



**VILLAGE OF CLARENDON HILLS**  
**MANAGER'S REPORT**  
**February 5, 2016**

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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**

## MEMORANDUM

**To:** Village President Austin and Board Trustees  
**From:** Kevin Barr, Village Manager *KB*  
**Date:** February 5, 2016  
**Subject:** Weekly Report

1. DMMC Manager's Committee Meeting. I attended this committee meeting on Thursday morning. A presentation was made by the IMET Executive Director. Her report indicated that progress continues to be made towards at least partial recovery of the IMET fund loss that occurred in late 2014. It remains difficult to put a timetable on when disbursements will be made. As a reminder, the current Village Budget makes NO assumptions about fund recovery and therefore, when money is received it will be treated as unanticipated revenue.
2. Facilities Study Update. As reported at the last Board Meeting, we held our "kick-off" meeting with FGM Architects to get this project moving. Our best guess at this time is that the final report will be completed by early summer. We determined that the Public Works/Park District portion of the project should be done first as this was thought to have the most relevance for other project considerations.

***Enjoy the weekend.***

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Michael D. Millette P.E., Director of Public Works  
**Date:** February 5, 2016  
**Subject:** Department Notes

1. We faced quite a challenge this week, receiving 1-inch of rain which fell upon frozen ground. We cleared a half-dozen blocked/frozen culverts and responded to seven flooding complaints - none involving structural damage. We also salted twice in the early morning to counter the development of "black ice".
2. The "B" vent for the replacement heating unit at Heritage Hall is in need of replacement. We have scheduled Fire 'n Ice to complete the work, possibly this afternoon, otherwise next week.
3. Joe Ferrell has begun the arduous process of updating our annual filing with the Illinois Environmental Protection Agency for our water system. The filing requirements have changed significantly, requiring much more detail – including financial stability – than in previous years. Fortunately for the Village, Joe was prepared for the changes as he has utilized his colleagues in the Mid Central Water Works Association, of which he is the Vice-Chair, to become aware of the changes before they were adopted.
4. Two more frozen water services were discovered this week bringing the seasonal total to five.
5. Design work remains on schedule for the 2016 water main replacement program. A bid opening is scheduled for February 9<sup>th</sup>.

**MEMORANDUM**

TO: Kevin Barr, Village Manager  
FROM: Dan Ungerleider, Community Development Director  
DATE: February 5, 2016  
RE: **Department Report**

1. **Annual Business License Renewal** - Businesses and Contractors operating in the Village are required to obtain a yearly Business License. Please visit the Village Business License Portal on the Village's website at [www.clarendonhills.us](http://www.clarendonhills.us). Please contact the Community Development Department at 630-286-5410 if you have any questions.
2. **Permit Report.** So far this month the Village has issued three (3) commercial building permits having a total reported construction value of \$392,340: Sue's Bakery (tenant buildout) at 29 S Prospect; Clarendon Eye Associates (interior remodel) at 43 Ogden; and new tenant space at 115 W 55<sup>th</sup> Street.

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Police Chief Boyd Farmer  
**Date:** February 5, 2016  
**Subject:** Weekly Activity Report

### Recent events and training:

- February 4, members of Du-Comm Dispatch toured the Police and Fire Departments in preparation for the transfer. Over the next few weeks, Police Department personnel will be training at Du-Comm to get familiar with procedures.
- February 2 and 3, Officer Talerico taught safety and crime prevention lessons to the 6<sup>th</sup> graders at Clarendon Middle School.
- February 1, Officer Finrock completed the annual Taser training with all department officers.
- February 5-7, officers will be conducting DUI and safety belt enforcement over Super Bowl weekend, as part of the state funded enforcement grant the Department participates in.

### Significant traffic and criminal activity during the period January 30, 2016 through February 5, 2016.

February 3, an officer was called to the apartment building located at 285 N. Richmond Ave. for an identity theft report. A 67 year old resident of that building reported she had given her Illinois I.D. card and social security number to a resident of that building back in the fall of 2015. She gave this person her information, because the person was an illegal immigrant, and needed it in order to get electrical service from ComEd. After several months, the illegal immigrant allowed someone else to use the victim's information, who accumulated a large debt with ComEd.

## MEMORANDUM

**To: Kevin Barr, Village Manager**  
**From: Brian Leahy, Fire Chief**  
**Date: February 5, 2016**  
**Subject: Weekly Department Report 2016-02**

1. Fire Prevention Bureau Activity during the past week.
  - Several Fire/Life Safety Inspections occurred this week.
  - Members of the fire department continue to be receiving complaints from one (1) resident of the Park Willow Condo complex regarding many issues revolving around maintenance of the property, buildings, fire alarm systems, etc. The Village has examined these concerns and has determined these issues have been addressed properly.
2. Training Report:
  - Wednesday evening, twenty two fire fighters attended weekly training.
3. Emergency Medical Services Report:
  - No report
4. Clarendon Hills/Hinsdale FD sharing of services report:
  - No report
5. Emergency Management Report:
  - No report
6. DU-COMM Transition information:
  - This week our outside contractor Jim Halik continued working on various Computer Aided Dispatch (CAD) information required for the transition to Du-Comm. Several documents have been transmitted to Du-Comm.
  - Wednesday morning, Jim Halik and I attended the monthly meeting of the Du-Comm Support Services Committee at Du-Comm.
  - Lt. Dave Godek and Lt. Jim Weil have been working on updating the business information file for entry into the Du-Comm CAD System.
  - The address maps have been updated and given to Du-Comm.
  - All of our street and address data has been received from SWCD, reviewed for accuracy and turned over to Du-Comm for entry into the Du-Comm CAD system.

- The mobile data computers for the fire and police vehicles have been delivered. Soon we will be activating them on the Verizon 4G network and Du-Comm will be onsite to load the appropriate software in them.
  - Du-Comm is in the process of installing some microwave circuits to accommodate connection to our VHF radio system and also our station alerting system.
  - CAD testing on the fire side of our transition will occur later this month. I and several members of the CHFD will attend this and we will be testing the Du-Comm CAD to make sure it will be dispatching the right equipment to various locations in the village.
  - Yesterday, representatives of Du-Comm visited the fire station to look over our operations, telephone systems, radio systems, computer systems, etc.
  - The date for the switch from SWCD to Du-Comm is set as April 27, 2016 at 9:00 AM. Clarendon Hills FD & PD, Burr Ridge PD and Willowbrook PD will all switch over at the same time.
7. At this time we are working on collecting all of the data and other information to complete the 2015 Clarendon Hills Fire Department Annual Report. I am hoping to have this completed by March 1st.
8. Incidents of Interest:
- Thursday, February 4<sup>th</sup> at 11:39 PM. EMT's and Paramedics responded for a full cardiac arrest patient on 55<sup>th</sup> St. EMT's and Paramedics performed CPR, administered Advanced Life Support care and were successful in the resuscitation of this patient. The patient was delivered to the hospital breathing and with a pulse.
9. Mutual Aid Calls:
- Monday, February 1<sup>st</sup> at 5:49 PM. Chief 301, Truck 319 and Squad 316 responded to assist the Hinsdale Fire Department with a structure fire at the Zion Lutheran School located at 125 S. Vine St. in Hinsdale.
  - Thursday, February 4<sup>th</sup> at 8:28 AM. Truck 319 responded to assist the Westmont Fire Department with a fire in the kitchen at the Oak Brook Hills Hotel 3500 Midwest Rd. in Westmont.
  - Thursday, February 4<sup>th</sup> at 3:57 PM. Ambulance 314 responded to assist the Tri State Fire Protection District for an ill patient at 6300 Clarendon Hills in Willowbrook.
10. Fire/Rescue/EMS calls:
- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills five (5) times.
  - The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale four (4) times.
  - During the past week, the fire department responded to twenty six (26) emergency calls.

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



**February****2016**

Su	M	Tu	W	Th	F	Sa
31	<u>1</u>	2	3	4	5	6
7	8	9	10	11	12	13
14	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	19	20
21	22	<u>23</u>	24	25	26	<u>27</u>
28	29	1	2	3	4	5

**Community Events**

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**Village Offices Closed due to Holiday****February 15, All Day**

Presidents Day

[More Details](#)

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**Chamber of Commerce Meeting****February 17, 9:00 AM - 10:00 AM @ Village Hall**[More Details](#)

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**Blood Drive****February 27, 9:00 AM - 2:00 PM @ Prospect and Ann in front of Coldwell Banker**[More Details](#)

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**Meeting Calendar**

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**Village Board Rescheduled Meeting****February 16, 7:00 PM - 9:00 PM @ Board Room**

Rescheduled due to the Observance of Presidents Day 2/15/16

[More Details](#)

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**ZBA/PC Meeting****February 18, 7:30 PM - 8:30 PM @ Board Room**[More Details](#)

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**Special Events Committee Meeting****February 23, 7:00 PM - 8:00 PM @ Board Room**[More Details](#)

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## March

2016

Su	M	Tu	W	Th	F	Sa
28	29	1	2	3	4	5
6	<u>7</u>	8	9	10	11	12
13	14	15	<u>16</u>	<u>17</u>	18	<u>19</u>
20	<u>21</u>	<u>22</u>	23	24	25	26
27	28	29	30	31	1	2

## Community Events

**Chamber of Commerce Meeting****March 16, 9:00 AM - 10:00 AM @ Village Hall**[More Details](#)

## Meeting Calendar

**Village Board Regular Scheduled Meeting****March 7, 7:00 PM - 9:00 PM @ Board Room**[More Details](#)**ZBA/PC Meeting****March 17, 7:30 PM - 8:30 PM @ Board Room**[More Details](#)**Village Board Budget Workshop****March 19, 8:30 AM - 12:30 PM @ Police Station**

Village Board working on upcoming Budgets

[More Details](#)**Village Board Regular Scheduled Meeting****March 21, 7:00 PM - 9:00 PM @ Board Room**[More Details](#)**Special Events Committee Meeting****March 22, 7:00 PM - 8:00 PM @ Board Room**[More Details](#)