

**VILLAGE OF CLARENDON HILLS  
MANAGER'S REPORT  
JANUARY 23, 2015**

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**A. Management Reports**

1. **Manager's Notes -- See weekly report**
2. **Finance Department -- No 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 -- See 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: January 23, 2015

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1. The Interim Village Manager has begun his review of the FY 16 Budget Proposal. Budget meetings at the staff level should occur next week.
2. The hiring process for the part-time Fiscal Assistant started last week. The closing period for applications ends on January 30<sup>th</sup>, so if you know anyone who would be interested, please direct them to the Village website.
3. On Tuesday morning, Zach Creer and Dan Ungerleider attended training on MindMixer, a social media platform that connects with existing platforms and can be used for civic engagement and polling. Look for new polls in the coming weeks, using this platform.
4. The Village Board is moving closer to hiring a permanent Village Manager. It would be hoped that an announcement can be made at the February 2<sup>nd</sup> Village Board meeting.
5. On Thursday, Zach Creer and Vicki Pries attended training on new FOIA statute changes provided by Klein, Thorpe and Jenkins through the NIU Civic Leadership Academy. In the coming weeks, Staff expects to update FOIA forms, create a checklist for all departments on best practices and create a FOIA policy. One of the more positive changes is that any request asking for information already provided on the website can be resolved simply by directing the requestor to the site.
6. Village Staff was sorry to receive a copy of the resignation letter from former Trustee Reid, as his support for staff over his many years of service was very much appreciated.

Have a great weekend!

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

**MEMORANDUM**

**DATE:** January 23, 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. Homer Tree Care continues to prune and remove trees throughout the Village. The project remains on schedule and will be completed by the end of the month. As with all construction-related activities residents are asked to heed warning signs and obey flaggers' instructions.
2. Our own crew will also be out trimming trees next week. We will concentrate on the lower branches and smaller trees whereas Homer trims the taller trees.
3. We completed a full round of pothole patching yesterday.
4. Holiday decorations have been removed and the winter banners have been installed throughout the greater CBD.
5. Design work has been proceeding in earnest on the 2015 Road Program. CBBEL has prepared the exhibits and hand-outs needed for next Wednesday's Open House, scheduled between 5:00 p.m. and 6:30 p.m. in the Board Room.
6. All available employees participated in Wednesday's hearing test.
7. Glen has been released for 'light duty' starting next Monday. We are very glad to have him back!



## MEMORANDUM

**To:** Marty Bourke, Interim Village Manager  
**From:** Dan Ungerleider, Community Development Director  
**Date:** January 23, 2015  
**Subject:** Department Report

1. **227-231 Burlington** - On Wednesday I met with the architects representing the owner of the vacant property east of the Burlington Avenue water tower, to review the Downtown Design Review Commissions initial comments received on January 6, 2015. As a result of this meeting they are revising the design plans accordingly. The Downtown Design Review Commission will review the revised plans on February 3, 2015.
2. **Business/Contractor License Online Applications** - Application for 2015 Business, Contractor, Home Occupation or Scavenger licenses are available online at <http://www.clarendonhills.us/businesslist.cfm>. Once completed and approved, business owners will be emailed a copy of their license and will be given access to their online GoLocal directory listing and access to their online building permit files. Please call the Community Development Department at 630-286-5410 if you have any questions or need assistance completing an online license form.
3. **Historical Society Building Renovation** - On Thursday Jason Vittel (Don Morris Architects) and I met with Clarendon Hills Historical Society representatives regarding their upcoming renovations plans for their building at Sheridan and Anne Street. They plan to install bathrooms and an outdoor deck this year and a new vestibule addition in front of the building when funding is available.
4. **Access To Transit Improvements** - This morning Sue Taghabon attended an informational workshop on the CMAQ and TAP-L call for projects at the Oakton Community College. The workshop as hosted by the Northwest Municipal Conference. Staff is considering to submit an application for a CMAQ/TAP-L grant to potentially fund the improvement originally proposed to the RTA Access to Transit Improvements Program.
5. **Code Enforcement** - The Community Development Department has thirteen cases scheduled for a court hearing in February: five are new cases, six will be presented for status, and two are being revoked due to recent compliance.
6. **Building Permit Report** - Permit requests remains slow. So far in January the Village issued 7 permits having a reported total construction value of \$62,550.

VILLAGE OF CLARENDON HILLS  
POLICE DEPARTMENT

DATE: January 23, 2015

To: Village Manager Marty Bourke

From: Chief Ted Jenkins

Subject: Weekly Activity Report

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1. The PD front office has been short staffed this week due to illness. Four of five staff members have been out at least a day this week. Thanks to Kelly for picking up the slack. Cold Ease and ten pounds of oranges have been provided.
2. Clarendon Hills will have additional officers on duty this weekend assigned to DUI, occupant restraint and distracted driving enforcement. The Super Bowl weekend enforcement detail is sponsored by an Illinois Traffic Safety grant.
3. On Wednesday, administrative tow hearings were held at the PD. Eight Hinsdale and six Clarendon Hills cases were heard.
4. Hearing tests were conducted at the PD this week. Irma and OSHA recommend annual hearing tests for employees working in loud environments. Mobilear provided audiometric testing to all of our officers.
5. Starting in 2004, Illinois police departments have been required to collect information on every traffic stop made. Driver race, reason for the stop, search information and disposition are some of the 59 items recorded for each stop. The information is then sent to the Illinois Department of Transportation. The ratio of minority stops is calculated to determine the likelihood of a minority driver being stopped by the law enforcement agency. To quantify this likelihood we calculate the ratio between the percentage of minority stops and the community's estimated driving population or benchmark (as provided by the Northwestern Traffic Institute). For example, 22% of an agency's traffic stops involve a minority driver. The same community has an estimated minority driving population or benchmark of 20%. The ratio of that agency's stops would be 22/20 or 1.1. These numbers would suggest that a minority driver is 10% more likely to be stopped in that community. A ratio of 2, for example, would suggest that a minority driver was twice as likely to be stopped as would be expected. This week we established the provisional CHPD numbers for 2014. Our ratio is 0.73 indicating that minority drivers are not stopped at a disproportionate rate in Clarendon Hills.

Driver Race	Count Of Driver Race
1 White	1682
2 African American	176
4 Hispanic	153
5 Asian	61
6 Native American	1
Total	2073

2014 Traffic Stops (Provisional)	White Drivers	Minority Drivers
Total Stops	1682	391
Percentage	81.14	18.86
Est. Minority Driving Population		25.94
Ratio		0.73

6. This week the PD sent 103 used cell phones to the Cell Phone Bank <http://www.911cellphonebank.org/> for recycling. CHPD has been a partner agency with the Cellphone Bank since 2006.
7. Recent training:
  - One officer completed on-line Police Law training

**Significant traffic and criminal activity during the period January 16, 2015 through January 22, 2015.**

1. Clarendon Hills' officers made one arrest for driving with a suspended/revoked driver's license and served three arrest warrants.

# VILLAGE OF CLARENDON HILLS FIRE DEPARTMENT

**DATE:** January 23, 2015

**TO:** Martin Bourke  
Interim Village Manager

**FROM:** Brian Leahy  
Fire Chief

**SUBJECT:** Weekly Fire Department Report 2015-03

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1. Fire Prevention Bureau Activity during the past week.
  - Work continues on the computerized pre plan project.
  - 2015 Fire Prevention/Life Safety inspections have begun.
2. Training Report:
  - Wednesday evening, twenty two (22) firefighters attended regular evening training.
3. Emergency Medical Services Report:
  - No report
4. Clarendon Hills/Hinsdale FD sharing of services report:
  - Early Wednesday, the Fire Chiefs and Deputy Fire Chiefs from Clarendon Hills, Hinsdale and Western Springs met to discuss issues of mutual concern. We also discussed some upcoming joint training ideas.
5. Emergency Management Report:
  - No report.
6. Wednesday afternoon and evening, Firefighters along with Police and Public works personnel attended the annual hearing testing done by an outside contractor.
7. Wednesday evening several firefighters were presented service awards. Four (4) fire department members were presented with years of service plaques.
  - Engineer Myles Laffey (35 years)
  - Captain James Jung (35 years)
  - Lieutenant Joseph Jung (35 years)
  - Captain Scott Bonser (40 years).

It is not very often that members of the fire department are able to endure the physical demands put on them as a firefighter. Congratulations to all of them. Job Well done!

8. Incidents of interest:

- During the past week Hinsdale FD responded to four (4) automatic response calls in Clarendon Hills.
- During the past week Clarendon Hills FD responded to five (5) automatic response calls in Hinsdale.
- Friday, January 16<sup>th</sup> at 7:32 PM. The fire department responded to an oven fire at 137 Chicago Ave. Hinsdale Engine 1012 also responded. Fire was contained to the oven.
- Monday, January 19<sup>th</sup> at 8:10 AM. The fire department responded to an outside gas leak in the area of Rose and Burlington. Gas could be smelled in this area but firefighters were unable to locate the source. Nicor notified to investigate further.

9. Mutual Aid Calls:

- Friday, January 16<sup>th</sup> at 2:52 PM. Ambulance 314 responded to assist the Westmont Fire Department for an EMS call at 209 Memory Lane in Westmont.
- Tuesday, January 20<sup>th</sup> at 12:08 PM. Ambulance 314 responded to assist the Westmont Fire Department for an EMS call at 512 E. Ogden Ave. in Westmont.

10. Fire/Rescue/EMS calls:

- During the past week the fire department responded to twenty three (23) emergency calls.



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









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

Today is Thursday, January 22, 2015.

January 		2015 				
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				<b>1</b> <ul style="list-style-type: none"> <li>Village offices closed in observance of New Years</li> </ul>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b> <ul style="list-style-type: none"> <li>Village Board Meeting</li> </ul>	<b>6</b> <ul style="list-style-type: none"> <li>Downtown Design Review Commission Meeting</li> </ul>	<b>7</b> <ul style="list-style-type: none"> <li>Special Village Board Meeting</li> </ul>	<b>8</b>	<b>9</b> <ul style="list-style-type: none"> <li>Firefighters' Pension Regular Board Meeting</li> </ul>	<b>10</b>
<b>11</b>	<b>12</b> <ul style="list-style-type: none"> <li>Police Pension Regular Board Meeting</li> </ul>	<b>13</b>	<b>14</b> <ul style="list-style-type: none"> <li>Special Village Board Meeting</li> <li>Village Board Committee Meeting</li> </ul>	<b>15</b> <ul style="list-style-type: none"> <li>ZBA/PC Meeting - Cancelled</li> </ul>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b> <ul style="list-style-type: none"> <li>Martin Luther King Day</li> <li>Village Board Meeting - Cancelled</li> </ul>	<b>20</b> <ul style="list-style-type: none"> <li>Village Board Meeting - Rescheduled</li> </ul>	<b>21</b> <ul style="list-style-type: none"> <li>Chamber Meeting</li> <li>Special Events Committee Meeting</li> </ul>	<b>22 - Today</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> <ul style="list-style-type: none"> <li>Free Secretary of State Renewal Event</li> </ul>	<b>31</b>

Calendar Event List		 Add All to My Calendar
Date/Time	Event	
1/1/2015 9:00 AM - 5:00 PM	<i>(Holidays)</i> Village offices closed in observance of New Years HAPPY NEW YEAR!!!!	 Add to My Calendar
1/5/2015 7:00 PM	<i>(Board &amp; Committee Meetings)</i> Village Board Meeting Village Hall Board Room 1 N. Prospect Ave.	 Add to My Calendar
1/6/2015 7:00 PM	<i>(Board &amp; Committee Meetings)</i> Downtown Design Review Commission Meeting Village Hall Board Room, 1 N Prospect Ave	 Add to My Calendar
1/7/2015 7:00 PM	<i>(Board &amp; Committee Meetings)</i> Special Village Board Meeting Village Hall Board Room, 1 N Prospect Ave	 Add to My Calendar
1/9/2015 9:00 AM	<i>(Board &amp; Committee Meetings)</i> Firefighters' Pension Regular Board Meeting Village Hall Lower Level Conference Room	 Add to My Calendar
1/12/2015 5:30 PM	<i>(Board &amp; Committee Meetings)</i> Police Pension Regular Board Meeting Village Hall Lower Level Conference Room	 Add to My Calendar
1/14/2015 7:00 PM	<i>(Board &amp; Committee Meetings)</i> Special Village Board Meeting Village Hall Board Room	 Add to My Calendar
1/14/2015 7:00 PM	<i>(Board &amp; Committee Meetings)</i> Village Board Committee Meeting Village Hall Village Board Room	 Add to My Calendar
1/15/2015 7:30 PM	<i>(Board &amp; Committee Meetings)</i> ZBA/PC Meeting - Cancelled Village Hall Board Room	 Add to My Calendar






1/19/2015	<i>(Services)</i> <b>Martin Luther King Day</b> Village Hall offices are OPEN	 <a href="#">Add to My Calendar</a>
1/19/2015	<i>(Board &amp; Committee Meetings)</i> <b>Village Board Meeting - Cancelled</b> In observance of Martin Luther King Day	 <a href="#">Add to My Calendar</a>
1/20/2015 7:00 PM	<i>(Board &amp; Committee Meetings)</i> <b>Village Board Meeting - Rescheduled</b> Due to Martin Luther King Day 1/19 this meeting has been rescheduled to 1/20/15 Village Hall Board Room	 <a href="#">Add to My Calendar</a>
1/21/2015 9:00 AM	<i>(Local Organizations)</i> <b>Chamber Meeting</b> Village Hall Board Room	 <a href="#">Add to My Calendar</a>
1/21/2015 7:00 PM	<i>(Board &amp; Committee Meetings)</i> <b>Special Events Committee Meeting</b> Village Hall Board Room 1 N. Prospect Avenue	 <a href="#">Add to My Calendar</a>
1/30/2015 10:00 AM - 12:00 PM	<i>(Community Events)</i> <b>Free Secretary of State Renewal Event</b> Held at Clarendon Hills Bank 200 W. Burlington Ave. Renew your driver's license, license plate, or State ID on site with the Secretary of State's Mobile Unit. For further information contact 630-323-1240	 <a href="#">Add to My Calendar</a>



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

Today is Thursday, January 22, 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>	<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</b> • ZBA/PC Meeting	<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		 <a href="#">Add All to My Calendar</a>
Date/Time	Event	
2/2/2015 7:00 PM	(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	(Board & Committee Meetings) <b>DTDRC</b> Village Hall Board Room (continued from 1/6/2015)	 <a href="#">Add to My Calendar</a>
2/16/2015	(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	(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	(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	(Board & Committee Meetings) <b>ZBA/PC Meeting</b> Village Hall Board Room, 1 N Prospect Ave.	 <a href="#">Add to My Calendar</a>