

**VILLAGE OF CLARENDON HILLS  
MANAGER'S REPORT  
JULY 26, 2013**

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- 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**
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## **Village of Clarendon Hills Manager's Report**

**To:** Village President & Board of Trustees

**From:** Randall Recklaus, Village Manager

**Date:** July 26, 2013

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1. The last of this year's concerts was a great success. Beer sales and tips totaled \$3,900. Total beverage sales exceeded the budgeted number. As public servants, we often witness the community when it is in disagreement or in conflict. It is very gratifying to see residents coming together to engage in community life and enjoy themselves as they do during Dancin' in the Streets. As always, thanks to the Special Events Committee and Public Works for their work in making the concert series run smoothly each week. Special thanks also goes out to Christina Burns who coordinates this award winning and uniquely Clarendon Hills experience.
2. This week much preparation and planning occurred for the upcoming downtown construction work. The south Metra parking lot will be repaved over two weeks beginning around August 19<sup>th</sup>. Parking alternatives are being communicated to commuters with permits. In addition, BNSF plans for the complete shutdown of Prospect Avenue, at the location of the crossing so an updated structure can be constructed. This closure is expected to last 10 days. We are communicating this to local businesses and community stakeholders. An open house will be held for downtown businesses at 9am on Monday morning to discuss the project.
3. The Employee Appreciation Committee hosted an ice cream visit from The Daily Scoop on Thursday. They delivered ice cream to each building – a great summer treat. The Committee also met Thursday. It is currently planning the fall employee picnic. Details will be available shortly. Committee members are Christine Boone, Julie Johnson, Susan Larson, Mark Rediehs and Christina Burns.
4. The Safety Committee also met Thursday. It has a couple of major tasks to tackle in the next few months to ensure we continue to have a safe work environment and comply with OSHA regulations. Christine Boone, Mark Rediehs, Chief Jenkins, Chief Leahy and Christina Burns are on the Safety Committee.

5. The manager's office has started to receive completed 2013 Community Needs Surveys. The results of the survey will be available this fall.

Have a Great Weekend!

**VILLAGE OF CLARENDON HILLS**  
**Finance Department**  
**MEMORANDUM**

DATE: July 26, 2013

TO: Randy Recklaus, Village Manager

FROM: Peg Hartnett, Finance Director/Treasurer

SUBJECT: Department Report

- Free flu shots will be offered again by the Village to its employees and Board members on Wednesday, September 25 from 3:30 p.m. until 7:00 p.m. in the Fire Department training room. Additional information on how to register for your free flu shot will be forthcoming.
- Please mark your calendar for the annual Wellness Screening event to be held on Wednesday, October 30 from 6:00 a.m. until 10:00 a.m. in the Village Hall boardroom. The Village will offer a wellness screening to all of its Village employees at no cost to the employee. Spouses who are enrolled in the Village's health insurance program may receive a free wellness screening as well. Spouses not enrolled in the Village's health insurance may participate in this event, however the cost is \$80 per person. Additional optional tests will be offered as well, and the individual will be responsible for the cost of those tests.

The free wellness screening includes a Panel C blood test, blood pressure measurement, body mass index, health power profile questionnaire and a physician summary report. The results of the individual screenings will be provided to the individual only; the Village will not receive any individual results. Additional information regarding this important event will be provided in the near future.

**Village of Clarendon Hills**  
**Department of Public Works**

**MEMORANDUM**

**DATE:** July 26, 2013  
**TO:** Randy Recklaus, Village Manager  
**FROM:** Mike Millette, Director of Public Works  
**SUBJECT:** Department Notes

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1. Over the next two weeks you may see our seasonal part-timers, David and Mark riding through the Village on bicycles stopping at every fire hydrant, sign and tree. They are collecting the positional information for each of those items with a GPS unit the Village has borrowed from the County. This is the next step in the development of the GIS which Dan and his seasonal part-timer, Mitch, have been marshaling. We are utilizing two unclaimed bikes which we have borrowed from the PD in an effort to be cost efficient and green.
2. The Metra lot resurfacing project is out to bid. We will have a bid recommendation on the August 5<sup>th</sup> Board agenda.
3. I am still not quite satisfied with the format of the Stormwater System Report and will be working with CBBEL to add a plain language section to it – either an executive summary or a single-page cover letter. It will be distributed next week.
4. Crosswalk and stop bar painting continued this week and will carry on through the next two weeks.
5. We completed the usual set-up and break-down for DITS and cleaned the tables and tents prior to storing them for the season.
6. Maintenance Worker I Brian Rebeles will be leaving us to take a similar position with the Village of Hinsdale. We wish Brian well in his future and have valued the service he gave to the Department and Village. The position posting for his replacement is currently on the street and we expect to begin interviews by mid-August.



# Village of Clarendon Hills

## MEMORANDUM

**To:** Randy Recklaus, Village Manager  
**From:** Dan Ungerleider, Community Development Director  
**Date:** July 26, 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. **34 S Prospect Avenue** - Mario's Pizza and Pasta opened on Wednesday morning for breakfast, lunch and dinner. They can be reached at 630-568-5900 or at [www.mariospizzaandpastarestaurant.com](http://www.mariospizzaandpastarestaurant.com). Welcome!
3. **GIS Mapping** - With the assistance of the Public Works Department, we began collecting a digital inventory of our community's parkway trees, fire hydrants, and street lights. Each item is being located by location, type and condition. With this information, we will begin to create maps illustrating the locations of different public infrastructure components.
4. **103 S Prospect** - Last Friday the Village received the revised preliminary development plans and zoning application for 103 S Prospect. The owner of the property is seeking approval for a 3-story, 8-unit condominium development at the southeast corner of Park and S Prospect Avenues. The owner has revised development plans, reflective of the discussions had during the July 20, 2013 ZBA/PC Concept Plan Review meeting, by reducing the proposed building from four (4) stories to three (3) stories, and increasing the southern building setback from ten (10) feet to twenty-five (25) feet. As a result, the project will no longer be deviating from the bulk requirements in the Zoning Ordinance. This case is scheduled for a public hearing and consideration by the ZBA/PC at their regular August 15, 2013 meeting.
5. **Permits Issued** - So far in July the Village has issued 18 permits having a total reported value \$351,800. The monthly building permit report for June will be issued later next week.

VILLAGE OF CLARENDON HILLS  
POLICE DEPARTMENT

DATE: July 26, 2013

To: Village Manager Randy Recklaus

From: Chief Ted Jenkins

Subject: Weekly Activity Report

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1. Recent training:

- Officer Helms began training all of the officers with the Department's MILO system on "Shoot, Don't Shoot" scenarios.
- 2. Officers focused on pedestrian safety in the business district this week. Officer Finfrock designed an animated message for the PD's message board and had it deployed downtown several days this week.
- 3. I worked with representatives from SelectionWorks this week on the development of the sergeant promotional examination scheduled for next month. A 100 question written examination and an oral interview are being developed based on study materials selected by the Clarendon Hills Police Commission. The written test is scheduled for August 21<sup>st</sup>.
- 4. Village sticker sales have been brisk at the front desk. The 50% penalty kicks in on August 1<sup>st</sup>. The price of a passenger car sticker increases to \$60.00.
- 5. On Thursday, the PD enjoyed the employee appreciation committee's "Ice Cream Day". "Thank you" to the committee for all of their hard work.
- 6. On Thursday I attended a Clarendon Hills safety committee meeting. Topics included employee check rides, hearing tests and product safety testing.

**Significant traffic and criminal activity during the period July 19, 2013 through July 25, 2013**

1. On Tuesday a witness called to report that she saw landscapers pick up a handgun and carry it into the Hinsdale Golf Club. Officers responded and recovered the revolver from club employees. The gun had been taken in a residential burglary which occurred in Hinsdale just prior to the recovery. The gun was turned over to Hinsdale PD.

2. On 7/23 Jewel employees reported that two subjects had taken approximately \$200.00 of merchandise out of the store without paying for it. The subjects were gone but employees recorded their license number. Pending.
3. On 7/24 a resident on the 500 block of Willowcreek reported that her debit card had been used to make \$1759.83 in fraudulent purchases. She was given an identity theft packet and a report number for the reimbursement process.
4. On 7/24 a resident on the 200 block of Grant reported that her credit accounts had been tampered with and used to make fraudulent purchases. She was given an identity theft packet and a report number for the reimbursement process
5. Clarendon Hills officers made four arrests for driving with a suspended/revoked driver's license and served one arrest warrant.

# VILLAGE OF CLARENDON HILLS FIRE DEPARTMENT

**DATE:** July 26, 2013

**TO:** Randy Recklaus  
Village Manager

**FROM:** Brian Leahy  
Fire Chief

**SUBJECT:** Weekly Fire Department Report 2013-23

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1. Fire Prevention Bureau Activity during the past week.

- Work continues on the computerized pre plan project.
- Due to a large work load for Code Enforcement, no fire prevention inspections were completed this week.

2. Training Report:

- Wednesday evening, nineteen (19) Firefighters participated in a joint Hazardous Materials training exercise with the Hinsdale FD.

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.
- A group of five (5) Clarendon Hills FD members along with members from Hinsdale and Western Springs are meeting and are working on the creation of a three fire department honor guard.

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, Captain Mark Rediehs and I attended the village Safety Committee meeting.

7. This week interviews and assessments continued for the open Lieutenant positions in the fire department. Due to scheduling conflicts and vacations, these interviews will resume in early August.

8. This week we completed the hiring process for three (3) part time Firefighter Paramedics. Daniel Torres, Nicholas Marino and Sean Russell will begin their orientation training today and next month. They will begin to work regular shifts later in August and September.
9. Currently we are processing three (3) new paid on call firefighters for the department. We hope to have this process completed in early August and begin recruit training with them in the later part of August.
10. Aerial Ladder Truck 319 is still out of service at Wirs in McHenry having maintenance and repairs performed. This is taking longer than expected because of problems obtaining the parts needed. The vehicle should be returned and placed back in service next week.

11. Incidents of Interest:

- During the past week Hinsdale FD responded to five (5) automatic response calls in Clarendon Hills.
- During the past week Clarendon Hills FD responded to seven (7) automatic response calls in Hinsdale.
- No incidents of interest occurred during the past week.
- Friday, July 19<sup>th</sup> at 10:49 AM. Ambulance 314 responded to assist the Westmont Fire Department for an ambulance call at 516 S. Cass Ave. in Westmont. One (1) patient transported to a local hospital.

12. Fire/Rescue/EMS calls:

- During the past week the fire department responded to twenty eight (28) emergency calls.

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

By SUBURBAN LIFE MEDIA

## New construction projects to impact downtown Clarendon Hills

CLARENDON HILLS – Two construction projects will impact downtown Clarendon Hills next month and the village is currently working with downtown businesses to determine how to mitigate the impact on businesses.

The first project is the repaving of the Metra Station parking lot. Last year, the village was awarded a grant from West Suburban Mass Transit to cover two-thirds of the cost of repaving the lot, which is in disrepair, according to a news release.

The work will involve the complete shutdown of the Metra station parking lot for about two weeks. The village is working with the owner of the vacant property at the corner of Walker and Park avenues for temporary commuter parking during the lot repaving. The alternative parking will only be available to individuals with Metra Station parking permits per the request of the property owner.

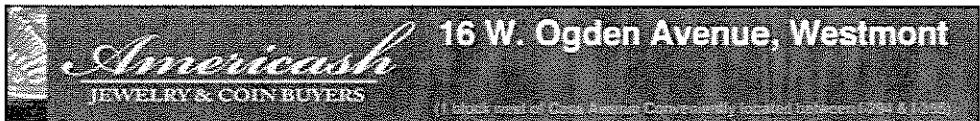
The second project, being conducted by BNSF, will close down Prospect Avenue at the railroad crossing for about 10 days. The village was recently made aware that BNSF has included this railroad crossing to a series of crossing improvements.

Work is expected to begin on or near Aug. 23. The work will replace the rubber pad with a concrete pad, similar to what was recently installed at Garfield Avenue in Hinsdale. Each of the three railway lines will also be closed in succession during this process. Per BNSF, there is no way to maintain even one lane of traffic during this process.

All vehicular traffic will be rerouted to Cass Avenue and/or Hinsdale during the project.

The village is hosting a meeting with downtown business owners at 9 a.m. July 29.

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## The Doings Clarendon Hills (/)

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## Clarendon Hills receives financial reporting award



CLARENDON HILLS, Ill. — Clarendon Hills (<http://www.clarendonhills.us>) once again has been recognized for its outstanding financial reporting.

The village was awarded a Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada. The award is the highest form of recognition in the area of governmental accounting and financial reporting.

Clarendon Hills received the award for its 2012 Comprehensive Annual Financial Report, marking the 24th consecutive year the village has received this recognition.

A government must demonstrate a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users to read the comprehensive financial report to be considered for the award, according to the presenting organization. A copy of the Clarendon Hills financial report is available on the village's website at [www.clarendonhills.us/financialreports.cfm](http://www.clarendonhills.us/financialreports.cfm).

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



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| ~ July 2013 ~                                      |   |  |   |   |   |            |
|--|---|--|---|---|---|------------|
| Sun  | Mon   | Tue  | Wed   | Thu   | Fri   | Sat        |
| 1<br>7 p.m. – Village Bd. Mtg. – meeting cancelled | 2   | 3<br>7 p.m. - Concert  | 4 Independence Day – Village offices closed | 5   | 6   | Aug 2013 ► |
| 7  | 8<br>7 p.m. – DTMP – Design Comm. - conference room                 | 9<br>7 p.m. – DTMP – Design Comm. - conference room  | 10<br>7 p.m. - Concert                      | 11<br>8 a.m. – DTMP – Economic Dev. Subcommittee – conf. room   | 12<br>8 a.m. – DTMP – Land Use Subcommittee – conf. room  |            |
| 14   | 15<br>5:30 – Police Pension Bd. Mtg.<br>7 p.m. – Village Board Mtg. | 16<br>7 p.m. – DTMP – Design Comm. - conference room   | 17<br>9 a.m. - Chamber<br>7 p.m. - Concert  | 18<br>7 – 10 p.m. – Conference room in use – B. Leahy<br>7:30 – ZBA /PC & Plan Commissioner Training Workshop | 19  | 20         |
| 21   | 22<br>6 p.m. – DTMP – Land Use Subcommittee – conf. room            | 23<br>7 – 10 p.m. – conference room in use – B. Leahy<br>7 p.m. – DTMP – Design Comm. – board room | 24<br>7 p.m. - Concert                      | 25<br>8 a.m. – DTMP – Economic Dev. Subcommittee- conf. room  | 26<br>10 a.m. – 2:00 p.m. – Secretary of State Driver's license Renewal (sponsored by C.H. Bank) – Board Room | 27         |
| 28   | 29<br>9 a.m. – Board Room in use                                    | 30   | 31  | Notes:  |   |            |

| ~ August 2013 ~ |  |     |  |  |     |            |
|-----------------|--|-----|--|--|-----|------------|
| Sun             | Mon  | Tue | Wed  | Thu  | Fri | Sat        |
|                 |  |     |  |  |     | Sep 2013 ► |
| 4               | 5  | 6   | 7  | 8  | 9   |            |
|                 | 7 p.m. – Village Bd. Mtg.                            |     |  | 8 a.m. – DTMP Land Use Subcommittee Mtg. – conference room       | 10  |            |
| 11              | 12   | 13  | 14   | 15   | 16  |            |
|                 |  |     | 5:30 p.m. – DTMP – Design Subcommittee mtg., – conference room | 7:30 p.m. – ZBA/PC   | 17  |            |
| 18              | 19   | 20  | 21   | 22   | 23  |            |
|                 | 7 p.m. – Village Bd. Mtg.                            |     | 9 a.m. - Chamber   | 8 a.m. – Economic Development Subcommittee Mtg. -conference room | 24  |            |
| 25              | 26   | 27  | 28   | 29   | 30  | 31         |
|                 | 6 p.m. –DTMP Land Use Subcommittee – conference room |     | 7 p.m. – DTMP – Design Subcommittee Mtg., – conference room    |  |     |            |