



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

April 30, 2021

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 – See weekly report
6. Fire Department – No weekly report

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

Su	M	Tu	W	Th	F	Sa
25	26	27	28	29	30	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

Village Calendar

Police Pension Fund Board of Trustees Meeting
May 3, 2021, 5:30 PM @ video conference
[More Details](#)

Special Village Board Meeting
May 3, 2021, 6:30 PM @ Board Room
[More Details](#)

Village Board Regular Meeting -Canceled
May 3, 2021, 7:00 PM - 9:00 PM @ Board Room
[More Details](#)

Clarendon Blackhawk Mosquito Abatement District Meeting
May 11, 2021, 7:00 PM @ Board Room
[More Details](#)

Village Board Regular Meeting
May 17, 2021, 7:00 PM @ Board Room
[More Details](#)

Chamber of Commerce Meeting
May 19, 2021, 9:00 AM @ Board Room
[More Details](#)

Zoning Board of Appeals and Planning Commission Meeting
May 20, 2021, 7:30 PM @ Board Room
[More Details](#)

Memorial Day - Offices Closed
May 31, 2021, All Day
[More Details](#)

MEMORANDUM

To: Village President Austin and Board Trustees
From: Kevin Barr, Village Manager
Date: April 30, 2021
Subject: Weekly Report

- **COVID-19 Business Operation Update** – Businesses continue to operate as reported before. Staff is evaluating a request from Walker's Restaurant to close off parking spaces in front of their building over the summer. We expect to find a way to make this work.
- **Staff Response to COVID-19 Pandemic/Village Operations** – Staff operations are continuing to operate well. No changes from recent reports.
- **COVID-19 Health Department Update** – I attended the weekly review meeting on Monday. Numbers of new cases are stabilizing or starting to go down. Hospitalizations, also appear to have stabilized, though at a higher number than a few weeks ago. As of April 26, 32.81% of DuPage residents were fully vaccinated, compared to 28.48% the week before. More than 430,000 have received a "first dose" of the vaccine, about 33,000 in the last week. This suggests that something close to that number will be fully vaccinated in about one month. About 87.5% of persons 65+ in DuPage County have received at least the first dose, which is about 1.5% higher than last week. On Friday, the DuPage County Health Department announced that the goal is 80% vaccinated population in DuPage by July 1st. For the first week ever, the Health Department was able to fully meet vaccine demand from distribution partners.
- **Road Project Budgeting** – Staff met on Wednesday in an attempt to link our 10-year budget to the road way needs identified by the road study. We currently plan to present a revised concept to the Board this summer, perhaps as part of the strategic planning effort.
- **HR digitization** – Staff met with the Village's payroll vendor to start rolling out digital versions of our human resources processes. Implementation is expected over the next month or so and includes new hire paperwork, hiring, and performance reviews.

Enjoy the weekend and stay safe.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: April 30, 2021
Subject: Department Report

1. On Thursday, Finance Staff along with Assistant Village Manager Creer and Lori Craft from the Library attended a kick-off meeting for the new onboarding, recruitment, performance/compensation management module enhancement to our current payroll system. This is the beginning step in our effort to digitize and enhance many human resource functions within the Village. More details will follow during the implementation process that is set to begin in the last week of May.
2. Vehicle Stickers will be available for purchase on May 1st. Residents should have received a vehicle sticker application with purchase instructions in the mail on or near April 29th. Residents can make online purchases at www.clarendonhills.us/stickers, or the link can be accessed by visiting the Village Website and clicking "Online Bill Pay" or "How do I," and a link to the site will be available.

Prices are as follows:

Passenger Car- \$40

Motorcycle- \$30

Seniors (62+) are eligible for a 50% discount.

Village of Clarendon Hills residents will have the option to purchase a special vehicle sticker showing their support for Dancin' in the Street Summer Concert Series by donating a minimum of \$10.00 (plus regular sticker price).

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 following year.

3. Village Hall is Open M-F from 9:00 AM to 5:00 PM (closed from noon to 1:00 PM for lunch). **Masks are required** of anyone entering the building.
4. Just a friendly reminder to residents of the various ways to pay their water bill while practicing safe social distancing:
 - **Online Payments (Quickest, easiest...NO CREDIT CARD FEES!!!)**
 - www.clarendonhills.us/greenpay
 1. Pay by Credit/Debit Card (*All major credit cards accepted with no additional fees*)
 2. Sign up for Auto Debit (ACH – auto-draft a checking or savings account)

- **Pay-In Person/Drive-Up Dropbox**

Village Hall is Open M-F from 9:00 AM to 5:00 PM (closed from noon to 1:00 PM for lunch). Masks are required of anyone entering the building. Clarendon Hills Bank has a Drive-up Dropbox 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



Signup for “GreenPay” today and receive your Water bill by Email.

www.clarendonhills.us/greenpay



Public Works Weekly Report for April 30, 2021

ARBOR DAY 2021

Crews planted a new tree in honor of Arbor Day!



A second layer of seating was added at Richmond Gardens. The poly-wood bench planks are on order.



Crews also performed:

JULIE Locates – Lots of Spring Projects!

Water Meter Appointments

Water Samples

Parkway Inspections

Garbage pickup in the Downtown

RPZ TESTS AUDITED

Staff completed a review of our RPZ Test Records and prepared letters for those property owners that do not have a recent RPZ test on file. RPZ tests are mandated through the Illinois EPA and the Village is required to enforce these requirements as part our water utility license.

Tests can be submitted:

Via email at rpz@clarendonhills.us

Via fax at 630.286.4769

Watering occurred on the Downtown beds, plus restored areas from main breaks, tree stumps and road ruts.



The Director attended a coordination meeting with other Public Works Directors in DuPage County.

A training session was held with the Chicago Metropolitan Agency for Planning (CMAP) on Pavement Management Plans.

A pre-construction meeting was held with T-Mobile's contractor who will be removing their antennas from the Burlington Water Tower.

MEMORANDUM

TO: Kevin Barr, Village Manager
FROM: Dan Ungerleider, Community Development Director
DATE: April 30, 2021
RE: Department Report

My report is short since I was out of the office for most of the week.

1. **Building Permits.** So far in April, the Village issued thirty (30) permits, having a total reported construction value of \$875,621. The monthly report for April will be posted later next week at www.clarendonhills.us/bp.
2. **Downtown Revitalization Project** [\[link\]](#)
 - a. **Train Station – Inbound Shelters.** Painting and light fixture installation continued this week. Painting, landscaping and concrete power-washing are scheduled for next week. Due to supply chain shortages, we continue to have difficulty finding fencing. Fencing may be delayed as a result.
 - b. **Train Station – Outbound Shelter.** Formwork and utilizes were installed in preparation for next week's concrete installation. Please be aware of your surrounding if you are walking or driving around the construction site. For your safety, please use the sidewalks on the north side of Burlington Ave and west side of S Prospect Ave. Thank you.
 - c. **Streetscape.** Punch list items will be completed later this Spring.
 - d. **Gates.** Exit gates are expected to be installed in late 2021 or early 2022.
 - e. **Burlington Plaza/Alley.** On April 5, 2021, the Village Board approved and directed staff to develop construction plans for Burlington Plaza at Burlington Avenue and Prospect Avenue's southwest corner. Staff continues to work with the architectural and engineering design consultants to prepare the bid documents for the project. Construction of the Plaza and reconstruction of the alley is planned for summer 2021.
3. **Out of Office.** Next week I will be out of the office on vacation with my family. If needed, please reach out to Valerie Smith for assistance. Thank you.

VILLAGE OF CLARENDON HILLS
POLICE DEPARTMENT



DATE: April 29, 2021
To: Village Manager Kevin Barr
From: Chief P. Dalen
Subject: Weekly Activity Report

Recent Training and Meetings

- I attended the Illinois Chiefs Association meeting
- Officers continue to complete Court Smart online training.
- Officer Michalek interviewed for the MERIT SWAT team.

Recent events:

April 23, 8:34am, officers responded to the 200blk of Columbine for a theft report. A backpack containing schoolbooks and a computer was stolen from the victim's front yard. Pending.

April 25, 3:34am, officers responded to a residence on Bonnie Lane for a domestic dispute. The parties involved agreed to separate for the time being.

April 25, 1:00pm, officers responded to the 200 block of Middaugh for a death investigation. It was determined that the victim passed away due to natural causes.

April 25, 11:29pm, officers responded to an apartment at 284 Woodstock for a bail bond violation. The offender was taken into custody and transported to the DuPage County Jail.

April 25, 7:32pm, officers spoke with a resident at the station regarding a battery complaint. The alleged offender in this case is a juvenile. Pending.

April 26, 8:41pm, officers spoke with a resident regarding electronic communication harassment. Pending.