



## **VILLAGE OF CLARENDON HILLS MANAGER'S REPORT February 20, 2015**

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### **A. 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**

### **B. Calendar**



## Village of Clarendon Hills Village Manager's Report

To: Village President Karaba & Board of Trustees  
From: Martin J. Bourke, Interim Village Manager  
Date: February 20, 2015

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1. The Village Board approved the intent to create Special Service Areas Numbers 27 and 28. These SSA's will serve to continue the Village's aggressive road rehabilitation program, and the addition of concrete ribbons framing the asphalt edges. In addition, water main replacements on certain Village streets will immediately proceed the road rehabilitation work.
2. In his latest State budget speech, Governor Rauner has recommended that 50% of the municipal share of the State Income Tax, commonly referred to as the Local Government Distributive Fund, or LGDF, be deferred to fund anticipated State budget gaps. In Clarendon Hills, our yearly share of the LGDF amounts to approximately \$834,000, so a 50% reduction would equal a \$417,000 loss in yearly revenue. In Clarendon Hills, LGDF revenues are primarily utilized to pay for general operations, including the salaries of police, fire and public works employees. Any loss of this revenue source, established in the 1970's, for any length of time, will cause significant budget distress for Clarendon Hills and all municipalities across the State.
3. The Village Board reviewed a revised grant proposal to fund local projects that improve air quality, mitigate congestion and support non-motorized transportation in and around the METRA train station property. The grant would assist in funding a \$1.7 million improvement program in 2016-17.
4. On Wednesday morning, the Assistant to the Village Manager and Community Development Director attended the monthly chamber of commerce meeting. Topics included a new Village ad book and planning new social and community events.
5. On Wednesday night, the Special Event committee met to finalize fundraising for the Dancin' in the Street concert series. With the loss of a major sponsor, the committee is working hard to find alternative funding. Expect to see new sponsorship opportunities in the near future.
6. Village staff continues to update the website to enhance the user experience. This week, thanks to the work of Vicki Pries our new executive assistant, all the administration forms have been updated to submit-able Google forms. This improvement should save time for residents (who before had to submit a paper or scanned copy) and improve workflow for Village approval.

7. At the end of next week, the Interim Village Manager and Assistant to the Village Manager will be attending a two-day seminar sponsored by the Illinois City/County Management Association in Normal, Illinois concerning numerous municipal topics.
8. Sponsorship for the downtown planters are starting to fill up. Contact Vicki Pries at [vprises@clarendonhills.us](mailto:vprises@clarendonhills.us) or visit our website to help support the Planting Partners' Program.

Have a great weekend!

**VILLAGE OF CLARENDON HILLS**  
**Finance Department**  
**MEMORANDUM**

DATE: February 20, 2015

TO: Martin Bourke, Interim Village Manager

FROM: Peg Hartnett, Finance Director/Treasurer

SUBJECT: Department Report

- The Village received a \$1,000 donation from the Clarendon Hills Lions Foundation last week, to be used for reforestation within Clarendon Hills.
- Budget meetings with department heads were finished last week and staff is putting together the proposed FY16 budget, which is scheduled for distribution during the week of March 2. The budget workshop for the Village Board is scheduled for Saturday, March 21 beginning at 8:00 a.m. in the Police Department training room.
- We will begin advertising again to fill the position of part-time Fiscal Assistant within the Finance Department, which has been vacant since December 31. In the interim, Susan Larson has graciously taken on the additional tasks of accounts payable and accounts receivable as building activity has been slow, and she has done an outstanding job. Thank you Susan for your extra efforts! They are greatly appreciated.
- Diana and I met with the Village's auditors to plan for the FY15 audit. The audit schedule will be similar to this past year with the final fieldwork being completed during the last two weeks of July.

**Village of Clarendon Hills**  
**Department of Public Works**

**MEMORANDUM**

**DATE:** February 20, 2015  
**TO:** Martin J. Bourke, Interim Village Manager  
**FROM:** Michael D. Millette, P.E., Director of Public Works  
**SUBJECT:** Department Notes

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1. The sump pumps at Village Hall are being replaced today. The carpet replacement is, tentatively, scheduled for the end of March. Finally, except for a few punch-list items the painting is complete.
2. All snow removal equipment is clean and ready to go. Depending upon how the system develops today, we may spread a light amount salt.
3. We are performing a short round of pothole patching today.
4. The floor of Wellhouse #6 was cleaned and a new epoxy coating placed this week.
5. Specifications for the 2015 Road Improvement Program are available now. The bid opening is scheduled for March 10<sup>th</sup>.
6. The kick-off meeting for the South Side Water Capacity Study is scheduled for next Tuesday.



## Village of Clarendon Hills

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### MEMORANDUM

**To:** Marty Bourke, Interim Village Manager  
**From:** Dan Ungerleider, Community Development Director  
**Date:** February 20, 2015  
**Subject:** Department Report

- 227-231 Burlington Avenue Downtown Design Review** - On February 3, 2015, the Downtown Design Review Commission held their second meeting regarding a proposed self-storage warehouse building on the vacant property east of the Burlington Avenue water tower. At the conclusion of the meeting the Commission unanimously approved a motion recommending Level 3 Downtown Design Review Approval subject to minor plan revisions being completed prior to Village Board review. The petitioner has yet to submit revised plans due to an illness in the family.
- Access To Transit Improvements** - On Tuesday, February 17, 2015, the Village Board reviewed the Village's most recent grant applications for funding. Copies of the applications are available on the Village's project webpage at [www.clarendonhills.us/2015CMAQgrant.cfm](http://www.clarendonhills.us/2015CMAQgrant.cfm). There are two (2) applications for each project each addressing two separate funding resources: CMAQ (Congestion Mitigation Air Quality program) and TAP (Transportation Alternatives Program). The final project may become a hybrid of the four (4) sets of improvements proposed for the two (2) project areas, in part or in whole.
- Multiple-Chamber of Commerce Lunch and Expo** - Last Friday Zachery Creer and I attended the Annual Multi-Chamber Economic Outlook Luncheon and Expo held at the Oakbrook Hilton Conference Center. During the event, Mr. William Strauss, Senior Economist with the Federal Reserve shared his insights and thoughts on national and global economic trends. His presentation can be found at the bottom of the Village's economic development webpage (<http://www.clarendonhills.us/EconomicDevelopment.cfm>).
- Building Permit Report** - The Village has issued three (3) permits so far in February having a total value of \$20,900.

VILLAGE OF CLARENDON HILLS  
POLICE DEPARTMENT

DATE: February 20, 2015

To: Interim Village Manager Marty Bourke

From: Chief Ted Jenkins

Subject: Weekly Activity Report

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1. Recent training:

- Two officers completed on-line Police Law training.
- Kelly Schildgen attended a LERMI (Law Enforcement Records Management of Illinois) meeting on Thursday.

2. Staff is working to implement software and procedures to comply with a new law governing photo lineups. The new law, 725 ILCS 5/107A-0.1, strictly defines how police can use a photo lineup to identify an offender. A software program developed and promoted by the Illinois Prosecutors Bar Association will help police conform to the new statute. To see all of the new requirements go to:  
<http://www.ilga.gov/legislation/ilcs/ilcs4.asp?DocName=072500050HArt.+107A&ActID=1966&ChapterID=54&SeqStart=10000000&SeqEnd=10300000>

3. The PD and Harry the bulldog want to remind pet owners that super cold weather is dangerous for their pets. Harry escaped from his owners' yard on Thursday and was fortunate that he was found before any damage was done. Harry's collar sports a Clarendon Hills animal tag, the closest thing to a free ride home any pet can have. Tags are available at the PD lobby during business hours.



4. The Village's METRA video surveillance system failed in 2013 after six years of operation. On May 6, 2014 the Village requested financial assistance to purchase a new server to support video surveillance of the train station, both sides of the platform, and the at-grade crossing at Prospect Avenue. The total cost to complete the project was \$8,822.29. Parts, licenses and software were ordered and work began in September, 2014. However, due to a software issue, the work was not completed as quickly as we had hoped. The system went operational the end of December.

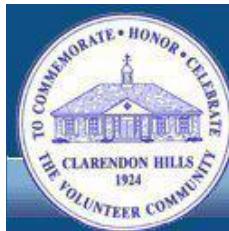
The upgraded system allows real time monitoring of the train depot, platforms, and the at-grade crossing at Prospect Avenue, while maintaining a 30-day archive of the video. This system has already proven useful in identifying crossing signal malfunctions, stalled trains blocking the tracks, and vagrants loitering in the station. It has also assisted in identifying a suspect in the theft of a commuter's bicycle. Additionally, the Village's Public Works supervisor now has the ability to monitor the commuter parking lot and platform conditions from his iPhone, allowing a quicker response from his snow removal team.

This week the Village was notified by the West Suburban Mass Transit District that they will reimburse 2/3rds of the cost or \$5,822.71 to the Village. Special thanks to Pat Casler and the folks at the West Suburban Mass Transit District for their interest in keeping this very important tool operational.

5. Administrative tow hearings were held on Wednesday at the PD. Five cases were called, one hearing was conducted.

**Significant traffic and criminal activity during the period February 13, 2015 through February 19, 2015.**

1. On 2/13, a resident of LaSalle, IL reported that her car was damaged while it was parked on the street on the 10 block of Iroquois. Pending.
2. On 2/15, employees at the Jewel reported a retail theft in progress. Officers arrived to find two suspects loading items into their vehicle. Following an interaction with the officers two Bolingbrook residents were charged with taking \$313.27 in merchandise without paying for it.
3. Clarendon Hills' officers made two arrests for driving with a suspended/revoked driver's license.



# Village of Clarendon Hills

One North Prospect Avenue  
Clarendon Hills, Illinois 60514  
(630) 286-5400

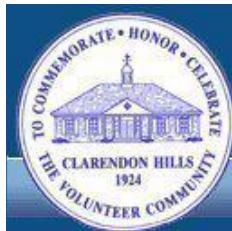


## Welcome to the Village of Clarendon Hills, IL, Community Calendar

Today is Thursday, February 19, 2015.

February ▼		2015 ▼				
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
<b>1</b>	<b>2</b> • Village Board Meeting	<b>3</b> • DTDRC	<b>4</b>	<b>5</b> • Historical Society	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b> • Presidents' Day	<b>17</b> • Village Board Meeting - Reschedule	<b>18</b> • Chamber Meeting	<b>19 - Today</b> • ZBA/PC Meeting - Cancelled	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>

Calendar Event List		Add All to My Calendar
Date/Time		
2/2/2015 7:00 PM		<a href="#">Add to My Calendar</a>
(Board & Committee Meetings) <b>Village Board Meeting</b> Village Hall Board Room		<a href="#">Add to My Calendar</a>
2/3/2015 7:00 PM		<a href="#">Add to My Calendar</a>
(Board & Committee Meetings) <b>DTDRC</b> Village Hall Board Room (continued from 1/6/2015)		<a href="#">Add to My Calendar</a>
2/5/2015 7:00 PM		<a href="#">Add to My Calendar</a>
(Local Organizations) <b>Historical Society</b> Public Welcome The Birches 215 55th Street Clarendon Hills, IL		<a href="#">Add to My Calendar</a>
2/16/2015		<a href="#">Add to My Calendar</a>
(Holidays) <b>Presidents' Day</b> Village offices closed in observance of Presidents' Day.		<a href="#">Add to My Calendar</a>
2/17/2015 7:00 PM		<a href="#">Add to My Calendar</a>
(Board & Committee Meetings) <b>Village Board Meeting - Reschedule</b> Village Hall Board Room, 1 N Prospect Ave Rescheduled due to Presidents' Day Holiday		<a href="#">Add to My Calendar</a>
2/18/2015 9:00 AM		<a href="#">Add to My Calendar</a>
(Local Organizations) <b>Chamber Meeting</b> Village Hall Board Room, 1 N Prospect Ave		<a href="#">Add to My Calendar</a>
2/19/2015 7:30 PM		<a href="#">Add to My Calendar</a>
(Board & Committee Meetings) <b>ZBA/PC Meeting - Cancelled</b> Village Hall Board Room, 1 N Prospect Ave, <a href="#">Cancelation Notice</a>		<a href="#">Add to My Calendar</a>



# Village of Clarendon Hills

One North Prospect Avenue  
Clarendon Hills, Illinois 60514  
(630) 286-5400



## Welcome to the Village of Clarendon Hills, IL, Community Calendar

Today is Thursday, February 19, 2015.

March ▼ 2015 ▼		Sun	Mon	Tues	Wed	Thurs	Fri	Sat
<b>1</b>	<b>2</b> • Village Board Meeting		<b>3</b>		<b>4</b>	<b>5</b> • Historical Society Event	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>		<b>10</b>		<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b> • Village Board Meeting		<b>17</b>		<b>18</b> • Chamber Meeting	<b>19</b> • ZBA/PC Meeting	<b>20</b>	<b>21</b> • Village Board Budget Meeting
<b>22</b>	<b>23</b>		<b>24</b>		<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>		<b>31</b>					

Calendar Event List		Add All to My Calendar
Date/Time	Event	
3/2/2015 7:00 PM	(Board & Committee Meetings) <b>Village Board Meeting</b> Village Hall Board Room, 1 N Prospect Ave.	Add to My Calendar
3/5/2015 7:00 PM	(Local Organizations) <b>Historical Society Event</b> Public Welcome (\$5 for non-members) Cole Porter Program Come hear the story and music of COLE PORTER By John Boda, singer/ guitarist, in a multi-media presentation Village Hall Board Room 1 N. Prospect Avenue	Add to My Calendar
3/16/2015 7:00 PM	(Board & Committee Meetings) <b>Village Board Meeting</b> Village Hall Board Room, 1 N Prospect Ave.	Add to My Calendar
3/18/2015 9:00 AM	(Local Organizations) <b>Chamber Meeting</b> Village Hall Board Room, 1 N Prospect Ave.	Add to My Calendar
3/19/2015 7:30 PM	(Board & Committee Meetings) <b>ZBA/PC Meeting</b> Village Hall Board Room, 1 N Prospect Ave.	Add to My Calendar
3/21/2015 8:00 AM	(Board & Committee Meetings) <b>Village Board Budget Meeting</b> Police Department Training Room	Add to My Calendar