



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

October 21, 2016

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 – No 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 *LSB*
Date: October 21, 2016
Subject: Weekly Report

1. **ComEd Smart Meter Installation:** I have been advised that the smart meters are now scheduled for installation starting the week of October 31. I do not have information on how long this will take. Further notification from ComEd via automatic calls and letters are expected during this period. Please advise if any issues come up.
2. **Du-Comm Board of Directors Meeting:** I attended this meeting on Tuesday morning. We primarily discussed continued efforts to plan for a new facility at the DuPage County government site. There is much planning work that needs to be completed, but it looks promising for this to occur.
3. **Chamber Meeting:** I attended the Chamber meeting on Wednesday morning along with other members of the Village staff. The Chamber is working diligently on upcoming events including Halloween Windows on October 24th and the downtown trick-or-treat event on October 29th (11 a.m. to 2 p.m.). They are also working on the annual Christmas Walk event on December 2nd. The Village is working with the Chamber to support these events.
4. **Metro Managers Meeting:** I attended the Metro Managers meeting on Thursday. The Illinois State Comptroller, Leslie Munger, was the speaker. She provided information regarding the State's financial condition (not good) and the procedure they follow for paying bills. Bottom line, there is a long back log on paying bills, which are processed as the revenue comes in. This situation is getting worse even though the overall economic picture is improving. Still no sign as to how this will, or will not, impact the Village in the future.
5. **Phone System Update:** Staff is continuing to work on the new phone system. We still expect the new system will be installed by Halloween.

Have a Nice Weekend!

MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: October 21, 2016
Subject: Department Report

1. On Wednesday, October 19, 2016, Derick Cheek from the Department of Commerce and Economic Opportunity contacted the Finance Department to notify the Village that we were being sent a payment of \$174,003.09. This is the final payment for the Metra Engineering Grant. This grant was awarded to support the initial design and engineering work needed in support of the Village of Clarendon Hill commuter station property redevelopment.
2. On Friday, October 21, 2016, the Finance Department processed its first payroll using the new third party provider Paylocity. As with most new implementations there are usually a few glitches. The Village experienced a few errors which are being rectified, however this did not have an impact on a timely issuance of payment and all employees were paid on time.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Michael D. Millette P.E., Director of Public Works
Date: October 21, 2016
Subject: Department Report 

1. Surface placement for the remaining streets of the 2016 Road Improvement Program is underway and should be completed this afternoon. Limited work remains for the Park District at Hosek Park which will continue through the end of the month. Nicor has still not given us a firm schedule for the completion of their restoration work.
2. Terrace Court and the 55th Street Frontage Road have had curb replacement and underground structure adjustments completed. They will be grinding the existing pavement today and begin patching operations. Next Monday (and Tuesday, if necessary) they will be placing the binder course of asphalt. No work will occur on Wednesday to accommodate a large event occurring at Christ Lutheran Church. The surface asphalt is scheduled for Thursday or Friday.
3. The pre-construction conference for the annual sidewalk removal and replacement contract was held Thursday morning. They did not yet provide us with a firm start date. When they do, it will be posted on our website.
4. Fall tree planting is underway. We are planting 14 trees this week utilizing in-house resources.
5. Our contractor, M.E. Simpson is in town exercising water valves on the south side of the BNSF tracks.

VILLAGE OF CLARENDON HILLS
POLICE DEPARTMENT



DATE: October 21, 2016
To: Village Manager Kevin Barr
From: Chief Boyd Farmer
Subject: Weekly Activity Report

Recent events and training:

Monday, October 17, the Police Department reports an arrest was made regarding the burglary and theft of a handgun from a business office located in the 115 Holmes Ave. office building. A 29 year old male from Chicago, who recently lived in Clarendon Hills, was charged with burglary and possession of a stolen firearm. He was transported to DuPage County Jail.

The Department's Investigations Team worked this case with urgency and determination to solve it quickly. Detective Shirley, Detective Shaw, Detective Sergeant Leinweber and Administrative Sergeant Dalen worked long hours searching for and locating the offender. Detective Shirley and Detective Shaw interviewed the offender resulting in the charges.

The Department continues to request residents to:



Significant traffic and criminal activity during the period October 15, 2016 through October 21, 2016.

October 14, 3:00 pm, a resident of the 10 block of Tuttle Ave. came into the station to make a fraud report. The elderly victim reported he received a phone call from who he thought was from his grandson, but in fact was a scam artist. The scammer told the victim he was in jail in Wisconsin and needed \$1955.00 to bond out. The victim paid the money via a Walmart store money transfer. The offender called back to get more money for "court costs" totaling \$1785.00, but the victim came to the Clarendon Hills Police Department instead. The officer assisted the victim. Pending investigation.

October 15, 2:06 am, officers were called to a home in the 300 block of Ridge Ave. for a report of domestic trouble. Officers resolved the situation, both parties separated for the night.

October 16, an officer responded to the parking area of 550 Chase Dr. for a report of criminal damage to a parked truck. The victim found his truck scratched along the driver's side.

October 17, 4:40 pm, officers and CHFD was called a home in the 100 block of south Prospect for a death investigation. The DuPage County Coroner and the Police Department conducted an investigation and determined the death was not suspicious in nature.

October 19, 3:53 pm, an officer was called to a home in the 100 block of Byrd Ct. for a burglary to motor vehicle. The victim related it occurred a day earlier on Oct. 18 at approximately 1:00 am. She said she was not going to report it, but changed her mind when she saw the Department's crime prevention sign flashing the message downtown. The victim related someone unknown had entered her unlocked side garage door and then went into her unlocked car. The victim found the interior and trunk had been rummaged through, but nothing was taken.

October 20, sometime between 7:10 am and 8:10 am, someone unknown entered an unlocked vehicle parked in the alley behind 155 Ann Street. The victim left her vehicle unlocked with her I-Phone on the front seat. She returned to her vehicle to find it missing.



316 Park Avenue
Clarendon Hills, Illinois 60514
630.286.5430

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brian Leahy, Fire Chief
Date: October 21, 2016
Subject: Weekly Department Report 2016-29

1. Fire Prevention Bureau Activity during the past week.
 - Three (3) Fire/Life Safety Inspections were conducted this week.
 - Several Fire Prevention Public Education talks were given as schools this week by on duty firefighters.
 - Several fire prevention/fire station tours were given this week.
 - Several pre-plan drawings were entered electronically this week. Lt. Godek and on duty staff members have been updating the pre-plan drawings many occupancies in the village and entering into our electronic data base.
2. Training Report:
 - Wednesday evening, twenty four (24) firefighters attended training. Rapid Intervention Training was conducted with the Hinsdale FD at a building at 950 N. Madison St. in Hinsdale where firefighters practiced rescuing firefighters that were disabled or trapped inside a fire building.
3. Emergency Medical Services Report:
 - No report.
4. Clarendon Hills/Hinsdale FD sharing of services report:
 - No Report
5. Emergency Management Report:
 - No report this week.
6. On Thursday, October 13th, Zach Creer, Boyd Farmer and I met with our Verizon Wireless Government Representative to look at the Village cellular phone and mobile data computer expenses. After much discussion and looking at different options, we have changed the plans around a little bit to possibly save \$100 to \$200 monthly.

7. On Friday, October 14th, the Firefighter Pension Board met to discuss normal business. We will be having a special meeting on October 28th to accept the Audit, accept the Actuarial Valuation Report, approve the Illinois Department of Insurance Report and also to approve the Levy request that will go to the Village Board in November.
8. On Tuesday, October 18th I attended the monthly meeting of the DuPage County Fire Chiefs. I listened to a presentation about Mobile Integrated Healthcare.
9. On Tuesday, October 18th I attended the quarterly meeting of the DuPage Office of Emergency Management Coordinators meeting. A major topic discussed was NIMS requirements and also NIMS registration which is due to be completed by December 31, 2016.
10. On Wednesday, October 19th I attended the Clarendon Hills Chamber of Commerce meeting.
11. On Thursday, October 20th I attended the monthly meeting of the Du-Comm Fire Chiefs Sub Committee in Carol Stream.

12. Incidents of Interest:

- Friday, October 14th at 1:55 PM. The fire department responded for a vehicle that struck part of a house at 407 Colfax. Temporary shoring was in place.
- Monday, October 17th at 9:50 PM. The fire department responded for ComEd wires on fire at 368 Western Ave. Firefighters found wires burning in the trees due to high winds. Stood by for ComEd arrival.
- Tuesday, October 18th at 12:52 AM. The fire department responded to wires on fire at Stonegate and Ogden Ave. Upon arrival found wires on fire due to high winds. ComEd arrived within a few minutes.
- Wednesday, October 19th at 4:26 PM. Medic 86 and Squad 86 responded for a vehicle accident with injuries at Prospect and Burlington Avenues.
- Thursday, October 19th at 4:09 PM. Medic 86 and Squad 86 responded to a vehicle accident with injuries on Rt. 83 southbound at Chicago Ave.

13. Mutual Aid Calls:

- None

14. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills two (2) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale two (2) times.
- During the past week, the fire department responded to fifteen (15) emergency calls.

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



October 2016

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

Community Events**Chamber of Commerce Annual Family Trick or Treat Downtown**

October 29, 2016, 11:00 AM - 2:00 PM @ Prospect Ave.

[More Details](#)

Blackhawk Heights Halloween Parade

October 30, 2016, 3:00 PM - 4:00 PM

This is not a Village organized event. It is an event organized by the residents of Blackhawk Heights. It is open to all residents.

[More Details](#)

Trick or Treating within Village of Clarendon Hills

October 31, 2016, 3:00 PM - 7:00 PM

[More Details](#)

Meeting Calendar**Special Events Committee Meeting**

October 25, 2016, 7:00 PM - 8:00 PM @ Board Room

[More Details](#)

November 2016

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

Community Events**Village Offices Closed due to Holiday**

November 11, 2016, All Day

Veterans Day

[More Details](#)

Village Offices Closed due to Holiday

November 24, 2016, All Day

Thanksgiving

[More Details](#)

Village Offices Closed due to Holiday

November 25, 2016, All Day

Day after Thanksgiving

[More Details](#)

Meeting Calendar**Village Board Regular Scheduled Meeting**

November 7, 2016, 7:00 PM - 9:00 PM @ Board Room

[More Details](#)

ZBA/PC Meeting

November 17, 2016, 7:30 PM - 8:30 PM @ Board Room

[More Details](#)

Village Board Regular Scheduled Meeting

November 21, 2016, 7:00 PM - 9:00 PM @ Board Room

[More Details](#)

Special Events Committee Meeting

November 22, 2016, 7:00 PM - 8:00 PM @ Board Room

[More Details](#)