

**VILLAGE OF CLARENDON HILLS
MANAGER'S REPORT
DECEMBER 20, 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 -- 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: December 13, 2013

1. The Village will resume conducting snow and ice removal throughout the downtown beginning Monday as directed by the Village Board. Gasaway will be providing us short term service between now and the next board meeting, at which time an amendment to their agreement will be discussed for the remainder of the year. Public Works is hand delivering letters today to let businesses know. When I mentioned the change at the Chamber of Commerce meeting on Wednesday the response was overwhelmingly positive.
2. Members of the management team, including me, have been busy working on first drafts of departmental budget requests which are due today. After the holidays the budgets will be compiled and Peg Hartnett and I will review them along with revenue projections. After that initial review, we will meet with each department head to discuss changes and justifications. This will be a major focus in the beginning of the year as it always is.
3. I met with representatives of Republic Services on Thursday. Our contract with them for waste collection is up this fall. They will be making a formal proposal to us for an extension.
4. As mentioned earlier this week, the bank that owns the 9-23 Walker property has determined that they do not wish to have a temporary ice rink on their property this year. Therefore, we will not be moving forward with that project this year. While we are disappointed it could not work out, I still believe the exercise of developing this concept and discussing it with the Park District was a positive one. We are hopeful that other cooperative projects involving the two entities will continue to develop.
5. I want to acknowledge the hard work of Village Staff over the past year. I am very proud of the people I have the pleasure to serve with and all they are able to accomplish on a daily basis for this community. I also want to thank the Village President and Board for their dedication and leadership over the past year. Clarendon Hills is very fortunate to benefit from their service. We look forward to another productive year for this community.

Have a Great Weekend and Happy Holidays!

Village of Clarendon Hills
Department of Public Works

MEMORANDUM

DATE: December 20, 2013
TO: Randy Recklaus, Village Manager
FROM: Mike Millette, Director of Public Works
SUBJECT: Department Notes

1. The up-fitting of our new skid-steer loader is now complete. Glen Dolgner added an after-market salt spreader to the unit this week and it is fully ready for use. This is none too soon as the steering box of the old tractor is starting to slip.
2. With the last snow event this week, we are up to 100 tons of salt used this season. We have ordered, and received, 60 tons, bringing our total on-hand to 460 tons. It appears that we will be making a dent into this stockpile again starting today. As of this writing, the pavement is wet and the temperature is still 36-degrees, but conditions are bad out west and we are on alert.
3. We have continued to trim trees as weather permits this week, in addition to our usual duties for the water system and building maintenance.
4. Tim O'Donnell, Maintenance Worker I successfully completed his classes to obtain the credentials of a Certified Arborist from the International Society of Arboriculture. This is a tremendous achievement and I would ask everyone on Staff to congratulate him!



MEMORANDUM

To: Randy Recklaus, Village Manager
From: Dan Ungerleider, Community Development Director
Date: December 20, 2013
Subject: Department Report

1. **Business License Renewal** - Notices were mailed to all 500+ 2013 business, home occupation, scavenger and contractor license holders indicating that license renewal applications are now being accepted for the 2014 calendar year. Applications and current license holder lists are published on the Community Development Department web page at <http://www.clarendonhills.us/BusinessList.cfm>. [intentionally repeated item]
2. **Restaurant Summit** - On Monday, December 16, the Village conducted its first Restaurant Summit. With the exception of three (3) restaurants, we had an excellent turnout for this event. Representatives from the Village of Clarendon Hills, the DuPage County Health Department, and the Flag Creek Water Reclamation District presented assorted topics of interest to the Village's restaurant community, such as: code enforcement, health department management training, liquor license training; the Village's eat-in tax; business license requirements; concealed carry licensing and signage. I plan to send out a follow up newsletter to our restaurant community after the New Year.
3. **Downtown Master Plan (DTMP) Update:** A Joint DTMP Land Use and Design Subcommittees meeting was held on Tuesday evening. During the meeting representatives from both committees reviewed the draft land use and design elements plans and their subcommittees' respective plan outlines. The subcommittee members agreed that their plans were ready to be reviewed by the DTMP Economic Development Subcommittee. They also agreed that we should continue to discuss how to best address transitional areas around the edges of the downtown, both in and adjacent to the downtown overlay district. The DTMP Economic Development Subcommittee is expected to begin their review of the proposed plans after the New Year.
4. **Clarendon Hills Chamber of Commerce** - On Wednesday morning Randy and I attended the regular meeting of the Chamber of Commerce. During the meeting we were introduced to their new board, their plans for a new website and upcoming regular networking and small business training events. Village website visitors can download a list of registered businesses in the Village. Businesses that are members of the Chamber have a Chamber Logo next to their name. The logo provides a link back to the Chamber's website. This list will be updated in February 2014 once we've issued the 2014 business licenses.
5. **ZBA/PC** - On Thursday evening the ZBA/PC continued their discussion regarding the Village's current single family home bulk requirements. Specifically, the ZBA/PC is considering to amend the Village's Floor Area Ratio (FAR) standards. FAR standards establish a maximum amount of Floor Area in a home based on the size of a lot. During Thursday's meeting the ZBA/PC reviewed our neighboring community FAR standards and discussed what changes might be considered here. The public hearing was continued to their next meeting on January 17, 2013. A meeting with community homebuilders and architects is planned for early January as well.
6. **Village Hall Closed** - The Village Hall will be closed on Tuesday (11/24) and Wednesday (11/25) for Christmas. Best wished to all during this holiday season and for a happy, healthy and prosperous New Year.

VILLAGE OF CLARENDON HILLS
POLICE DEPARTMENT

DATE: December 20, 2013
To: Village Manager Randy Recklaus
From: Chief Ted Jenkins
Subject: Weekly Activity Report

1. Recent training:
 - Officer Shirley completed 8 hours of FIAT training.
 - One officer attended a concealed carry seminar.
 - Two officers completed DUI roll call training.
 - One officer attended a medical marijuana seminar.
2. Kelly S. and Kelly F. continue to send out notices on archived unpaid parking tickets. These efforts are a precursor to our participation in the Illinois Comptroller's asset recovery program. \$11,690.00 in parking fines have been collected since November 7th.
3. Admin hearings were held Thursday at the PD. The Village prevailed in five cases. The possibility of combining our hearing dates with Hinsdale and using the same hearing officer is still being explored. RFPs will be mailed this week to seven attorneys interested in the position. Allan Alongi continues as our temporary officer until a permanent one is approved.
4. Considerable time was spent this week on the 2014/15 draft budget.
5. Inter-Pacific and Federal Signals are assessing the downtown, METRA and the RR crossing cameras to determine if they can be connected to the new PD security camera system. Reps from both companies have stated that "on paper" it should be possible but their techs need to get a closer look at the existing wireless network. The server for the system failed and the cameras are not currently operational. Connecting the cameras to our new head end at the PD, using our Village fiber network, may be the most cost efficient way to get them back in service.

Significant traffic and criminal activity during the period December 13, 2013 through December 19, 2013

1. On 12/14, officers took a missing person report for an 83 year old Clarendon Hills resident. He drove from his home to pick up a pizza at 3:00 pm and did not return home. Officers tracked his credit card purchases and found he had purchased gas in Elburn, IL. He was located at 8:35 pm. The family was given some senior services resources.
2. On 12/15, a 29 year old Westchester resident was stopped for speeding on Chicago Avenue. After an interaction with the officer he was arrested for driving under the influence and speeding. He was transported to the PD, processed and bonded out.
3. On 12/14, a resident on the 400 block of 56th Street reported that their snow blower had been stolen. The snow blower was left in the driveway for a couple of hours while the resident was not at home. They returned to find it missing. The loss is estimated at \$878.38.
4. On 12/17, a resident on the 100 block of Arthur reported that someone put motor oil in the windshield washer reservoir of her 2007 Acura. Damage is estimated at \$282.75. Pending
5. On 12/17, a resident on the 10 block of Harris reported that her engagement ring valued at \$10,000.00 had been stolen. She had previously reported several handbags stolen and discovered the ring missing from the same boxes. No forced entry had been made to the house. Pending
6. Clarendon Hills officers served one arrest warrant this week.

VILLAGE OF CLARENDON HILLS FIRE DEPARTMENT

DATE: December 20, 2013

TO: Randy Recklaus
Village Manager

FROM: Brian Leahy
Fire Chief

SUBJECT: Weekly Fire Department Report 2013-37

1. Fire Prevention Bureau Activity during the past week.
 - Work continues on the computerized pre plan project.
 - All Fire and Life Safety Inspections for 2013 have been completed.
2. Training Report:
 - Captain Rediehs continues to work with the training officers in Hinsdale and Western Springs on joint mutual aid training.
3. Emergency Medical Services Report:
 - We are in the final stages of developing a policy for the ambulance when we encounter a patient who is carrying a weapon. When this is in final draft form I will be reviewing this with Chief Jenkins for his input. In January or February we are looking for a training class for EMT's and Paramedics from a CHPD officer regarding how to safely handle a firearm in the ambulance.
4. Clarendon Hills/Hinsdale FD sharing of services report:
 - Clarendon Hills, Hinsdale and Western Springs Training continue to meet to develop joint training plans.
5. Yesterday I submitted my proposed 2014/15 FD budget to Finance Director Peg Hartnett.
6. On Wednesday evening we recognized and gave service awards to the following fire department members.
 - Captain David Sobottke (40 years)
 - Firefighter Peter Vexter (15 years)
 - Firefighter Paramedic Scott Pilafas (10 years)
 - Firefighter Paramedic Doug Niemeyer (10 years)
 - Firefighter Paramedic Andy Maxwell (10 years)
 - Firefighter Paramedic John Placzek (5 years)
 - Firefighter Paramedic Neil Finch (5 years)

- Firefighter EMT John Morris (5 years)
- Firefighter Paramedic Bryan Briones (5 years)

Congratulations to all of them for their dedicated service to the Clarendon Hills.
Thank you.

7. Incidents of Interest:

- During the past week Hinsdale FD responded to eight (8) automatic response calls in Clarendon Hills.
- During the past week Clarendon Hills FD responded to nine (9) automatic response calls in Hinsdale.
- No significant calls of interest occurred.

8. Fire/Rescue/EMS calls:

- During the past week the fire department responded to thirty one (31) emergency calls.

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

~ December 2013 ~						
◀ Nov 2013 Jan 2014 ▶						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 7 p.m. – Village Board Mtg.	3	4	5	6 6 p.m. – tree lighting ceremony / Christmas Walk	7
8	9	10 7 p.m. – Special Events Comm. Mtg. – Board Room 7 p.m. – DTMP – Design Comm. – conference room	11	12	13	14
15	16 1 p.m. – Restaurant Summit – Board Room 7 p.m. – Village Bd. Mtg.	17 7 p.m. – Downtown Master Plan Update Joint Subcommittee meeting	18 9 a.m. Chamber	19 7:30 p.m. – ZBA	20	21
22	23	24 Village Offices Closed	25 Christmas – Village offices closed	26	27	28
29	30	31	Notes:			

~ January 2014 ~							Feb 2014 ▶
◀ Dec 2013	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 New Year's Day VILLAGE OFFICES CLOSED	2	3	4
5	6 7 pm - Village Board Mtg.	7	8	9 10 a.m. Firefighters Pension Meeting	10	11	
12	13	14	15 9 am - Chamber Mtg.	16 7:30 p.m. - ZBA	17	18	
19	20 7 pm. - Village Board Mtg.	21	22	23	24	25	
26	27	28	29	30	31 10 a.m. - Secretary of State Drivers License Renewal Program. - details to follow	Notes:	