



# Weekly REPORTS

October 20, 2023

Manager's Report

[Report 1.](#)

Finance Dept. Report

[Report 2.](#)

Public Works Dept. Report

[None](#)

Community Dev. Dept. Report

[Report 3.](#)

Police Dept. Report

[Report 4.](#)

Fire Dept. Report

[Report 5.](#)



## VILLAGE CALENDAR

See [www.clarendonhills.us](http://www.clarendonhills.us)

**Sat Oct. 28**

**Chamber of Commerce  
Halloween Walk**

**Tue Oct. 31**

**Trick or Treating**

## MEMORANDUM

**To:** Village President Tech and Board of Trustees  
**From:** Zachery Creer, Village Manager  
**Date:** October 20, 2023  
**Subject:** Weekly Report

- **Next Board Meeting** – The Next Board Meeting is Monday, November 13<sup>th</sup> at 6:30 PM.
- **Budget Released**: CY 2024 Budget Draft has been released: <https://www.clarendonhills.us/Budget>  
Thank you to the Finance Staff as well as every department that spends a lot of time putting together this 145-page document every year. The first discussion of the budget is on Monday.
- **Employment Opportunity** – The Village now has a vacancy for a Police Assistant. For more information and to apply, please visit the website. <https://www.clarendonhills.us/employment>
- **Yard Waste Stickers** – Reminder that LRS customers will NOT require a sticker for the months of October and November.
- **DU-COMM**- I attended the quarterly Du-Comm meeting. Topics included the allocation of ETSB money directly to Du-Comm which should help pay for expenses such as dispatcher personnel costs.
- **Fiscal Assistant Interviews** – Fiscal Assistant interviews finished this week. Staff is hoping to extend an offer to the preferred candidate and have a new employee start before the Thanksgiving holiday.
- **Paid Leave For All Act Webinar** – AVM Johnson and Assistant Finance Director Krzemkowski attended a webinar hosted by the Department of Labor about the Paid Leave for All Act which goes into effect on January 1, 2024.
- **Halloween Walk** –The Chamber event is scheduled for October 28<sup>th</sup>, 3:30 PM - 7 PM. Please note that the hours have changed this year.
- **Trick or Treating** – Village-wide trick or treating is October 31<sup>st</sup> from 3 PM to 7 PM.



1 N. Prospect Avenue  
Clarendon Hills, Illinois 60514  
630.286.5415

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** October 20, 2023  
**Subject:** Department Report

1. Finance has continued to progress in filling the Part-Time Accounts Payable Position. Interviews for the open part-time accounts payable position have been ongoing this week. We are pleased to report that we have a pool of highly qualified candidates. The Finance Department aims to extend a job offer no later than next week.
2. We would like to kindly remind our residents that delinquent water bill payments must be paid in full no later than 5 pm on October 25th to avoid incurring additional late fees. Your prompt attention to this matter is greatly appreciated.

## MEMORANDUM

TO: Zach Creer, Village Manager  
 FROM: Ed Cage, AICP, Community Development Director  
 DATE: October 20, 2023  
 RE: Community Development Department Report

1. **5506 Virginia:** Staff picked up the keys and provided them to Public Works for 5506 Virginia, which the Village now owns.
2. **Chamber Meeting:** Staff attended the Chamber of Commerce meeting and provided Village updates on a number of development-based projects.
3. **Former Tracy's Tavern:** The demolition permit is ready to be issued. Any delays on the demolition side will be due to the contractor's scheduling.
4. **Mycroft Phase II:** The demolition fence has gone up around the old vacant building. Demolition will occur soon with the new Phase II building construction to follow.
5. **Sparrow Coffee:** Great news, the "For Lease" sign has been replaced by the Sparrow Coffee sign at 100 Park.
6. **Code Enforcement:** The following code enforcement activities occurred this week:
  - September fire inspections completed and working on October inspections.
  - Staff met with Avenue Church about their Prayers Hall occupancy limit. Upon their request Staff made a certificate reflecting the occupancy limit as they are starting to rent it out. Staff also discussed the fire violations that they are working on at Avenue Church.
  - Staff met with the GC for MyCrost phase two this week.
  - Staff met with Kelly Green this week about various Adjudication items we will be working on.
  - 205 S. Holmes is due next Tuesday for sprinkler rough inspection.
  - The builder from Sheridan/Holmes new home came to us about changing the addresses so that process has started.
  - Staff met with Park District about the Smart Seniors program and passed along information to the Police Department since this is a joint program.
  - Staff met with Association President at Burlington Ct. about the Knox Boxes.



VILLAGE OF CLARENDON HILLS  
POLICE DEPARTMENT



DATE: October 20, 2023  
To: Village Manager Creer  
From: Chief P. Dalen  
Subject: Weekly Activity Report

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On October 31<sup>st</sup>, trick-or-treating hours are 3 pm-7 pm.

**Recent Training, Meetings and Events**

- This month's Police Law online training pertains to the Pretrial Fairness Act.
- This month's CourtSmart covers Miranda warnings and arrestee rights.

**Recent incidents:**

On October 15, 2:33pm, officers stopped a subject for speeding 73mph down 55<sup>th</sup> St. The driver was cited for the excess speed, a Class A misdemeanor.

On October 15, 6:03pm, officers located a missing 89-year-old who got lost and walked to Clarendon Hills from Lisle.

On October 15, 7:50pm, officers responded to an apartment at Park Willow for a suicidal subject. The subject was transported for observation.

On October 16, 1:00pm, officers served a Chicago resident with an outstanding Clarendon Hills arrest warrant for identity theft. The subject is accused of using another's identity to purchase a vehicle at our local dealership.

On October 16, 4:57pm, officers spoke with a resident regarding a bike theft. The complainant's son parked his bike at a bike rack and left it unlocked. The grey Trek Marlin 4 was stolen between the hours of 8am and 3pm.

On October 16, 5:00pm, officers spoke with a Door Dash driver regarding harassing texts from a customer in town. Apparently, the driver did not adhere to the delivery instructions and was met with a barrage of insulting texts from the customer. In return, the driver texted the customer about not tipping. Officers spoke with both parties and gave advice.

On October 16, 6:08pm, officers responded to the 100 block of Chicago for a burglary to motor vehicle report. The victim advised that unknown criminals entered their unlocked vehicle and rummaged through it. While in the car, the criminals used the garage door opener to open the garage. It is unknown if the garage was entered.

On October 17, 1:32pm, officers responded to the 100 block of Ogden for a domestic. Subjects agreed to separate for the time being.

On October 18, 12:03pm, officers responded to the 100 block of Chicago for a burglary from motor vehicle. Subjects broke into the victim's car and stole sunglasses. Pending.

On October 18, 2:30pm, officers responded to an apartment at 285 N. Richmond for a criminal damage report. The ex-boyfriend of the victim's girlfriend broke into the victim's apartment in an attempt to find his ex-girlfriend. Pending.

On October 19, 9:30pm, officers responded to Jewel Foods for a retail theft report. According to management, a black male, wearing a hoodie, loaded a cart with bottles of liquor and pushed it out of the store. As management ran out into the parking lot to stop the offender, the getaway car attempted to hit him. Ultimately, the offenders were able to load some of the bottles into gray sedan and flee. Pending.



316 Park Avenue  
Clarendon Hills, Illinois 60514  
630.286.5430

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Brian Leahy, Fire Chief  
**Date:** October 20, 2023  
**Subject:** Weekly Department Report 2023-29

1. Fire Prevention Bureau Activity.
  - Lt. Godek has been very busy with Fire Prevention/Life Safety Inspections and many other issues related to fire alarms, development projects, etc.
  - Lt. Godek and I are working on updating the fire prevention code for the village. This will take a few months to complete.
2. Training Report:
  - Wednesday evening, sixteen (16) firefighters participated in weekly fire suppression training. Pumping drills were conducted.
  - Today, on-duty firefighters attended Rapid Intervention Team training at a structure in the far N/W part of Hinsdale along with firefighters from Hinsdale, Western Springs, and Oak Brook.
3. COVID-19 Report:
  - Ambulances and Hospitals are seeing an uptick of COVID patients in the past week. We are keeping a close watch on these increases.
4. Emergency Medical Services Report:
  - No report.
5. Emergency Management Report:
  - No report.
6. Du-Comm Report:
  - No report.
7. The fire department attended two (2) block parties during the past week.
8. Vehicle Maintenance:
  - Utility 87 2012 Ford Expedition (used mostly for fire prevention and code enforcement) was taken out of service for servicing and repairs to an electrical problem. At this time the mechanics are still having trouble with the electrical problem. We hope to have the vehicle repaired soon.

9. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills two (2) times.
- The Westmont Fire Department responded Automatic Aid to Clarendon Hills one (1) time.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale four (4) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Westmont one (1) time.
- Medic 86 responded to one (1) EMS call in Burr Ridge for the Tri-State Fire Department.
- The Fire Department responded to nineteen (19) emergency calls during the past week.

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

