

Weekly Status Report

Village Manager, Matt Harline
February 3, 2023

Village Manager's Message

VILLAGE MANAGER'S MESSAGE (02/03/2023)

This week's message is going to be a little shorter because I am writing this Friday morning instead of Friday afternoon, and I worked from home and not very much on Thursday because I got my first cold/flu of the year. But the rest of the week has been active.

The week started off with the opening round of negotiations with IAFF to replace a collective bargaining agreement that will expire April 30, 2023. As with any negotiation, my goal is to find the best way to get an agreement that all parties walk away from ready to work together as a Team. One of the best things we can do is to get all the positions filled including the three new positions. The short staff, reduced in times of severe budget constraints, and exacerbated by the retirement of many people over a short period of time, has resulted in huge burden on the remaining staff.

We continue to try and improve the Village's technical capabilities. This week we took a look at Tyler Munis a product I was familiar with in Dover. We continue to seek better solutions to deliver better reports to the Trustees and public to improve transparency. We have looked at BS&A and have another product to look at yet. Part of the increase in the Information Technology budget, as reported in November, is to bring in a better solution that ties critical functions together seamlessly.

The highlight of my week was visiting Safari Land and getting to meet Chris Troiola. It was nice to hear the history and his vision of the future of the evolution of the property and the family-run business. I was particularly impressed by how he has shortened hours, hired security, and stopped operating at maximum capacity as part of the company's continued dedication to safety.

Later that day I participated in a discussion of grant offer by The Recycling Partnership. The Village will be applying for a grant in cooperation with LRS to defray some of the cost of purchasing recycling carts for all the single-family customers. This will be passed on to the Village residents to shave off a bit of the cost increase planned in the next trash contract. If the contract (which we are currently fine tuning) is approved at the meeting on February 13, we will proceed toward a June launch of the program where every resident will receive a 95-gallon trash cart and a 72-gallon recycling cart. There will be minor exceptions, but this will mean that every household will have a container sturdy enough for regular, automated collection in all weather – with the carts belonging to LRS so when they are damaged during collection, they will be replaced by LRS without contention.

I also met with representatives of Enterprise to look at options for leasing vehicles to replace some, most or all of our aging fleet. With the difficulty we face in acquiring vehicles, the purchasing power of Enterprise could help, and we could get more of our employees into decent vehicles. I met with most of the department heads individually, and all of them collectively this week.

This week was version 3 of the Leadership Book Club, and the book was Grit: The Power of Passion and Perseverance by Angela Duckworth. The number of attendees was down due to a variety of reasons, but we made some solid strides toward defining and developing a leadership program for the Village. As the book notes, keeping growth mentality means that we understand everyone who wants to grow in the organization can so that we can build leaders at all levels to promote from within.

Matt Harline,
Village Manager



Upcoming Agenda Items:

- Certificate presentation to Willowbrook's Flag Football team & coaches
- North Avenue Access Road Amendment—Parking Restrictions
- Adoption of 2023 Zoning Map
- Amendment to Metra Parking Lot Fees
- Approval of an agreement to extend the contract with LRS for solid waste collection services
- Authorization of Agreement re: Biermann and Myrtle Improvement Project Phase II
- Authorization of Agreement between Village of Villa Park and House of Lavigne to conduct a Comprehensive Plan update

Other Items:

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

Staff Meeting



Present:

Matt Harline, Village Manager
Suzanne McVey, Assistant Village Manager
Interim Chief Steve Stapleton, Fire Dept.
Chief Mike Rivas, 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:

- Review of Agenda for February 13th, COW meeting and Future Agenda items for February.
- Discussions re: LRS Contract and starting dates.
- Wellquest discussion—next steps, declare property surplus
- Employee surveys next steps discussed.
- Friday is Book Club. If someone else would like to lead the topic, please do.
- We are working toward templates for legal contracts which will be provided by our attorney.
- Tyler reviewed yesterday.

Mike G.:

- It is cold outside and last week we had that funky snow off and on all weekend.
- We are looking into weather subscription service that would be shared Village-wide.
- We will resume tree trimming later this week.
- We have notifications along the new No-Parking areas along North Avenue.
- NICOR will be out re: relocation of gas lines for the upcoming Michigan Vermont Improvement Project.
- Monterey Project is shut down temporarily due to cold.

Chuck:

- Audit Schedule ongoing, must be completed by April. Working on items with departments.
- Invoices need to be paid individually, not grouped. .
- Audit—Benefits, Pension, reports on contributions, Change to Leases—now classified as asset by GASB statement 87.
- Software — how to report purchases of IT licenses and subscriptions.

Patrick:

- Burlington Coat Factory has opened.
- Pat attended a Choose DuPage Meeting this week.
- Pat and Matt attended a meet and greet with the owner of Safari Land on Wednesday.
- DuPage County Visitor Bureau Ad is coming along well. Our Communication Specialist is working on it .

Sandy:

- Annual Report to Village and State. T
- Thursday was the strategic planning meeting. Library is still working on hiring a firm to assist them.
- They have a large amount of staff out sick currently.
- Kiwainnas bowling event is this Saturday, February 4, 2023 at Stardust Bowl.

Suzanne:

- Rotary Club has Trivia night on March 16th at Crazy Pour. The benefits will go to Friends for the Library.
- OSHA 300A Summary Post will be in your blogs.
- Safety Day will be shared by end of the week.
- Upcoming call with IRMA

Mike R:

- Staff meeting held January 31. Will be honoring staff that has been here for 20+ years.
- Will be having Risk Reduction meetings.
- DuPage OEM— added resources through the County for people needing assistance.
- Training events upcoming.
- Current affairs re: recent incidents discussed.

Marc:

- White Castle is gone.
- 8 to 8 Cigars cited for work w/o permit.
- Tyler demo/ 3.5 hours/feedback
- Stephanie—new employee speaks Spanish.

Greg:

- Brian is working on the AC units at Police Department
- Special Rec Meeting this week.
- Parks & Rec Liquor License and Summer events discussion
- M & O contract—MW is working on it.

Steve:

- Still ongoing SAM issues, partially accepted.
- Background checks for recruits are favorable, 4 of 7 need to go to the Fire Academy. Academy starts in April.
- Gathering a formal Safety Committee.
- Presentation on Feb 27th Board Meeting for award from Elmhurst Hospital “run of the month.”

Assistant Village Manager

Assistant Village Manager, Suzanne McVey

February 3, 2023

- Gathered job descriptions, salary data, and contracts for the AFSCME classification and compensation committee which will officially start reviewing positions February 15th.
- OSHA 300A forms were posted in relevant locations and new 2023 employee notification posters were ordered.
- Participated in beginning of DMMC Managers meeting to review paid leave act and impacts on municipalities.
- Continued gathering documents related to the upcoming IMAP visit from IRMA.
- Submitted the Statement of Economic Interest filing list to the DuPage County Clerks Office. Filing notices will be sent from the County Clerk to those required to file by March.
- Participated in Tyler Technologies ERP software demo on Monday January 30th.
- Joined the Village Manager and Interim Fire Chief in meeting with the IAFF to begin discussions on contract negotiations.
- Continued ACA 1095B/1095C process for end of the year filing.
- Assisted with various personnel matters.
- Held conference call with IRMA to discuss specific workers compensation claim
- Submitted initial request to IRMA for summer event liquor liability coverage.
- Processed general liability and workers compensation claims.
- DuPage County remains at medium risk for COVID transmission. The Federal government announced the intention to end the COVID-19 emergency declarations on May 11, 2023. Governor Pritzker made a similar announcement intending to end the Governors emergency declarations in early spring. We will continue to watch for changes which may impact operations such as remote board/commission meetings, quarantine requirements, testing, etc..
- Current Job Recruitments
 - Fire Chief – in person interviews scheduled for February 15
 - Public Works Civil Engineer
 - Parks Building Supervisor (maintenance)
 - Seasonal Parks and Recreation positions
 - Part-time Group Fitness Instructor
 - Part-time Police Officers and Firefighters
- Freedom of Information Act Requests Received from 1/27 to 2/2:
 - Community Development –3
 - Fire Department - 1
 - Managers Office -1
 - Police Department – 11
 - Public Works - 0

Total closed FOIA requests for 1/27 to 2/2: 7

Communications

Communications Specialist, Donny Pisano

February 3, 2023

Social Media:

Facebook posts this week:

- National Radon Month
- Winter Weather reminders
- Warming centers
- Early childhood classes
- Black history month
- Villa park PD
- Ground Hog Day

Instagram/Twitter this week:

- National Radon Month
- Ground Hog Day

Parks & Rec Facebook posts this week:

- Donut Bingo
- Early childhood classes
- Princess ball
- Ice rink
- Jr Sports Classes

Website

- Updated water billing for 2023.
- Updated staff directory.
- Added special events to the calendar.
- Working with civic rep on new mood board/layout

Misc.

- Meeting with digital signage company with IT manger
- Attended weekly one on one with assistant village manager
- Coordinating 2023 village matters calendar with graphic designer
- Updated code for the new AI chatbot.
- Worked on a new ad for 2023 edition of DuPage county visitors guide

Finance

Finance Director, Chuck Howard

February 3, 2023

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 February 6th bill listing.
- Processing January Pcard statements.

Utility Billing

- Process final bills for residents moving out of the Village.
- Processed several meter changeouts and smartpoints.
- Completed process for utility bills that were mailed out January 31st.

Payroll

- Corrected IMRF issue.
- Completed all IMRF reporting for January.
- Completed W2s.

Accountant

- Reconciled weekly Cash Receipts and Utility Billings.
- Off three days.
- Reconciled the cleared checks and outstanding checks for the disbursement account and payroll account September through 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.
- Completed process for 1099s and mailed out.

Finance Director

- Reviewed and approved Village Purchase Card Expenditures for Nov 2022 along with weekly check listings.
- Began review and reconciliation of 2022 Village IMRF contributions for audit support.
- Met with Village Restaurant owner regarding delinquent Places of Eating Tax due.
- Met with vendor Copay, a vendor Credit card platform, for product review and savings opportunities.
- Completed final presentation and graphs for 2023 Budget physical document print.
- Updated Cannabis Revenue Memo and summarized 2022 Village Pension Fund contributions



Villa Park Police Dept.

Police Chief, Mike Rivas

February 3, 2023

DATE: January 26, 2023—February 1, 2023

STATISTICAL DATA		SPECIAL ATTENTION DETAILS
Total CAD tickets generated	339	HS/ Middle School and Grade School Presence
Officer generated traffic stops	28	Flock Camera Hits for Stolen Vehicles/Wanted
Traffic Citations issued	18	Pursuits and Stop Stick Deployment
Traffic Warning Tickets issued	28	Catalytic Converter Thefts
Number of Bookings Processed	9	Saturation Patrols
DUI Arrests	0	Domestic Violence
Admin. Tows Initiated	2	Mental Illness Calls for Service
Local Adj./Village Ord.	2	DUIs
Parking citations issued	54	Motel 6
Compliance violations	4	Stone/Michigan/ Ridge/Iowa Parking Enforcement
Vehicles Booted	0	Restaurants and Bars
Vehicles Booted (YTD)	11	Retail Thefts

CURRENT INVESTIGATIONS

- Armed Habitual Criminal/ Discharge of a Machine Gun – Villa Park Officers were quick to locate the offender in the discharge of a machine gun. Investigation is ongoing to determine if the offender and guns used were related to any previous crimes.
- Armed Habitual Criminal/ Possession of Controlled Substances – Villa Park Officers were able to successfully spike a fleeing stolen vehicle and take the driver into custody who illegally possessed a firearm. The investigation is ongoing to determine if the firearm was used in any other crime.
- Juvenile Neglect- Villa Park Officers are looking into a possible juvenile neglect case as reported by a third party. The investigation is ongoing.
- Sex Assault- Villa Park Officers are investigating a sex assault that occurred at one of the schools between students. The investigation is ongoing.
- Retail Theft – Villa Park Officers assisted Willowbrook PD with a retail theft in progress with multiple offenders. VP officers stopped the car of the subjects and took the subjects into custody. There was a press release from the DuPage County State’s Attorney’s Office on the incident. The investigation is ongoing to look at what other like crimes were committed by this crew in our area.
- Suspicious Circumstances- A Villa Park Officer took a report of a suspicious subject who appeared at a residence on Riverside where multiple subjects have been catfished and fraudulently led to this location. The investigation is ongoing.

ARRESTS

- Armed Habitual Felon- x 2 / Possession of a Stolen Vehicle / Discharge of a Machine Gun / Possession of Controlled Substance
- Domestic Battery x 2/
- DWLS – No Insurance x 2/ In State Warrant/ No Valid DL

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

CRIME FREE HOUSING

- Nothing new to report

MEETINGS

- Department Head Meeting
- Tri-Town Grant Meeting
- DuPage Chiefs Association
- Meeting with Manager Harline
- Police Staff Meeting

OTHER ACTIVITIES

- After Action Report Training
- DuPage Office of Homeland Security Presentation
- Retraining on Injury and Property Damage Reporting
- Updating of Policies
- Presentation of Years of Service Awards to Sgts: Pagan (20), Svava (20), and Walsh (25).



Sergeants: Pagan (20), Svava (20) and Walsh (25) receiving their years of service awards.



Villa Park Fire Dept.

Interim Fire Chief, Steve Stapleton

February 3, 2023

Weeks of January 22-28 2023

Incident Report- Fire and EMS calls by type of call

Incident Type	Total Incidents
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident	
EMS call, excluding vehicle accident with injury	42
Motor vehicle accident with injuries	1
Motor vehicle accident with no injuries.	2
Removal of victim(s) from stalled elevator	1
Rescue or EMS standby	1
	Total: 47
Incident Type Category: 4 - Hazardous Condition (No Fire)	
Carbon monoxide incident	1
	Total: 1
Incident Type Category: 7 - False Alarm & False Call	
Smoke detector activation due to malfunction	1
Alarm system sounded due to malfunction	2
CO detector activation due to malfunction	1
Sprinkler activation, no fire - unintentional	1
Smoke detector activation, no fire - unintentional	1
Detector activation, no fire - unintentional	1
	Total: 7
	Total: 55

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

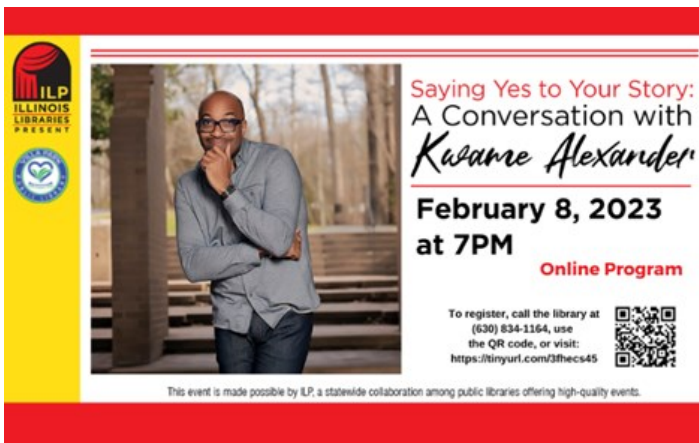
Incident Type	Total Incidents
Incident Type Category: 6 - Good Intent Call	
Dispatched and cancelled en route	2
	Total: 2
	Total: 2

Total EMS/Fire Calls: 57
 Total Mutual Aid Calls to Date: 19
 Total EMS/Fire Calls to Date: 224

Programs Offered This Week

Babies & Books (two sessions)
Toddler Time (two sessions)
Ready for Reading
Preschool Storytime
Landscaping with Native Plants

Upcoming Programs



Meetings and Training Sessions Attended

Library Department Heads
Village Department Heads
Rotary Club meeting
Kiwanis Club meeting
Youth Services Planning meeting
SWAN Fireside Chat meeting
Meeting with Fuel & Crème
ALA 2024 Odyssey Committee meeting
Discovery & User Experience (DUX) User Group meeting with SWAN
Selectors' Staff meeting with Ingram Book Group representative

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.
- VPPL Mini-Library held at Jefferson Middle School
- Presentation made on librarian as a career at the Career Day program for children at Child's Voice in Wood Dale
- Addition of new items in Youth Services for children to enjoy: wooden activity cube; multi-top activity table; tree stump stools; log benches
- Book Displays created: Celebrating Black Lives and Not Today, Cupid! (high school books with little to no romance)
- Book Reviews: 1 book review from the Adult collection written and posted to the library's social media
- Youth Services book lists updated
- Educator Bags: 1 prepared for Montessori Children's Academy; 2 prepared for D45 Early Childhood Center
- 24 Hour Lockers: 93 patrons served
- Passport Application Service: 15 new passport applications processed

In the works...

- Ongoing project of translation of policies and online catalog sections into Spanish
- Winter Reading Program: ongoing activities and preparation
- Program planning and preparation
- Creation of content for TikTok
- Staff In-Service Day planning
- Revisions of the Digital Resources pamphlet
- Collection development
- Job posting and interviews for open one full-time position and three part-time positions at the library: Public Information Coordinator; Public Services Associates; and Housekeeper

Submitted by Sandra Hill, Library Director

Economic Development

Economic Development Director, Patrick Burke

February 3, 2023

Economic Development

Burlington (174 W. Roosevelt)

Burlington's remodeled; smaller space opened this week in the Villa Oaks Shopping Center. The adjoining, vacant space is being prepared for an additional tenant.



Choose DuPage

Staff attended the communities meeting February 1. The topic was development incentives and programs for municipalities and businesses.

Business Retention

Staff conducted a retention visit February 1 with Safari Land.

A certificate of occupancy was delivered January 30 to TransChicago Truck Group (226 E. Adele Court).

Participated in the department head staff meeting.

Met with Manager Harline.

Community Development

Community Development Director, Marc McLaughlin

February 3, 2023

SUBJECT: CD Department Weekly Updates – January 26, 2023 to February 1, 2023.

Community Development Director Updates:

- Casey's new construction continues at brisk pace, looking to complete and close permits by May.
- Met with owner of North Park Plaza and Architect to discuss redevelopment of the former White Castle, 306 W North Ave.
- The February 9, 2023, Planning and Zoning Commission meeting has been cancelled for lack of agenda items.
- Attended meeting for the preparation of Spring Sweep.

	Jan 26, 2023 Feb 1, 2023	2023 YTD	Jan 26, 2022 Feb 1, 2022	2022 YTD	2022 Totals
Permits Issued	27	108	16	83	1980
Plan Reviews	8	37	3	19	321
Building Inspections	24	121	13	80	2465
Follow-Up Inspections	28	166	49	207	1860
Site Visits	13	74	13	79	1432
Property Main. Violations	46	417	29	320	1793
Tickets Issued	7	41	8	22	457
Adjudication Cases	0	38	0	38	393
Liens Filed	0	0	0	28	168
C.O. Inspections	1	7	5	25	111
Vacant Property Inspections	2	7	1	4	84
Vacant Properties Registered	0	1	0	3	17

Public Works

Director of Public Works, Michael Guerra

February 3, 2023

Public Works Highlights

- This week has been slow for the advancement of the construction for Monterey Area Improvement due to the weather. The Contractor intends to finish relocating water services that conflict with the proposed 54" storm sewer on Monterey Ave. Next week the contractor will begin the installation of the proposed 54" storm sewer along the east side of Monterey Ave. Beginning at Highland Ave and advancing to the south.
- Public Works crews responded to this week's winter storm events. For weekend events, snow and ice control operations began at approximately 2:00 pm and continued into Saturday night and again on early Monday morning. The village received upwards of 3 inches of snow during the weekend's event.
- Staff participated in discussions for an incentive grant reimbursement for residential recycling that will be included with the contract approval with LRS.
- Staff attended presentations regarding Cast-in-Place Pipe Liners for sanitary sewers and Tyler Technologies software.
- NICOR's construction contractor will begin to relocate gas services to the residents of the Michigan Ave from Vermont St to Plymouth in preparation of the Michigan and Vermont Improvement Project. Crews have already began staging the equipment with work to be completed in the next few weeks.
- 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.

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 has reviewed plans and specifications and provided review comments to the design engineering consultant and has also 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 and should be concluded soon.

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 has been executed and a pre-bid meeting is set for the week of February 6th with the County to begin the bidding process. The project is expected to go to construction in spring of 2023.

Monterey This week has been slow for the advancement of the construction for Monterey Area Improvement due to the weather. The Contractor intends to finish relocating water services that conflict with the proposed 54" storm sewer on Monterey Ave. Next week the contractor will begin the installation of the proposed 54" storm sewer along the east side of Monterey Ave. Beginning at Highland Ave and advancing to the south.

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. Staff held a design

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 02/03/23	Month to Date
Overall		
Service requests	62	433
Streets		
Pothole patching	0	0
Tree trimming	0	5
Tree removal	2	5
Tree limb pickup	0	4
Utilities		
JULIE locates	22	155
Sewer services televised	0	5
Inlets / Catch Basins cleaned	0	34
Water shutoffs performed	4	23
Water meter repair/replacement		
3/4"	8	28
1"	0	14
In-house Meter testing	40	40
Large meters installed	0	5
Water valves exercised	8	60
Sewer televised (feet)	0 feet	800 feet

Parks & Recreation

Parks, Recreation and Fleet Services Director Greg Gola

February 3, 2023

Administration

- Staff attended IPRA annual conference on 1/26 & 1/27.
- Staff toured the exhibit hall researching new registration software options in preparation for the Lions Park Rec Center
- Staff met with Williams Architects and Upland Design in a Teams meeting to discuss the new rec centers landscaping and site plans.
- Staff is gathering information from neighboring communities in preparation for a pool pass rate discussion at the February PRAC mtg.
- Staff compiled and submitted a part time and seasonal proposed pay scale updates.
- Staff worked/met with contractors for inspections, flooring, and native area management.
- Additional and more specific information available upon request.

Parks, Buildings & Grounds Division

- Staff have put up the green flag at the Lions Park ice skating rink, recent cold temps have allowed staff to create good ice for skating, the ice rink is now open for skating.
- Staff work/repairs continue with facility improvements, cleaning out CRB, 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

- **Senior Program Updates**
 - Fish Fry FRYDAY Mystery Trip 1/20 took 9 participants to The Patio in Lombard.
 - Let's Do Lunch Carryout on 1/26 had 20 participants.
 - Donut Bingo on 2/1 had 30 participants including a new group from Ray Graham in Lombard.
- **Athletics/Fitness/Aquatics/Event Entertainment**
 - We started to accept soccer registrations. Last year we didn't start accepting registrations until March 2022.
 - Futsal started January 25 at Jackson Middle School with 11 participants. We had 5 participants in 2022.
 - Met with York Center Park District Executive Director Jeremy Fila to discuss teaming up to run a summer basketball program.
 - Working on recruiting Aquatic Team members at Willowbrook, Addison Trail and Montini High Schools.
 - Jazzercise contractual programs are running smoothly with 27 classes each week. Communication is very good with owner Julie Klinko. Villa Park Summer Festival bands are booked.
- **Instructional 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 thirteen vehicles.
- A breakdown of repairs or maintenance is available upon request.
- Repairs were made to three emergency breakdowns.
- Fleet staff was on hand during all snow plowing and salting events, trucks were checked regularly to replace missing nuts, bolts, curb shoes etc.
- New police car 185 setup has been completed and the car is now in service.