

**VILLAGE OF CLARENDON HILLS
MANAGER'S REPORT
OCTOBER 25, 2013**

A. Policy Feedback –

B. Management Reports

- 1. Manager's Notes -- See weekly report**
- 2. Finance Department -- See weekly report**
- 3. Public Works Department -- See weekly report**
- 4. Community Development Department – See weekly report**
- 5. Police Department -- See weekly report**
- 6. Fire Department -- See weekly report**

C. Calendar



Village of Clarendon Hills Manager's Report

To: Village President & Board of Trustees

From: Randall Recklaus, Village Manager

Date: October 25, 2013

1. This week I spent much time getting ready for the 2013 Goal Setting Session. Department Heads and I are meeting on a variety of issues in preparation for that process. Again, the formal meeting begins at 9am at the Police Department, with continental breakfast for board members beginning at 8:30am.

Please review the memo that went out yesterday via email. Additional information will be sent out prior to next Saturday as well.

2. I attended the TIF Joint Review Board meeting with Peg Hartnett, Dan Ungerleider and President Karaba on Monday afternoon. The meeting is held annually to inform the members of our various overlapping taxing districts to inform them about the progress of our Ogden Area Tax Increment Financing District.
3. Staff is preparing for the next round of Downtown Master Plan meetings. There is both a Land Use and Economic Development meeting scheduled for next week. There is also a meeting of all committees planned for November 5th and another community meeting set for November 20th. Please mark your calendars for these meetings if you are interested.

Have a Great Weekend!

VILLAGE OF CLARENDON HILLS
Finance Department
MEMORANDUM

DATE: October 25, 2013

TO: Randy Recklaus, Village Manager

FROM: Peg Hartnett, Finance Director/Treasurer

SUBJECT: Department Report

- I attended the quarterly meeting of the Police Pension Trustees on Monday evening. Jay Rock, the newly appointed Trustee attended the meeting as well. Trustees reviewed the 2013 Actuarial Valuation completed by Tim Sharpe, the Illinois Department of Insurance Report, and the Municipal Compliance Report. The Trustees also approved a tax levy recommendation to the Village Board in the amount of \$395,192, based on the Actuarial Valuation. Revised Administrative Rules and Regulations were approved by the Board as well.
- The Fire Pension Trustees met on October 11 and approved a tax levy recommendation to the Village Board in the amount of \$31,386, based on the 2013 Actuarial Valuation report completed by Tim Sharpe.
- I attended the annual TIF Joint Review Board meeting for the Ogden Avenue TIF on Monday afternoon as well. Representatives from the Park District, College of DuPage, and public member Dave LaBrash were present at the meeting along with President Karaba, Manager Recklaus, Community Development Director Ungerleider, and Attorney Bayer. A review of the 2013 TIF report was made and discussion of activity within the TIF.
- Thursday afternoon was spent with Fred Lantz of Sikich LLP, and Trustees Stach and Knoll to review the Village's FY2013 CAFR and answer questions regarding the Village's finances.

Village of Clarendon Hills
Department of Public Works

MEMORANDUM

DATE: October 25, 2013
TO: Randy Recklaus, Village Manager
FROM: Mike Millette, Director of Public Works
SUBJECT: Department Notes

1. Asphalt placement has been completed on Allen Court and Holmes and the landscaping replacement is underway. All that remains is asphalt driveway replacement and striping. In the SSA portion, $\frac{1}{2}$ of the concrete shoulder has been placed with the remaining $\frac{1}{2}$ scheduled for next Monday and Tuesday. Culvert replacement and ditching is underway in the first $\frac{1}{2}$ of the area which will move to the second $\frac{1}{2}$ starting next Wednesday. The overall project schedule is still on track.
2. We have asked the 2013 Sidewalk Removal and Replacement program contractor to wait until after Halloween to begin the project. Therefore, they will begin on November 4th. Completion is targeted for November 15th.
3. The new sign material for the replacement school zone signs on Chicago arrived late last Friday. We have fabricated the replacement signs and will begin installation next week.
4. We completed a water valve replacement in the 300 block of Harris on Wednesday. The water was off from 9:30 a.m. to 12:30 p.m. Our crew did a fantastic job with our two newest employees performing the bulk of the work just as if they were veterans.
5. We have a variety of “winterization” projects we are in the process of completing. We are performing a complete round of pothole patching in advance of snow plowing activities, we will be clearing the downtown planter beds and we are hauling debris to the dump in order to clear our storage bins and to allow room for snow and/or water main break spoils in the coming months.



Village of Clarendon Hills

MEMORANDUM

To: Randy Recklaus, Village Manager
From: Dan Ungerleider, Community Development Director
Date: October 25, 2013
Subject: Department Report

1. **DTMP Update** - 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 Economic Development Subcommittee - October 29, 2013 at 5:30 pm
 - c. Joint Subcommittee Meeting - November 5, 2013 at 7 pm
 - d. Community Open House - November 20, 2013 at 7:30 pm
2. **Clarendon Hills Footprint Project** - This week Robin Randall and I met with Karen Tharp, Director of Urban Stewardship and Engagement for The Nature Conservancy (TNC.org). The Nature Conservancy was an inaugural sponsor for the CH CO2 Footprint Project this past summer. We met with her to discuss future partnership opportunities in the Village of Clarendon Hills. She provided us with several network opportunities as well as potential resources for funding partnerships. A copy of the draft map can be found on the Village's sustainability page under the Community Development Department.
3. **Village Board of Trustees** - Last Monday evening, the Village Board adopted two ordinances granting a Comprehensive Plan amendment and Preliminary Plan Unit Development (PUD) plan approval for 88 Park Av, an eight (8) unit residential condominium development at the southeast corner of Park and S Prospect Avenues. This development is still required to obtain Final PUD plan Village Board approval before construction can begin. The Final PUD planning process provides the Village and developer the opportunity to ensure the proposed development plan complies with Village subdivision, engineering, stormwater and building code requirements, and establishes expectations for construction and maintenance of private and public amenities; including building, landscaping, underground utilities and streetscape improvements.
4. **Permits Issued** - So far the Village has issued 22 permits this month, having a total value of \$186,310.

**VILLAGE OF CLARENDON HILLS
POLICE DEPARTMENT**

DATE: October 25, 2013

To: Village Manager Randy Recklaus

From: Chief Ted Jenkins

Subject: Weekly Activity Report

1. Recent training:

- Two officers completed the monthly online training.
- Officer Shirley and Helms completed a one day Glock armorer class.
- All of the officers completed firearms training at Lemont PD's outdoor range. Rapid deployment tactics, rifle, pistol, ballistic shield and weapon malfunction were all covered in the one day class.

2. On Saturday, 65 police officer applicants took the written test at Prospect Elementary School. It was a great looking diverse group of individuals. DC Farmer, Sergeant Porter, Officer Finfrock and I interacted with the group during a short orientation prior to the 3 hour test. The next step will be oral interviews with the police commissioners in early November.

3. On Wednesday, DC Farmer and I picked up the new FIAT SWAT truck from Auto/Truck in Bartlett. Auto/Truck removed the equipment box from the old SWAT truck, a 1983 retired ambulance, and installed it on a new 2014 Ford F450 chassis. The total cost for the new chassis and switch over was under \$35,000. The cost of a new comparable truck was estimated at \$130,000.00.



4. DC Farmer and I attended a FIAT executive meeting at the Burr Ridge PD on Wednesday. The new truck was presented to the Directors and new call out notification procedures were discussed.
5. Otis elevator replaced the seals and packing on the PD elevator this week. The seals have been a problem with the elevator since the building was new. This week's work was covered under our maintenance agreement with Otis.
6. Officer Finfrock presented a safety program to the Prospect School PTO. The program was very well received and has been offered to the other two elementary schools as well.
7. Sergeant Porter conducted a lockdown drill at Walker School. The drill which is mandated by the State went very well. Wendy has also taken over as our liaison officer with the Downers Grove Township Peer Jury. The peer jury is an alternative to the court system for juvenile offenders. More information about the peer jury program is available at: http://www.dgtownship.com/?page_id=229

Significant traffic and criminal activity during the period October 18, 2013 through October 24, 2013

1. Clarendon Hills' officers made four arrests for driving with a suspended/revoked driver's license.

VILLAGE OF CLARENDON HILLS FIRE DEPARTMENT

DATE: October 25, 2013

TO: Randy Recklaus
Village Manager

FROM: Brian Leahy
Fire Chief

SUBJECT: Weekly Fire Department Report 2013-33

1. Fire Prevention Bureau Activity during the past week.

- Work continues on the computerized pre plan project.
- Six (6) Fire/Life Safety Inspections were completed.

2. Training Report:

- Wednesday evening, twenty two (22) firefighters attended weekly training. High rise training was conducted at the 4 story building at 115 55th St.

3. Emergency Medical Services Report:

- On Tuesday and Wednesday, Ambulance 314 was taken out of service again and taken to Chicago International in Joliet 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. We are working with International to find out what the problem is.

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

- On Monday the Hinsdale and Clarendon Hills Fire Chiefs met with the Western Springs Fire Chief to discuss further sharing ideas. Western Springs is very interested in joining the sharing of services agreement we have with Hinsdale.
- On Wednesday, the Hinsdale, Clarendon Hills and Western Springs Fire Chiefs met again along with the training officer from each department. We will be starting a three town training group where each town will provide instructors to each other, develop joint training outlines and perform the same training each week. The Western Springs FD Training Officer will be taking the lead on this project.

5. Captain Mark Rediehs is working with some newer employees regarding their NIMS training and compliance.

6. 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 six (6) automatic response calls in Hinsdale.
- Friday, October 18th at 4:14 PM. Ambulance 314 and Rescue Squad 316 responded for a vehicle accident with injuries on Rt. 83 at Chicago Ave. One (1) patient transported to a local hospital.

7. 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 ~

◀ Sep 2013

Nov 2013 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5 Fire Dept./Police Dept. open house
6	7 7 p.m. – Village Bd. Mtg.	8 7 p.m. – DTMP – Design Comm. – conference room	9	10	11 9 a.m. – Fire Pension Bd. Mtg. 10: a.m. – P.W. Bid opening – Board room	12
13	14 Columbus Day – 6 p.m. – DTMP Land Use Comm. Mtg.	15	16 9 a.m. Chamber	17 7:30 p.m. – ZBA/PC meeting	18	19
20	21 4:00 p.m. TIF District Joint Review Board 5:30 – Police Pension Bd. Mtg. 7 p.m. – Village Bd. Mtg.	22	23	24	25	26
27	28 6 p.m. – DTMP Land Use Subcommittee Mtg. – conference room	29 5:30 – DTMP Economic Dev. Subcommittee Mtg. -conference room	30	31	Notes:	

~ November 2013 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 9 a.m. – Village Board Retreat
3	4 7 p.m. – Village Board Mtg.	5 Election Day 7:00 p.m. – Joint Subcommittee Mtg. – Board Room	6	7	8	9
10	11 Veterans' Day – Village offices closed	12 7 p.m. – DTMP – Design Comm. – conference room	13	14	15	16
17	18 7 p.m. – Village Board Mtg.	19	20 9 a.m. – Chamber 7:30 p.m. – Community Open House – Board Room	21 7:30 - ZBA	22	23
24	25 7 p.m. – DTMP – Design Comm. – conference room	26	27	28 Thanksgiving – Village offices closed	29 Village offices closed	30

More Holiday Calendars from WinCalendar: [2013 Calendar with Holidays](#), [2014 Calendar with Holidays](#), [Calendar with Holidays](#)