



## **VILLAGE OF CLARENDON HILLS MANAGER'S REPORT**

**March 31, 2017**

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**A. Management Reports**

- 1. Manager's Notes - See weekly report**
- 2. Finance Department - See weekly report**
- 3. Public Works Department - No weekly report**
- 4. Community Development Department – No weekly report**
- 5. Police Department - See weekly report**
- 6. Fire Department - See weekly report**

**B. Calendar**

## MEMORANDUM

**To:** Village President Austin and Board Trustees  
**From:** Kevin Barr, Village Manager *ksb*  
**Date:** March 31, 2017  
**Subject:** Weekly Report

- 1. Water Fund Discussion Follow-Up:** Attached is a memo with follow-up information regarding the Water Fund discussion. As stated in the memo, we believe the best course of action would be to discuss any subsequent issues as part of the CY 2018 budget deliberations.
- 2. Meeting re: Downtown Trees:** I met on Wednesday with Mike Millette and Joe Ferrel to discuss several items, including downtown trees. You may have noticed that several trees have been removed in recent years and at least two (2) more are scheduled to be removed this year. For various reason they have not been replaced to date. Joe is preparing a report showing locations and recommendations with how to proceed. We expect to review this with the Board when it is complete.
- 3. Thursday Rain Event:** As you are all aware, the area was hit by as much as 3" of rain on Thursday. This naturally led to street and yard flooding. We did received some reports of basement water, we believe largely because of sanitary sewer back-ups. Public Works crews worked the event on Thursday and are involved in follow-up and clean-up operations on Friday. The pump in the Chestnut alley was not working properly so PW crews used a portable pump to address this problem.

**Have a Nice Weekend!**

## MEMORANDUM

**To:** Village President Austin and Board Trustees  
**From:** Kevin Barr, Village Manager *KSB*  
**Date:** March 30, 2017  
**Subject:** Water Fund Condition Review – Follow-Up

**Issue:** As discussed at the March 20 Board Meeting, staff was asked for additional information regarding the Water Fund.

**Analysis:** This is a follow up to respond to questions raised before and during the meeting regarding the Water Fund, each taken in turn:

How does the \$10/month “Fixed Monthly Charge” work and are the funds raised dedicated to a particular purpose?

The \$10 fee is applied first each month and then the usage charge is added. Larger fees are applied to larger meter charges (for instance, \$15 for a 1 ½ inch meter). Revenue received from these fees are not dedicated, and are instead included in the “Water Sales” line item.

What is included in the “Personnel Costs” column in the provided Water Fund information sheet?

This number is taken from the annual audit. A different (smaller) number is shown in the budget as it is only for the personnel expenses of Public Works employees. The portion of costs for other employees included in the Water Fund are shown in the budget as a transfer. Each year the auditors put these two together to show a total personnel cost.

What is the “Transfers Out” portion of the Water Fund budget made up of?

This is the portion of Water Fund related costs from departments other than Public Works.

What is the actual cost of the “Water Loss” column included in the information sheet?

This is a direct proportion of the “Direct Water Purchase”. For example, the 13.78% loss shown for FY '16 translates to a direct cost \$161,528 (\$1,172,192 x 13.78%).

What makes up the “Water Loss”?

The water loss is made up of anticipated (water used at public buildings, hydrant flushing, fire use, main breaks and water main installation flushing, etc.) and unanticipated (main breaks, joint leakage, etc.) losses. We have determined that all Village buildings/facilities are metered and are read monthly. Anomalies, such as excessive use, would be noted by the water billing clerk even though no bill is generated.

What rates do neighboring municipalities charge?

Information we have received shows that we are high compared to other communities in DuPage County. Analysis is complicated because many communities (like Clarendon Hills) have a “service” or “minimum” charge that is not always included in the stated water rate. For instance, per their Municipal Code, Woodridge charges a \$41.63 bi-monthly fee for a 1” meter and a \$83.18 bi-monthly fee for a 1 1/2“ meter. The Clarendon Hills equivalents are \$20 and \$30 (doubling our current monthly rates). I recommend that the water rates be reviewed in greater detail as part of the budget review process for 2018.

**Action Requested:** No action required. Provided for information/discussion only.



## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** March 31, 2017  
**Subject:** Department Report

**Finance Department Recruitment** The Finance Department has concluded the interview process for the vacant Assistant Finance Director position. On Thursday, an offer was extended to a candidate pending background check and physical/drug testing. Once all the pre-employment testing is completed I will make a formal announcement which will include the candidates experience and background. The anticipated start date for this position is April 24<sup>th</sup>.

VILLAGE OF CLARENDON HILLS  
POLICE DEPARTMENT



DATE: March 31, 2017  
To: Village Manager Kevin Barr  
From: Chief Boyd Farmer  
Subject: Weekly Activity Report

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**Recent events:**

The Police Department congratulates Officer Kyle Michalek, who graduated the Suburban Law Enforcement Academy March 31st. He will now enter the Department's field training program, where he will be trained by a senior officer for 3 months.

**Significant traffic and criminal activity during the period March 25, 2017 through March 31, 2017.**

March 29, 6:36pm, an officer was dispatched to a parking lot along 55<sup>th</sup> Street, where a man was reported slumped over in a vehicle. On Scene, a witness informed the officer that he had followed the vehicle, because he had seen the driver passing out behind the wheel. The witness called police when the vehicle pulled into the parking lot. After the officer conducted his investigation, a 37 year old male from Downers Grove was arrested for DUI.



316 Park Avenue  
Clarendon Hills, Illinois 60514  
630.286.5430

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brian Leahy, Fire Chief  
**Date:** March 31, 2017  
**Subject:** Weekly Department Report 2017-07

1. Fire Prevention Bureau Activity during the past week.
  - Five (5) Fire Prevention/Life Safety Inspections were conducted.
2. Training Report:
  - No report this week.
3. Emergency Medical Services Report:
  - We are now in the process of registering each and every member of the fire department for a medical services provider number. Previously only the fire department needed a provider number, but now each individual needs one. This process takes about 30 minutes to complete for each person. This is now a requirement for Medicare, Medicaid and Public Aid payments.
4. Clarendon Hills/Hinsdale FD sharing of services report:
  - No report.
5. Emergency Management Report:
  - No report this week.
6. This week we continued assist the Du-Comm radio technicians with various tasks related to changing our radio receiver sites and transmitter on the water tower over to a new radio frequency for when Hinsdale and Clarendon Hills move from Fire South to Fire East on April 5<sup>th</sup>. This weekend all of our VHF radios will be programmed with the new radio frequencies. On Tuesday, April 4<sup>th</sup> all of our Starcom radios will be programmed for the changeover on April 5<sup>th</sup> at 10:00 AM.
7. Incidents of Interest:
  - No significant calls of interest.

8. Mutual Aid Calls:

- Wednesday, March 29<sup>th</sup> at 7:54 PM. Squad 86 responded to assist the Western Springs Fire Department for a structure fire at 4927 Woodland Ave. in Western Springs.
- Thursday, March 30<sup>th</sup> at 5:47 PM. Squad 86 responded to assist the Western Springs Fire Department for a structure fire at 4947 Woodland Ave. in Western Springs.

These two (2) fires in Western Springs were two doors from each other and both unoccupied residences. Both are suspicious in nature and are being investigated as Arsons.

9. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills two (2) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale four (4) times.
- During the past week, the fire department responded to eighteen (18) emergency calls.

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



**April 2017**

Su	M	Tu	W	Th	F	Sa
26	27	28	29	30	31	1
2	<b>3</b>	4	5	6	7	8
9	10	<b>11</b>	12	13	14	15
16	<b>17</b>	18	19	<b>20</b>	21	22
23	24	25	26	<b>27</b>	28	29
30	1	2	3	4	5	6

**Village Calendar****Village Board Regular Scheduled Meeting**

April 3, 2017, 7:00 PM - 9:00 PM @ Board Room

[More Details](#)

**Clarendon Blackhawk Mosquito Abatement District Mtg - Cancelled**

April 11, 2017, 7:00 PM - 8:00 PM @ Village Hall Main Building

[More Details](#)

**Village Board Regular Scheduled Meeting**

April 17, 2017, 7:00 PM - 9:00 PM @ Board Room

[More Details](#)

**ZBA/PC Meeting - Cancelled!**

April 20, 2017, 7:30 PM - 8:30 PM @ Board Room

Meeting rescheduled to April 27, 2017 at 7:30pm.

[More Details](#)

**Special ZBA/PC Meeting**

April 27, 2017, 7:30 PM - 8:30 PM @ Board Room

[More Details](#)

**CONNECT  
WITH US**

**May 2017**

Su	M	Tu	W	Th	F	Sa
30	<a href="#">1</a>	2	3	4	5	6
7	8	<a href="#">9</a>	10	<a href="#">11</a>	12	13
14	<a href="#">15</a>	16	17	<a href="#">18</a>	<a href="#">19</a>	20
21	22	23	24	<a href="#">25</a>	26	27
28	<a href="#">29</a>	30	31	1	2	3

**Village Calendar****Village Board Regular Scheduled Meeting**

May 1, 2017, 7:00 PM -9:00 PM @ Board Room

[More Details](#)

**Clarendon Blackhawk Mosquito Abatement District Mtg**

May 9, 2017, 7:00 PM -8:00 PM @ Village Hall Main Building

[More Details](#)

**Chamber of Commerce Farmers Market**

May 11, 2017, 8:00 AM -2:00 PM @ Downtown Clarendon Hills

[More Details](#)

**Village Board Regular Scheduled Meeting**

May 15, 2017, 7:00 PM -9:00 PM @ Board Room

[More Details](#)

**Chamber of Commerce Farmers Market**

May 18, 2017, 8:00 AM -2:00 PM @ Downtown Clarendon Hills

[More Details](#)

**ZBA/PC Meeting**

May 18, 2017, 7:30 PM -8:30 PM @ Board Room

[More Details](#)

**Public Works and Police Department Open House**

May 19, 2017, 2:00 PM -6:00 PM @ Public Works Facility

[More Details](#)

**Chamber of Commerce Farmers Market**

May 25, 2017, 8:00 AM -2:00 PM @ Downtown Clarendon Hills

[More Details](#)

**Village Offices Closed due to Holiday**

May 29, 2017, All Day

[More Details](#)