



**Village Manager's Report  
Week ending Jan. 3, 2014**

**Meetings scheduled for the next week:**

- January 6:
  - Village Board Executive Session, 6:30 p.m., room 130
  - Village Board Regular Meeting, 7:30 p.m., room 201
  
- January 7:
  - Citizen Involvement Commission, 7 p.m., room 101
  - Environmental & Energy Commission, 7 p.m., room 130
  
- January 8:
  - Farmers Market Commission, 7 p.m., room 101
  - Public Art Advisory Commission, 7 p.m., room 102
  
- January 9:
  - Civic Information Systems Commission, 7 p.m., room 215
  - Historic Preservation Commission, 7:30 p.m., room 201

**Warming centers open** – With some of the coldest weather in nearly two decades predicted for early next week, please let anyone in need know that warming centers are open at our two hospitals. West Suburban Medical Center, Erie Street at Austin Boulevard, is open from 5:30 a.m. – 8 p.m., and Rush Oak Park Hospital, 500 S. Maple Ave., is open from 8:30 a.m. – 5 p.m. Hours may be extended if weather conditions warrant. Other public places, such as Village Hall and the library also can provide relief from the cold during business hours. The Police Department will provide transportation if needed.

**Snow update** – The Public Works Department welcomed in the New Year by responding to a major winter snow storm. Beginning early New Year's Eve and lasting into Friday, Public Works crews worked around the clock salting and plowing Village streets. By the time the snow stopped Thursday, more than 12 inches had fallen in Oak Park, as measured at the Public Works Center. As many as a dozen pieces of snow-fighting equipment were out at any one time clearing the snow that first came from the northwest and later from the east as the winds shifted and produced lake-effect snow. In addition to the efforts on the streets, several supervisors and fleet mechanics also worked around the clock managing operations and keeping the equipment in good repair. Crews moved to alleys Thursday night and into Friday morning. Efforts today will include clearing streets curb to curb and responding to requests and issues that may arise. This storm is the 13th snow event of what has turned out to be an early winter season. Last winter, crews only had to contend with three snow events leading up to the New Year.

**Holiday tree pickups begin Monday** – The Village’s recycling and refuse hauler will pick up holiday trees on regular collection days over the next two weeks, beginning Monday. Residents are required to place their trees in the regular collection area next to the refuse cart. Only residents with no alley should put trees at the curb. Since the trees are mulched, all tinsel, decorations and stands should be removed, and trees should not be in plastic disposal bags. Wreaths and garlands are held together with wire and are not recyclable, so should be placed in the refuse cart.

**Carroll Park community meeting** – A community meeting to review the Carroll Park master plan is scheduled for 7 p.m., Tues. Jan. 7 at Carroll Center, 1125 S. Kenilworth Ave. Residents are invited to provide input regarding future park improvements. Visit [www.pdop.org](http://www.pdop.org) for more details.

**November Building update** – Permit applications were a third lower in November than October. The year-to-date total, however, was about 11 percent higher than for the same period last year. Online permits accounted for 8.35 percent of the total number of permits issued so far this year and 6 percent of permit revenue. Plan review applications declined about 29 percent in November as compared to October, which is typical as cold weather sets in. At the end of November, 31 plan review applications were in the queue, with 16 cases overdue an average of four days. The onset of cold weather also led to a 23-percent decline in request for construction inspections in November as compared to October. November highlights included issuing final certificates of occupancy for the second floor office renovations at 100 S. Oak Park Ave., the Dialysis Clinic at 733 Madison St., Interfaith Housing project at 422 S. Grove Ave., Rehm Pool bath house renovations and the Holley Court Parking Garage structural repairs. In addition, a plan review application was received for the BACCI Pizza takeout restaurant to be located at 421 N. Harlem Ave. The full report is posted online – [just click here to review](#).

**2013 Supervisory Training** – During 2013 all department directors and employees with supervisory responsibilities attended a series of three, half-day workshops facilitated by professional trainers focused on developing management skills. The workshops were held at the Public Works Center. Sessions topics were *Coaching and Counseling for Improved Performance*, *Effective Performance Evaluation Conversations* and *Leadership Development*. The first training session helped supervisors to know when to coach versus when to counsel and provided training on the fundamentals of each approach. Effective performance conversations, evaluation tools, the EQ (emotional quotient) side of leadership, communicating the mission and how to use SMART goals were the focus of sessions two and three. Surveys completed by attendees consistently ranked the training as engaging and informative.

**New Employees to Public Works** – This week, Darrell King joined the Village as the new Superintendent of the Water & Sewer Division of the Public Works Department. Darrell has 15 years of experience with the City of North Chicago’s Water & Sewer Division, the last five as the superintendent. He has a Bachelor of Science degree from Grambling State University and a Master of Science degree from the Rosalind Franklin University of Medicine and Science. Also this week, Byron Kutz joined the Engineering Division of Public Works as a Civil Engineer II. Byron has more than seven years’ experience in the engineering field with significant design and field work. He has a Bachelor of Science degree in civil engineering from Valparaiso

University, is a state-registered professional engineer and is a certified U.S. Green Buildings Council LEED AP. We are very excited to have these two gentlemen join our team.

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