

Weekly Status Report

VILLAGE MANAGER'S MESSAGE (January 24, 2025)

I started the week by attending the DuPage County Dr. Martin Luther King, Jr. Unity Breakfast at Drury Lane as a guest of the Tri-Town YMCA. Fred D. Gray, Esq., a renowned civil rights attorney, a former Alabama State Representative, and a former confidant of Dr. King and former U.S. Representative John Lewis, was the keynote speaker. It was a powerful event dedicated to a man of peace that attracted approximately 1,400 people.

This week many of our staff spent time in training with the staff from BS&A for the new ERP software. With the old software, a handful of people had the training and the full set of applications to allow them to obtain basic financial data. Moreover, our community development and permitting software was made by a different company and not compatible. Therefore, many processes were inefficient and clumsy. Talking with the BS&A training staff, they were impressed by the level of engagement and the amount and depth of questions asked by our employees. We go live with the new software on Monday, and we will be able to start entering payments that came in during the week. On-line and credit card payments will open back up one week later on February 3, 2025.

We have completed the draft Redevelopment Agreement for The Union in preparation for presenting it to the Board on February 10th. That will officially launch the project. I participated in two meetings this week related to that project; one remotely to give the Agreement a final review, and one to visit the site with ComEd staff to discuss moving a 34KV transmission line that cuts across the property. The timeline of securing all the financing puts the demolition in the late spring and the start of construction to follow immediately after that. One of the required elements is a mitigation of the impact on buildings with historical significance. To that end, the Village will hold a meeting on February 18 at 6:00 p.m. in the VPRC Multipurpose Room to collect information about 100 South Villa, especially its connection to the automobile industry. This is the former home of Villa Park Fuel and Materials, Villa Park Body Shop, and most recently, Cherokee Rose Embroidery.

The annual employee survey will be sent out next week, about a month behind the last two surveys that went out right around the new year. We will also allow input from Village employees in follow-up focus groups to help with our Workforce Development initiatives for the Strategic Plan. This survey is an important part of determining if we are creating an improved workplace.

In addition to the meetings concerning The Union and BS&A. I met with our auditors, Lauterbach & Amen about the 2024 Audit. I also met individually and collectively with Department Heads. We have added Stephanie Avila, a new full-time employee in Village Hall for utility billing, and this week we added Carolina Sturgeon as a temporary worker during the BS&A transition. Make sure to say "Hi" to them when you are in Village Hall next time.

Matt Harline,
Village Manager



UPCOMING ITEMS

January 27, 2025 at 6pm. Committee of the Whole

Update on the Strategic Plan

January 27, 2025 at 7pm. Board of Trustees Agenda

- Presentation by Lauterbach & Amen - Annual Comprehensive Financial Report (Audit).
- Resolution Approving Final Change Order Number 1 to the Contract with A Lamp Concrete Contractors for the Wisconsin Avenue Improvement Project (Vermont to Stone) for a Net Deduction in the Amount of \$71,362.20.
- Resolution Approving an Engineering Agreement with Civiltech Engineering for Phase I Engineering of the Ardmore Avenue Improvement Project not to exceed \$811,804.00.
- Ordinance Amending Section 5-205 of the Municipal Code to Remove Dog License Fee
- Ordinance Amending the Fleeing and Eluding Fine in the Municipal Code.

February 10, 2025 at 7pm. Board of Trustees Agenda

- An Ordinance approving the sale and redevelopment agreement for The Union Apartments.

3RD Annual Cocoa Crawl

February 8, 2025
11:00 a.m. to 3:00 p.m.

Other Items:

Commission Vacancies:

- Video Production Commission (1)
- Fire Pension Board (1)
- Community F.U.N Commission (2)
junior commissioner opening (1)
- Senior Concerns Comm (1)

Tues. 1/21/2025 Dept. Head Meeting



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 & Recreation
Mike Guerra, Director of Public Works
Chuck Howard, Finance Director
Sandy Hill, Library Director
Cheryl Wagner, Executive Assistant to VM

Matt:

- Committee of the Whole 1/27 discussion.
- Follow up review of 1/27/2025 & 2/10/2025 Agendas.
- Review of upcoming items for February and March agendas.
- Review of leased vehicles and discussion on vehicles & Enterprise agreement.
- Discussion on signatures and past contract process.
- Initiatives discussion/status of departments.
- BS&A Meetings and details discussed.
- P.O. Authority amounts discussed
- Policy Handbook discussed.

Suzanne:

- BS&A training this week
- Discussion on purchasing policies and setting up approvals for primary and secondary approvers, she will send out signature forms.
- Department Heads may need to be able to enter invoices.
- BS&A will be onsite all of February.
- Employee Survey will be sent out soon.
- Employee Appreciation event, service awards & recognition discussion, additional ideas for February & March employee events.
- Planned donation event for Autism as April is National Autism Acceptance Month.
- Official list of warming centers are available at DuComm
- Temp Receptionist at front VH counter for 12 weeks so Stephanie can train and also BS&A transition.

Chuck:

- Discussed updating signatures of approvers first and then going in after to update amounts.
- External auditors meeting 1/21/25.
- Trial Balance by March 13. Field work starts March 17, 2025, presentation ideally in July or August.
- Lauterbach & Amen is familiar with BS&A.
- Union Pacific invoice discussion.

Sandy:

- Welcome Baby Resource Fair was huge success with 29 organizations and over 200 parents attended.
- Crocus- Weather station may be happening.
- Cocoa Crawl has 22 businesses participating.
- Personnel Policies sent out to create handbook.
- Will pick up items for SGR meeting.

Mike R.:

- All officers fully trained and out on street.
- One evidence room dedicated to Homicide matters.
- Discussion on sallyport/garage for possible uses.
- Will have staff at BS&A meetings.
- Had no persons in PD lobby from inclement weather.
- Social worker has been out on calls
- Cadet Program had great turn out on Saturday.

Steve:

- Tile fell off shower wall at Fire Station.
- Cold weather ongoing, please be careful outside.
- Policies and updates to policies discussed, national standard discussed.

Mike G.

- Emergency Response and OSHA discussions.
- Discussion about water pipes in cold weather, had 3 water main breaks in 3 days.
- Car wash will be switching over to license plate identification for wash membership.
- 11 PW staff signed up for their CDL-A book training; could bring total to 15 Class A licenses.
- Discussion on PD & FD vehicles
- GATA reporting discussion regarding single audit completion.

Greg G.:

- Credit changes discussed, documents will be coming via Docusign.
- Auditors and Grant close outs discussed.
- Will be out at conference on Thursday and Friday, staff will attend Friday.
- Working on AED training with Fire Department
- Classes have started at VPRC. First kitchen event is on 1/22, had more sign up than originally planned.

Cheryl:

- Discussion on HAA for carwash with Mike G. & Matt.

Village Manager's Office

Administration:

- Staff began user-end training of BS&A software ahead of our January 27th go-live date. This included comprehensive training on community development modules and financial management. Starting next week, additional trainers will be on site for utility billing and HRMS training.
- Workplace Evaluation Survey will be sent out next week with an anticipated closing date of February 7th.
- Completing ACA reporting for the 2024 benefit year issuance of 1095-B/C forms.
- Additional temporary staff were brought on to support the Finance department. This will assist with ongoing staff openings and the transition to BS&A software.
 - Current Position Openings:
 - Recreation Program Supervisor
 - Recreation Part-Time Staff and Program Instructors
 - Parks Part-Time Building Supervisor
 - Part-Time Police Officers

Information Technology

- Configured new schedules and changes to VPRC door system.
- Attended several BS&A training sessions.
- Configuring new laptop for Fire DC vehicle.
- Configuring loaner laptop for PD to use for vehicle crash software.
- Resolved issue with Laserfiche not working.
- Submitted a ticket for warranty replacement on a PD squad modem.

Communications

Social Media:

- Promoted VPPD Cadets Opening Night
- Shared tips to prevent pipes from freezing
- Promoted multiple Parks & Rec programs
- Shared FUN Commission Holiday Decorations Winners

Website & Other:

- Created an ad for Clear Channel (sign on Roosevelt) that VPRC is now open
- Added Mitigation Meeting for The Union to [village calendar website](#)
- Continuing updates to the new Parks & Recreation website
- Updated [water utility rate](#) increases for 2025
- Removed any Xpress Bill Pay links on the website
 - Adding new BS&A link for residents to create their new account when it is live some time next week

Finance

- Participation in the discussions and training for the transition to BS&A.
- Had entrance conference for 2024 Financial Audit with Lauterbach and Amen.
- Filed single report with Federal Audit Clearing House.

Community and Economic Development

Director out due to illness. No report this week.

Police Department

Week of January 16-22, 2025

- The New Cadet Program kicked off on January 22, 2025, with thirteen (13) teen participants in attendance. It was a lively, interested group who had a lot of questions and showed interest in the program.
- The principal parties in the Police Department have been attending the BS&A training for G/L Codes, billing, and payroll.
- The Chief of Police, on an invite from the Tri-Town Y, attended the Martin Luther King ceremony and breakfast. The keynote speaker was a 94-year-old gentleman who was the attorney for Rosa Parks.
- The Police Department was notified of a Part Time Officer who wished to return to active status after he was granted permission by his full-time employer, the Secret Service. We look forward to his return to work.
- The Police Administration interviewed a potential candidate for rehire for the Part-Time Officer Position. The Police Department currently has four Part Time Officers. This unit is essential in augmenting the Patrol function.
- The Police Department worked on the Strategic Plan for Community Engagement.
- Police Officers conducted training at the ICC facility this week.

Fire Department

Week of January 15-21, 2025

- Deputy Chief Mitsuka collaborated with the village garage to address issues with the frozen and broken pump drain valves on two of our engines. He is currently researching costs to equip these engines with heat shields, similar to those installed on our newest engine.
- Administrative Assistant Val Magnussen continues to balance responsibilities between the Fire and Finance Departments while preparing for the upcoming transition to the BS&A financial and utility billing software.
- Deputy Chief Reposh worked with the new fire inspectors to digitize and organize old paper files in preparation for transitioning to CD. Additionally, he completed the audit of all 2024 incidents.
- Fire Department Administration met with the Police Chiefs to discuss protocols for handling behavioral health incidents.
- Deputy Chief Frank Reposh successfully earned his Inspector I certification through the Office of the State Fire Marshal.

Public Works

- Utility crews responded to Three (3) water main breaks and 15 calls of frozen pipes due to the extreme cold weather.
- Street Crews have responded to three (3) for snow and ice control events
- Crews installed the RRFB at the Great Western and Harvard Crossing
- Staff attended several training sessions for the conversion to BS&A software
- Staff is working on obtaining quotes for the installation of Street Lighting along Wildwood and Euclide in front of the VPRC
- Fleet is finalizing pricing for this year's Enterprise Lease program for vehicles
- The Purchase Order for the new 2025 Aerial Bucket Trucks was sent to allow for delivery hopefully in March of 2025.

Library

Prepping for the Future, This Week

- Department Heads meeting
- Village Department Heads meeting
- Rotary Club meeting
- Kiwanis Club meeting
- Admin staff meeting
- Finance Committee meeting
- City of Oakbrook Terrace Council meeting
- PR meeting
- Passport agents re-certified
- New movie display created: Valentine's Day
- Booklist Webinar "Spring & Summer Book Club Picks"
- Weeding: 000s, 500s, and Mystery A-G

Programs and Services Offered Next Week

- Babies and Books (two sessions)
- Toddler Time (four sessions)
- Preschool Storytime
- Marvelous Mornings
- Ready for Reading
- Bark for Books – January 2025
- Anime and Manga Club
- Homeschool Hangout – January
- Take your Child to the Library Day
- Pets Caught Reading Photo Contest continues
- Intro to Computers
- Card Making Class
- Birding 101
- Grim Readers
- Versiti Blood Drive

Parks and Recreation

Administration:

- Staff met to discuss Village signage, and for training on the new BS&A software.
- Staff met with contractors at the VPRC for repairs and to address punch list items.
- The first round of interviews for the Program Supervisor position were held on January 20 & 21, 2025.
- Staff meetings for Recreation Center Ambassadors (RCAs) were held January 21 & 23. This provided a great opportunity for an exchange of information.

Parks, Buildings & Ground Division:

- Staff continue moving into and setting up the new VPRC facility.
- Staff work/repairs continue with routine maintenance, maintenance and repairs of Park facilities, HVAC repairs, plumbing repairs, electrical repairs, inspections, and daily/weekly disinfecting cleanings and organizing of equipment, vehicles, and facilities.

Recreation Division:

VPRC Memberships (through 1/22/2025)

- Paid Members: 919
- Employees: 45
- Revenue: \$127,055*

**Last week's report contained a typo. \$127,055 is the correct revenue number.*

- 20 Days Open: 3,853 Visits (average 193 per day)