

Monthly Department Reports January 2025



VILLAGE MANAGER'S MONTHLY MESSAGE (JANUARY 2025)

The new weekly report is designed to provide information in a useful format with comparative data. For instance, much of the data is presented in a format comparing the same month from last year, this year to date, and last year to date. Of course since this is information for January of 2025, the year to date and the monthly totals are essentially the same. As the year goes on additional data will be included and graphs may be added as well. We also will probably include updates on the strategic plan in this report.

The next report will be out in the third week of March, and cover will cover February of 2025. The weekly report will continue but will contain mostly bits of information of projects that are underway and their progress. We hope this makes the information more useful and digestible without flooding people with 20 pages of information every week.

Matt Harline,
Village Manager



Assistant Village Manager Report

Metric	January 2025	YTD 2025	January 2024	YTD 2024
FOIA Requests Received	85	85	68	68
FOIA Requests Closed	73	73	73	73
New Hires	3	3	3	3
Open Positions	6	6	n/a	n/a
General Liability Claims	2	2	1	1
Workers' Compensation Claims	3	3	2	2

- The Employee Engagement Survey was sent out to staff last week. A separate survey link was also included for employees interested in participating in a focus group. The survey closes on February 14th. Administrative Staff intends to share recommended action steps as a result of the feedback from employees.
- The Employee Appreciation Workgroup is planning for our first Employee Recognition Event. This will take place on Friday, March 14th. Details with information on how to RSVP was sent out, Friday, February 7th. QR code posters have also been shared throughout the buildings for easy access for employees to RSVP and learn about the event.
- BS&A implementation is ongoing. The first payroll was processed in BS&A and employees received access to the HRMS employee self-service portal. Training will begin for the next week.
- Working closely with BS&A on implementation of the human resources portion of the software. This will allow us to maintain digital employee records and digitize a number of processes that are currently paper based. This requires a fair amount of set-up but ultimately will improve efficiencies for administrative and management personnel.
- After feedback from employees and ongoing issues with reporting, a review is being conducted of time and attendance software solutions that integrate with BS&A.
- Updating the Villa Park Travel Policy which was last updated in 2017. Anticipated to be before the board for review at the February 17th board meeting.
- Current Position Openings:
 - Finance Director (coming soon)
 - Recreation Program Supervisor (offer pending)
 - Recreation Part-Time Staff and Program Instructors
 - Parks Part-Time Building Supervisor
 - Part-Time Police Officers

Community & Economic Development

- Community & Economic Development Director Updates: · The draft Comprehensive Plan is available for public comment online at <https://villa-park-comprehensive-plan-hlplanning.hub.arcgis.com/> until March 14, 2025.
- The Open House for the Comprehensive Plan is scheduled for Wednesday February 26, 2025 at the VPRC Multipurpose Room from 5:30-8pm.
- The Planning and Zoning Commission held a meeting on Thursday February 13, 2025 where they unanimously recommended approved of a Special Use for Vehicle Body and Paint Finishing Shop.
- The Economic Development Commission have a meeting scheduled for Wednesday February 19 18th at 5:30pm.

	January 2025	2025 YTD	January 2024	2024 YTD	2024 Totals
Permits Issued	60	60	71	71	1608
Plan Reviews	26	26	21	21	535
Building Inspections	123	123	109	109	2196
Code Inspections	164	164	284	284	3080
Code Violations	106	106	209	209	1834
Tickets Issued	35	35	19	19	441
Adjudication Cases	25	25	21	21	433
C.O. Inspections	5	5	11	11	131
Licenses Issued	7	7	9	9	79
PZC Applications	2	2	0	0	23



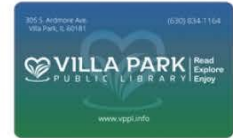
JANUARY, 2025 Library Stats



10,244
Visits to
the library



111
Cardholders added
this month



9,565
Total Number of
Cardholders



22,107
Items
checked out



1,127
Reference/Readers
Advisory Questions
Asked



1,305 Patrons
attended 49
programs/events



7,593
People like/follow the
library on social media



33
New users signed
up for the lockers



1,585
Total number of patrons
using the lockers



27,363
Website/Page
Views



**33 books added to
9 Little Free Library
Buildings**

Library



JANUARY, 2025 Library Stats



481

Tech Interactions
(printing, phones,
tablets, etc.)



3,908
Holds
Placed



25.3

Staff hours placing
ILLs & follow-up



873
Public
Computer
Sessions



310 People
Attended 3
Outreach
Events



38 Patrons
Attended
6 Book
Discussions



15
Physical & Virtual
Displays Created



2
Staff Book
Reviews



1,195
Items Weeded



788
New Materials
Added



182 Items
Repaired



10
Homebound Visits



69
Notary
Transactions



67 Passports
Processed &
\$2,345.00 in Revenue
Received

Police Department Report 1/8/2025 to 2/11/2025

Police Department Monthly Report for January 8th- February 11th, 2025

Police Activity	Week of 1/8-1/14	1/15 to 1/21	1/29 to 2/4	2/5 to 2/11	Monthly Totals
Call for Service	417	405	462	432	1716
Traffic Stops	37	36	114	76	263
People Arrested	10	5	5	9	29
Traffic Tickets	16	24	24	41	105
Warning Tickets	23	15	64	36	138
DUIs	0	2	0	0	2
Admin Tows	1	2	0	3	6
Village Ord Tix	0	0	0	1	1
Parking Tickets	87	55	72	112	326
LA/ Compliance	5	0	5	3	13
Fleeing & Eluding Tix			1	0	1

Fire Department Report

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

Incident Type	Total Incidents
Incident Type Category: 1 - Fire	
Cooking fire, confined to container	1
	Total: 1
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident	
EMS call, excluding vehicle accident with injury	188
Motor vehicle accident with injuries	6
Motor vehicle/pedestrian accident (MV Ped)	3
Lock-in (if lock out , use 511)	1
Extrication of victim(s) from vehicle	1
Removal of victim(s) from stalled elevator	1
	Total: 200
Incident Type Category: 4 - Hazardous Condition (No Fire)	
Gas leak (natural gas or LPG)	1
Carbon monoxide incident	1
Power line down	1
Arcing, shorted electrical equipment	1
	Total: 4
Incident Type Category: 5 - Service Call	
Lock-out	2
Water or steam leak	2
Cover assignment, standby, moveup	1
	Total: 5
Incident Type Category: 6 - Good Intent Call	
Good intent call, other	8
Dispatched and cancelled en route	1
Smoke scare, odor of smoke	4
	Total: 13
Incident Type Category: 7 - False Alarm & False Call	
False alarm or false call, other	1
Alarm system sounded due to malfunction	10
CO detector activation due to malfunction	3
Sprinkler activation, no fire - unintentional	2
Smoke detector activation, no fire - unintentional	1
Alarm system activation, no fire - unintentional	6
	Total: 23
Incident Type Category: 9 - Special Incident Type	
Special type of incident, other	1
	Total: 1
	Total: 247

Fire Department Report

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

Incident Type	Total Incidents
Incident Type Category: 1 - Fire	
Building fire	1
Outside rubbish fire, other	1
	Total: 2
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident	
Medical assist, assist EMS crew	1
EMS call, excluding vehicle accident with injury	25
	Total: 26
Incident Type Category: 4 - Hazardous Condition (No Fire)	
Chemical spill or leak	1
Electricalwiring/equipment problem,other	1
	Total: 2
Incident Type Category: 6 - Good Intent Call	
Dispatched and cancelled en route	15
	Total: 15
Incident Type Category: 7 - False Alarm & False Call	
Smoke detector activation, no fire - unintentional	1
Alarm system activation, no fire - unintentional	1
	Total: 2
	Total: 47

Total Incident Counts		2025	2024
EMS/Fire Calls This Month:		294	275
EMS/Fire Calls to Date:		294	275
Mutual Aid Given This Month:	EMS:	26	21
	Fire:	6	12
	Cancelled En Route:	15	12
Mutual Aid Received This Month:	EMS:	12	8
	Fire:	18	22

Public Works



Public Work Highlights

- Public Works ordered and received a new aerial bucket truck “Stretch” for our Streets and Forestry Division. This truck replaces a 25 year old truck that is vital to the forestry division and will provide the department a reliable truck to better serve the residents.
- Streets Division staff conducted several salting and snow removal operations in response to the winter weather.
- The Village received three submittals from the request for qualifications for the Railroad Grade Separation Phase I Engineering. Staff has begun reviewing the submittals.
- Staff has been working with BS&A to set up work orders and other modules in the software package.
- Staff has meet with the County to discuss potential projects that will affect the IL Prairie Path and the Great Western.
- Engineering Staff has meet with all of our consulting engineers to discuss the status and remaining schedule for all projects. These projects include, Washington Sewer Separation Section II, Wisconsin Ave (Washington to Kenilworth) and Westmore (St. Charles to RR tracks), Ardmore Ave (Roosevelt to North), SCADA replacement,
- Engineering staff has submitted Three DCEO applications to begin to receive the funding allocated to the Village from the REBUILD IL bonds. These applications are for the \$140,000 the Village received for sidewalks, \$300,000 reimbursement for the Monterey Ave. Improvement Project, and \$100,000 infrastructure improvements that staff is seeking reimbursement for the remainder of the Iowa and Vermont Project.
- Staff installed RRFB on the Great Western Path at the intersection of Ardmore and Harvard.

Public Infrastructure Projects

Ardmore An agreement with engineering consulting firm Civiltech Engineering for Phase 1 preliminary engineering services was approved in January. The village has been awarded federal Surface Transportation Program (STP) grant funding for improvements to the Ardmore Avenue corridor from Roosevelt Road to North Avenue. Construction, which is still several years away, is expected to be completed as three separate projects, but per requirements set by IDOT, the Phase I study of the entire corridor will move forward as a single effort.

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, which are both now complete. North Wisconsin Avenue was also separated into its own project, as it did not include water main replacement.

Public Works

Iowa & Vermont This project is fully complete and has been closed out.

Jackson Pond Construction of the Jackson Area Improvement Project is expected to begin in the next week. Staff is coordinating pre-construction efforts. 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 property in several locations.

Sidewalk Program Bidding of the 2025 Sidewalk Program is expected to take place in March. In addition to the removal and replacement of existing sidewalk, the 2025 program is expected to include construction of new sidewalk, and replacement of sidewalk with drainage concerns and other issues.

Tri-Trail All site work is complete. Staff is working with IDOT to close out the project.

Washington Sewer Separation Design of this project is underway. The village is seeking low-interest loan funding from the Illinois Environmental Protection Agency (IEPA) for the combined sewer separation efforts that are necessary part of the scope of the project. Because obtaining loan funding is a competitive and often lengthy process, it will be the controlling factor for determining when the project will go to construction.

Westmore & Wisconsin Design of this project is underway. The village is seeking low-interest loan funding from the Illinois Environmental Protection Agency (IEPA) for the combined sewer separation efforts that are necessary part of the scope of the project. Because obtaining loan funding is a competitive and often lengthy process, it will be the controlling factor for determining when the project will go to construction.

Wisconsin All site work is complete. Staff is working with the contractor and the engineer to close out the project.

Fleet Services Division

- All Police Durango's have received the manufacture recall installed
- The remaining two full size (2) trucks ordered from Enterprise in 2024 are at the upfitter to be complete

Public Works	Jan-25	2025 YTD
Streets/Forestry		
Animal Dead in Right-of-Way	0	
Drainage / Flooding Issues	0	0
Inspection - Compliance	0	0
Lightpole or Wire Issues	0	0
Parking - Other	0	0
Pothole Patching	2	2
Sidewalk Repair	4	4
Storm Drain	0	0
Street Lighting	4	4
Street Repair	2	2
Street Signs	0	0
Street Sweeping	0	0
Traffic Signal	2	2
Tree Limb Pickup in Parks	1	1
Tree Limb Pickup in Parkway	11	11
Tree Removal	4	4
Tree Trimming	3	3
Tree Trimming in Parks	0	0
Total - Public Works	34	34

Public Works

Utilities	Jan-25	2025 YTD
JULIE locates	89	89
Sewer services televised	0	0
Inlets / catch basins cleaned	0	0
Smart Points Installed	1	5
¾" iPERL Meters Installed	54	54
1" iPERL Meters Installed	3	3
Large meters installed	0	0
In-house meter testing	24	24
Water valves exercised	17	56
Water main break repairs	4	4
Sewer televised (feet)	0 feet	0 feet

Parks & Recreation

Administration

- Staff met with contractors at the VPRC for new facility cleaning equipment, systems training, for building repairs, and to address punch list items.
- Staff met with contractors to discuss Fire Station 82 HVAC improvements and project timeline.
- Staff met with Williams and WB Olsen to discuss the VPRC construction progress and updates.
- Staff met to discuss Village signage, and for training on the new BS&A software.
- Staff attended the annual IAPD/IPRA Conference on Friday January 24 in Chicago.
- Rec Staff meets weekly. The following items are addressed: developing a building schedule and set-up instructions for the VPRC Custodians; properly identifying visitors and the reason for the visit; updating job descriptions and sending to HR for review; reviewing new programs.
- Staff met with Jay Aguado from NEDSRA about their Veteran's Fitness membership partnership. Allen Force is the training agency behind the Veterans' program. We have an opportunity to have our Personal Trainers attend their Veteran's Personal Training program May 9 and 10. The cost is \$250 per person.
- Staff conducted interviews for the Program Supervisor opening.

Parks, Buildings & Grounds Division

- Staff moved into the new VPRC from the ICC, setting up storage areas, moving equipment and supplies, and coordinating contractors.
- Staff completed takedown and cleanup of the Joyful Traditions Event setup.
- 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

Athletics, Aquatics & Fitness

- Staff is making needed adjustments to the building schedule and creating signs and protocols for Open Gyms.
- Staff is waiting for the approval on the Personal Training program and payrate. We have 2 new fitness instructors/personal trainers to onboard.
- 2025 Group Fitness Punch Pass revenue as of February 5, 2025, is \$4285.00.
- Chicago Elite Volleyball has 30 registered in the Feb 6-27 session. (we had 38 Jan 9-30).
- One Lifeguard interview was held this week. Staff is looking forward to hiring summer staff and holding training at COD and at the VPRC in April/May.

Early Childhood

- Little Learners Club had 46 participants for the week of 2/4. *3 NEW participants this week
- **NEW** program Toddler Playtime started Tuesday, 2/4 with 9 participants.

Youth

- **NEW** Introduction to Cooking started Tuesday, 2/4 with 9 participants

Dance

- Staff are preparing for Dance Rehearsal/Recital (Feb. 21-22) at Jefferson Middle School.

Senior Program Updates

- Casino Trip-Hollywood, Aurora, 1/27-9 participants
- Dining Destinations, Clara's, Woodridge, 1/28-14 participants
- Let's Do Lunch Carryout, Yorkey's, Elmhurst, 1/30-20 participants.
- **NEW** Can Do Academy-new dog training program and instructor have started 2/1-1 puppy; 6 adult dogs.
- Dining Destinations, Bavarian Lodge, Lisle, 2/2-13 participants

Family Events

- **NEW** Family Bingo Pizza Night
 - Friday, January 31
 - 6-7:30pm-40 registered
 - 1st time event was very well received by participants

VPRC MEMBERSHIPS through 2/10/2025

	MEMBERS	REVENUE
Adult Non-Resident 3 months FITNESS CENTER (PIF)	1	\$136
Adult Non-Resident Annual TRACK (PIF)	2	\$170
Adult Resident 3 months FITNESS CENTER (PIF)	13	\$1,300
Adult Resident 6 months FITNESS CENTER (PIF)	2	\$350
Adult Resident Annual FITNESS CENTER (Monthly ongoing)	37	\$925
Adult Resident Annual FITNESS CENTER (PIF)	82	\$20,850
Adult Resident TRACK Only Annual (PIF)	50	\$2,000
Couple - Resident Annual FITNESS CENTER (Monthly ongoing)	27	\$672
Couple - Resident Annual FITNESS CENTER (PIF)	118	\$27,585
Couple Non-Resident Couple Annual FITNESS CENTER (Monthly ongoing)	2	\$58
Family of 3 or more Annual (Monthly ongoing)	69	\$1,054
Family of 3 or more Annual (PIF)	233	\$34,677
Senior Non-Resident 3 months FITNESS CENTER (PIF)	1	\$136
Senior Non-Resident Senior Non-Resident Annual FITNESS CENTER(Monthly ongoing)	1	\$30
Senior Non-Resident Senior Track Only Non-Resident Annual (PIF)	6	\$473
Senior Resident 3 months FITNESS CENTER (PIF)	4	\$550
Senior Resident 6 months FITNESS CENTER (PIF)	15	\$300
Senior Resident Annual FITNESS CENTER (Monthly ongoing)	213	\$37,475
Senior Resident Annual FITNESS CENTER (PIF)	107	\$3,745
Senior Resident Track Only Annual (PIF)	1	\$300
Youth Non-Resident Annual FITNESS CENTER (PIF)	1	\$60
Youth Resident 6 months FITNESS CENTER (PIF)	1	\$175
Youth Resident Annual FITNESS CENTER (Monthly ongoing)	5	\$120
Youth Resident Annual FITNESS CENTER (PIF)	13	\$2,375
Youth Resident Open Gym & Track Annual (PIF)	40	\$2,000
Youth Resident Track Only Annual (PIF)	4	\$140
Total Memberships	1048	\$137,656
Employee Memberships	56	
TOTAL AS OF 02/10/2025	1104	\$137,656

Visits as of 2/10/2025	6,252	40 days	Avg. 156
VPRC Daily Admission Fitness Center Adult Daily Admission		49	\$468
VPRC Daily Admission Fitness Center Senior Daily Admission		5	\$39
VPRC Daily Admission Fitness Center Youth Daily Admission		37	\$276
VPRC Daily Admission Open Gym, Track, Pickleball ADULT Daily Admission		91	\$624
VPRC Daily Admission Open Gym, Track, Pickleball SENIOR Daily Admission		27	\$167
VPRC Daily Admission Open Gym, Track, Pickleball YOUTH Daily Admission		132	\$773
TOTAL DAILY ADMISSIONS		341	\$2,347

Support Staff and Misc. Updates

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