

**VILLAGE OF CLARENDON HILLS
MANAGER'S REPORT
AUGUST 9, 2013**

- A. Policy Feedback –**
- B. Management Reports**
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Village of Clarendon Hills Manager's Report

To: Village President & Board of Trustees

From: Randall Recklaus, Village Manager

Date: August 9, 2013

1. Per the direction of the Village Board on Monday evening, Staff is developing criteria to differentiate flooding problem areas. Some areas that were dramatically impacted by the April 18th event do not have issues in more moderate rainfall events, while others have seen more regular flooding during moderate events. This information and the following research on possible improvements will help the Board make decisions on next steps at the November 2nd planning session.
2. Legal intern Laura Miller presented the findings of the Village Code review to Department Heads. Laura is wrapping up the project and proposed revisions to the first four sections of the Village Code. Laura was able to work 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. Her report is included in this week's Manager's Report. Thanks to Laura for all of her work this summer. Department Heads will begin a more formal process to update and maintain the Village Code.
3. On Wednesday, Staff hosted an open house for downtown business owners to discuss the logistics of the two construction projects beginning the week of August 19th. Based on the feedback received, we will be doing some additional communication about the need to support downtown businesses during construction and will put signage up reminding north side customers that they may park along Burlington without feeding the meter after 6 pm and cross the tracks via the pedestrian walkway to get to S. Prospect.
4. Staff has developed a survey for business owners as part of work for the Economic Development Sub-Committee for the Downtown Master Plan Project. It will help us gauge the strengths and weaknesses of downtown Clarendon Hills as a place to do business. The survey will go out later this month. The Economic Development Meeting scheduled for Tuesday, August 13th has been cancelled as there will not be a quorum of committee members available to attend the meeting.
5. Staff continues to prepare for our two day visit from the Chinese local government delegation on August 19th and 20th. They will be meeting representatives of each

department see presentations about what makes Clarendon Hills unique. They will be visiting a number of Illinois communities over a 2 month visit.

6. CHCO2 is hosting an organizational meeting at Village Hall on Wednesday, August 14th at 6pm.

Have a Great Weekend!



Village of Clarendon Hills Memorandum

TO: Randall Recklaus, Village Manager

FROM: Laura Miller, Legal Intern

DATE: August 9, 2013

SUBJECT: Summer 2013 Village Code Review

I was asked to review Clarendon Hills' municipal code and present recommendations regarding how to improve it.

Approach

Since the code covers a wide variety of topics in great detail, I began the project by deciding what my approach would be. My plan consisted of spotting four types of provisions within the code: 1) inconsistent; 2) incomplete; 3) obsolete; 4) unlawful.

In order to spot these provisions, I employed a five-pronged approach to reading the code. First, I read through each sentence to make sure that there were no grammatical errors. Second, I compared the particular code section (e.g., "Traffic Control") to a similar section found in the municipal codes of neighboring municipalities. Third, I checked to make sure any references to state or federal statutes are appropriate and that those statutes are current. Fourth, I ran some of the provisions through the Westlaw database, enabling me to see if other municipalities in Illinois had faced any legal action for having or not having a particular code provision. Fifth, I cross-checked provisions against one another. For instance, if one provision referenced another, I made sure that the provision was correct.

Summary of Key Findings

Throughout the summer, I placed my suggested edits in one document that is available for further use. Attached to this memo is a redlined version of the first four code amendments. Below are a few key findings.

1. By and large, the code is current, complete and lawful. The changes that I have made are relatively minor. In general, the suggestions that I have presented are additions that I gleaned from neighbor's codes rather than corrections to the Clarendon Hills Village Code.

2. Since I became intimately familiar with the municipal codes of neighboring villages, I can testify that the village code of Clarendon Hills is incredibly thorough and well-composed. Although I proposed some additions and recommendations, they were few. The vast majority of the time, the Clarendon Hills village code already had the provision.
3. In general, code provisions complied with state and federal law. I checked all of the Illinois statutes referenced in provisions, and those were current. That being said, some of the code provisions blanket reference Illinois statutes. Since statutes do change from time to time, I would advise spelling things out rather than only referencing Illinois statutes.
4. Cross-references presented somewhat of an issue. There were provisions of the code that referred to another section of the code that was not there anymore. I updated all of these.
5. Consistency was the primary issue I saw. For example, penalties should appear at the end of each provision prohibiting certain types of behavior, rather than at the end of some and in the middle of some. If a term is used once in the code, its definition should be the same throughout the rest of the code.
6. There were some outdated boards and commissions listed. These were cleaned up.
7. Code provisions on the budget are “hidden” in a provision of the code. The budget should have its own section such as it appears in the codes of other municipalities.

Recommendation

The most fundamental thing Clarendon Hills can do to keep the code current is for all departments to know what is in the code. My extensive review of the code revealed code provisions that few people knew about. To that end, a review of the material covered by the code by Clarendon Hills employees is necessary.

In a discussion with Christina Burns, we surmised that a monthly review of one of each of the code’s titles would be a successful way of maintaining the code. Starting from the beginning, every department meeting attendee would read one section of the village code. (They may be responsible for part of a section or more than one section, depending on the section’s length.) Additionally, if the code section is about a particular department (e.g., Fire Department), that department would be expected to be “experts” about their section, able to explain in greater detail their departmental duties. In the meeting, attendees would go around the room, each sharing a few observations, comments or concerns about the section. A secretary would document these observations and distribute them after the meeting via email. One individual should be responsible for synthesizing these comments and, if applicable, draft code amendments. At a subsequent meeting of department heads, the code amendments will be presented. The participation of members of all departments is paramount because many code provisions affect all departments, and it is important to have a shared understanding of how code provisions work.

After each section is discussed (which will be a multi-year process), there should be yearly maintenance. Once a year thereafter, there should be a department meeting where the code is discussed. Any concerns or questions should be presented at these annual meetings.

In order to ensure compliance with the law, it may be more cost-effective to have a law student review the Code merely for compliance with Illinois law once every few years. Future reviews of the village code would be less comprehensive because a major overhaul has been completed in 2013. Utilizing another law student would likely be a more cost-effective option than using the village attorney to perform this review.

Village of Clarendon Hills
Department of Public Works

MEMORANDUM

DATE: August 9, 2013
TO: Randy Recklaus, Village Manager
FROM: Mike Millette, Director of Public Works
SUBJECT: Department Notes

1. A pre-construction meeting was held yesterday for the Metra lot repair project. The contractor may begin curb replacement work before the lot is closed on Friday night. They want to try to get ahead of the schedule as much as possible. If they do begin on Wednesday, their work will not impact the existing permit holders who will still be able to park in the lot through Friday night. We will be installing temporary snow fence, signs and striping the gravel lot at 9-23 Walker next week in order to prepare it for use by permit holders displaced after August 16th.
2. I will be meeting with Don Dressel from CBBEL next week to review the storm report and discuss the repetitive flood questions raised at the Board meeting Monday night. We will also discuss other ranking criteria which may be helpful for the strategic planning retreat.
3. The current round of asphalt street patching is complete. We will be performing some concrete patching later this month. We are restoring the areas adjacent to the road edge patches and watering them.
4. Weather permitting, we will resume our striping work on Chicago this Sunday morning at 6:00 a.m. in order to be complete before the first mass at Notre Dame.
5. Our combination tractor-backhoe is current in the shop awaiting a new rear tire. We expect to have it back later today, if not, then Monday. Should we have a main break in the meantime, we will contact Westmont for a loaner.



MEMORANDUM

To: Randy Recklaus, Village Manager
From: Dan Ungerleider, Community Development Director
Date: August 9, 2013
Subject: Department Report

1. **Construction Deposit Refunds** - The Department continued to process old delinquent permits and deposits. With the assistance of the Village Attorney, we are developing procedures to improve our ability to reach compliance with these delinquent permits.
2. **ZBA/PC:** The Zoning Board of Appeals/Plan Commission will be meeting on August 22 at 7:30pm. The ZBA/PC will be considering three cases: 1) Preliminary Planned Unit Development for an 8-unit residential condominium development at 103 S Prospect Ave; 2) Text Amendment to require public hearing signs posted on properties subject to a zoning request; and 3) Text Amendment considering alternatives to how the Village calculates the floor area ratio for buildings. Please don't hesitate to call me if you have questions regarding any of these cases.
3. **Downtown Master Plan (DTMP) Update** - Upcoming subcommittee meetings are scheduled as follows:
 - a. DTMP Design Subcommittee - Tuesday, 8/13 at 7 pm
 - b. DTMP Steering Committee - Friday, 8/16 at 8 am
4. **Permits Issued** - The Village issued 16 permits this month. The July monthly report is attached with this report.
5. **Front Desk** - Susan Larson has been out of the office on a much deserved vacation with her family. As a result, I was required to allocate more of my time providing front desk and phone support. Although this caused delay with some of my other responsibilities, it was fortunate that Jenneane Timreck, Fiscal Assistant, and Mitch Corona, Community Development Intern, were available to fill in the gaps when needed (Thanks Jenneane and Mitch).

Permit Type	Quantity	Jul-2013 Fees	Value	Quantity	FYTD - 2014 Fees	Value	Quantity	Jul-2012 Fees	Value	Quantity	YTD - 2013 Fees	Value
Demolition	2	\$ 4,712	-	5	\$ 11,872	\$ 1,050,000	-	\$ -	-	11	\$ 18,035	\$ -
New	-	-	-	2	\$ 19,701	\$ 308,820	-	\$ -	-	7	\$ 60,730	\$ 502,740
Addition/Remodel	3	\$ 3,929	\$ 308,820	12	\$ 10,576	\$ 495,125	2	\$ 1,620	\$ 180,650	15	\$ 13,726	\$ 543,150
SF SUBTOTAL	5	\$ 8,641	\$ 308,820	19	\$ 42,149	\$ 1,545,125	2	\$ 1,620	\$ 180,650	33	\$ 92,490	\$ 1,045,890
Demolition	-	-	-	-	-	-	-	-	-	-	-	-
New	-	-	-	-	-	-	-	-	-	-	-	-
Addition/Remodel	-	-	-	-	-	-	-	-	-	-	-	-
MF SUBTOTAL	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Demolition	-	-	-	-	-	-	-	-	-	-	-	-
New	-	-	-	-	-	-	-	-	-	-	-	-
Addition/Remodel	-	-	-	2	\$ 899	\$ 31,000	1	\$ 1,783	\$ 1,783	1	\$ 1,783	\$ 1,783
COM SUBTOTAL	-	\$ -	\$ -	2	\$ 899	\$ 31,000	1	\$ 1,783	\$ 1,783	1	\$ 1,783	\$ 1,783
Misc Permits	19	\$ 12,924	\$ 49,800	56	\$ 15,770	\$ 78,445	18	\$ 8,255	\$ 220,693	57	\$ 10,457	\$ 242,307
TOTAL	24	\$ 21,565	\$ 328,620	77	\$ 58,818	\$ 1,654,570	21	\$ 11,658	\$ 431,136	91	\$ 104,730	\$ 1,317,990

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	\$ 185,345	\$ 1,303,255	\$ 383,620									
ADMIN FEE	\$ 677	\$ 1,371	\$ 982									
Engineering	\$ 258	\$ 694	\$ 407									
Plan Review	\$ 1,559	\$ 6,332	\$ 3,266									
Fire	-	\$ 200	\$ 100									
PLAN REVIEW FEES	\$ 1,827	\$ 7,226	\$ 3,772									
H2O Billing	-	\$ 1,890	\$ 40									
Building	\$ 1,476	\$ 11,339	\$ 7,013									
Electrical	\$ 685	\$ 2,795	\$ 1,006									
Plumbing	\$ 799	\$ 2,024	\$ 1,505									
HVAC	-	\$ 713	\$ 653									
Stormwater	-	\$ 1,000	\$ 500									
Driveway	\$ 143	\$ 479	\$ 338									
Street/Parkway	\$ 474	\$ 1,418	\$ 479									
H2O Meter Fee	-	\$ 984	\$ 304									
TAP/H2O Conctr	-	\$ 945	\$ 641									
Disconnect H2O	-	\$ 100	\$ 50									
H2O Meter Cart	-	\$ 60	\$ 30									
Demolition	-	\$ 4,273	\$ 4,253									
PERMIT FEES	\$ 3,576	\$ 28,020	\$ 16,811									
FEES TOTAL (Admin+RF+PF)	\$ 6,080	\$ 36,617	\$ 21,565									
Average Fees Per Permit	\$ 320	\$ 1,526	\$ 899									
Number of Permits	19	24	24									

DPC	\$ 4,750	\$ 23,000	\$ 12,570									
VOCH	\$ 500	\$ 1,000	\$ 500									
SW	-	\$ 7,586	\$ -									



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Lions Club offers free temporary parking permits during Clarendon Hills construction

By SUBURBAN LIFE MEDIA

Created: Friday, August 2, 2013 3:12 p.m. CDT

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CLARENDON HILLS – The Clarendon Hills Lions Club is providing 30 free temporary parking permits to current south lot parking permit holders during construction. The Lions Club lot is located in Lions Park, near the pool.

The south Metra lot will be closed for about two weeks at the end of August for repaving. The village is working with the owner of the currently vacant property at Walker and Park avenues to provide temporary permit parking at that location.

The Lions Club permits will be available at Village Hall during normal business hours on a first-come, first-serve basis. The permits are only available to current south lot permit holders.

For more information, call 630-286-5400.

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~ August 2013 ~							4 Jul 2013	Sep 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-CANCELLED 7:00 p.m. - DTMP - Design Subcommittee mtg. - conference room	14 6 - 8 p.m. - Foot print committee meeting - Bd. Room	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 Labor Day - Village offices closed Village board mtg, rescheduled to Sept. 3	3 7 p.m. - Rescheduled Village Board meeting	4	5	6	7
8		9	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 7:30 p.m. - ZBA	20	21 3 P.M. Suburbanathlon in Clarendon Hills
22		23	24 7 p.m. - DTMP - Design Comm. - conference room	25 6 p.m. - Board Room in use - Historical Society Presentation	26	27	28
29		30	Notes:				