

VILLAGE OF CLARENDON HILLS
MANAGER'S REPORT
SEPTEMBER 6, 2013

A. Policy Feedback –

B. Management Reports

- 1. Manager's Notes -- See weekly report**
- 2. Finance Department -- See weekly report**
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- 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: September 6, 2013

1. I attended the meeting of the Downtown Master Plan Economic Development Subcommittee on Wednesday evening. We had a very productive meeting. The group outlined its areas of focus going forward. In addition to a business owner survey that went out this week, the committee is conducting property owner interviews, and is in the process of reviewing an economic opportunity gap analysis provided by Choose DuPage. The next meeting is scheduled for September 24th at 5:30pm. A number of other areas such as possible Village incentives, and the impact of infrastructure improvements, and public places will be discussed at the next couple of meetings.
2. After a question about Basset Training at a recent Village Board meeting, staff has been researching what other communities require. Our research indicate that a number of other communities do have more stringent Basset Training requirements for their liquor license holders. Chief Jenkins is working on an update to the liquor ordinance that will make Basset training mandatory for liquor license holders, as well as some clean-up of old wording for your consideration. More information on the proposed changes will be coming soon.
3. So far we have received interest from two residents about filling the vacancy on the Police Pension Board. If you know of anyone else that may be qualified and interested, please let me know.

Have a Great Weekend!

VILLAGE OF CLARENDON HILLS
Finance Department
MEMORANDUM

DATE: September 6, 2013

TO: Randy Recklaus, Village Manager

FROM: Peg Hartnett, Finance Director/Treasurer

SUBJECT: Department Report

- Diana McDermott and I will be attending the Illinois Government Finance Officers state conference in Bloomington/Normal from Sunday, Sep. 8 through Tuesday, Sep. 10. I will have access to my email but if you need immediate assistance, please contact Julie Johnson.

Village of Clarendon Hills
Department of Public Works

MEMORANDUM

DATE: September 6, 2013
TO: Randy Recklaus, Village Manager
FROM: Mike Millette, Director of Public Works
SUBJECT: Department Notes

1. BNSF completed the crossing work. They still must restore the old Police Station site, repair some damaged sidewalk and complete the striping. I expected that most of this work would have been completed this week. Since it has not, Glen will be following-up with the road master from BNSF to obtain a new completion date.
2. Work on the 2013 Water Main Replacement Project began this week. The initial work was concentrated along Sheridan where house services were transferred from our existing 6-inch main to our existing 12-inch main – thereby allowing us to decommission the old 6-inch main. Next week work on the replacement main will begin on Ann Street starting at Sheridan and heading north.
3. We have been filling and restoring tree stump holes this week and intend to complete work today. We also continue to water plants throughout the Village, but primarily downtown.
4. We are continuing our pavement marking repainting work and will go as far into the month as temperature will permit. 70s are ideal, 60s are marginal and 50 or below are too cold.
5. The bid specifications are on the street for the 2013 Sidewalk R & R program. Bid opening is scheduled for 9/19 with award at the 10/7 Board meeting.
6. Two employees attended the regular snow plow driver training sponsored by IRMA.



Village of Clarendon Hills

MEMORANDUM

To: Randy Recklaus, Village Manager
From: Dan Ungerleider, Community Development Director
Date: September 6, 2013
Subject: Department Report

1. **DTMP Update** - Upcoming subcommittee meetings are scheduled as follows:
 - a. DTMP Land Use Subcommittee - Monday, 9/9 at 6 pm
 - b. DTMP Design Subcommittee - Tuesday, 9/10 at 7 pm
 - c. DTMP Economic Development Subcommittee - Wednesday, 9/24 at 5:30 pm
2. **CHCO2 Footprint Project** - On Tuesday evening Trustee Knoll and I attended a CHCO2 Footprint Project meeting at the Village of Clarendon Hills Public Library. The group continued its planning efforts for upcoming events and programming. They are making great strides in collecting and coordinating resources being made available by local and regional organization. The CHCO2 Footprint Project will have an education booth at the Clarendon Hills 9/21 Fall Festival.
3. **Permits Issued** - The Village issued 4 permits this past week having a construction value of \$617,500. The Village issued 33 permits in August having an overall reported construction value of \$3,427,248. The monthly permit report for August is included with this memorandum.

VILLAGE OF CLARENDON HILLS, ILLINOIS

MONTHLY BUILDING PERMIT REPORT

August 2013

Permit Type	Aug-2013		FYTD - 2014		Aug-2012		YTD - 2013	
	Quantity	Fees	Quantity	Fees	Value	Quantity	Fees	Value
Demolition	2	\$ 4,677	5	\$ 11,872	\$ -	11	\$ 18,035	\$ -
New	2	\$ 18,853	5	\$ 1,000,000	\$ 19,701	\$ 1,050,000	\$ 60,730	\$ 50,740
Family	3	\$ 3,929	12	\$ 10,576	\$ 495,125	2	\$ 16,500	\$ 14,709
Single	5	\$ 27,460	19	\$ 42,149	\$ 1,545,125	2	\$ 16,500	\$ 92,490
SF SUBTOTAL								\$ 1,045,890
Demolition								
New								
Family								
Single								
MF SUBTOTAL								
Demolition								
New								
Family								
Single								
COMM SUBTOTAL								
Commercial								
COMM Permits								
TOTAL	33	\$ 47,801	\$ 3,427,248	77	\$ 58,838	\$ 1,654,570	20	\$ 15,504
								\$ 118,145
								\$ 1,498,047

Fee Category	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14
CONST VALUE	\$ 183,345	\$ 1,303,255	\$ 382,620	\$ 3,447,244								
ADMIN FEE	\$ 677	\$ 1,371	\$ 982	\$ 1,498								
Engineering	\$ 268	\$ 634	\$ 407	\$ 801								
Plan Review	\$ 1,559	\$ 6,332	\$ 3,266	\$ 12,805								
Fire												
PLAN REVIEW FEES	\$ 1,827	\$ 7,226	\$ 3,772	\$ 13,804								
H2O Billing												
Building	\$ 1,476	\$ 11,339	\$ 7,013	\$ 17,908								
Electrical	\$ 685	\$ 2,795	\$ 1,006	\$ 3,459								
Plumbing	\$ 799	\$ 2,024	\$ 1,505	\$ 2,178								
HVAC	\$ -	\$ 713	\$ 653	\$ 720								
Stormwater	\$ -	\$ 1,000	\$ 500	\$ 1,000								
Driveway	\$ 143	\$ 479	\$ 338	\$ 337								
Street/Parkway	\$ 474	\$ 1,418	\$ 479	\$ 639								
H2O Meter Fee	\$ -	\$ 984	\$ 304	\$ 608								
TAP/H2O Conctrn	\$ -	\$ 945	\$ 641	\$ 1,257								
Disconnect H2O	\$ -	\$ 100	\$ 50	\$ 100								
H2O Meter Cert	\$ -	\$ 60	\$ 30	\$ 60								
Demolition	\$ -	\$ 4,273	\$ 4,253	\$ 4,253								
PERMIT FEES	\$ 3,576	\$ 28,020	\$ 16,811	\$ 32,593								
FEE TOTAL (Admin+RF+PF)	\$ 6,080	\$ 36,617	\$ 21,565	\$ 47,801								
Average Fees Per Permit	\$ 320	\$ 1,110	\$ 653	\$ 1,449								
Number of Permits	19	33	33	33								
VOCH Deps	\$ 4,750	\$ 23,000	\$ 12,570	\$ 14,000								
VOCH H2O	\$ 500	\$ 1,000	\$ 500	\$ 1,000								
SW DEPOSIT	\$ -	\$ 7,586	\$ -	\$ 4,729								
DP C												

VILLAGE OF CLARENDON HILLS
POLICE DEPARTMENT

DATE: September 6, 2013

To: Village Manager Randy Recklaus

From: Chief Ted Jenkins

Subject: Weekly Activity Report

1. Recent training:

- Eight officers completed the on-line monthly training.

2. Deputy Chief Farmer and Officer Porter met with Walker school personnel this week to review their safety plan. Officer Porter has scheduled lockdown drills for all District 181 schools in Clarendon Hills and is working on Notre Dame.

3. Applications for a new Clarendon Hills police officer are being finalized and could be available by the end of the day. Selection Works (<http://selectionworks.com>) in Oakbrook Terrace, IL has been given the nod by the Clarendon Hills Police Commission to conduct the initial stages of the process. The final schedule is:

- September 6, 2013- Application dispersion begins
- October 4- Deadline for application turn in
- October 19- Orientation and written test at Prospect School
- November 15 through December 6- Oral interviews with the Police Commission
- December 13- Final list is posted and a conditional job offer is made
- December 16 through 20- polygraph, psychological and employment physical
- December 31- Police Academy POWER test
- January 6, 2014- Basic academy begins.

Significant traffic and criminal activity during the period August 30, 2013 through September 5, 2013

1. On 9/1 a resident on the 5700 block of Concord Lane reported that a fire extinguisher had been expelled in the laundry room and the courtyard of the condo building. Pending

2. On 9/3 Prospect School employees reported that two plastic traffic signs had been stolen from the parking lot. The signs were plastic sawhorse types with the schools information on them.
3. Clarendon Hills' officers made two arrests for driving with a suspended/revoked driver's license.

VILLAGE OF CLARENDON HILLS FIRE DEPARTMENT

DATE: September 6, 2013

TO: Randy Recklaus
Village Manager

FROM: Brian Leahy
Fire Chief

SUBJECT: Weekly Fire Department Report 2013-28

1. Fire Prevention Bureau Activity during the past week.
 - Work continues on the computerized pre plan project.
 - Three (3) Fire Prevention/Life Safety Inspections were conducted.
 - Work preparing for the annual fire prevention open house is in progress.
2. Training Report:
 - Wednesday evening, twenty two (22) firefighters attended training. Firefighters performed practical using ladders, extinguishers and SCBA.
3. Emergency Medical Services Report:
 - EMS Coordinator Dave Godek and Lt. Jim Weil attended the quarterly meeting of the Loyola Emergency Medical Service Coordinators.
4. Clarendon Hills/Hinsdale FD sharing of services report:
 - No report
5. I Tuesday I met with a representative from the Federal Emergency Management Agency (FEMA) to go over the details for our request for Public Assistance funding related to the April 18, 2013 flooding event. Several documents were presented and reviewed. The representative is working on our claim and I will be meeting with him next week.
6. On Thursday, radio technicians from DuComm were on site updating the firmware in all of our DuPage ETSB issued Starcom radios.
7. Incidents of Interest:
 - During the past week Hinsdale FD responded to four (4) automatic response calls in Clarendon Hills.
 - During the past week Clarendon Hills FD responded to five (5) automatic response calls in Hinsdale.
 - Friday, August 30th at 6:42 PM. The fire department along with Hinsdale Engine 1013 responded for an oven fire in the 0 block of Arthur.

Firefighters extinguished fire using several fire extinguishers. Fire contained to the oven with minor smoke damage in the house.

- Saturday, August 31st at 11:54 AM. The fire department along with Hinsdale Engine 1013 responded for smoking from a balcony at an apartment building in the 100 block of Burlington Ave. Upon arrival firefighters found a resident with a grill going with a moderate amount of smoke coming from it. No problem.
- Thursday, September 5th at 7:04 AM. The fire department responded for a smell of natural gas in the Park, Walker, Grant and Ridge areas on the south side. Firefighters searched for the origin of the gas smell and after about 30 minutes the smell went away and were unable to locate the source.
- Thursday, September 5th at 3:52 PM. Ambulance 314 responded for an injured person who fell off his motorcycle at 550 Chase Drive.

8. Fire/Rescue/EMS calls:

- During the past week the fire department responded to twenty six (26) emergency calls.

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

~ September 2013 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labor Day – Village offices closed Village board mtg, rescheduled to Sept. 3	3 7 p.m. – Rescheduled Village Board meeting	4 5:30 p.m. – Economic Development Committee Meeting	5	6	7
8	9 6 p.m. – DTMP Land Use Subcommittee	10 7 p.m. – Mosquito Abatement – Bd. Room 7 p.m. – DTMP – Design Comm. – conference room	11	12	13	14
15	16 7 p.m. – Village Bd. Mtg.	17 18 9 a.m. - Chamber	19 10:00 a.m. – board room in use – P.W. bid opening	20 7:30 p.m. - ZBA	21 3 P.M. Suburbanathon in Clarendon Hills	
22	23 5:30 p.m. – DTMP Economic Development subcommittee meeting –conference room	24 25 6 p.m. – Board Room in use – Historical Society Presentation	26	27	28	
29	30 Notes:					

Aug 2013

Oct 2013

~ October 2013 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				3		Nov/2013 ►
6	7	8	9	10	11	
		7 p.m. – Village Bd. Mtg.	7 p.m. – DTMP – Design Comm. – conference room		9 a.m. – Fire Pension Bd. Mtg.	
				17	18	
	13	14 Columbus Day –	15	16 9 a.m. Chamber	17	19
					7:30 p.m. – Village Bd. Mtg.	
	20	21	22	23	24	26
						25
	27	28	29	30	31	Notes: