

Weekly Status Report

VILLAGE MANAGER'S MESSAGE (9/29/23)

Shortly after I hit send on this email, I will be heading over to the site of the new Recreation Center for the groundbreaking. This is a big deal in Villa Park. It will create a unique, indoor public space that is owned by the Village, open to the public and constructed and dedicated primarily to the use by the citizens for their use, not the government's operations. The Iowa Community Center (ICC) was constructed as a school building, and it has served some of the purposes of a recreation center well. But the ICC has few opportunities for unscheduled, personal recreation and fitness. The new Recreation Center will have a fitness and weight room, a walking/running track, modern meeting rooms, a kitchen, and an adult-sized gymnasium.

The Recreation Center is a bold project that is situated adjacent to the revitalization of the old downtown on Villa Avenue, parts of which were originally developed by the Wander Corporation (Ovaltine). This winter it will be made part of our seventh Tax Increment Financing (TIF) District – the Saint Charles Commercial Corridor TIF. This will include The Union which will begin construction next summer. The addition of 8,000 square feet of new retail space and over two hundred small households will create a stronger economic engine in an area that already boasts unique local businesses from Villa Park on the south end to Funky Java and Kuppie's Bakery close to St. Charles.

The further development of St. Charles will follow based on the results of the Comprehensive Plan. This coordinated approach to building a brighter future for Villa Park will need public support. These ideas are not entirely new. Many of the ideas being brought up the Do-It-Yourself meetings and the public discussion at the kickoff by Planning and Zoning are found in the 2009 Comp Plan. But they never got traction. If you haven't already, I urge you to take the [Comprehensive Plan Survey](#).

Aside from the "new" Police Station, that is over 20 years old, few of our Village buildings were built for the purpose for which they are used. The assessment of our buildings is in the report preparation stages now, and although it will arrive a little late to impact on this year's budget, it will be incorporated into plans to make our buildings more user-friendly to the staff and the customers. Those customers are the village residents, local businesses and prospective businesses, visitors, and passers through who may only need to pay a traffic ticket.

There is lots to do now in Villa Park as well. The Autumn Jubilee will be just west of the Villa Park Historical Museum on Saturday, September 30, and a week later at Cortesi Park we have Brewfest. Plus if you want to watch competitive curling, the 5U – Bonspiel is taking place at Windy City Curling in the Villa Oaks Shopping center (behind the Sonic on Roosevelt, with parking on the north side of the strip mall).

I will miss many of these events as I will be in Austin, Texas for the International City/County Manager's Association conference. I have already made plans to meet with several important vendors and am looking forward to bringing back some valuable insight. This week I met with department heads about the budget and with the entire group at our Department Head meeting on Tuesday. I'll return from Texas on Wednesday, so until then I hope y'all will be nice to Assistant Village Manager, Suzanne McVey who will be in charge in my absence.

Matt Harline,
Village Manager



Committee of the Whole Meeting 10/9/2023

- Presentation on Planning and Zoning to Certificates of Occupancy

Board of Trustees Agenda Items 10/9/2023

- Ordinance setting the date and time for a Public Hearing and Joint Review Board Meeting for TIF 7
- Second Reading – Ordinance regarding Chapter 14 Motor Vehicles
- Resolutions on Lufkin Park Contracts
- Resolution Waiving Competitive Bidding Process and Authorize Road Rejuvenation Project
- Resolution Authorizing a Contract for Strategic Planning

Upcoming Board Meeting 10/23.2023

- High Level Promotion re: Naming Rights

Other items:

- **Groundbreaking Event - TODAY at Lions Park Recreation Center - 9/29/23 at 5:30 p.m. at 320 E. Wildwood St.**
- **Free Leaf pick will begin October 23th and run through December 15th.**
- Autumn Jubilee is Saturday, September 30th from 2pm to 7pm by the Museum and Prairie Path.

Tues. 9/26/23 Staff Meeting



Present:

Matt Harline, Village Manager
Suzanne McVey, Assistant Village Manager
Chuck Howard, Finance Director
Julie Settles, Finance Supervisor
Mike Rivas, Chief, Police Dept.
Greg Gola, Director of Parks, Rec & Fleet Dept.
Mike Guerra, Director of Public Works
Sandy Hill, Library Director
Cheryl Wagner, Executive Assistant to VMO

Matt (general discussion):

- Discussions on Agenda items passed by Board on 9/25
- Discussion and review of Agenda Schedule Plan and deadlines.
- Budget schedule and meeting discussions, Capital amounts on October 6th.
- Youth Baseball discussion

Mike G.:

- Harvard & School sidewalk work completed. ADA ramps, curb work this week.
- Cornell may have to park on streets this week. Police notified.
- Work along Michigan on punch list is ongoing.
- Experiencing AT&T issues with contractors.
- Franchise with Metro discussions
- Grinding stumps and filling holes, weather permitting.
- Vactor has been used this week in various locations
- New Public Works Operations Assistant starts on Monday, Christina.
- Interviews for receptionist position ongoing
- Fall planting will start after stump holes are filled. Three types of trees, 40-60 trees will be planted.

Suzanne:

- Civic Clerk discussions— will remind Commissions about Agendas
- Implement Time and Attendance some time in November, departments will need to turn in PTO in spreadsheet form beforehand.
- Breast Cancer tee shirt discussions
- Organizational Chart Draft
- Rotary/Kiwanis Night Golf, raffle, donation discussions
- Kiwanis Installation Dinner—Thursday 9/28.
- Donny to post re: Brewfest

Mike R.:

- Axon Body Cameras video discussions and link availability to evidence site.
- Discussions re: updates on ongoing events.
- TriTown Breakfast at 8am on Weds, 9-27.
- Blue Alarm Drill on Weds 9-27 at 9am—ranges from weather to intruders.

Sandy:

- Library Board Meeting Weds 9-27 Agenda: policies for approval
- Marc doing a TIF presentation at Library
- Discussions regarding Library Budget approval.
- Need more help, short staffed

Chuck:

- Discussions requesting revenue generation information from Depart Heads.
- Expenditure to Revenue discussions
- Parks Rec Center bond discussed
- Discussions on payments for Audit invoice & Cares Act & IRMA re Sikich
- GATA submission discussed

Greg:

- Groundbreaking event 5:30 on Friday the 29th. Nick Cuzzone to speak.
- Sign made, issues with posting height
- D45 Issues re Courts
- Revenue & Expense update discussions
- Brewfest ticket sales—update of numbers

Cheryl:

- Special Event for Joyful Traditions came in.
- Easterseal's and Autumn Jubilee this weekend .
- Trick or Trot event in 4.5 weeks, advised JJ we need application

Assistant Village Manager

Assistant Village Manager, Suzanne McVey

September 29, 2023

- The Golf Under the Stars fundraiser for Kiwanis and Rotary Clubs of Villa Park is scheduled for Friday October 6, 2023 at Sugar Creek Golf Course. Dinner begins at 6:15PM and golf begins at 7:15PM. To sponsor or register a group for golf, contact Kandice Krettler at the Villa Park Public Library at kkrettler@vppl.info. We are currently collecting donations for the raffle baskets and silent auction. If you are interested in donating, please contact Suzanne McVey at smcvey@invillapark.com.
- Facebook Page Followers – Last 7 days
 - Village: 5,843 page likes, 6,467 followers and 75 new page likes
 - Recreation: 2,519 page likes, 2,668 followers, 20 new page likes
 - Police: 9,053 page likes, 9,573 followers, 92 new page likes
- Attended the Department of Homeland Security Overview of the Civil Rights Evaluation Tool webinar. The Village must provide the Civil Rights Evaluation Tool report to DHS in relation to a Fire Department grant award.
- Attended Illinois Municipal Retirement Fund Employer Access Training webinar.
- Processed workers compensation and general liability claims.
- DuPage County remains at low transmission for COVID-19, however we are seeing an increase in confirmed cases. A new round of free COVID tests will be available at <https://www.covid.gov/tests> beginning on September 25th.
- Attended AFSCME Classification Committee meeting on September 28th with the Police Department Records Division.
- Participated in budget meetings with Police, Fire, and Finance departments.
- Drafting policies relating to remote work, paid leave for all, and updating the employee handbook.

- Current Job Recruitments:
 - Civil Engineer—*offer pending*
 - Part-time Firefighter/single roll medic
 - Public Works Operations Assistant—*Start date October 2nd*
 - Police Department – Lateral Hire Patrol Officer
 - Police Department – Court Clerk (*internal posting ongoing*)
 - Public Works Lead Worker (*Internal Posting*)
 - Public Works/Community Development Receptionist (recruitment open)
 - Public Works Maintenance I—*Offer pending*

- Freedom of Information Act Requests Received from 9/22 to 9/28:
 - Community Development – 3
 - Fire Department - 0
 - Managers Office –3
 - Police Department – 7
 - Public Works - 0
 - Park and Recreation—1
- Total closed FOIA requests 9/22 to 9/28: 9

Communications

Communications Specialist, Donny Pisano

September 29, 2023

Social Media:

Facebook posts this week:

- Autumn Jubilee
- Village Board meeting
- Metra training
- Trick or treat hours
- Dupage county post
- Recreation center ground breaking

Parks & Rec Facebook posts this week:

- Basketball League
- Dance Class
- Art Class
- Pickleball
- Little learners club
- Recreation Center ground breaking

Misc.

- Created social media graphics for recreation.
- Updated village hall lobby information
- Continued training on AI Chatbot
- Updated news headline section with Trick or Treat hours, public meetings,
- Attended Brewfest Meeting at Iowa
- Continued work on Fall/Winter VM
- Communicated with Management Analyst for Village of Hinsdale, regarding CodeRed
- Actively communicating with Civic Plus regarding Civic Clerk

Hardware-

- Replaced battery in battery backup unit at fire station 82.

Miscellaneous-

- Upgraded and configured three older PD MDT units to be repurposed.
- Finished my budget for FY24.
- Updated nine loaner laptops.
- Configured our Amazon business account to be verified to prevent unauthorized access.
- Working with support on a Laserfiche login issue.
- Compiling info and working on onboarding spreadsheet for new timeclock software.

Finance Specialist

- 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 October 2nd bill listing
- Processing August PCards

Utility Billing

- Processed meter reads for utility bills that will be mailed September 29th
- Processed final bills for residents moving out of the Village

Payroll

- Processed employment verifications

Accountant

- Reconciled weekly Cash Receipts and Utility Billings
- Submitted final documents to Sikitch and closed 2022 audit
- Reconciling various GL accounts

Finance Supervisor

- Continued balancing the cash drawer to check for accuracy of money being posted to correct accounts
- Working with DuPage County/Community Development on tax exemptions
- Attended budget meetings with all departments

Finance Director

- Update to MDA for 2022 Audit Report and submission to Sikich
- Attendance at 2024 Departmental Budget discussions
- Computation of amount due to Addison Fire District regarding fire service annexation for two properties by Villa Park Fire Department
- Attendance via zoom of DMMC Budget & Operations Committee



Villa Park Police Dept.

Police Chief, Michael Rivas

September 29, 2023

DATE: September 21, 2023—September 28, 2023

STATISTICAL DATA		SPECIAL ATTENTION DETAILS
Total CAD tickets generated	395	Willowbrook High School Elementary School Patrols Special Events Speeding Autos on Secondary Streets Flock Camera Hits for Stolen Vehicles/Wanted Saturation Patrols Domestic Violence Mental Illness Calls for Service Motel 6 Traffic Stops Restaurants and Bars Retail Thefts
Officer generated traffic stops	30	
Traffic Citations issued	12	
Traffic Warning Tickets issued	16	
Number of Bookings Processed	10	
DUI Arrests	1	
Admin. Tows Initiated	1	
Local Adj./Village Ord.	0	
Parking citations issued	98	
Compliance violations	0	
Vehicles Booted	0	
Vehicles Booted (YTD)	4	
Vehicles Booted Total	13	

CURRENT INVESTIGATIONS

- Burglary- A Villa Park Officer took a report of a burglary to a business on North Ave. Several tools were taken. The investigation is ongoing.
- Burglary- A Villa Park Officer took a report of a burglary to a business on St. Charles where a front window was smashed and several items were removed. Investigation is ongoing.
- Retail Theft- Villa Park Officers took a report of a retail theft at a convenient store on Addison. The subject left without paying for several items. The investigation is ongoing.
- Identity Theft– A Villa Park Officer took a report for identity theft on Division St. The investigation is ongoing.
- Theft– A Villa Park Officer took a report for a theft of a wallet from a convenient store. The investigation is ongoing.
- Violation of an Order of Protection- A subject came into the station and reported they were the victim of a violation of an order of protection. The investigation is ongoing.
- Suspicious Incident- A business on Roosevelt reported they received a disturbing-suspicious phone call.

ARRESTS

- Possession of Controlled Substance
- Aggravated Fleeing and Eluding/ Exceeding Speed Limit
- Possession of a Weapon-Brass Knuckles and Cannabis
- DUI x 2
- Domestic Battery x 4

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

CRIME FREE HOUSING

Nothing new to report.

MEETINGS

- Department Head Meeting
- Village Board Meeting
- Meeting with Village Manager Harline
- Fire and Police Commission Meeting
- Meeting with State Rep. Blair-Sherlock

OTHER ACTIVITIES

- Tri-Town Y Breakfast and meeting
- Blue Alarm Drill at WBHS
- FATS Training Simulation Set Up
- IRMA Pursuit Panel Discussion
- Budget Prep Meetings



Villa Park Fire Dept.

Fire Chief, Steve Stapleton

September 29, 2023

Week of September 17-23

Incident Report- Fire and EMS calls by type of call

Incident Type	Total Incidents
Incident Type Category: 1 - Fire	
Outside rubbish fire, other	1
	Total: 1
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident	
EMS call, excluding vehicle accident with injury	50
	Total: 50
Incident Type Category: 4 - Hazardous Condition (No Fire)	
Gasoline or other flammable liquid spill	1
Gas leak (natural gas or LPG)	3
Power line down	1
	Total: 5
Incident Type Category: 5 - Service Call	
Lock-out	2
	Total: 2
Incident Type Category: 6 - Good Intent Call	
Good intent call, other	3
	Total: 3
Incident Type Category: 7 - False Alarm & False Call	
Alarm system sounded due to malfunction	2
CO detector activation due to malfunction	2
	Total: 4
	Total: 65

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

Incident Type	Total Incidents
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident	
EMS call, excluding vehicle accident with injury	4
	Total: 4
Incident Type Category: 6 - Good Intent Call	
Dispatched and cancelled en route	1
	Total: 1
	Total: 5

Total EMS/Fire Calls: 70
 Total Mutual Aid Calls to Date: 295
 Total EMS/Fire Calls to Date: 2408

Programs Offered in the Week of October 1-7

- Babies & Books (two sessions)
- Toddler Time (two sessions)
- Preschool Storytime
- Ready for Reading
- Marvelous Mornings
- Crafternoons
- Sears Homes of Chicagoland
- Illinois Libraries Present: Stephen Graham Jones

Upcoming Programs



Chills & Thrills with
Stephen Graham Jones
In Conversation with Becky Spratford

Wed, Oct 4 | 7PM

This event is made possible by ILP, a statewide collaboration among public libraries offering high-quality events.



Sears Homes of Chicago

Monday, October 2
7-8 pm

Do you love old houses? On October 2, come explore the Sears Homes of Chicagoland.

VILLA PARK | Read | Explore | Enjoy
PUBLIC LIBRARY
3255 Ardmore Ave. • Villa Park, IL 60181
(708) 439-1100 • www.villapark.org

Meetings and Training Sessions

- Department Heads meeting
- Village Department Heads
- Rotary Club meeting
- Kiwanis Club meeting
- VPPL Mini-Library Planning meeting
- State Department Annual Inspection of Passport Procedures meeting
- Meeting with Luxer One account representative
- HR Source Webinar: Paid Time Off 2024 Law

Library Services

- Artwork by Chris Hodges on display during the month of September
- Online catalog updated with the week's new items
- VPPL Mini-Library held at Jefferson Middle School
- St. Paul Class Visit and Storytime
- Community storytime conducted at the Oakbrook Terrace Park District
- Classes taught by People's Resource Center hosted by library: *Practical English; Intro to Computers*
- One-on-one research assistance to patron
- Books delivered to two schools
- Spice Club Kit pick-up
- Teen Book Bag pick-up
- Book Discussions: 2 book discussions led by staff
- Book reviews: 3 book reviews from the Adult Fiction collection written and posted to social media
- 24 Hour Lockers: 77 patrons served
- Passport Application Service: 9 new passport applications processed

In the works...

- Youth and Adult fall and winter program planning and preparation
- Friends of the Villa Park Library fall mystery play rehearsals hosted by the library
- Fundraiser at Lou Malnati's conducted by the Friends from September 9–30
- Finalized Tween/Teen programming for January–April 2024
- Preparation of Adult Book Bags
- Collection development

Submitted by Sandra Hill, Library Director

Community & Economic Development

Marc McLaughlin, Director of Community & Economic Development

September 29, 2023

Community & Economic Development Director Updates:

- Staff presented the TIF 7 Plan to the Villa Park Library Board.
- The TIF 7 public meeting will be on October 2 at 6:30 pm at Village Hall. Notifications have been mailed to property owners in advance.
- Staff attended a training seminar on EV batteries and fire protection.

	Sept 21, 2023 Sept 27, 2023	2023 YTD	Sept 21, 2022 Sept 27, 2022	2022 YTD	2022 Totals
Permits Issued	36	1255	36	1373	1980
Plan Reviews	8	376	8	315	321
Building Inspections	58	1745	81	1784	2465
Follow-Up Inspections	58	1716	66	1401	1860
Site Visits	18	1296	53	1147	1432
Property Main. Violations	16	1614	29	1476	1793
Tickets Issued	6	464	6	365	457
Adjudication Cases	35	418	0	292	393
Liens Filed	1	128	17	166	168
C.O. Inspections	2	84	1	87	111
Vacant Property Inspections	0	51	1	53	84
Vacant Properties Registered	0	11	0	11	17

Public Works

Director of Public Works, Michael Guerra

September 29, 2023

Public Works Highlights

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h

- Concrete work taking place in front of Ardmore Elementary School as a part of the Rebuild Illinois Resurfacing Project is now mostly complete (see photo). Concrete removals and concrete pours are ongoing at other project locations, with removal efforts expected to be completed by the end of this week, and installation efforts expected to be completed by the end of next week. Milling of asphalt pavement throughout the project area is expected to begin after all concrete work has been completed.
- Construction of the Michigan and Vermont Improvement Project has reached substantial completion. A final punch list has been generated and the contractor is in the process of completing that punch list work. The sod that was placed as a part of parkway restoration efforts is also currently undergoing a required establishment period. Staff is working through all of the documentation and reporting efforts that are required by the CDBG grant funding attached to the project.
- Staff held a planning meeting this week with the prospective design engineering consultant for the Villa Avenue Improvement Project (Wildwood to IL 64). The consultant is in the process of preparing a proposal to provide those design engineering services. Staff expects to submit the proposal for consideration at a future board meeting.



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, the village has been awarded CDBG grant funding for the construction of two smaller portions of the larger project. See **“Michigan and Vermont”** below for more information on one of these two portions of the larger project.

Jackson Pond Public Works and construction engineering consultant representatives have performed a site inspection as a part of the Jackson Pond Expansion Project to evaluate the progress of the new plantings and vegetation that were installed as a part of the project. Staff held a meeting with the contractor this week to review the results of that inspection, to reconcile final quantities, and to discuss project closeout. 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.

Michigan & Vermont Construction has reached substantial completion. A final punch list has been generated and the contractor is in the process of completing that punch list work. The sod that was placed as a part of parkway restoration efforts is also currently undergoing a required establishment period. Staff is working through all of the documentation and reporting efforts that are required by the CDBG grant funding attached to the project.

Monterey Punch list work is mostly complete. Some of the remaining punch list items were completed this week. Public Works staff is now in the process of completing efforts related to contract and loan closeout.

Rebuild Illinois Concrete work taking place in front of Ardmore Elementary School is now mostly complete. Concrete removals and concrete pours are ongoing at other project locations, with removal efforts expected to be completed by the end of this week, and installation efforts expected to be completed by the end of next week. Milling of asphalt pavement throughout the project area is expected to begin after all concrete work has been completed.

Public Works Weekly Statistics

	Week of 09/29/23	Month to Date
Overall		
Service requests	78	338
Streets		
Pothole patching	1	9
Tree trimming	7	22
Tree removal	0	6
Tree limb pickup	5	14
Utilities		
JULIE locates	56	237
Sewer services televised	0	1
Inlets / catch basins cleaned	18	46
Water shutoffs performed	6	29
Water meter repair/replacement		
¾"	4	17
1"	0	0
Large meters installed	0	0
In-house meter testing	32	84
Water valves exercised	7	34
Sewer televised (feet)	0 feet	0 feet

Parks & Recreation

Parks, Recreation and Fleet Services, Director Greg Gola

September 29, 2023

Administration

- Staff attended the Sugar Creek Golf Course Board meeting where the golf course staff presented the 2024 budget draft. The motion was made, and unanimously approved, to recommend sending the budget to the parent bodies for approval.
- Staff is completing prep work for the groundbreaking ceremony on Friday
- Staff met to discuss operating budgets, including the last quarter of CY '24 for the New Rec Center.
- Staff met on September 26th to tie up loose ends for Brewfest 2023.
- Additional and more specific information available upon request.

Parks, Buildings & Grounds Division

- Staff work/repairs continue with event prep, routine maintenance, HVAC repairs, plumbing repairs, sport fields, landscaping, service requests, inspections, and daily/weekly disinfecting cleanings and organizing of equipment, vehicles, and facilities.
- Additional and more specific information available upon request.

Recreation Division

Athletics

- We have 28 participants registered in Conquer the Court 3v3 Youth Basketball League as of September 27. We had 6 participants registered at the same time in 2022. The League starts with an Open House at Jackson Middle School on Saturday, November 4. Games at Willowbrook High School start on Saturday, November 18.
- District 45 installed new Volleyball standards and nets this year, which on balance, is a good thing. Unfortunately, the volleyball standards are not adjustable and are set at 7'2", which is 2" shorter than the 7'4" regulation according to USVBA. Volleyball Captains are not happy, but they will continue to play.

Senior Program Updates

- The S.A.L.T. meeting September 19th had 60 participants for lunch and a presentation on the benefits of daily exercise.
- Donut Bingo September 20th had 24 participants.
- Fun with Watercolors September 21st had 7 participants and Let's Do Lunch Carryout September 21st had 18 participants.

Special Events

- Brewfest
 - October 7, 2023
 - Cortesi Veterans Memorial Park
 - Tickets on sale now – 215 sold (272 last year)
 - 2-5:30 pm (1-2 Gold Pass Only)
 - General Admission \$50
 - Gold Pass \$70
 - Designated Driver \$15
 - 3 food trucks confirmed.
 - Freezer and ice for event confirmed.
 - 3 business vendors confirmed.
 - NEW this year: Beer Stien Holding contest. Separate competitions for Men and Women.

- Halloween Happenings
 - Friday, October 20, 2023, at Iowa Community Center
 - 1 co-sponsor
 - 9 community Groups (6 in 2022)
 - 12 registered (27 in 2022)

Early Childhood

- Little Learners Club (a new program this Fall) is increasing numbers from 29 enrolled last week to 36 enrolled this week.

Support Staff and Misc. Updates

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

Fleet Services Division

- Police vehicle 146 was in for an oil change and to repair a bead leak on rear tire.
- Police vehicle 136 was in the shop to look at brakes and a list of items needing attention.
- PW truck 28 was in for an oil change and to replace front brakes, new pads and rotors were installed.
- PW truck 29 was in to have new wipers installed.
- Fire engines E80, E81 and E82 were sent out for annual pump testing.
- Work continues on new police vehicle 188.
- Fuel error report was run, and corrected miles have been entered into computer.
- Fuel has been ordered to fill tanks at fleet garage.
- Budget numbers have been updated and turned in.