



**VILLAGE OF CLARENDON HILLS  
MANAGER'S REPORT  
February 12, 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 -- No weekly report**
- 5. Police Department -- See weekly report**
- 6. Fire Department -- No weekly report**

**B. Calendar**

## MEMORANDUM

**To:** Village President Austin and Board Trustees  
**From:** Kevin Barr, Village Manager *KB*  
**Date:** February 12, 2016  
**Subject:** Weekly Report

1. Certificate of Achievement for Excellence in Finance Reporting. Per the attached I am pleased to report that the Village has received this Certificate for the 27<sup>th</sup> year. This is a great achievement and a testament to sound management practice and the financial stability of the Village. This represents an enormous amount of quality work by the Finance Director, Peg Hartnett, and her staff. I thank them for their effort.
2. President's Day Holiday – As a reminder, Village offices will be closed on Monday for this holiday.
3. Village Board Meeting Schedule. Because of the holiday the Village Board meeting will be on Tuesday night, February 16. This was included in the annual meeting schedule and announced at the last meeting.

***Enjoy the weekend.***



Government Finance Officers Association  
203 N. LaSalle Street - Suite 2700  
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

February 9, 2016

Margaret M. Hartnett  
Finance Director  
Village of Clarendon Hills  
1 North Prospect Avenue  
Clarendon Hills IL 60514-1227

Dear Ms. Hartnett:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended April 30, 2015, qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Each entity submitting a report to the Certificate of Achievement review process is provided with a "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements in its financial reporting techniques. Your list has been enclosed. You are strongly encouraged to implement the recommended improvements into the next report and submit it to the program. If it is unclear what must be done to implement a comment or if there appears to be a discrepancy between the comment and the information in the CAFR, please contact the Technical Services Center (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.

Certificate of Achievement program policy requires that written responses to the comments and suggestions for improvement accompany the next fiscal year's submission. Your written responses should provide detail about how you choose to address each item that is contained within this report. These responses will be provided to those Special Review Committee members participating in the review.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. As the designated individual we have enclosed your AFRA.

Continuing participants will find a certificate and brass medallion enclosed with these results. First-time recipients will find a certificate enclosed with these results followed by a plaque in about 10 weeks. We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release has been enclosed. We suggest that you provide copies of it to local newspapers, radio stations and television stations. In addition, details of recent recipients of the Certificate of Achievement and other information about Certificate Program results are available in the "Awards Program" area of our website, [www.gfoa.org](http://www.gfoa.org).

A current holder of a Certificate of Achievement may include a reproduction of the award in its immediately subsequent CAFR. A camera ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions. A Certificate of Achievement is valid for a period of one year. To continue to participate in the Certificate of Achievement Program it will be necessary for you to submit your next CAFR to our review process.

In order to expedite your submission we have enclosed a Certificate of Achievement Program application form to facilitate a timely submission of your next report. This form should be completed and sent (postmarked) with three copies of your report, three copies of your application, three copies of your written responses to the program's comments and suggestions for improvement from the prior year, and any other pertinent material with the appropriate fee by October 31, 2016.

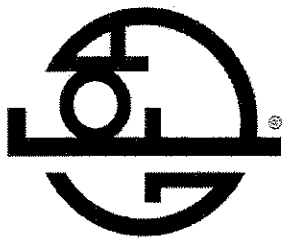
Your continued interest in and support of the Certificate of Achievement Program is most appreciated. If we may be of any further assistance, please contact Delores Smith ([dsmith@gfoa.org](mailto:dsmith@gfoa.org) or (312) 578-5454).

Sincerely,  
Government Finance Officers Association

A handwritten signature in cursive script that reads "Stephen J. Gauthier". The signature is written in dark ink and is positioned above the printed name and title.

Stephen J. Gauthier, Director  
Technical Services Center

SJG/ds



**The Government Finance Officers Association  
of the United States and Canada**

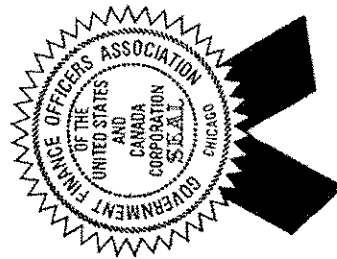
*presents this*

## **AWARD OF FINANCIAL REPORTING ACHIEVEMENT**

*to*

**Margaret M. Hartnett**  
Finance Director  
Village of Clarendon Hills, Illinois

*The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.*



Executive Director

Date February 9, 2016



Government Finance Officers Association  
203 N. LaSalle Street - Suite 2700  
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

02/09/2016

NEWS RELEASE

For Information contact:  
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Village of Clarendon Hills** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

**Margaret M. Hartnett, Finance Director**

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.

## PRESENTATION OF THE CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING

The Certificate of Achievement for Excellence in Financial Reporting is the highest form of recognition in governmental accounting and financial reporting. The Certificate program thereby advocates that recipients be formally recognized for their outstanding accomplishments. If you would like a formal presentation of the Certificate of Achievement plaque, you should contact your GFOA State Representative. The contact information follows:

Ms. Mary G. Dankowski, CPA  
Deputy Village Manager/Finance Director  
Village of Park Forest  
350 Victory Drive  
Park Forest, IL 60466  
UNITED STATES

Phone:  
708-283-5607  
  
Fax:  
(708) 503-8560  
  
Email:  
mdankowski@vopf.com

Ms. Diane G. Lantz  
Executive Director  
Illinois GFOA  
800 Roosevelt Road  
Building C, Suite 312  
Glen Ellyn, IL 60137  
UNITED STATES

Phone:  
(630) 942-6587  
  
Fax:  
(630) 790-3095  
  
Email:  
execdir@igfoa.org

## **MEMORANDUM**

**To: Kevin Barr, Village Manager**  
**From: Michael D. Millette P.E., Director of Public Works**  
**Date: February 12, 2016**  
**Subject: Department Report**

1. The "B" vent for the replacement heating unit at Heritage Hall has been replaced.
2. Bids were opened on Tuesday for the 2016 water main replacement program. Fourteen bids were received. The bid recommendation will be on the March 7<sup>th</sup> agenda.
3. We will be salting throughout the day and into tomorrow, if needed.



VILLAGE OF CLARENDON HILLS  
POLICE DEPARTMENT

DATE: February 11, 2016

To: Village Manager Kevin Barr

From: Chief Boyd Farmer

Subject: Weekly Activity Report

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- The Department sold a 1999 Ford Taurus for \$600.00. The vehicle was awarded to the Department by the DuPage Circuit Court resulting from a criminal arrest.

**Significant traffic and criminal activity during the period February 6, 2016 through February 11, 2016.**

1. February 8, 3:34 am, officers on patrol on Indian Dr. discovered a parked vehicle, which appeared to have been crashed into by an unknown vehicle. The investigation indicated a 2009-2011 Chevrolet Malibu was suspected as the offending vehicle. The officers received information that a disturbance was taking place in the parking lot of Clarendon Hills Middle School. Upon arrival, they found two people occupying a smashed up 2009 Chevrolet Malibu. Vehicle parts left at the scene on Indian Dr. matched their vehicle. After further investigation, the driver, a 19 year old female from Westmont, was arrested for DUI and leaving the scene of a traffic crash. The passenger, a 23 year old Darien man, was arrested on a parole violation warrant.
2. February 11, 6:29am, officers received a call of a suspicious vehicle in the driveway of a home in the 100 block of Indian Dr. Upon arrival, officers found a 2008 Mazda parked in the driveway, occupied by a 20 year old Clarendon Hills Man. The driver did not live at the address where he parked. After investigation, the driver was arrested for DUI.

**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 @ On 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 - Cancelled****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**

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

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**Meeting Calendar**

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**Village Board Regular Scheduled Meeting****March 7, 7:00 PM - 9:00 PM @ Board Room**[More Details](#)

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**ZBA/PC Meeting****March 17, 7:30 PM - 8:30 PM @ Board Room**[More Details](#)

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**Village Board Budget Workshop****March 19, 8:30 AM - 12:30 PM @ Police Station**

Village Board working on upcoming Budgets

[More Details](#)

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

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

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