

**VILLAGE OF CLARENDON HILLS
MANAGER'S REPORT
AUGUST 30, 2013**

A. Policy Feedback –

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Village of Clarendon Hills Manager's Report

To: Village President & Board of Trustees

From: Randall Recklaus, Village Manager

Date: August 30, 2013

1. The big event this week, of course, was the BNSF construction project at the crossing and the Village's parking lot project. We received some calls throughout the week, but they seem to have died down. The Village's Metra Lot repaving project was completed ahead of schedule with the lot opening Wednesday afternoon. We continued to allow commuters to use the alternative parking at Park and Walker and to park in the Burlington Avenue spaces without being ticketed through the end of the week. BNSF has said they are on schedule to reopen the lot Saturday.
2. On Thursday, Christina Burns met with the Village's Electric Aggregation Consultant, NIMEC, to review the Village's electric aggregation program. Hopefully residents will notice a difference in their electric bill during this hot spell. In generally, we have had very few complaints or questions after about six months into the program. The Village's contract runs through February 2015. ComEd's rates have come down considerably over the last year but are still higher than the Village's aggregation rates. The overall market is expected to creep up over the next few years, which the Electric Aggregation Advisory Committee was aware of when making its recommendation.
3. Staff has prepared a survey of downtown business owners as part of the downtown master plan project. It should go out early next week. It will help us understand the strengths and weaknesses of downtown Clarendon Hills as a place to do business.
4. I have begun meeting with members of the Board one on one for informal discussion as part of the fall goal setting session. Thus far I have met with Trustees Wallace and Stach and President Karaba. Meetings with other trustees have been or are in the process of being scheduled. Thus far the meetings have been very productive and very helpful in terms of gaining an understanding of each elected official's perspective and values.
5. Please remember that Village offices will be closed on Monday due to the Labor Day holiday.

Have a Great Weekend!

VILLAGE OF CLARENDON HILLS
Finance Department
MEMORANDUM

DATE: August 30, 2013

TO: Randy Recklaus, Village Manager

FROM: Peg Hartnett, Finance Director/Treasurer

SUBJECT: Department Report

Free flu shots are scheduled for Village employees and Board members on Wednesday, September 25 from 3:30 p.m. until 7:00 p.m. in the Fire Department training room. We will be utilizing the services of a new vendor this year, Mollen Immunization Clinics, and appointments may be made online at the clinic's website using the following instructions. Online registration allows the participants to complete their consent form ahead of time so that on the day of the event they can simply bring their completed form with them, present it to the nurse, and receive the flu shot.

Online Registration

1. Go to the Village's link:
<https://register.flushotsusa.com/VillageofClarendonHills>
2. Login using the Village's password: **Village**
3. Complete Contact Info to Set Up Account
4. Select Event Location, Event Date and your appointment time
5. Select "Add Service" for the flu shot you wish to receive
6. Answer Medical Questions
7. Indicate consent with digital signature
8. Finish, and then PRINT Consent Form to bring with you on September 25.

If anyone has questions concerning this process, please feel free to give me a call at 630.286.5415.

Village of Clarendon Hills
Department of Public Works

MEMORANDUM

DATE: August 30, 2013
TO: Randy Recklaus, Village Manager
FROM: Mike Millette, Director of Public Works
SUBJECT: Department Notes

1. The Metra parking lot was re-opened yesterday. Some minor work remains and we will be replacing the signs over the next month, but the lot is fully functional again with improved accessibility and lighting (from last winter's project).
2. BNSF is nearing the end of its work. Two track/crossing replacements are fully complete and the third is underway. There is a slight chance that they will complete their work today, but it is more likely that it will be wrapped-up tomorrow.
3. I attended the annual American Public Works Association Congress this week down at McCormick Place. I attended sessions which focused on fleet and facilities management. I will be able to use what I learned in the preparation of the fleet and facilities plans which we have been discussing. As a member of the Host Committee, I was also fortunate enough to participate in an exchange program with two contingents of public works professionals from Australia and one contingent from Finland. One of our sessions was held at the Chicago Metropolitan Association for Planning and it was very interesting to learn about the shared government system already in place in Australia. I now have ten more contacts in my professional network upon whom I can call as we explore similar arrangements here.
4. Through a combination of reduced registration fees, volunteer time exchanges and free passes, I was able to send all of my staff (excepting the one individual on modified duty) to the Congress for one or two days. We will be exchanging ideas as a group in the next few weeks to see if we can perform our work: safer, smarter and/or faster.



MEMORANDUM

To: Randy Recklaus, Village Manager
From: Dan Ungerleider, Community Development Director
Date: August 30, 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, 9/4 at 5:30 pm
- 2. Downtown Design Review Commission (DTDRC)** - On Tuesday evening, the DTDRC reviewed the proposed development plans for 103 S Prospect Avenue. Although they generally appreciated that the building height had been reduced and the south building setback had been increased in accordance with the Village's zoning requirements, they still expressed concern that the building's northwest corner does not relate well with the retail environment found in the downtown. After much deliberation, the DTDRC recommended Level 3 Downtown Design review approval subject to several conditions, including that the building's corner elevations be revised to better emphasize the proposed buildings relationship with the first floor retail buildings along S Prospect and Park Avenues. The proposal will not be forwarded, including the ZBA/PC and DTDRC recommendations, to the Village Board until the plans have been revised to reasonably address the components for first floor development described in the Downtown Design Guidelines.
- 3. Permits Issued** - The Village issued 7 permits this past week having a construction value of \$2,205,873. One of the permits was for the anticipated Hinsdale Golf Club summer campus renovation. So far this month the Village has issued 30 permits having a total value of \$2,427,248. The monthly permit report for August will be published next week.

VILLAGE OF CLARENDON HILLS
POLICE DEPARTMENT

DATE: August 30, 2013

To: Village Manager Randy Recklaus

From: Chief Ted Jenkins

Subject: Weekly Activity Report

1. Recent training:

- Three officers participated in a day long tactical rifle and pistol training course. Four Westmont officers also participated.
- Officer Helms completed the quarterly MILO training with all CHPD officers. MILO training involves “shoot, don’t shoot” scenarios on the Department’s virtual range.
- Three officers completed the on-line monthly training.

2. This week the PD has worked with RR employees and Village staff to minimize the disruptions and safety concerns caused by the Prospect crossing construction. Many staff hours have been spent this week monitoring the pedestrian traffic around the site. The project supervisor predicted that the crossing will reopen on Saturday.
3. The search has begun to find a new Clarendon Hills police officer. Selection Works (<http://selectionworks.com>) from Oakbrook Terrace, IL has been given the nod by the Clarendon Hills Police Commission to conduct the initial stages of the process. Applications are being prepared and should be available in the next few days.

Significant traffic and criminal activity during the period August 23, 2013 through August 29, 2013

1. On 8/25, a resident on the 100 block of Walker reported tow hockey nets had been taken from her driveway. The red Mylec nets were valued at \$140.00.
2. On 8/24 at 10:24pm, a 35 year old Aurora resident was found sleeping behind the wheel of his vehicle on the 300 block of Park. After an interaction with officers, the man was arrested for driving under the influence, possession of cannabis and possession of drug paraphernalia.

3. On 8/27, a resident on the 100 block of Oxford reported that someone had opened a Dish Network account with her personal information. Dish Network was attempting to collect an overdue balance on the account. The victim was given advice and an ID theft informational packet.
4. On 8/29, employees at Christ Church on Holmes Ave. reported that someone had forced the door on a store room and stolen electronics and audio visual equipment from the church on 8/22/13. Pending.
5. Clarendon Hills' officers made one arrest for driving with a suspended/revoked driver's license and served one arrest warrant.

VILLAGE OF CLARENDON HILLS FIRE DEPARTMENT

DATE: August 30, 2013
TO: Randy Recklaus
Village Manager
FROM: Brian Leahy
Fire Chief
SUBJECT: Weekly Fire Department Report 2013-27

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.
 - Discussions continue regarding occupancy requirements at 27-29 S. Prospect.
 - Dave Godek is in the process of preparing for and setting annual inspections of all school buildings with the Principals.
2. Training Report:
 - Wednesday evening, twenty two (22) firefighters attended training. Firefighters performed practical training at a house to be demolished at 24 Blodgett. Firefighters from Hinsdale and Western Springs also participated.
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. Tonight Hinsdale and Clarendon Hills firefighters will be meeting with our Heavy Duty Squad and a Hinsdale Engine to compare equipment and also look for ways to reduce the equipment carried and/or duplicated.
5. On Tuesday, EMS Coordinator Dave Godek attended an SNS meeting at the DuPage County Health Department in Wheaton. Discussion revolved around the streamlining of the Pharmaceutical Distribution sites.
6. With the BNSF RR Crossing closed this week, this has caused a few operational difficulties for the fire department which were anticipated. We have had several emergency calls on the north side of the village where Hinsdale FD units responded automatically as planned and sometimes arrived before CHFD units.

7. Incidents of Interest:

- During the past week Hinsdale FD responded to seven (7) automatic response calls in Clarendon Hills.
- During the past week Clarendon Hills FD responded to five (5) automatic response calls in Hinsdale.
- Monday, August 26th at 6:34 PM. The fire department was dispatched along with Hinsdale Engine 1013 for a grill on fire up against a house in the 0 hundred block of Tuttle Ave. Fire extinguished with very little damaged.
- Tuesday, August 27th at 3:23 PM. Ambulance 314 and Squad 316 responded for a school bus accident at Harris and Prospect Aves. Upon arrival all students on the bus were evaluated by paramedics and determined that they were not injured. Students were kept on the bus until parents arrived to take their children and sign medical releases for them.
- Tuesday, August 27th at 4:48 PM. The fire department responded for ComEd wires down at in the 0 hundred block of Golf Ave. Area was secured and waited for ComEd to arrive to shut power off.
- Wednesday, August 28th at 7:47 PM. The fire department responded to the 400 block of Naperville Road for a resident who cut his gas service while digging. Upon arrival firefighters found a major gas leak before the meter underground. Crews secured the area, called Nicor and waited for Nicor to dig it up and shut the leak off.

8. Fire/Rescue/EMS calls:

- During the past week the fire department responded to twenty nine (29) 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	3	4	5	6	7
	Labor Day – Village offices closed	Village board mtg. rescheduled to Sept. 3	7 p.m. – Rescheduled Village Board meeting	5:30 p.m. – Economic Development Committee 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 10:00 a.m. – board room in use – P.W. bid opening			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:				

~ October 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. -- DTMF -- Design Comm. -- conference room	9	10	11 9 a.m. -- Fire Pension Bd. Mtg.	12
13	14 Columbus Day --	15 9 a.m. Chamber	16 9 a.m. Chamber	17	18 7:30 p.m. -- Village Bd. Mtg.	19
20	21 5:30 p.m. -- Police Pension Bd. Mtg.	22 7 p.m. -- Village Bd. Mtg.	23	24	25	26
27	28 7 p.m. -- DTMF -- Design Comm. -- conference room	29	30	31	31 Notes:	