

# Weekly Status Report

Village Manager, Matt Harline  
January 20, 2023

## Village Manager's Message

VILLAGE MANAGER'S MESSAGE (1/20/23)

One of my primary tasks as Village Manager is to represent the Village and to build relationships with private and public stakeholders. I have tremendous support from the staff on this and the President and Board of Trustees are also active in building bridges for the Village. This week was a very active week on that front.

On Wednesday I attended two meetings with President Cuzzone arranged by DMMC. In the morning we met DuPage County District 2 Board members Elizabeth Chaplin, Paula Deacon Garcia, and Yeena Yoo, and in the evening we attended the DMMC Annual Legislative Reception and Dinner where we got to sit with State Senator, Suzy Glowiak Hilton (Democrat 24<sup>th</sup> District from Oakbrook Terrace). I thanked the County for the assistance with Lufkin Park and I thanked Senator Glowiak Hilton for the funds supplied for our Recreation Center. In between those meetings I met with the owners of the North Park Plaza Shopping Center with Economic Development Director, Patrick Burke and Community Development Director, Marc McLaughlin. And this Saturday I have signed up to attend US Congressman, Sean Casten's Town Hall in LaGrange.

Public Works Director, Michael Guerra and I met with representatives of LRS to discuss the adjustments to the contract but before that we had Executive Assistant to the Village Manager's Office, Cheryl Wagner, and Communication Specialist, Donny Pisano join us to discuss customer service issues we have been having. Although most of the issues we are still having will be helped by a program where everyone gets trash and recycling carts, we identified some ways to improve the responses to customer service complaints. We hope to work together to develop some creative ways to get the word out to the residents.

To finish the week, I attended a meeting arranged by Trustee Corkery and CD Director McLaughlin with a resident who is interested in seeing the Village consider accessory dwelling structures (think mother-in-law apartments, or carriage houses). Currently they are only allowed as non-conforming or grandfathered uses, but they are fairly common in the Chicago suburbs. As usual, I met with department heads collectively and individually. I also met with Parks and Rec leadership and AVM McVey and Payroll Specialist, Zandra Shook about how to adjust part-time staff wages in light of the increases in the minimum wage laws in Illinois.

We are still without a topic for the Committee of the Whole meeting in February, but I have a couple ideas.

**Matt Harline,**  
Village Manager



### Upcoming Agenda Items:

- Dial Corporation, WellQuest and Iceberg Development Group Presentations re: senior living.
- MX District Amendments– 2nd Reading
- Annexation request for Arrow Trucking
- Zoning Map Amendment for a parcel on St. Charles
- Village Commissions' Reports
- Report of Finance Director

### Other Items:

Sat. January 21st is Electronics Recycling  
Village Hall parking lot

Sat., February 4th is Coffee with the Board  
9:00a.m. at Village Hall, Board Room.

# Staff Meeting

## Present in-person and via Teams:

Matt Harline, Village Manager  
Suzanne McVey, Assistant Village Manager  
Interim Chief Steve Stapleton, Fire Dept.  
Deputy Chief Dan McCann, Police Dept.  
Greg Gola, Director of Parks, Rec & Fleet Dept.  
Pat Burke, Director of Economic Dev. Dept.  
Mike Guerra, Director of Public Works  
Marc McLaughlin, Director of Comm. Dev. Dept  
Chuck Howard, Director of Finance  
Sandy Hill, Director of Library  
Cheryl Wagner, Executive Assistant to Village Manager

## Matt:

- Agenda discussion of items from Board Meeting
- Future Agenda items, and status
- Metra Parking— Fees and purchase option discussions
- Staffing Commissions discussion
- Feb. 13 Agenda—Willowbrook Women's Flag Football Presentation. National Championship is Feb 4th and 5th.
- Looking for possible Cable Commission projects from Dept Heads.
- Budget for 2023 is out in electronic version in Teams.
- Budget Books in Hard cover, color format—one for each Elected Official and one for Library for public viewing.
- Employees returned 110 surveys, aggregate data will be shared.
- Weekly report to go to employees
- Adding a Finance Director Section to the Agenda for 1/23 Board Meeting.

## Mike G.:

- Holiday snowflakes are coming down.
- Tree cutting zone discussions, it is a 5-year plan, starting in NW section.
- Water meters— we only have 200 smartpoint meters left to install, we now have 40% high accuracy meters installed.
- Surveying on roadway from Washington for sewer extension.
- "Sunset Clause" re: approved truck route needs to be reviewed.
- IDOT delaying Phase I Villa Ave bridges

## Steve:

- Tuition reimbursement meeting request.

## Greg:

- Meetings re: Youth Baseball upcoming
- NEDSRA meeting 1/17.
- Rec Center Meeting continue
- Conference next Thurs and Friday



## Marc:

- Rezoning Annex Arrow property discussions
- Rezone at 621 E. St. Charles recommended by P & Z Commission.
- Meetings re: St. Charles properties.
- ADU Meeting with Trustee Corkery on Friday at 9am.
- Code violation Fees can go to IDROP.

## Dan McCann:

- Redlight Collection discussions.
- PD training on IDROP. Adjudications can be in IDROP.
- Information shared re: testing centers and prices for hearing tests

## Sandy:

- Library Finance Committee Meeting— had good meeting in preparation of Library Board Meeting
- Generator going on roof of Library, no service interruptions.
- We take flag drop offs.

## Chuck:

- Discussions re: Auditors, Actuaries are getting reports together now.
- Payroll Accruals— data prepared and then it will go into spreadsheets.
- Check going out to BMO for \$300k for vehicles on 1/17. BMO discussions. Need lienholder on title.
- Investments come due this month, will update treasurer report and analyze data to see what is available.

## Patrick:

- Econ. Dev. Commission meets 1/18. Commission has 1 opening now.
- Will be at NIU conference Friday 1/20
- Marc and Pat will meet with North Park Plaza owners.

## Suzanne:

- Spring Sweep— Set for May 20th. ECC usually heads up this event. ECC backing off.
- Paper shredding is biggest request.
- Rotary signs—Honorary signs from Golf outing
- Brian sent out invites for Tyler Software
- "Cracken" Covid variant, surge.
- IMAP—End of March—Policies to be reviewed. Risk managements.

# Assistant Village Manager

Assistant Village Manager, Suzanne McVey

January 20, 2023

- Working with IT Manager and Communications Specialist on implementation process for the Civic Clerk agenda software. The process takes approximately 14 weeks to implement and which time we will phase out Granicus as the Village's agenda management software.
- Distributed Board of Trustees documents related to the Village Manager 6-month performance evaluation.
- Employee Workplace Evaluation survey closed on Monday with a total of 110 responses. Currently analyzing data for review by the Village Manager and department heads to identify actionable goals for the coming year.
- Attended meeting with Village Manager, Parks and Recreation department staff and Finance staff to discuss part-time pay changes related to increased Illinois minimum wage requirements and challenges in recruitment for temporary staffing.
- Attended Classification and Certification committee meeting related to AFSCME collective bargaining agreement.
- Continued ACA 1095B/1095C process
- Assisted with various personnel matters.
- Processed general liability and workers compensation claims.
- DuPage County remains at medium risk for COVID transmission. This week the IDPH warned of the new variant which is more transmissible than the omicron variant and its potential spread in Illinois. Took time to review COVID updates with department heads and drafting new CDC recommendation notices for employees.
- Current Job Recruitments:
  - Fire Chief (phone interviews this week)
  - Public Works Civil Engineer
  - Parks Building Supervisor (maintenance)
  - Part-time Group Fitness Instructor
  - Part-time Police Officers and Firefighters

## Freedom of Information Act Requests Received from 1/13 to 1/19:

- Community Development – 3
- Fire Department - 0
- Managers Office –1
- Police Department – 12
- Public Works - 0

Total closed FOIA requests for 1/13 to 1/19: 7

# Information Technology

Information Technology Manager, Brian Sawyer

January 20, 2023

## IT Managers Weekly Report January 20, 2023

### **Hardware-**

- Replaced hard drives in nine fire computers with faster SSD drives.
- Ordered nine new computer replacements for this year.

### **Software-**

- Installed monthly updates and rebooted all servers.
- Updated all of our event logging software.

### **Miscellaneous-**

- Attended a meeting with our Comcast rep about our bandwidth and options for upgrading.
- Attended a meeting with our firewall vendor to assess our configuration and everything looks great and configured to best practices.
- Created two new ID type badges for PD and FD use.
- Attended website redesign launch meeting on new content layouts.

# Finance

Finance Director, Chuck Howard

January 20, 2023

## Village Manager's Weekly Status Report

## Finance Department

### Cashier

- Processed utility billing payments daily from the mail, drop box and over the counter.
- Continued to process payments for utility taxes, places of eating tax remittances, special events, amusements events and various payments from PW, Police, Recreation and Fire departments.
- Processed the January 21<sup>st</sup> bill listing.
- Processing December Pcard statements.

### Utility Billing

- Process final bills for residents moving out of the Village.
- Processed several meter changeouts and smartpoints.
- Reviewing delinquent accounts to process liens.

### Payroll

- Processing all year end tasks.
- Completed W2s.

### Accountant

- Reconciled weekly Cash Receipts and Utility Billings.
- Sent out monthly financial reports to the Department Heads.
- Working on bank reconciliations for December.

### Finance Supervisor

- Continued balancing the cash drawer to check for accuracy of money being posted to correct accounts.
- Preparing the final budget for 2023 to send to the printer.
- Gathered information needed for audit.

### Finance Director

- Requested additional insurance and equipment title support for Sewer Equipment Purchase
- Discussed with Investment consultant upcoming options for currently maturing CD proceeds
- Reviewed documentation supporting refunding of utility billing overpayment
- Reviewed upcoming PBC (Prepared by Client workpapers) requested by external auditors and confirmed February 2023 audit discussion date
- Assisted staff with resolution of matters regarding bank NSF check notifications
- Attended Villa Park Library Board Finance Committee meeting



# Villa Park Police Dept.

Police Chief, Mike Rivas

January 20, 2023

DATE: January 12th, 2023 — January 18, 2023

STATISTICAL DATA		SPECIAL ATTENTION DETAILS
Total CAD tickets generated	440	HS/ Middle School and Grade School Presence
Officer generated traffic stops	60	Flock Camera Hits for Stolen Vehicles/Wanted Persons
Traffic Citations issued	20	Pursuits and Stop Stick Deployment
Traffic Warning Tickets issued	23	Catalytic Converter Thefts
Number of Bookings Processed	9	Domestic Violence
DUI Arrests	1	Mental Illness Calls for Service
Admin. Tows Initiated	4	DUIs
Local Adj./Village Ord.	3	Motel 6
Parking citations issued	29	Stone/Michigan/ Ridge/Iowa Parking Enforcement
Compliance violations	3	Restaurants and Bars
Vehicles Booted	0	
Vehicles Booted (YTD)	11	

## CURRENT INVESTIGATIONS

- Assist Other Agency – Villa Park Officers assisted Bensenville Police with a vehicle that was involved in a burglary in Bensenville. The vehicle did not stop for the emergency vehicle and was pursued in Chicago. Where they crashed and three subjects were taken into custody. Investigation is ongoing.
  
- Theft – Employee at Walmart was preloading gift cards for herself. The company is deciding if they will prosecute. The investigation is ongoing.
  
- Battery- A female battered another subject at the Target. The other subject is contemplating signing complaints. The investigation is ongoing.
  
- Burglary- Officers responded to a burglar alarm at Gyros Express where they located a glass door shattered. Officers also found an ATM had been broken into. The investigation is ongoing.
  
- Threats- A VP Officer took a report of a school threat where a juvenile was specific on the threat and what he was going to shoot at. The investigation is ongoing.
  
- DUI Investigation- Villa Park Officers located a semi that struck a loading dock. The driver was unconscious and some DUI tests as well as a blood draw was performed. The investigation is ongoing.

**ARRESTS**

- Fleeing and Eluding x 3
- Driving Under the Influence x 2
- In-State Warrant-Phone Harassment
- Driving While License Suspended / Driving Without Insurance
- Theft/ Unlawful Consumption of Alcohol by a Minor x 2
- No Valid DL – No Insurance
- Disorderly Conduct

*Please Note: "Reported Crimes-Press Report" and Citations/Arrests detail available upon request.*

**CRIME FREE HOUSING**

- Nothing new to report

**MEETINGS**

**OTHER ACTIVITIES**

- Department Head Meeting
- Meeting with the YMCA
- Tri-Town Grant Meeting
- Support Services Meeting with DuComm
- DuPage Chiefs Exec Board

- Meeting at DuComm to meet the new Director



# Villa Park Fire Dept.

Interim Fire Chief, Steve Stapleton

January 20, 2023

**Weeks of January 8 - 14 , 2023**

**Incident Report-** Fire and EMS calls by type of call

Incident Type	Total Incidents
<b>Incident Type Category: 3 - Rescue &amp; Emergency Medical Service Incident</b>	
EMS call, excluding vehicle accident with injury	44
Motor vehicle accident with injuries	1
	<b>Total: 45</b>
<b>Incident Type Category: 4 - Hazardous Condition (No Fire)</b>	
Gas leak (natural gas or LPG)	1
	<b>Total: 1</b>
<b>Incident Type Category: 5 - Service Call</b>	
Police matter	2
	<b>Total: 2</b>
<b>Incident Type Category: 6 - Good Intent Call</b>	
Good intent call, other	1
	<b>Total: 1</b>
<b>Incident Type Category: 7 - False Alarm &amp; False Call</b>	
Sprinkler activation due to malfunction	1
CO detector activation due to malfunction	1
	<b>Total: 2</b>
	<b>Total: 51</b>

**Mutual Aid Given Incident Report-** Mutual aid responses by type of call.

Incident Type	Total Incidents
<b>Incident Type Category: 3 - Rescue &amp; Emergency Medical Service Incident</b>	
EMS call, excluding vehicle accident with injury	2
Motor vehicle accident with injuries	1
	<b>Total: 3</b>
<b>Incident Type Category: 6 - Good Intent Call</b>	
Dispatched and cancelled en route	1
	<b>Total: 1</b>
	<b>Total: 4</b>

Total EMS/Fire Calls: 55  
 Total Mutual Aid Calls to Date: 14  
 Total EMS/Fire Calls to Date: 113

# Public Library

Library Director, Sandy Hill

January 20, 2023

## Programs Offered This Week

Babies & Books (two sessions)  
Toddler Time (two sessions)  
Ready for Reading  
Preschool Storytime  
Sensory Storytime  
Rhythm & Rhyme Storytime  
LEGO DUPLO Build + Play  
LEGO Builders Club  
Holiday Matinee  
Anime & Manga Club  
Cupcake Battle  
Happy Healthy Yoga  
Mug Decorating & Hot Cocoa Bar  
RomCom Readers Book Discussion  
Great Decisions 2023  
Raclette Cheese Class presented by Meredith Meder  
Nothing but the Facts: Cultish – The Language of Fanaticism

## Upcoming Programs

**DIY Faux Terrariums**

Wednesday, January 25 • 7-8 pm  
20s/30s Adults • Fee: \$5 per person

On a budget and looking to decorate?  
Look no further for a fun and easy  
craft that adds a touch of freshness to  
your home. Supplies provided.

Registration Required



**MUG DECORATING & HOT COCOA BAR**

Monday, January 23 • 7-8 pm  
20s/30s Adults • Fee: \$5 per person

Decorate a mug with a custom design to  
keep or give as a gift, then try some  
delicious combinations with a hot  
chocolate bar. Supplies will be provided.

Registration Required



## Meetings and Training Sessions Attended

- Library Department Heads
- Village Department Heads
- Finance Committee meeting
- Statistics Team meeting
- Rotary Club meeting
- Kiwanis Club meeting
- Lions Club meeting

## Library Services

- *English as a Second Language* classes and English conversation sessions as well as computer classes taught by the People's Resource Center were hosted by the library.
- Spice Club kit pick-up
- VPPL Mini-Library held at Jefferson Middle School
- Community storytime at the Oakbrook Terrace Park District led by staff
- Storytime at Kiddie Academy conducted: 90 students and 11 teachers
- Book Discussion Group: two book discussions led by staff
- Staff participation in the Lions Club Bowling Tournament
- Book Reviews: 6 book reviews from the Adult, Youth, and Teen collections written and posted to the library's social media
- Educator Bags: 1 prepared for Montessori Children's Academy of Villa Park; 1 prepared for Early Childhood Center; 2 prepared for North School
- Homebound Delivery Service: 33 items delivered
- 24 Hour Lockers: 72 patrons served
- Passport Application Service: 13 new passport applications processed

## In the works...

- Ongoing project of translation of policies and online catalog sections into Spanish
- Winter Reading Program registrations
- Program planning and preparation
- Planning for the Staff In-Service Day
- Passport Agent refresher course training taken by staff
- Giving Tree items and STEAM Kits cataloged and processed
- Interviews conducted for open Public Services Associate positions
- Book lists for Youth Services revisions

# Economic Development

Economic Development Director, Patrick Burke

January 20, 2023

## **Economic Development Economic Development Director Patrick Burke**

### **Illinois Financial Forecast Forum**

Staff attended this annual forum January 20. The senior economist from the Chicago Federal Reserve provided perspectives on the economy. Additional speakers provided insights regarding real estate and the retail environment.

### **North Park Plaza Shopping Center**

Staff met January 18 with the property owners to discuss possibilities for further outlot development and potential infill projects within the shopping center.

### **Residential Development**

Staff met January 18 with a developer interested in purchasing a parcel for conversion to upscale apartment units.

### **Yes Villa Park**

The website was updated January 13 to publicize the Chamber's Cocoa Crawl event scheduled for February 25.

### **BW Group**

Staff met January 18 to discuss follow up activities concerning various code enforcement issues.

### **Economic Development Commission**

The commission met January 18. It discussed creating a business survey and a packet for new businesses.

Participated in the department head staff meeting.

Met with Manager Harline.

# Community Development

Community Development Director, Marc McLaughlin

January 20, 2023

**SUBJECT: CD Department Weekly Updates – January 12, 2023 to January 18, 2023.**

## **Community Development Director Updates:**

An additional proposal was submitted from the RFP for Building Inspection Services and Plan Review.  
The February 9, 2023, Planning and Zoning Commission meeting will be cancelled for lack of business.

	Jan 12, 2023 Jan 18, 2023	2023 YTD	Jan 12, 2022 Jan 18, 2022	2022 YTD	2022 To- tals
-					
Permits Issued	25	58	21	50	1980
Plan Reviews	10	20	5	11	321
Building Inspections	31	71	24	55	2465
Follow-Up Inspections	23	110	15	76	1860
Site Visits	26	50	37	49	1432
Property Main. Violations	95	160	218	260	1793
Tickets Issued	12	26	3	7	457
Adjudication Cases	0	28	0	21	393
Liens Filed	0	0	0	28	168
C.O. Inspections	2	2	11	17	111
Vacant Property Inspections	1	5	1	2	84
Vacant Properties Registered	1	1	1	2	17

# Public Works

Director of Public Works, Michael Guerra

January 20, 2023

## Public Works Highlights

- This week the contractor continued the installation of the new 8” sanitary sewer conflict main on the east side of Monterey Avenue south of Highland Avenue as a part of the Monterey Avenue Improvement Project (Washington to Park). Water services are also being adjusted to avoid conflicts with the new utilities. The water service adjustment work will continue next week.
- The CD-ED-PW building is currently undergoing some improvements, with work continuing this week. Efforts include painting and trim in common areas, as well as upgrades to the conference room.
- Staff attended a kick-off meeting this week for the Railroad Grade Separation Study.
- Staff met with DuPage County staff this week to discuss pending CDBG grant agreements.
- Public Works staff has been assisting new Community Development staff with onboarding of village computer and information systems, and has been conducting training with the new staff on the permitting platform and other village software.
- Staff has been conducting review of preliminary plans and specifications for upcoming capital improvement projects. These projects will go to bid as design is completed and funding is confirmed.
- Staff met with ComEd this week to discuss improvements to the electrical service for the Village’s South Villa Sanitary Sewer Lift Station.
- Staff attended multiple American Public Works Association (APWA) meetings this week.

## Public Infrastructure Projects

**College Streets** This large project has been placed on hold due to budget concerns. It was decided to separate North Wisconsin Avenue from the College Streets Project and complete that street as a separate project, as it does not include water main replacement. In addition, staff submitted two applications for CDBG grant funding for portions of the project to secure external grant funding and advance those portions of the project. See “**Michigan and Vermont**” below for more information on one of these two portions of the larger project.

**Jackson Pond** Construction of the new 72-inch diameter storm relief sewer as a part of the Jackson Pond Expansion Project is now complete. Earthwork will be the next effort to take place. Staff is working to coordinate the schedule for this work, which will be dependent upon the weather. The next and final phase of this project, which staff is now referring to as the “Jackson Area Improvement Project”, includes construction of new storm sewer mains on portions of Madison Street, Wisconsin Avenue, and Addison Avenue. This phase is currently under design. Staff is in the process of reviewing plans and specifications and has held several design progress meetings. This phase will be advertised for bidding when the design is complete. Bidding is currently expected to take place in the next few months.

**Maple Area** A final balancing change order has been approved. The only remaining site work at this point is the completion of punch list items. That punch list work is currently in progress.

**Michigan & Vermont** The Michigan and Vermont Improvement Project comprises a smaller portion of the larger College Streets Project. This portion of the project area was split off because it qualified for and was officially awarded external CDBG grant funding for construction. Design of the project is now complete. The village has also received an approved water construction permit from the Illinois EPA. The formal grant agreement from DuPage County for funding for the construction of this project is currently in the process of being executed. The project is expected to be advertised for bidding after the agreement is fully executed and DuPage County staff reviews and approves the draft bidding documents. The project is expected to go to construction in spring of 2023.

**Monterey** This week the contractor continued the installation of the new 8” sanitary sewer conflict main on the east side of Monterey Avenue south of Highland Avenue. Water services are also being adjusted to avoid conflicts with the new utilities. The water service adjustment work will continue next week.

**REBUILD Illinois** These projects consist of the resurfacing of existing village asphalt streets using funds from the village’s allocation of the state’s REBUILD Illinois bond proceeds. The first of the village’s two expected REBUILD Illinois projects is now complete. Staff is now working to complete scoping and design of the village’s second and final REBUILD Illinois Project.

**St Charles Bridge** Construction is complete. Staff has submitted closeout paperwork to IDOT. The final closeout of the project is currently awaiting IDOT approval.

**Public Works Weekly Statistics**

	Week of 01/20/23	Month to Date
<b>Overall</b>		
Service requests	136	305
<b>Streets</b>		
Pothole patching	0	0
Tree trimming	3	5
Tree removal	2	5
Tree limb pickup	0	1
<b>Utilities</b>		
JULIE locates	32	118
Sewer services televised	0	4
Inlets / Catch Basins cleaned	4	34
Water shutoffs performed	14	18
Water meter repair/replacement		
¾"	3	6
1"	8	13
Large meters installed	0	5
Water valves exercised	31	48
Sewer televised (feet)	0 feet	500 feet

# Parks & Recreation

Parks, Recreation and Fleet Services Director Greg Gola

January 20, 2023

## Administration

- Staff discussed with contractors the Native Area Maintenance, and facility security upgrades.
- Staff met with 3D Design and discussed Lufkin Park improvements, plans, park layout and color choices for the shelters
- Staff met with VM, Asst. VM and payroll staff to discuss upcoming and future payrate scales.
- Additional and more specific information available upon request.

## Parks, Buildings & Grounds Division

- Staff maintain the red flag up at the Lions Park Ice Rink, skating is not allowed at this time.
- Staff completed interior improvements at the 11 W Home Ave facility.
- Staff work/repairs continue with facility improvements, routine maintenance, electrical repairs, plumbing repairs, heating repairs, service requests, and daily/weekly disinfecting cleanings and organizing of equipment, vehicles, and facilities.
- Additional and more specific information available upon request.

## Recreation Division

### Admin Items

- The Staff has decided on dates for Brewfest and Villa Park Summerfest 2023.
  - Villa Park Summerfest 2023 will be held 6/24/2023.
  - Brewfest will be held 10/7/2023.
- Staff will be attending IPRA Conf. next week.
- We have had a GREAT response from seniors moving to ICC from CRB. They like the gym better because they can space out.

### **Senior Program Updates**

- January Birthday Bingo 1/12 had 50 participants.
- Donut Bingo 1/18 had 26 participants.
- This was the 1st time these programs were held at the Iowa Community Center as the senior's transition to programming to ICC.

### **Athletics/Fitness/Aquatics/Event Entertainment**

- Booking summer Festival bands for the June 24 Villa Park Summerfest.
- Working with District 88 to book summer programs at Willowbrook.
- Basketball picture day is booked for Friday, Feb 10.
- Ironing out communication and cooperation with Jazzercise contractor.

### **Early Childhood Programs**

- Exploring Toddlers returned and started on Monday with 7 participants.
- 3 new Early Childhood programs began this week.
  - Sports of All Sorts with 11 participants
  - All About Winter with 6 participants
  - Little Artists with 9 participants

### **Dance**

- Staff is preparing for Discover Dance Pictures (Feb. 11) at the Iowa Community Center and the Dance Rehearsal/Recital (Feb. 17-18) at Willowbrook High School.

### **Support Staff and Misc. Updates**

- Assisted customers, process program registrations, building rental requests, and billing for installment payments. Worked on marketing, promotional items for the winter season and updated the building schedules. Additional information available upon request.

### **Fleet Services Division**

- Maintenance and repair work was performed on fourteen vehicles.
- A breakdown of repairs or maintenance is available upon request.