

# Weekly Status Report

VILLAGE MANAGER'S MESSAGE (November 15, 2024)

I had the opportunity to tour the VPRC again this week and it is quite a facility. The gym floor is installed with the Village logo at center court for the full-length basketball court. There is a tangle of lines painted on the floor for basketball, (two courts east-and-west and one north-and-south, volleyball, and pickleball. The track surface wasn't in yet, but the dance floor was and the floor in the workout room. Cable for TVs and phones, internet, security cameras, and video displays were in the process of being pulled. The kitchen was being assembled. It looked very much like a recreation center with some building materials in it, and less and less like a construction site. We are still trying to get everything ready for a Grand Opening on January 3<sup>rd</sup>.

As we continue to prepare the budget for distribution, we have several decisions to make. One will be setting the property tax rate. Last year we accepted the allowed growth of 5%, which did not keep up with inflation, but it did increase the annual payment for the residents of Villa Park. This year the Board of Trustees have already taken a stand not to increase the tax above the DuPage PTELL limit of an increase of 2.8%.

The budget ordinance will be given a first reading at the meeting on November 25. The official Public Hearing has been moved back to December 9, but the public will be able to speak during budget Public Comment on Budget Items.

This week I attended the Veteran's Day celebration at the Villa Park VFW Post 2081. As always they did a excellent job of providing a reverent and informative event. I also met with staff in the Parks Department and Assistant Village Manager Suzanne McVey to review the staffing needs for the VPRC so that we could bring the Parks Budget into final focus. Several department heads and I met with Kyle Schnettler and Alex Saucedo the Executive Director and President of the Villa Park Chamber of Chamber to review this year's Joyful Traditions program. The trees are already delivered and should be going up Monday. The trees on the Illinois Prairie Path is one of my favorite Villa Park Traditions. I also met with department heads alone and together at the weekly department heading.

**Matt Harline,**  
Village Manager



## UPCOMING ITEMS

### Electronics Recycling 11-16

November 16, 2024,  
9am –12pm Village Hall Lot

### Board of Trustees Agenda Items 11/25

- Promotion of Lieutenant Dave Richardson.- Fire Department.
- First Reading of 2025 Budget
- Resolution Approving Change Order Number 1 to the Contract with Martam Construction, for Construction of the Iowa and Vermont Improvement Project
- Resolution Authorizing Intergovernmental Agreements Regarding the Union TIF project with School Districts D45.
- Resolution Authorizing the Execution of an AFSCME - Classification Agreement
- Resolution Authorizing a Contract for Post-Construction Cleaning Services for the VPRC
- Second Reading of an Ordinance Adopting Various Amendments to the Official Plan and Subdivision Regulations of the Villa Park Municipal Code

### Nov 28 & 29, 2024

Thanksgiving Holidays  
(Village Offices Closed)

### December 9th, 2024

Public Hearing on Budget

### Other Items:

#### **Commission Vacancies:**

- Video Production Commission (1)
- Fire Pension Board (1)
- Community F.U.N Commission (1)
- junior commissioner opening (1)
- Senior Concerns Comm (1)

# Tues. 11/12/2024 Dept. Head Meeting



## Present:

Matt Harline, Village Manager  
Suzanne McVey, Asst. Village Manager  
Mike Rivas, Chief of Police  
Steve Stapleton, Chief of Fire Department  
Greg Gola, Director of Parks and Recreation  
Mike Guerra, Director of Public Works  
Chuck Howard, Director of Finance  
Marc McLaughlin, Director of Comm. & Econ. Dev.  
Sandy Hill, Library Director  
Cheryl Wagner, Executive Assistant to VMO

## Matt:

- Reviewed items related to 11/11 Meeting.
- Discussed future agenda items for Nov. 25th and Dec 9th.
- Will be one more review of Budget, finals due on Friday 11/15 at noon, then prepare for electronic print.
- Kluber docs and ICC renovation for Fire Dept. discussed.
- Discussed staff needs for Rec Center
- 11/30 MORE Mart Holiday event— Special Event.
- Dr. Jean Barbanente's mother's arrangements discussed.
- All Strategic Plan Initiatives in the Teams File.

## Chuck:

- Audit draft maybe this week.
- Discussed Levy, presentation on 11/25?
- Metra Parking credit card vendor issues are fixed.

## Mike R.:

- Tue 11/19 IRMA meeting & training for Police Chief and both Deputy Chiefs.
- Wood Dale coyote issues referred to our coyote guy.
- Police responded to 1325 S. Villa, not 1330 S. Villa
- Villa Avenue Parking disagreement discussed— suggest meeting.

## Sandy:

- Monday November 25th Policy Committee— lots of Policies.
- Friends of the Library Event—St. Nick's Mart with Joyful Insurance Policy Renewal.

## Suzanne:

- Flu shot and Biometrics screen 11/22, spouses on insurance are allowed to take part.
- Open enrollment for 2025 Benefits on 11/18, can be done online this year, new plan available.
- Employee benefits meetings with Horton for in person, one meeting online and one meeting for retirees.

## Mike G.:

- Plymouth tower painting bid meeting on Thursday 11/14
- Binder course on Wisconsin, parkway restoration and final paving ongoing.
- Iowa and Vermont is completed
- RRFB's and striping by 11/25.
- Maintenance 1 position offer extended.
- Punchlist for Tri-trail.
- 

## Cheryl:

- Joyful Tradition Event Permit review.
- Meeting with DH, staff and Chamber 11/13.

## Steve:

- LEMC Meetin Thursday 11/14 at 10am
- PBS Ambulance Billing Meeting.
- New ambulance rates discussed Spring 2025

## Greg:

- PRAC Meeting on Tuesday 11/12.
- Discussion on Village Employees & VPRC free?
- Hacienda Contract ready.
- Pool liner continued installation.

## Marc:

- Text Amendments for review.
- VPRC variations
- ADU to P & Z.—Signs and text amendments
- EDC meeting next week
- Grant Agreement—TIF
- Draft leases—lease agreement waiting on one.
- Discussed Air bnb's and position.

# Assistant Village Manager

Assistant Village Manager, Suzanne McVey

- Staff Chili and Cornbread Cook Off is scheduled for December 11th. Interested participants can sign up by November 27th: Chili & Cornbread Cook Off Sign-Up
  - Employee Flu Shots and Biometric Screening is November 22nd. Interested employees/retirees can sign up here: <https://empower.health/invillapark>
  - Open enrollment for 2025 health insurance plans will begin soon. We are finalizing plan information and documents for distribution. Three open enrollment informational meetings have been scheduled.
  - Monday, November 18th, 11:00am (Retiree Meeting)
  - Tuesday, November 19th, 9:00am (In Person Meeting)
  - Tuesday, November 19th at 1:00pm (Virtual Meeting)
  - Employee Navigator is updating the portal and will confirm specific dates that open enrollment can begin.
  - Village Hall is a drop off location for the Villa Park Office Equipment Thanksgiving Food Drive benefiting Du-Page PADS. Donations will be accepted through November 20th.
  - Continued budget review and updates.
  - Assisted departments with various personnel issues.
  - Attended Veteran's Day ceremony at the VFW.
  - Attended Joyful Traditions planning meeting with various staff and the Chamber of Commerce.
  - Contacted the Public Access Counselor for clarification on the notice requirements for some of our boards and commissions to ensure the Village is in compliance.
  - Attended Du-Comm HR Subcommittee Meeting.
  - Assisted the Finance Department in establishing temporary administrative support. A temporary employee will begin on Monday to support the department, answering phones, accepting utility bill payments, and greeting in person visitors.
  - Processed employee and retiree benefit changes.
  - Current Job Recruitments:
    - Finance – Finance Supervisor (*Coming Soon*)
    - Fire – Administrative Assistant (*Interviews Conducted*)
    - Parks & Recreation – Dance Instructor
    - Parks & Recreation – Early Childhood Assistant
    - Parks & Recreation – Building Supervisor – Part-Time
    - Parks & Recreation – Program Supervisor (*Coming Soon*)
    - Parks & Recreation – VPRC Front Desk Staff
    - Police Department – Lateral Hire and Part Time Patrol Officers
    - Public Works – Maintenance I - Utility (*Offer Pending*)
  - Freedom of Information Act Requests Received from 11/8 to 11/14:
    - Community Development – 6
    - Fire Department - 1
    - Managers Office/Finance -1
    - Police Department – 11
    - Public Works – 0
    - Parks and Recreation – 0
- Total closed FOIA requests 11/8 to 11/14: 12

## **Hardware-**

Configured new printer for PD admin use.  
New camera was installed at PD on east side of building.

## **Software-**

Performing address verification in Cityview software.  
Updated firmware on two servers.

## **Miscellaneous-**

Comcast relocated fiber to rack at VPRC. Working on scheduling them to complete circuit.  
Equipment for VPRC has shipped, planning on installing in rack next week.  
Attended the construction meeting for VPRC.

# Communications

Communications Specialist, Riley Pillar

## Communications Report November 8 – November 15

### Website

Total users	New users	Sessions	Views	Average session duration
3,457	2,651	4,305	8,949	00:03:33

Search Term	Event count ▾
Trash pickup	5
foia	5
Fall Leaf Collection	4
Garbage pickup holidays	4
Garbage, Recycling, & Yard Waste Collection Beginnin...	4
Job Opportunities	4
Veterans Day Ceremony	4
fall camp	4
Holiday trash schedule	3
Euclid	3
Home Flood Prevention Reimbursement Program	3
Sidewalk Replacement Program	3
Staff Directory	3
Thomas Dav	3
Yard Waste	3
<b>Grand total</b>	<b>395</b>

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Page title	Views ▾
Villa Park, IL - Official Website   Official Website	1,289
Search • Villa Park, IL • CivicEngage	814
Parks & Recreation   Villa Park, IL - Official Website	422
Garbage & Recycling   Villa Park, IL - Official Website	274
Billing & Payment   Villa Park, IL - Official Website	241
Agendas and Meeting Minutes   Villa Park, IL - Official Website	233
Jobs • Administrative Assistant	226
Jobs • Villa Park, IL • CivicEngage	222
Villa Park Police Department   Villa Park, IL - Official Website	194
Jobs • Villa Park Recreation Center Part-Time Staff / Instru	182

1 - 10 / 2676 < >

Page title	Event count ▾
Fall Winter 2024 Programs	184
Statistical Analysis - North Ave at Villa Ave (..	85
YOUTH SPORTS FALL WINTER 2024	55
Combined Bank Statements with Transfers	42
Decks/Patios (PDF)	34
44 - October 30 - November 5, 2024 Weekly .	32
VP-Zone-Refuse-Collection-Map	31
Building Rental Form 2024	29
12 CIP	25
Skittles Experiment	25

# Social Media:

## Facebook

### Top posts



Thank you to everyone who planned, participated, and joined us at the Villa Park and Oakbrook Terrace Veterans Day Ceremony today at the Villa Park VFW Post 2801. It was a moving tribute as we honored all of our veterans—both those with us and those who are no longer here. To all veterans, we are deeply grateful for your service.

**23** likes and reactions



Our monthly electronics recycling service is happening this Saturday, November 16! This is free for Villa Park residents, so make sure to have your ID ready. Please note, only one TV per visit. Have any questions about the program? Please call our public works department at (630) 834-8505. Here are

**22** likes and reactions



On this Veterans Day, we'd like to thank and honor the members of our Village of Villa Park staff who have served in the military and all veterans who have dedicated their lives to protecting our country. Your sacrifices and service are deeply appreciated, and we are proud to have you as part of our community.

**21** likes and reactions

## Instagram

### Top posts



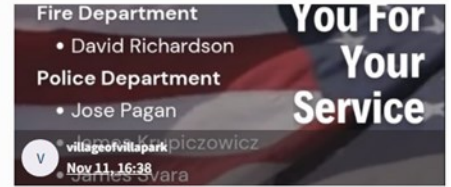
Thank you to everyone who planned, participated, and joined us at the Villa Park and Oakbrook Terrace Veterans Day Ceremony today at the VFW. It was a moving tribute as we honored all of our veterans—both those with us and those who are no longer here. To all veterans, we are deeply grateful for your service.

**47** likes



Join us for our annual holiday celebration! Come enjoy some holiday cheer at the Ruggard Gazebo. Stroll along the Prairie Path to see the community's beautifully decorated Christmas trees, snap a photo with Santa and other costumed characters, take a pony ride, or visit the petting zoo. Grab a

**30** likes



On this Veterans Day, we'd like to take a moment to thank and honor the members of our Village of Villa Park staff who have served in the military, as well as all veterans who have dedicated their lives to protecting our country. Your sacrifices and service are deeply appreciated, and we are proud to have

**18** likes

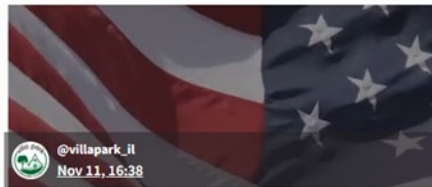
## Twitter (X)

### Top tweets



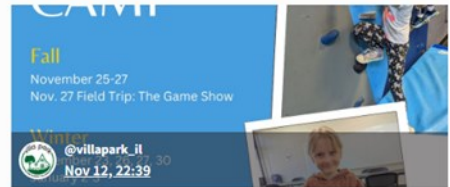
Join our holiday celebration! Enjoy cheer at Ruggard Gazebo with decorated trees, Santa photos, pony rides, and a petting zoo. Grab food from trucks or hop on the Trolley to the Library! To sponsor, visit: <https://ow.ly/QCj950U3iVS>

**8%** engagement rate



On this Veterans Day, we thank and honor our Village of Villa Park staff who served in the military and all veterans for their dedication. Your sacrifices are deeply appreciated, and we are proud to have you in our community. Thank you for your courage and commitment.

**7.56%** engagement rate



Enjoy your break at our Fall & Winter Camps! Fun games and activities await kids ages 5-12 (kindergarten required). Pre-register early as spots fill up fast! Remember to send a sack lunch. Register here: <https://secure.rec1.com/IL/villa-park-il/catalog>

**4.69%** engagement rate

## **Finance Specialist**

- Processed utility billing payments daily from the mail, drop box and over the counter
- Processed payments for utility taxes, places of eating tax remittances, licenses, special events, and various payments from PW, CED, Police, Parks & Recreation and Fire departments
- Processed the November 18th bill listing
- Processed monthly water shut off list for 20 properties
- Working on BS&A AP/AR items
- Training HR/Payroll Analyst on Finance Supervisor duties
- Interviewed candidate for temporary front desk position
- Assisted in getting new employee setup in software systems for November 18th start date

## **Utility Billing Specialist**

- Processed final bills and credits for residents moving out of the Village
- Assisted residents regarding utility billing concerns
- Processed 30 meter change outs and added smart points
- Processed changes to autopay and paperless billing
- Completed entry of North Ave reads and final bills
- Updated utility billing accounts with shut off information
- Interviewed candidate for temporary front desk position

## **Accountant**

- Continued balancing the cash drawer, updated cash receipts to the General Ledger and prepared deposit into the bank
- Reconciled weekly Cash Receipts and Utility Billings
- Continued working on journal entries and bank reconciliations for October
- Attended status update meeting with BS&A on ERP conversion

## **Finance Supervisor**

- Vacant

## **Finance Director**

- Reviewed 2023 Draft audit report and began required submissions to 3rd party agencies
- Updated Budget narrative for Finance Department
- Reviewed short term re-investment options for matured securities with Investment advisor
- Attended Fire Pension Board 4th quarter meeting



# Villa Park Police Dept.

Police Chief, Michael Rivas

DATE: November 7, 2024-November 13, 2024

STATISTICAL DATA		SPECIAL ATTENTION DETAILS
Total CAD tickets generated	431	Strat's Over Crowding and Parking Concerns
Officer generated traffic stops	74	Traffic Calming near Schools
Traffic Citations issued	32	Parking on Villa
Traffic Warning Tickets issued	40	Burglary Crews
Number of Bookings Processed	8	Special Events
DUI Arrests	2	Speeding Autos on Secondary Streets
Admin. Tows Initiated	4	Flock Camera Hits for Stolen Vehicles/Wanted
Village Ordinance	0	Saturation Patrols
Parking citations issued	44	Domestic Violence
Local Adj./ Compliance violations	1	Mental Illness Calls for Service
Vehicles Booted	0	Motel 6
Vehicles Booted (YTD)	4	Restaurants and Bars
Vehicles Booted Total	13	Retail Thefts

## CURRENT INVESTIGATIONS

- Criminal Damage to Property – A Villa Park Officer took a report for criminal damage to a vehicle where the rear window of a vehicle was shot out with a BB. The investigation is ongoing.
- Theft – A Villa Park Officer took a report for a theft of items from a house on Holly. The investigation is ongoing.
- Damage to Village to State Supported Property – A Villa Park Officer took a report where a street direction sign was hit by a vehicle on North Ave The investigation is ongoing.
- Graffiti – A Villa Park Officer took a report for Graffiti at Elm and 2nd. The investigation is ongoing.
- Recovered Stolen Vehicle– A Villa Park Officer took a report for a recovered stolen vehicle on Riverside. The investigation is ongoing.
- Theft – A Villa Park Officer took a report for theft in the 300 block of South Ardmore. The investigation is ongoing.
- Fraud – A Villa Park Officer took a report where a subject pretended to be a ComEd employee demanding money for a late bill. The investigation is ongoing.

## ARRESTS

- Burglary/ Retail Theft x 2
- Driving Under the Influence of Alcohol x 2
- No Valid Driver's License x 3
- Driving While License Suspended

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

## CRIME FREE HOUSING

- No report.

### MEETINGS

- Department Head Meeting
- Meeting with the Village Manager
- Village Board Meeting
- IRMS Bench Marking Meeting

### OTHER ACTIVITIES

- Conversations on Race with Dist. 87 Staff and Students
- ETSB Board Meeting
- Joyful Traditions Meeting
- Veteran's Day Event at the VFW



A few of the officers in attendance at the Veterans Ceremony held on Monday, November 11, 2024.



# Villa Park Fire Dept.

Fire Chief, Steve Stapleton

## Weekly Report: November 3rd-November 9th

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

Incident Type	Total Incidents
<b>Incident Type Category: 1 - Fire</b>	
Cooking fire, confined to container	1
	<b>Total: 1</b>
<b>Incident Type Category: 3 - Rescue &amp; Emergency Medical Service Incident</b>	
EMS call, excluding vehicle accident with injury	49
Motor vehicle accident with injuries	2
	<b>Total: 51</b>
<b>Incident Type Category: 4 - Hazardous Condition (No Fire)</b>	
Gas leak (natural gas or LPG)	1
Carbon monoxide incident	1
Power line down	1
	<b>Total: 3</b>
<b>Incident Type Category: 5 - Service Call</b>	
Lock-out	1
Police matter	1
	<b>Total: 2</b>
<b>Incident Type Category: 6 - Good Intent Call</b>	
Good intent call, other	1
Steam, other gas mistaken for smoke, other	1
Biological hazard investigation, none found	1
	<b>Total: 3</b>
<b>Incident Type Category: 7 - False Alarm &amp; False Call</b>	
Smoke detector activation, no fire - unintentional	1
Alarm system activation, no fire - unintentional	1
	<b>Total: 2</b>
	<b>Total: 62</b>

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

Incident Type	Total Incidents
<b>Incident Type Category: 1 - Fire</b>	
Building fire	2
	<b>Total: 2</b>
<b>Incident Type Category: 3 - Rescue &amp; Emergency Medical Service Incident</b>	
EMS call, excluding vehicle accident with injury	5
	<b>Total: 5</b>
<b>Incident Type Category: 6 - Good Intent Call</b>	
Dispatched and cancelled en route	1
	<b>Total: 1</b>
	<b>Total: 8</b>

<p style="text-align: center;">           Total EMS/Fire Calls: 70            Total Mutual Aid Calls to Date: 377            Total EMS/Fire Calls to Date: 2879         </p>
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**Programs Offered in the Week of Nov 17-23**

Books & Babies (two sessions)  
 Toddler Time (four sessions)  
 Ready for Reading  
 LEGO® DUPLO® Build + Play  
 Preschool Storytime  
 Soap Creator Lab for Kids  
 Bark for Books  
 Thanksgiving Craft Open House  
 Anime & Manga Club  
 Those Were the Days Radio Players West  
 Fall Needle Felting  
 Essentrics with Lisa  
 Illinois Libraries Present: Chef Art Smith

**Upcoming Programs****Meetings and Training Sessions**

Department Heads meeting  
 Village Department Heads meeting  
 Rotary Club meeting  
 Kiwanis Club meeting  
 Policy Committee meeting  
 Circulation Managers Roundtable meeting  
 State Database Package meeting  
 Booklist's "What's News is Debuts?" webinar  
 Midwest Mystery Conference  
 Houksai 2025: College of DuPage partner meeting

**Library Services**

- Online catalog and New Materials poster updated with the week's new items
- Classes taught by People's Resource Center hosted by library: Intro to Computers
- Book review: one book review from the youth collection written and posted to social media
- Building opened early for voting access
- 3D Printing: assisted patrons with questions, file preparation, and project planning
- Displays created: Holiday/Winter Crafting; Basketball
- 24 Hour Lockers: 81 patrons served
- Passport Application Service: 10 new passport applications processed

**In the works...**

- Adult Movie Bag subscription planning and preparation
- VPPL 2024 Holiday Gift Guide

Submitted by Sandra Hill, Library Director

# Community & Economic Development

Marc McLaughlin, Director of Community & Economic Development

## Community & Economic Development Director Updates:

- The Planning and Zoning Commission held a meeting on Thursday November 14th at 7:30pm with 4 agenda items:
  - Special Use at 420 W Stone Rd for Building Service Uses – recommended 7-0
  - Variation for Wall Sign Size at the VPRC – recommended 7-0
  - Text Amendment for signs in R Districts – recommended 6-1
  - Text Amendment for driveways, garages, and ADUs – recommended 7-0
- The Economic Development Commission has a meeting scheduled for Wednesday November 20th at 5:30pm.
- Video Gaming license processing has been moved to Community & Economic Development.

	Nov 8, 2024 Nov 13, 2024	2024 YTD	Nov 8, 2023 Nov 13, 2023	2023 YTD	2023 To- tals
<b>Permits Issued</b>	39	1516	39	1543	1662
<b>Plan Reviews</b>	16	511	9	434	333
<b>Building Inspections</b>	43	2112	66	2082	2512
<b>Follow-Up Inspec-</b>	56	2109	29	1977	1829
<b>Site Visits</b>	13	855	26	1688	1434
<b>Property Main. Viola-</b>	27	1785	27	1828	1784
<b>Tickets Issued</b>	2	410	11	520	448
<b>Adjudication Cases</b>	23	424	0	492	393
<b>Liens Filed</b>	0	173	0	137	168
<b>C.O. Inspections</b>	3	130	5	102	111
<b>Vacant Property In-</b>	0	7	0	12	79
<b>Vacant Properties</b>	1	7	0	12	15

# Public Works

Director of Public Works, Michael Guerra

## Public Works Highlights



In recognition of Veterans Day, Public Works would like to thank the following veterans for their service:

- Dan Coulter, United States Army
- Nate Ehrenhaft, United States Marines
- Rod Scheitler, United States Navy

- Public Works staff attended Veterans Day ceremonies at the VFW this week.
- Paving of a preliminary layer of asphalt, or “binder course”, as a part of the Wisconsin Avenue Project was completed this week (see photo). Parkway restoration efforts are now underway, with placement of sod expected to be completed by the middle of next week. Final asphalt surface paving will follow, weather permitting.
- Construction of the 2024 Sidewalk Program is now complete. Staff is working to close out the construction contract.
- An onsite pre-bid meeting was held this week for the Plymouth Street Elevated Water Tank Painting Project. A bid opening is scheduled for next week. The Plymouth Street Elevated Water Tank (aka the Plymouth Water Tower) is a major, mission-critical component of the village's water distribution system infrastructure. In addition to providing storage for the village's water supply, it also helps staff to regulate the pressure in the system. Periodic re-painting of the tank interior and exterior is critical to ensure its components are protected against corrosion.
- Public Works and Parks staff met with the village's native area management consultant this week to plan the village's 2025 native area maintenance schedule.
- Public Works staff is researching options and pricing for the proposed purchase of a new aerial bucket truck.



## Public Infrastructure Projects

**College Streets** This large water main replacement and street improvement project is being split into smaller portions due to budget constraints. The village has been awarded CDBG grant funding for the construction of two of the smaller portions of the larger project. North Wisconsin Avenue has also been separated into its own project, as it does not include water main replacement. Updates on these smaller projects can be found under their respective sections in this report.

**Iowa & Vermont** The only remaining items are watering and punch list work. Staff expects to submit a final, balancing change order for consideration at an upcoming Village Board meeting.

**Jackson Pond** Staff is in the process of finalizing engineering plans for the Jackson Area Improvement portion of the project. Bidding is expected to take place this month. This last phase of the larger Jackson Pond Project includes construction of new relief storm sewer mains on portions of Madison Street, Wisconsin Avenue, and Addison Avenue, and includes extensions of the proposed storm sewers onto private properties in several locations.

**Sidewalk Program** Construction of the 2024 Sidewalk Program is now complete. Staff is working to close out the construction contract.

**Tri-Trail** The only remaining items are punch list work, which is ongoing.

**Wisconsin** Paving of a preliminary layer of asphalt, or “binder course”, was completed this week. Parkway restoration efforts are now underway, with placement of sod expected to be completed by the middle of next week. Final asphalt surface paving will follow, weather permitting.

## Fleet Maintenance Division

- Fire car C81 is back from the body shop and we are installing new front brake pads and rotors.
- Public works truck 96 was in the shop and had plow installed and checked out, all winter equipment has been tested on the truck.
- Public works truck 4 was in the shop and had all winter equipment tested out.
- Public works truck 6 was in the shop for an oil change and to have new fuel filters installed. The plow was installed and checked out and all winter equipment for salting was tested and maintenance done. A new blower motor resistor was installed.
- Engineering car 75 was in the shop to repair driver’s seat and to replace thermostat.
- Public works loader 17 had a service call for a blown hydraulic hose.
- Fire ambulance m82 had a service call, batteries were found to be low and were both replaced.
- Fire ambulance m81 had a service call for a check engine light being on.
- CD car 35 was in to have a new left rear tire sensor installed.
- Police car 189 was in to have new wipers installed.
- Police car 197 was in to repair a flat tire.
- Public works truck 13 had a repair made to tailgate, and had a new dump body lift motor installed.

## Operations Division Statistics

	Week of 11/15/2024	Month to Date
<b>Overall</b>		
Service requests	148	656
<b>Streets</b>		
Pothole patching	4	36
Tree trimming	12	52
Tree removal	9	30
Tree limb pickup	12	80
<b>Utilities</b>		
JULIE locates	52	103
Sewer services televised	0	0
Inlets / catch basins cleaned	17	31
Water shutoffs performed	16	17
Smart Points Installed	3	3
3/4" iPERL Meters Installed	16	38
1" iPERL Meters Installed	1	1
Large meters installed	0	0
In-house meter testing	28	40
Water valves exercised	32	56
Sewer televised (feet)	0 feet	0 feet

# Parks & Recreation

Parks, Recreation and Fleet Services, Director Greg Gola

## Administration

- Staff attended the PnZ meeting on 11/14/24
- Staff met with the lighting the Lighting Controls programming team on 11/12/2024 @ VPRC.
- Staff met with the Chamber of Commerce members to discuss and prepare for the upcoming Joyful Traditions event
- Staff met to discuss future staffing for 2025 and future years
- Rec Staff met on 11/13/2024 and discussed: moving into VPRC, Winter/Spring programs & events, new pt & seasonal employees, Grand Opening of VPRC, P-cards.
- Staff met with Williams and WB Olsen to discuss the new Lions Rec Center construction progress and updates.
- Staff met with contractors for elevator monitoring, elevator modernization, backflow device repairs, facility custodial supplies, lighting programming, and native area management.
- Staff met to tour the new Villa Park Rec Center, to discuss the upcoming Joyful Traditions Event, and for new rec center informational signage.
- Staff attended the Park and Rec Commission Meeting at the Iowa Community Center on Tuesday November 12.

## Parks, Buildings & Grounds Division

- Staff work/repairs continue with routine maintenance, landscaping, maintenance and repairs of Park facilities, sport field prep, HVAC repairs, plumbing repairs, electrical repairs, inspections, the annual November List, and daily/weekly disinfecting cleanings and organizing of equipment, vehicles, and facilities.

## Recreation Division

### Athletics & Fitness

- Villa Park Youth Basketball League *Conquer the Court* has 231 registered (159 in 2023) and will begin November 16 at Willowbrook High School with a meet the coach day. Registration closes on November 17.
- Staff continues to interview and program new fitness classes for the VPRC.

### Early Childhood

- Little Learners Club had 25 participants for the week of 11/12.

### Senior Program Updates

- National Chocolate Day 10/27-16 participants
- Bus trip 11/2 to new destination-Pizza By Me at Lou Malnati's Oakbrook Terrace-16 participants
- Dining Destination 11/3-Dell Rhea's Chicken Basket-10 participants

- Donut Bingo 11/6-22 participants
- Let's Do Lunch Carryout 11/7-HiView-20 participants
- Senior free meals program 11/9-12 participants

### **Family Events**

- Holiday Family Events
  - Pictures with Santa Paws
    - Wednesday, December 4; Registration Deadline 12/1
    - 9 participants registered as of 11/13 (19 in 2023)
  - Letters from Santa
    - Friday, December 6; Registration Deadline 12/6
    - 8 participants registered as of 11/13 (9 in 2023)
  - Holiday Train Ride
    - Saturday, December 7; Registration Deadline 11/13
    - 134 participants registered with an active waitlist (124 in 2023).
  - Phone Calls from Santa
    - Friday, December 13; Registration Deadline December 9
    - 4 participants registered as of 11/13 (5 in 2023).
  - Visit from Santa
    - Saturday, December 14
    - 14 participants registered as of 11/13 (16 in 2023).

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

- Assisted customers, processed program registrations, confirmed facility reservations.
- Additional information available upon request