



VILLAGE OF CLARENDON HILLS

MANAGER'S REPORT

August 21, 2015

A. Management Reports

- 1. Manager's Notes -- See weekly report**
- 2. Finance Department -- See 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**

B. Calendar



Village of Clarendon Hills Village Manager's Report

To: Village President Austin & Board of Trustees

From: Kevin Barr, Village Manager

Date: August 21, 2015

1. After the tragic fire at the Historic Society Building on Monday, Staff has been working with the Historic Society to put the pieces back together.
2. Just a quick reminder that the first board meeting in September will be the 8th (instead of September 7) due to the holiday.
3. Resident Surveys were closed this week to start analyzing data. Staff expected to report on the findings during one of the meetings in September depending on scheduling.
4. On Wednesday Morning, Zach Creer, Dan Ungerleider and I attended the monthly chamber meeting. Despite the poor weather, the Chamber managed to almost break even on Daisy Days and is in good financial standing thanks to past actions by the board. The next major project for them will be an upcoming village ad book to boast local knowledge of local businesses.
5. On Thursday night, staff, Trustee Flood and President Austin held an open discussion with residents from Blackhawk Heights on storm water issues in the area. Based on these discussions, staff will be following up on a number of possible incremental improvements in the area.
6. Now that the new contract is finalized, Staff has been working with AIS to create a new podcasting proposal. We expect to be able to present a solution at the first meeting in September.
7. Work on the website continued this week, staff is working on cleaning up webpages, performing a needs analysis, and working through technical issues. The next phase is expect to take place by the end of the month, once a new design aesthetic is chosen.

Enjoy the weekend!

VILLAGE OF CLARENDON HILLS

Finance Department

MEMORANDUM

DATE: August 21, 2015

TO: Kevin Barr, Village Manager

FROM: Peg Hartnett, Finance Director/Treasurer

SUBJECT: Department Report

Attached you will find a schedule for completing this year's budget process. As the Village changes from a fiscal year basis to a calendar year basis, we will be combining the 8-month 2016 stub year (May 1, 2016 - December 31, 2016) and the 12-month 2017 calendar year (January 1, 2017 – December 31, 2017) into one budget document. However, separate public hearings and separate budget ordinances are still required. Due to the complexity of processing a 20-month budget, the timeline is being accelerated this year. Although not encouraged, it will be possible to prepare budget amendments for the 2017 calendar year budget later in 2016.

VILLAGE OF CLARENDON HILLS

Finance Department

MEMORANDUM

DATE: August 21, 2015

TO: Manager Barr, Chief Farmer, Chief Leahy, Mike Millette, Dan Ungerleider, Zach Creer, Glen Dolgner, Diana McDermott

FROM: Peg Hartnett, Finance Director/Treasurer

SUBJECT: **STUB YEAR 2016-CALENDAR YEAR 2017 BUDGETS**

Following please find the general guidelines and schedule to develop the SY2016-CY2017 budgets. The 8-month stub year 2016 and the 12-month calendar year 2017 will be included in the same budget document, however separate public hearings are required along with separate budget ordinances. Due to the complexity of processing a 20-month budget, the timeline is being accelerated this year. Although not encouraged, it will be possible to prepare budget amendments for the CY2017 budget later in 2016.

General Guidelines

1. The General Fund is divided by function, department, and division. Each department will contain one summary sheet detailing the department description, FY2016 accomplishments, SY2016-CY2017 budget highlights, and finally SY2016-CY2017 goals and action steps for the department. The accomplishments should speak to your goals as outlined in the FY2016 budget. Please address each goal and provide the status for each.

A minimum of four goals are required for each department. The format of the summary page should be primarily narrative; however statistical data and charts may be included as necessary to outline your department's major focus for stub year 2016 and calendar year 2017.

2. An expenditure summary for each department will follow the goals and highlights. This page will provide a comparison of each department's budget to the prior fiscal years. The detail for each account within the department will follow the expenditure summary page.
3. This year, you will need to complete both of the budgets for SY2016 and CY2017, and your best estimate for the end of year FY2016. Do not merely list the budgeted amount for FY2016; please give your best estimate. It is also the responsibility of each department head to review the department description and make any necessary revisions, and complete the SY2016-CY2017 budget highlights, goals and actions steps, and FY2016 accomplishments.
4. Please round all amounts to the nearest \$5. If no budgeted amount is being included for SY2016 or CY2017, please indicate by entering \$0, rather than leaving the account blank.

5. Detailed worksheets are required for the proposed expenditures within your department by account number, in order to support your rationale for the budgeted numbers. **All operating budget worksheets, goals, highlights, accomplishments and attachments must be emailed to me by Tuesday, December 1, 2015.** Please mark your calendars accordingly. **The capital budget worksheets are due by Tuesday, December 15, 2015.**

Please feel free to contact me with any questions or concerns. As always, thank you for your hard work during the budget process! It is greatly appreciated.

Timeline

Thursday, October 1, 2015	Budget worksheets distributed
Tuesday, December 1, 2015	Departments return completed operating budget requests including the goals, highlights and accomplishments
Wednesday, December 9, 2015	Revenue budget reviews begin
Tuesday, December 15, 2015	Departments return completed capital budget requests
Wednesday, January 6, 2016	Departmental budget reviews begin
Monday, February 8, 2016	Proposed budgets are finalized
Wednesday, March 9, 2016	Proposed budgets are distributed
Saturday, March 19, 2016	Budget workshop with the Village Board
Monday, April 4, 2016	Public hearing and first consideration of the proposed budgets
Monday, April 18, 2016	Second consideration and adoption of the SY2016 and

Village of Clarendon Hills
Department of Public Works

MEMORANDUM

DATE: August 21, 2015
TO: Kevin Barr, Village Manager
FROM: Michael D. Millette, P.E., Director of Public Works
SUBJECT: Department Notes

1. The 2015 Road Program is moving along. Next week the east side of Middaugh will be ground for the concrete shoulder, with placement scheduled for next Friday. Work will also begin on the east side of McIntosh. The concrete shoulder will be placed on the west side of Blodgett and Gilbert starting next Tuesday. The storm sewer contractor will begin work at the intersection of Chestnut and Waverly also on Tuesday.
2. The new crosswalk and existing crosswalk at the intersection of Western and Ridge has been striped.
3. We responded to a downed power line and two downed tree limbs after Monday night's storm. We performed a general clean-up on Tuesday which generated just under two truckloads of brush.
4. Our Village Engineer has begun investigating slow drainage concerns along Iroquois. After a resident meeting last night, we will also have them investigate Hiawatha and Norfolk.
5. We responded to the vandalism at Heritage Hall and Glen Dolgner is in the process of obtaining quotes for use in evaluating the repair options.



Village of Clarendon Hills

MEMORANDUM

To: Kevin Barr, Village Manager
From: Dan Ungerleider, Community Development Director
Date: August 21, 2015
Subject: Department Report

1. **Online Zoning Map Live!** Last Tuesday the Department published the Village's first online geographic information system (GIS) map. This map can be viewed by visiting the Community Development Planning and Zoning web page at www.clarendonhills.us/zoning.cfm. The map represents hard work and coordination between village departments, the County GIS department, and the CD Department past (Sue) and present (Ryan) interns. The map presently allows easy address search and property information (ie Parcel ID Numbers, Zoning, School Districts, etc). More information will be added as the map evolves.
2. **ZBA/PC meeting.** On Thursday, August 20, 2015, the owner and proposed developer for the vacant property at 9-27 Walker, south of [Scapa Italian Kitchen](#), presented a conceptual development plan for the property to the Zoning Board of Appeals/Plan Commission. This meeting was the first of many meeting in which the proposed development will be considered by the Village. The applicant's presented Conceptual Development Plans included the development of a four-story, mixed use multi-family building with first floor commercial, residential "live/work" units and parking at the northeast corner of Park Avenue and Walker Avenue. The development will require Village approval of a special use permit for a planned unit development. A copy of the presented Conceptual Development Plans are on file at the Community Development Department.
3. **227-231 Burlington.** Last April the Village Board approved the development of a self-storage development on the vacant properties east of the Burlington Avenue water tower. On Thursday morning, August 20, 2015, Village Manager Kevin Barr and I met with the architect and builder for this development to discuss their proposed concept for an alternative development plan for the property. They are considering to modify the development concept to a multi-story residential building, a concept closer in keeping with the Village's Downtown Master Plan. Their next step, if they chose to proceed, will be to appear before the ZBA/PC for a Conceptual Development Review presentation.
4. **Chamber of Commerce.** On Wednesday, August 19, 2015, I attended the Chamber's regular meeting held in the Village Hall board room. The Chamber will be printing a new membership directory for distribution early this fall. On Thursday night, August 20, 2015, I attended the Chamber's business afterhours hosted by the Clarendon Hills Bank. This event was well attended and the food was great thanks to the [Bank](#) and [Village Gourmet](#). Please visit the Chamber website at <http://www.clarendonhillschamber.com> to learn about future events.
5. **Permit Report.** So far in August the Village has issued fifteen (15) permits having a total reported value of \$520,417. The Monthly Permit Report for July is posted at www.clarendonhills.us/cdforms.cfm.

VILLAGE OF CLARENDON HILLS FIRE DEPARTMENT

DATE: August 21, 2015

TO: Kevin Barr
Village Manager

FROM: Brian Leahy
Fire Chief

SUBJECT: Weekly Fire Department Report 2015-23

1. Fire Prevention Bureau Activity during the past week.
 - Eight (8) Fire Prevention Life Safety Inspections were conducted
2. Training Report:
 - Captain Mark Rediehs is updating NIMS compliance for the village.
 - On Wednesday's 8/7, 8/14 and 8/21, on duty personnel will be attending walk through familiarization at the new Adventist Cancer Center at 1 Salt Creek Lane in Hinsdale along with firefighters from Hinsdale and Western Springs.
 - Wednesday evening, twenty one (21) firefighters attended weekly training. The subject was the use, care and operation of small equipment.
3. Emergency Medical Services Report:
 - No report
4. Clarendon Hills/Hinsdale FD sharing of services report:
 - No report
5. Emergency Management Report:
 - The Table Top Disaster Exercise with Western Springs, Hinsdale and Clarendon Hills has been confirmed for October 28th. Invitations will be going out soon.
6. On Thursday, Chief Farmer and I attended the monthly meeting of the SWCD Executive Committee. Before this meeting I presented our withdrawal notice to the director. During the meeting the Director announced that Clarendon Hills has served their withdrawal notice and that Burr Ridge and Willow Brook will be doing the same in the near future. The Director also mentioned that Mayor Bennett (SWCD Chairman) has mailed out twenty five (25) letters to different agencies asking if they would like to become members of SWCD.

7. Incidents of Interest:

- Saturday, August 15th at 12:26 PM. Ambulance 314 and Squad 316 responded for a single vehicle rollover accident on Rt. 83 southbound near the BNSF bridge. Upon arrival paramedics found a severely injured driver in full cardiac arrest. The patient was also pinned in the vehicle. Firefighters quickly removed the patient using the Amkus Jaws. The patient was given advanced life support by Paramedics and EMT's, CPR was also done and the patient was delivered to Good Samaritan Hospital Level I Trauma Center with a pulse. Unfortunately the patient died two (2) days later in the hospital.
- Tuesday, August 18th at 9:59AM, the fire department was called to the Clarendon Hills Historical Society building located at 50 Sheridan Avenue for smoke in the building. Upon entering, firefighters found a smoldering fire in the rear, inside of the building that self-extinguished itself. The fire department ventilated the smoke from the building. Upon further investigation it was determined to be an Arson and a fire investigation was conducted. This case has been turned over to the Police Department for further investigation. Damage to the building and contents is estimated at \$50,000 to \$100,000.
- Tuesday, August 18th starting at 8:08 PM. The fire department responded to reports of wires down at several locations in the village due to heavy winds and rain that was passing through.

8. Mutual Aid Calls:

- None

9. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills six (6) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale five (5) times.
- During the past week, the fire department responded to thirty nine (39) emergency calls.

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



Welcome to the Village of Clarendon Hills, IL, Community Calendar

Today is Friday, August 21, 2015.

August ▼	2015 ▼						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
						1	
2	3 • CANCELLED - Village Board Meeting	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17 • Police Pension Rescheduled Regular Board Meeting • Village Board Meeting	18	19 • Chamber Meeting	20 • ZBA/PC Meeting	21 - Today	22	
23	24	25	26	27	28	29	
30	31						








Calendar Event List		 Add All to My Calendar
Date/Time	Event	
8/3/2015 7:00 PM	(Board & Committee Meetings) CANCELLED -Village Board Meeting Village Hall Board Room, 1 N Prospect Ave. This meeting has been eliminated from the Schedule by the Board - June 15, 2015	 Add to My Calendar
8/17/2015 5:30 PM	(Board & Committee Meetings) Police Pension Rescheduled Regular Board Meeting Rescheduled from July 13th Village Hall Lower Level Conference Room 1 N. Prospect Ave.	 Add to My Calendar
8/17/2015 7:00 PM	(Board & Committee Meetings) Village Board Meeting Village Hall Board Room, 1 N Prospect Ave.	 Add to My Calendar
8/19/2015 9:00 AM	(Local Organizations) Chamber Meeting Village Hall Board Room	 Add to My Calendar
8/20/2015 7:30 PM	(Board & Committee Meetings) ZBA/PC Meeting Village Hall Board Room	 Add to My Calendar



Welcome to the Village of Clarendon Hills, IL, Community Calendar

Today is Friday, August 21, 2015.

September ▼ 2015 ▼						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7 • Village Hall Closed	8 • Clarendon Blackhawk Mosquito Abatement District • Rescheduled Village Board Meeting	9	10	11	12
13	14	15	16 • Chamber Meeting	17 • ZBA/PC Meeting	18	19
20	21 • Village Board Meeting	22	23	24	25	26
27	28	29	30			

Calendar Event List		 Add All to My Calendar
Date/Time	Event	
9/7/2015	(Holidays) Village Hall Closed in observance of Labor Day	 Add to My Calendar
9/8/2015 7:00 PM	(Local Organizations) Clarendon Blackhawk Mosquito Abatement District Village Hall Lower level conference room	 Add to My Calendar
9/8/2015 7:00 PM	(Board & Committee Meetings) Rescheduled Village Board Meeting Rescheduled due to Labor Day Village Hall Board Room, 1 N Prospect Ave.	 Add to My Calendar
9/16/2015 9:00 AM	(Local Organizations) Chamber Meeting Village Hall Board Room	 Add to My Calendar
9/17/2015 7:30 PM	(Board & Committee Meetings) ZBA/PC Meeting Village Hall Board Room	 Add to My Calendar
9/21/2015 7:00 PM	(Board & Committee Meetings) Village Board Meeting Village Hall Board Room, 1 N Prospect Ave.	 Add to My Calendar