2014 Calendar with Holidays