



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

August 7, 2020

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 - No weekly report**

Calendar (Can be found on front page of Village website www.clarendonhills.us)

August							2020
Su	M	Tu	W	Th	F	Sa	
26	27	28	29	30	31	1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31	1	2	3	4	5	

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Village Calendar

Chamber of Commerce Farmers Market
August 13, 2020, 7:30 AM - 2:00 PM @ Downtown Prospect Avenue

[More Details](#)

Special Village Board Meeting
August 17, 2020, 6:30 PM

[More Details](#)

Cancelled - Village Board Regular Meeting
August 17, 2020, 7:00 PM @ Board Room

[More Details](#)

Chamber of Commerce Meeting
August 19, 2020, 9:00 AM @ Board Room

[More Details](#)

Chamber of Commerce Farmers Market
August 20, 2020, 7:30 AM - 2:00 PM @ Downtown Prospect Avenue

[More Details](#)

Zoning Board of Appeals and Planning Commission Meeting
August 20, 2020, 7:30 PM @ Board Room

[More Details](#)

Chamber of Commerce Farmers Market
August 27, 2020, 7:30 AM - 2:00 PM @ Downtown Prospect Avenue

MEMORANDUM

To: Village President Austin and Board Trustees
From: Kevin Barr, Village Manager
Date: August 7, 2020
Subject: Weekly Report

- **COVID-19 Business Operation Update** - No real changes again this week. We are beginning to look at the implications of "cold weather" operations and following potential State guidelines. Please continue to support our local businesses.
- **Staff Response to Coronavirus Pandemic/Village Operations** - The Village Hall remains closed to the public due to COVID 19 and the construction project, which does not allow for access to the front door. We are still hoping to open to the public, though at this point we still think the earliest would be in about two (2) weeks. We continue to provide all services remotely and business can be carried out at the Police Department as well. Staff is on-site, in any case, every day to provide public support as needed.
- **COVID 19 Health Department Update** - I participated on the weekly call with the Health Department on Monday morning. The general tone continues to be one of concern given that the case count continues to track up, both in the State and the County. The County did report an increased capacity for contact tracing and testing including the goal of mobile testing facilities in problem areas. They are also working closely with Kane County, which is included in the same region (Region 8) of the State.
- **Budget Planning** - Meetings have been scheduled starting next week to discuss capital budget planning for 2021 and beyond. The plan is for this to lead to a Finance Committee meeting on this subject, as we have done in past years. Unfortunately, we expect more uncertainty than in the past due to the COVID-19 crisis.
- **DMMC Managers Committee** - This group met on Thursday to discuss various issues of interest to the region. This, of course, includes the continued response to the COVID-19 crisis. This included issues such as Halloween, local mask ordinances, outdoor dining policies as it gets colder, employee issues and CARES funding through the County. The Committee is also continuing discussion regarding body cams for police officers. The concern is to make sure that, if communities proceed with these, it can be done in coordination with the County.
- **Meeting re State Funding** - On Friday Brendan McLaughlin and I met with Village Engineer Fell to discuss how best to use State funding increases through the MFT program. The increased funding requires different procedures than the standard funding. We are seeking to maximize the benefit the Village receives.
- **ILCMA Seminar** - I participated in a virtual seminar sponsored by ILCMA (city manager's group) on Thursday. The presentation was from a member of the Federal Reserve Board in Chicago regarding current and future economic trends. As you might imagine, the key take away is uncertainty related to the COVID-19 crisis. Estimates ranged from a brisk recovery to a significantly longer period, with a formal recovery put off until 2022. Municipal revenues are forecasted to continue to take a hit. Also stressed was the unknown impact on the commercial real estate markets based on economic downturn and changing work patterns.

- **File Server Transfer** - The Village started migrating our user drives to onedrives this week. This will be happening on a one on one basis as to allow for a hands-on experience for the user and the prevent the need for migration software. We expect this process to be much more time intensive however, slightly delaying our decommissioning of the existing file server.
- **Online Regulatory and State training** - The Village started the process of implementing online regulatory and state training. As the training requirements continue to increase from the state, staff determined it would be prudent to roll out Target Solutions which is an online based compliance training program currently used by the fire department. COVID-19 has further complicated our ability to meet state and insurance pool mandated training, this new system will allow us to manage these training requirements. The costs will be absorbed in existing training budgets at only \$24 per user per year.
- **Compensation Study** - Assistant to the Village Manager Creer drafted the initial findings for the bi-annual compensation study. These findings will be present to myself and Finance Director Potempa next week, with the plan to bring to the Village Board and/or Finance Committee as part of the budget process
- **IL- CATT** - Assistant to the Village Manager Creer reviewed with the Illinois Capability and THIRA Tool that was due to DuPage County last month with the operating departments. This 104 page tool, is used to identify capacity gaps and possible improvements to our emergency management operations. A special thanks to Deputy Chief Krupp for drafting this important document.

Enjoy the weekend and stay safe!



MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: August 7, 2020
Subject: Department Report

1. On Monday of this week the Village received two donations from the Clarendon Hills Lions Club. The Lions Club generously donated \$1,000 to the Clarendon Hills Richmond Education Gardens & Apiary and \$1,000 toward the Clarendon Hills annual reforestation. I would like to extend a "Thank You" to the Lions Club on behalf of the Village.
2. Vehicle Stickers can be purchased in person at the Clarendon Hills Police Department. Stickers were **due July 1st**. Sales are also taking place online or by mail. Online purchases can be made by visiting the Village Website and clicking "Online Bill Pay" www.clarendonhills.us/388/Online-Bill-Pay. Prices are as follows:
 - Passenger Car- \$40
 - Motorcycle- \$30
 - Seniors (62+) are eligible for a 50% discount (with the limit of 2 vehicles)

In previous years to purchase a sticker at the "Senior Rate" Seniors were required to come in and show proof of age. While the "Stay at Home" order is in effect, Seniors will be able to purchase their Stickers at the "Senior Rate" online or by mail without having to physically come in and show proof.

Village of Clarendon Hills residents have the option to purchase a special vehicle sticker showing their support for Dancin' in the Street Summer Concert Series. By donating a minimum \$10.00 (plus regular sticker price). The Concert Series has been cancelled due to COVID-19; donations will be repurposed for an even better concert next year.

Residents are required to purchase a village sticker for each vehicle they will have housed in Clarendon Hills. The annual license period begins July 1st of each year and ends on June 30th of the next year.

3. Pet License Tags went on sale on June 1st and can be purchased for \$15.00 at the Police Department. Proof of rabies inoculation is required.
4. Just a friendly reminder to residents of the various ways to pay their water bill while practicing safe social distancing:

(Note: The Mail slot at Village Hall has been moved to a temporary Mailbox located along Prospect Avenue, this is temporary during the Front Porch replacement project.)

- **Online Payments**

- www.clarendonhills.us/388/Online-Bill-Pay
 1. Pay by Credit/Debit Card (*All major credit cards accept with no addition fees*)
 2. Sign up for Auto Debit (ACH – auto draft a checking or savings account)

- **Pay In Person/Drive Up Drop box**

- The Village Hall is temporarily closed due to the Covid19 social distancing recommendation from the Governor's office. There is a temporary Mailbox set up along Prospect Ave. This will be checked daily M-F for water bill payments.
- Clarendon Hills Bank has Drive-up Drop box is in the outside drive-up lane

- **Pay by Mail**

Use the enclosed remittance envelope that came along with the bill addressed to:

Village of Clarendon Hills
PO Box 5671
Carol Stream, IL 60197-5671



MEMORANDUM

To: Kevin Barr, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: August 7, 2020
Subject: Weekly Report

1. The conduits from the controller to the pumps were completed this week. ComEd energized the meter on Wednesday. Once the concrete pad for the controller is poured, pump installation and controller installation will be the final items to complete before the pump station is operational. It is anticipated that will occur within the next two weeks.
2. Crosswalk painting started this week.
3. Crews placed additional stone at Chestnut alley so that repairs could be completed to an adjacent parcels parking lot heating system.
4. Commercial water meters were read. Water samples taken. A variety of inspections performed.
5. Concrete and debris were hauled from the holding piles at Public Works.
6. Bid documents were completed for cleaning and televising storm sewer segments.
7. An old watermain valve was removed from service at Ruby and Walker.
8. Crews worked on a variety of tasks including meter reading, new construction inspections, utility locates, ditch repairs, street signs, tree maintenance, watering flower beds and grass seed, and lawn mowing.

MEMORANDUM

TO: Kevin Barr, Village Manager
FROM: Dan Ungerleider, Community Development Director
DATE: August 7, 2020
RE: Department Report

1. **Building Permits.** So far in August the Village has issued eight (8) permits, including one (1) new home, having a total reported construction value of \$1,361,495. The July Monthly Permit Report is posted at www.clarendonhills.us/bp.

2. **Downtown Revitalization Project**

- a. **Streetscape.** Reconstruction of the Village Hall front porch and stairs was completed this week. The results are very much improved from the contractor's (Arco) last attempt. Architectural column sleeves and railings are on order. This afternoon the project contractor (A Lamp) began to replace the center stairs in front of Village Hall. These stairs were also rejected due to quality control issues. The remaining concrete flat work should be installed before the end of August and landscaped before the end of September.



Village Hall Porch

Last Friday the construction contract for Phase II of the Streetscape Improvements, including construction of the outbound shelter, was awarded by IDOT to John Burns Construction. This is good news for several reasons: 1) John Burns is the contractor building the inbound shelters, and 2) their winning bid was several \$100k's lower than our engineer's estimate for the project. Phase II will begin in fall 2020 and be completed by spring 2021.

- b. **Train Station.** This week John Burns Construction installed the foundation and lower shelter walls. They also installed most of the light fixture foundations for new platform lighting along the north and south sides of the BNSF railroad tracks. John Burns completed framing and poured the mechanical room exterior concrete walls this afternoon.

This morning the project architect, structural engineer, project manager and I visited the steel fabrication shop in Frankfort IL to witness and inspect the construction of the steel modules that will make up the shelter roofing systems. Delivery of the steel structure will begin before the end of August.



8/7/2020 Steel Fabricator Visit



Structure laid upside-down

- c. **Gates.** Installation of a new mechanical shed is expected to begin next week.