



Weekly

REPORTS

January 26, 2024

Manager's Report

Report 1.

Finance Dept. Report

Report 2.

Public Works Dept. Report

Report 3.

Community Dev. Dept. Report

Report 4.

Police Dept. Report

Report 5.

Fire Dept. Report

Report 6.



VILLAGE *of* CLARENDON HILLS

VILLAGE CALENDAR

See www.clarendonhills.us

Thu Feb. 1

Zoning Board of
Appeals and Planning
Commission Meeting



MEMORANDUM

To: Village President Tech and Board of Trustees
From: Zachery Creer, Village Manager
Date: January 26, 2024
Subject: Weekly Report

- **New Village Hall Hours 2024-** Village Hall has new hours. New hours are 9:00 AM - 4:30 PM.
- **Next Board Meeting** – The next Board Meeting is to be held on Tuesday, February 20th at 6:30 PM at the Village Hall.
- **Downtown Metra Parking-** Metra Parking (South Lot) is now open after Noon for central business district customers. We will be advertising this where we can. Although parking needs tend to peak in the evening, the business community requested more parking around lunch as well. This will hopefully open up more spots for businesses.
- **DuComm Board Meeting-** I attended the DuComm Board meeting this week. DuComm is moving forward with consolidation with the DuPage Sheriff's dispatch center, leaving DuPage County with just two centers. This consolidation is the culmination of at least a decade of work to lower dispatching costs and share services across the county.
- **DMMC Mentor-** On Friday, I attended a meeting through the DMMC mentorship program for new member managers.
- **Front Doors Village Hall Under Construction -** Starting Tuesday, January 23, 2024, the front doors of Village Hall will be closed. New doors with electronic ADA push plates will be installed. The project is expected to last 2 weeks. Village Hall can be accessed from the staff entrance located behind Village Hall during construction. The payment drop box will also be just outside the back door.
- **Centennial Celebration** – A big thank you to the Centennial Steering Committee for arranging for the Clarendon Hills Middle School Jazz Band to attend and perform at the Centennial Village Board Meeting,

held on the very day 100 years ago the Village was incorporated, January 22. Thank you also to Village staff for arranging for a centennial t-shirts, a proclamation and a cake for the celebration! Check out the trailer for the centennial documentary coming later this year. <https://vimeo.com/905273230?share=copy>



MEMORANDUM

To: Zachery Creer, Village Manager
From: Maureen B. Potempa, Finance Director
Date: January 26, 2024
Subject: Department Report

This week delinquent letters were sent out for overdue water bill payments. Water bill payments must be paid in full no later than 4:30 pm on February 26th to avoid incurring additional late fees.

If you haven't already, please sign up for the new utility billing website to access your bill as soon as it is generated. See below for details.

What's Happening?

- The Village has a new and improved utilities website, www.ClarendonHillsUtilities.com.

Register with Clarendon Hills Utilities to:

- View your bills and usage history.
- Pay your utility bill online using either a check or a credit card (accepting MasterCard, Visa, Discover, and American Express).
- Sign up for AutoPay, enabling payments to be automatically deducted from your checking or savings account (ACH Payments), or set up recurring credit card charges for your bi-monthly water bill.
- Opt for e-Billing notifications instead of receiving a paper bill.
- Manage multiple accounts if you own more than one property within the Village.

How to Enroll:

- Follow these simple steps:
 - Visit <https://clarendonhillsutilities.com>.
 - Click "Request New Account."
 - Follow the on-screen instructions to create your Clarendon Hills Utilities account.

Support and Assistance:

- Have questions or need help with the enrollment process? Our dedicated Utilities support team is here for you.
- Contact us at 630-286-5416 or waterbilling@clarendonhills.us.

MEMORANDUM

TO: Zach Creer, Village Manager
FROM: Ed Cage, AICP, Community Development Director
DATE: January 26, 2024
RE: Community Development Department Report

1. **Economic Development Commission:** The EDC held a regular meeting on January 25th to discuss various economic development related projects and the overall development strategy policy.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
 - 2 Signs removed on 55th Street.
 - One North side home near the demolition stage.
 - Staff started reviewing alley projects and identifying items to correct in the spring.
 - 30 block of Gilbert: final inspection of sprinkler inspection was approved.
 - Staff are monitoring potential flooding issues with the warmer temperatures. This is a result of the snow melting and the ground is limited to how much water it can take in due to the frozen ground. It is likely that we will have more surface water and issues as temperatures increase.
3. **Development Outlook:** Staff was interviewed this week by Mike McCurry and provided an overall development outlook for the Village.
4. **Mycroft Row Tour:** Staff toured the existing Phase I Mycroft Row building this week.
5. **104 Walker:** Staff has an in-person meeting next week with the developer for 104 Walker to discuss their project and next steps.

VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: January 26, 2024
To: Village Manager Creer
From: Chief P. Dalen
Subject: Weekly Activity Report

Recent Training, Meetings and Events

- This month's Police Law online training pertains to new Illinois Laws.
- This month's CourtSmart covers civil rights and constitutional use of law enforcement.
- Detective Michalek attended a tactics instructor training class.
- Sergeant Finrock attended a school safety symposium.
- I attended a subcommittee meeting at DUCOMM.

Recent incidents:

January 20, 8:23am, officers responded to an apartment at 285 N. Richmond for a dispute. A taxi driver complained that a customer was attempting to skip out on the fare. Officers helped the parties come to an agreement.

January 20, 12:31pm, officers responded to the 500 block of Burlington for a violation of bail bond complaint. After a brief investigation, officers could not substantiate the claim. Advice given.

January 20, 4:32pm, officers responded to the 500 block of Willow Creek Ct. for a dispute. A parent starting yelling and swearing at several kids who were playing too rough on the snow mounds. Advice given.

January 21, 9:42am, officers responded to the 200 block of Coe for a criminal damage to property report. The owner of the property (under construction) discovered the main water valve was turned on, causing water damage to part of the structure. Pending.

January 22, 9:10am officers responded to the 10 block of Walker for a verbal domestic. Officers gave advice.

January 22, 3:44pm, officers responded to an apartment at 423 Burlington for a domestic battery complaint. The offender was charged with two counts of domestic battery and transported to DuPage County Jail.

January 23, 6:20am, officers responded to the Clarendon Arms Apartments for a burglary to motor vehicle. Unknown offenders broke the victim's car window and stole his wallet. The victim's credit cards were used two hours prior in Gary, Indiana. Pending.

January 24, 12:48pm, officers responded to the 100 block of Naperville for a residential burglary. The offender made forced entry through a window at the rear of the home. Officers gathered evidence at the scene and canvased the neighborhood for additional information. Pending.

MEMORANDUM

To: Zachery Creer, Village Manager
From: Dave Godek, Acting Fire Chief
Date: January 26, 2024
Subject: Weekly Department Report 2024-04

1. Fire Prevention Bureau Activity.
 - Four January inspections completed.
 - We are working with a couple locations from burst pipes due to extreme temperatures.
 - Working to correct several alarm systems and sprinkler systems that were damaged from the extreme weather.
 - Pre-plan tours conducted with daytime tour groups at several properties.
2. Training Report:
 - Members attended Legal Aspects with a Labor Lawyer to assist employees how to function with our policies and procedures and how they affect them during their day-to-day duties. This program will repeat on February 7th in case certain people could not attend and this was recorded for future uses.
 - Explorer program continues to train and perform observation time.
3. COVID-19 Report:
 - COVID numbers have fluctuated over the last couple of weeks along with Flu and RSV.
4. Emergency Medical Services Report:
 - Loyola EMSS adjusted the SOP's regarding the Excited Delirium SOP and the use of Ketamine.
 - Paramedics continue to adjust to their new EMS software with daily training ongoing.
 - Three new Paramedics will be starting onboard training soon.
5. Emergency Management Report:
 - Nothing to report this week.
6. Du-Comm Report:
 - New CAD definitions came out from the standardization committee.
 - There was a station alerting system outage this week and the system came back online without incident.

7. We are coming to the end of the installation of the fob entry system for the fire station and with that fobs are being handed out. We also have another station project coming soon.

8. Vehicle Maintenance:

- Utility 86 was placed back in service on Tuesday January 23, 2024.
- Engine 86 dashboard gauges are on order for replacement coming soon.
- Radio on Ladder truck was fixed, and we will watch to see if problem repeats.

9. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills four (4) times.
- The Westmont Fire Department responded Automatic Aid to Clarendon Hills once (1) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale four (4) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Westmont two (2) times.
- Tri-State Fire Protection District responded Automatic Aid to Clarendon Hills zero (0) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Tri-State once (0) times.
- The Fire Department responded to twenty-five (25) emergency calls in the past week. Call percentages came out to 53% EMS and 47% Fire incidents.
- Crews have been very busy with weather-related calls and have done a great job. As warmer weather comes so will the thaw and more brakes might be coming to water mains, sprinkler systems, and domestic water systems. This week we were exposed to a lot of icy roads and walkways with a few related calls. Public Works performed some strong work over these last couple of weeks, so thanks go out to them.

10. Sharing of Services:

- This week I met with Hinsdale Fire Chief about various items which went well. I will be meeting with the Westmont Fire Chief soon to catch up on items to improve our efficiency responding to incidents.

