

**VILLAGE OF CLARENDON HILLS
MANAGER'S REPORT
AUGUST 2, 2013**

- A. Policy Feedback –**
- B. Management Reports**
 - 1. Manager's Notes -- See weekly report**
 - 2. Finance Department -- No weekly report**
 - 3. Public Works Department -- See weekly report**
 - 4. Community Development Department – See weekly report**
 - 5. Police Department -- No weekly report**
 - 6. Fire Department -- See weekly report**
- C. News/Media Items - See attached articles**
- D. Calendar**



Village of Clarendon Hills Manager's Report

To: Village President & Board of Trustees

From: Randall Recklaus, Village Manager

Date: August 2, 2013

1. Staff learned this week that AT&T will continue to use the temporary trailer in place off of Park Avenue to maintain phone and internet access for residents in the middle portion of town until October. The trailer was put into operation after the equipment cabinet on Park Avenue was damaged during the April 18th flooding event. A new cabinet is on order, but the process is taking longer than AT&T initially anticipated.
2. Staff is planning an open house event on August 7th at 9am at Village Hall for downtown businesses to discuss the upcoming downtown construction projects. The parking lot work will begin on or around August 19th and will continue for two weeks, the railroad work will begin on August 23rd and will continue for 10 days. All traffic needing to cross the tracks will be rerouted to Cass Avenue during the crossing work. South Metra Lot permit holders have been notified of alternative parking arrangements made for them. In particular, the vacant lot at 9-23 Park Avenue, and unused permit spaces along Burlington will be made available. The Lion's Club has also graciously given us 35 temporary permit spots to distribute to south lot users on a first come, first served basis.
3. This summer, legal intern Laura Miller has been conducting a comprehensive review of the Village Code. She has worked her way through nearly all of the code, cross checking with current state law, other municipal codes and legal resources to identify areas that should be reviewed. Next week, Laura will be presenting her findings to Department Heads and will then issue a final report. From there, staff will establish a process to further study and implement recommended changes, as well as a process to keep the code up to date. Laura has done an excellent job that will help us keep our code current. Kudos also go to Christina Burns for developing this project and supervising Laura's efforts.
4. Staff is continuing negotiations with an additional cell tower tenant for our Burlington Avenue Water Tower. There had been a hiatus in the discussions, but they have picked up again. We are hoping a new tenant will offset the loss of rent from the departure of Sprint from our Park Avenue tower. Additional information will be provided as we arrive at a deal.

Have a Great Weekend!

Village of Clarendon Hills
Department of Public Works

MEMORANDUM

DATE: August 2, 2013
TO: Randy Recklaus, Village Manager
FROM: Mike Millette, Director of Public Works
SUBJECT: Department Notes

1. The Metra lot resurfacing bids were opened Wednesday. The bid recommendation will be on the agenda next Monday night.
2. The 2013 Water Main Replacement project, consisting of Ann, Sheridan and Short is being advertised for bid today. The bids will be due on the 15th with a award recommendation appearing on the August 19th Board agenda.
3. Parkway restoration has been underway this week, our subcontractor is out performing street and driveway patching and we are mowing.
4. Approximately fifteen applications for the open Maintenance Worker I position have been received thus far. We will be accepting them for another week.
5. Unfortunately, we have been beset by non-work-related injuries this week. One Maintenance Worker I will be sidelined for six to eight weeks and one Seasonal Part-Time employee, who was to return to school next week, hurt himself playing softball Tuesday night and was unable to return for the last three days. This leaves us with only five full-time field staff and one part-timer - who will be returning to school on the 19th. In order to ensure continuity of service, we will be hiring one temporary worker next week and we have been in contact with the Township for potential back-up as we begin interviews as noted above.



MEMORANDUM

To: Randy Recklaus, Village Manager
From: Dan Ungerleider, Community Development Director
Date: August 2, 2013
Subject: Department Report

1. **Downtown Master Plan (DTMP) Update** - Upcoming subcommittee meetings are scheduled as follows:
 - a. DTMP Land Use Subcommittee – Friday, 8/9 at 8 am
 - b. DTMP Economic Development Subcommittee - Tuesday, August 13 at 5:30 pm
 - c. DTMP Design Subcommittee - Tuesday, 8/13 at 7 pm
2. **103 S Prospect** - As was described in my last report, the owner of the property at 103 S Prospect Avenue is seeking approval for a 3-story, 8-unit condominium development at the southeast corner of Park and S Prospect Avenues. This case is scheduled for a public hearing and consideration by the ZBA/PC at their regular **August 22, 2013** meeting. Notice for this meeting has been mailed and posted as required by ordinance. A copy of the application can be viewed at the Village's Community Development Department in the Village Hall.
3. **Christian Church of Clarendon Hills** - On Monday, I meet with the Christian Church of Clarendon Hills executive and senior ministers to visit their property and discuss potential parking lot and facility expansion plans. We also discussed how they might get involve with land use planning issues in the greater Clarendon Hills area south of 55th Avenue.
4. **Construction Deposit Refunds** - The Department continues to process old delinquent permits and deposits. We have reached out to over two hundred permit applicants and have refunded close to \$100,000 in deposits during the month of July. We encourage residents who have not requested final inspections for past permits to contact the Village Community Development Department in order to secure an inspection time and refund of their related construction deposit.
5. **Permits Issued** - During the month of July the Village issued 24 permits having a total reported value \$382,620. The July monthly report will be issued with next week's manager's report.

VILLAGE OF CLARENDON HILLS FIRE DEPARTMENT

DATE: August 2, 2013
TO: Randy Recklaus
Village Manager
FROM: Brian Leahy
Fire Chief
SUBJECT: Weekly Fire Department Report 2013-24

1. Fire Prevention Bureau Activity during the past week.
 - Work continues on the computerized pre plan project.
2. Training Report:
 - No report
3. Emergency Medical Services Report:
 - No report.
4. Clarendon Hills/Hinsdale FD sharing of services report:
 - Personnel from Clarendon Hills and Hinsdale continue to inventory all small equipment including where it is carried on each vehicle to evaluate any duplications of specialized equipment that could be eliminated.
5. All departments are continuing to refine their documentation for the FEMA flood situation reimbursement. It will probably take another week to complete this and then I will schedule a time with FEMA to meet.
6. On Thursday, I attended a DuPage ETSB meeting that dealt mostly with the reprogramming plans for the Starcom radios.
7. Aerial Ladder Truck 319 is still out of service at Wirfs in McHenry having maintenance and repairs performed. This is taking longer than expected because of problems obtaining the parts needed. At this time we expect to have the vehicle back on Monday.
8. Incidents of Interest:
 - During the past week Hinsdale FD responded to two (2) automatic response calls in Clarendon Hills.
 - During the past week Clarendon Hills FD responded to three (3) automatic response calls in Hinsdale.
 - No incidents of interest occurred during the past week.

- Wednesday, July 31st at 12:12 PM. Ambulance 314 responded to assist the Tri State Fire Protection District for a vehicle crash with injuries on Rt. 83 at Ridgemoor Dr. in Willowbrook. One (1) patient transported to a local hospital.

9. Fire/Rescue/EMS calls:

- During the past week the fire department responded to eighteen (18) emergency calls.

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

http://oascentral.suntimes.com/RealMedia/ads/click_lx.ads/clarendonhills.suntimes.com/news/survey-CHD-08012013/article%2C14094200144?tr=STM-TommyBahama-CRWN.News.Sports.Life.SBB-fixed-July-2013

The Doings Clarendon Hills (1)

NEWS (NYT) <http://www.nytimes.com/news/>

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 (/calendar)

CRIME (HTTP://CLARENDONHILLS.SUNTIMES.COM/CRIME/)

By: Chuck Fieldman | cfieldman@pioneerlocal.com

SPORTS ([HTTP://CLARENDONHILLS.SUNTIMES.COM/SPORTS/](http://CLARENDONHILLS.SUNTIMES.COM/SPORTS/))

THINGS TO DO ([HTTP://CLARENDONHILLS.SUNTIMES.COM/THINGS-TO-DO/](http://CLARENDONHILLS.SUNTIMES.COM/THINGS-TO-DO/))

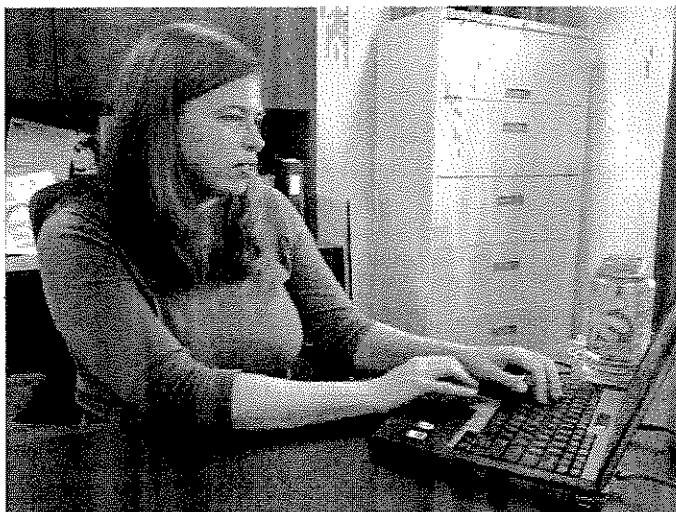
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Community survey helps Clarendon Hills planning



Christina Burns, Clarendon Hills' assistant to the village manager, looks over the 2013 Community Needs Survey. | Chuck Fieldman—Sun-Times Media Photo by:

CLARENDON HILLS, Ill. — For the ninth consecutive year, 1,000 Clarendon Hills (<http://www.clarendonhills.us/>) residents have been sent a Community Needs Survey.

The annual document is randomly mailed each year to residents in an effort to collect feedback on various village services and to help in looking ahead to the future. The village spends about \$2,500 on the survey.

"Ultimately, the survey is to be a tool for the Village Board in decision making," said Christina Burns, assistant to the village manager.

Burns said the Community Needs Survey, which was first sent to residents in 2005, is far more than an effort to patronize residents.

"it's very helpful to hear what our residents think about a variety of things," Burns said. "Some of the questions are asked each year because it's important to know what residents think about village services and general quality of life here. Other questions are added to the survey for a specific year because they are relevant to something that is timely."

New to the 2013 survey is a couple of questions regarding the village's storm water management system and April flooding.



(<http://oascentral.suntimes.com/08012013/article/L32/300522722/Right1/STM/ClosetD>)

The village is in the process of reviewing the storm water management. The survey asks how much residents would be willing to play as an additional tax or fee to fund potential system improvements and how significantly their property was impacted by the April flooding.

Burns said the village usually gets 300 to 350 survey responses of the 1,000 sent out.

"That's a pretty good response rate for something like this," she said. "We have cut down on the number of questions this year to 29; we had 60 questions on the 2010 survey."

Burns said questions are reviewed each year by village staff, including department heads, along with village trustees.

Those who receive the survey in the mail have the option of completing that hard copy and returning it to the village or using an included access code to take the survey online. Burns said about two-thirds of those who respond send the hard copy back to the village. The deadline for responses to the 2013 survey is Aug. 6; it was mailed out in mid-July.

Burns said results and a narrative analysis of the 2013 survey should be completed by early October.

Read More News (<http://clarendonhills.suntimes.com/news/>)



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Cheryl Pierce (Logout)

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Report dead birds in DuPage County online
(</news/mbblurb-NAP-07312013:article>)

July 30, 2013 9:37AM

Community survey helps Clarendon Hills planning
(</news/survey-CHD-08012013:article>)

July 30, 2013 9:31AM

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(/things-to-do/weekaway/wa_nwindiana_dunes-NAP-07302013:article)

July 30, 2013 9:21AM

On This Day: Jimmy Hoffa went missing
(</people/hoffa-OB-07292013:article>)

July 30, 2013 9:38AM

Seeing the possibilities: Community fundraises for retinal research
(</people/4eyes-PTD-08012013:article>)

July 29, 2013 5:13PM

Hinsdale Central varsity juniors asked to provide senior leadership
(</sports/75gvbhinc-CHD-07252013:article>)

July 29, 2013 4:24PM

Makeup trends: Keeping it fresh during the dog days
(</people/voices/skincare-PTD-08012013:article>)

July 30, 2013 8:43AM

Jack Mitchell navigates fast track to success
(</sports/76racecar-CHD-08012013:article>)

July 29, 2013 3:49PM

Crime Briefs: Graffiti at Chicago Avenue and Middaugh Road
(</crime/briefsch-CHD-07292013:article>)

July 29, 2013 3:40PM

Police Blotter: Westmont men damage fence on Purdy Lane
(</crime/blotter-CHD-07292013:article>)

July 29, 2013 3:28PM

~ August 2013 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 7 p.m. - Village Bd. Mtg.	6	7 9 a.m. - Business owners meeting re: construction - Board Room	8	9 8 a.m. - DTMP Land Use Subcommittee Mtg. - conference room	10
11	12	13 5:30 p.m. - DTMP - Economic Dev. Subcommittee - conf. room 7:00 p.m. - DTMP - Design Subcommittee mtg. - conference room	14	15 7:30 p.m. - ZBA/PC - rescheduled to August 22, 7:30 p.m.	16	17
18	19 7 p.m. - Village Bd. Mtg.	20	21 9 a.m. - Chamber	22 7:30 p.m. - ZBA	23	24
25	26 6 p.m. - DTMP Land Use Subcommittee - conference room	27 7 p.m. - DTMP - Design Subcommittee Mtg. - conference room	28	29	30	31

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