Monthly Report
April 2025

APRIL ANNIVERSARIES

Congratulations on your anniversary!

Michael Guerra	**04/01/2020**	**5 years**

VILLAGE MANAGER'S MESSAGE (April 2025)

One of my favorite things in Villa Park are the Thursday Night Concerts in Cortesi Park in June and August and the Kiwanis Concerts at the Gazebo on Wednesdays in July. They start up again this year on June 5th with Petty Cash. The concerts are a very family friendly environment. For more information check on the Parks & Recreation website: https://www.invillapark.com/1206/Summer-Concerts.

Then on Friday July 4th at 10:00 am the July 4th Parade will launch from Summit Avenue and Park Boulevard heading west. If you are interested in being a participant or sponsor you can contact the Village or VFW Post 2081. The parade has been building every year. I'd particularly like to thank Khalid Sabri for his help in securing the Great Lakes Navy Band. We will have the Willowbrook Marching Band back and this year's Grand Marshall's Korean War Veteran Jim Erlenbaugh and George Benes of Midland Plumbing and Sewer. Summer in Villa Park is special.

Thank you,

Matt

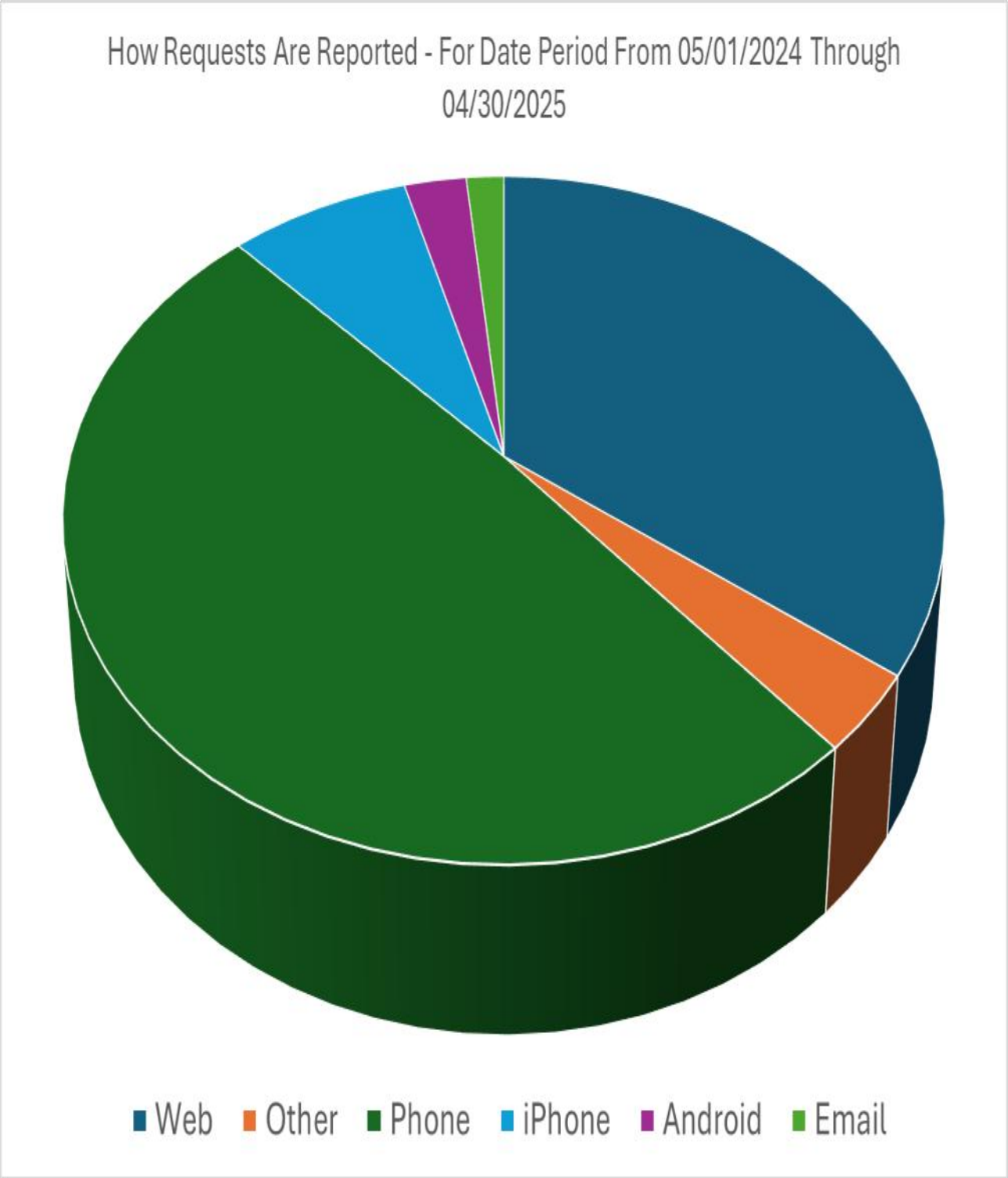
Village Manager

Year to Date Analysis of Opened Requests

	25-Jan	25-Feb	25-Mar	25-Apr	2025	2024
Administration						
Contact Village Manager	1	3	0	1	**5**	**10**
Senior License Requests	0	0	0	0	**0**	**1**
Special Events Permit	0	1	0	0	**1**	**0**
Yard Waste Pickup Issues	0	1	0	0	**1**	**2**
Total - Administration	***1***	***5***	***0***	***1***	***7***	***13***
Community & Economic Development						
Building Inspection Needed	0	0	1	0	**1**	**0**
Code Inquiries	0	5	4	0	**9**	**6**
Hearing Court-Code Violations	0	0	1	0	**1**	**0**
Inspections (Permit)	0	0	0	0	**0**	**1**
Misc Code Complaints	5	3	4	0	**12**	**23**
Neighbor Complaints	2	1	6	1	**10**	**36**
New Development	0	0	0	0	**0**	**2**
Other	0	1	1	0	**2**	**7**
Permit Inquiries	0	0	1	0	**1**	**3**
Planning and or Zoning Inquiri	0	0	0	0	**0**	**3**
Plumbing	0	0	0	0	**0**	**1**
Signs - Private And Temporary	0	0	0	0	**0**	**1**
Tall Grass or Weeds	0	0	1	0	**1**	**27**
Ticket Payments	0	1	0	0	**1**	**1**
Trash in yard	1	2	4	2	**9**	**4**

One Year Analysis for All Departments
Ending April 2025

Department	#####	24-Jun	24-Jul	#####	24-Sep	24-Oct	#####	24-Dec	25-Jan	25-Feb	25-Mar	25-Apr	Total
Administration													
Start of month	0	0	0	0	0	1	0	0	2	0	2	0	
Opened	0	5	0	0	3	2	0	3	1	5	0	1	**20**
Closed	0	5	0	0	2	3	0	1	3	3	2	0	**19**
Community & Economic Development													
Start of month	1	0	3	3	10	9	10	12	12	11	15	21	
Opened	16	9	20	18	14	17	5	9	8	13	23	3	**155**
Closed	17	6	20	11	15	16	3	9	9	9	17	2	**134**
Finance													
Start of month	0	0	0	0	0	0	0	0	0	1	1	0	
Opened	2	0	0	0	1	1	0	1	1	3	2	2	**13**
Closed	2	0	0	0	1	1	0	1	0	3	3	2	**13**
Fire													
Start of month	2	0	0	0	0	0	0	0	0	0	1	1	
Opened	0	0	0	0	0	0	0	0	0	2	0	0	**2**
Closed	2	0	0	0	0	0	0	0	0	1	0	1	**4**
Information Technology													
Start of month	0	0	0	0	0	1	2	0	0	0	0	0	
Opened	0	3	2	7	9	18	8	21	14	1	7	6	**96**
Closed	0	3	2	7	8	17	10	21	14	1	7	5	**95**
Parks and Recreation													
Start of month	2	2	4	3	4	4	4	5	5	5	7	9	
Opened	2	3	1	2	4	5	1	2	1	3	4	5	**33**
Closed	2	1	2	1	4	5	0	2	1	1	2	2	**23**
Police													
Start of month	2	3	5	3	8	12	12	14	3	0	0	4	
Opened	1	2	3	5	4	2	2	1	2	1	4	2	**29**
Closed	0	0	5	0	0	2	0	12	5	1	0	2	**27**
Public Works													
Start of month	5	37	38	108	129	166	164	185	183	152	159	177	
Opened	109	94	205	123	99	87	62	45	23	22	74	60	**1003**
Closed	77	93	135	102	62	89	41	47	54	15	56	35	**806**
Village Manager's Office													
Start of month	0	0	0	0	1	1	1	1	1	1	2	1	
Opened	2	0	2	5	0	2	1	0	1	4	0	3	**20**
Closed	2	0	2	4	0	2	1	0	1	3	1	2	**18**
Total Opened	132	116	233	160	134	134	79	82	51	54	114	82	**1371**
Total Closed	102	108	166	125	92	135	55	93	87	37	88	51	**1139**


How Requests Are Reported - For Date Period From 05/01/2024 Through 04/30/2025
Web
Other
Phone
iPhone
Android
Email

Interim Assistant Village Manager

Human Resources and Risk Management Monthly Report

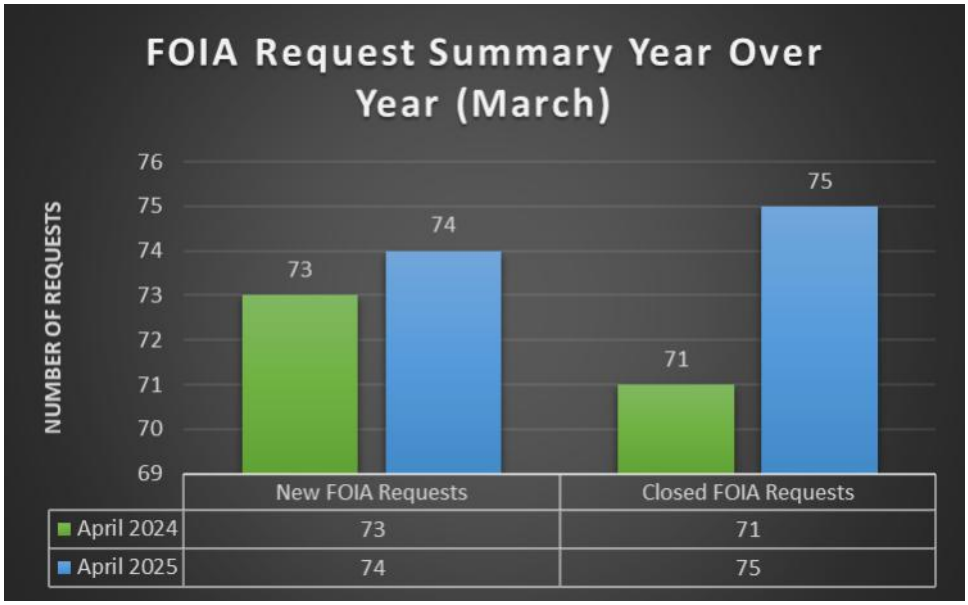
April 2025

General Updates

- Interim Assistant Village Manager began leading the department in April. Training, system access, and regular meetings were initiated.
- ERP system training, including set up of new modules and account balancing continued throughout the month of April as a primary focus.
- Benefit year end processes were major focus in April, staff worked long hours to update systems and processes for May 1 changes.
- April retirees: Pat Boksha.
  - Upcoming retirees include:
    - Elizabeth Gonzalez (Patrolman 6 - May 13th, 2025)
    - Greg Gola (Director of Parks & Recreation - June 5th, 2025)
    - Chuck Howard (Finance Director - June 27th, 2025)

FOIA (Freedom of Information Act) Requests

- The Village Executive Assistant has continued to perform as the FOIA officer, with assistance from the Interim Assistant Village Manager. Data collection assistance was received from multiple department staff across the Village.
- A backlog from the loss of personnel was diligently cleared, and response procedures were developed to quicken response rate.
- 75 FOIA requests closed in April 2025. 74 FOIA requests opened between 04/01/2025 – 04/30/2025.



Recruiting and Staffing

- A total of four (5) employees were hired in April, 1 internal promotion from part-time to full-time.
- As the summer begins to approach, processes for high volume recruiting are currently under review in order to ensure efficiency, while maintaining compliance.
    - (1) Seasonal soccer referee, (1) full-time patrolman (internal), 1 full-time patrolman, 1 part time early childhood assistant.
- Solutions are in the process of being sourced for applicant tracking and onboarding processes, due to high volume of applicants, and seasonal/part time positions.

Recruiting Summary April 2025			
Position	**Job Class**	**Department**	**Status**
Director of Finance	Full-Time	Finance	Offer Accepted
Soccer Referee (2)	Seasonal	Recreation	Hired
Early Childhood Assistant	Part-Time	Recreation	Hired
Patrolman 1(2)	Full-Time	Police	Hired
Lifeguard	Seasonal	Recreation	In Certification Review
Custodian Mid-Shift	Full-Time	Parks	Offer Pending
Mechanic Apprentice	Full-Time	Fleet	Interviewing
PW Laborer	Full-Time	Public Works	Interviewing
Learn to Swim Aide	Seasonal	Recreation	Interviewing
Mini Adventure Camp	Seasonal	Recreation	Interviewing

Risk Management and Claims

- Department heads received recommendations from IRMA based on annual site audit. The mitigations efforts have begun, with an expected update provide to IRMA in July of 2025.

Total Claim Experience (Year to Date - March 2025)						
Coverage Description	**Closed**	**Open**	**Total Claims**	**Experience**	**Total Experience 2024**	**Variance**
Auto Liability-Property Damage	1	2	2	$6,105	$274,960.00	($268,855)
Workers Compensation-All	0	7	7	$71,500	$292,738.00	($221,238)
Total	**1**	**9**	**9**	**$77,605**	**$567,698.00**	**($511,894.00)**

Communications Report

Communications Monthly Report - April 2025

Metric	April 2025	YTD 2025	April 2024	YTD 2024
New Facebook Followers (Village)	85	7609	102	6957
New Facebook Followers (Parks & Rec)	26	3216	41	2901
New Facebook Followers (Police)	920	12345	267	10783
Facebook Content Interactions (Village)	1681	5893	2185	6226
Facebook Content Interactions (Parks &	552	1768	103	973
Facebook Content Interactions (Police)	16490	24673	4739	16218
New Instagram Followers	56	2231	37	1748
Instagram Engagement	850	3232	559	987
YouTube Views	928	5352	953	3260
Website Views	65619	253012	58256	186447
Website Document Downloads	38148	184076	25259	123200
Emails Delivered	1364	13061	0	2153
Emails Opened	915	9479	0	1460

Social Media:

April Highlights

Spring/Summer Village Matters

- Parks & Recreation Programs and Events and new bus
- DuComm Text-to-911
- Traffic Study cameras for Ardmore Avenue Improvement Project
- Apply for Trustee
- Structure Fire Notice
- 4th of July Sponsorship & Participation packet available
- Spring Sweep
- Albright Groundbreaking
- Green Champion Award

Website & Other:

April Highlights

DU-COMM to Launch Fulton Automated Tornado Siren System on May 1, 2025

The Villa Park Police Department announces Distracted Driving Enforcement Results

Board of Trustees Vacancy – Now Accepting Applications

Email

March Highlights

- The Village Roundup Newsletter - April 7, 2025
- The Village Roundup Newsletter - April 21, 2025

Police Department Report April 2025

POLICE ACTIVITY					Monthly Totals	Previous Month
WEEK OF	4/2-4/8	4/9-4/15	4/16-4/22	4/23-4/29		
Calls for Service	387	447	438	439	1711	1767
Traffic Stops	80	108	82	95	365	381
People Arrested	4	11	9	13	37	46
Traffic Tickets	43	71	68	74	256	162
Warning Tickets	32	51	32	44	159	175
DUIs	0	2	2	4	8	5
Admin Tows	1	4	2	5	12	18
Village Ordinance Tickets	0	0	1	1	2	0
Parking Tickets	115	99	92	74	380	343
LA /Compliance Tickets	2	1	3	2	8	6
Fleeing & Eluding Tickets	0	0	0	1	1	0

Chief Mike Rivas was presented with an “Excellence in Service” Award from the MERIT Executive Board for having served as Chairman this past year. Also pictured is Elmhurst Chief Mike McClean, DuPage County Sheriff James Mendrick and DuPage County State’s Attorney Bob Berlin.

Fire Department Report: April 2025

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

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

Incident Type	Total Incidents
Incident Type Category: 1 - Fire	
Building fire	1
Outside rubbish, trash or waste fire	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	141
Motor vehicle accident with injuries	4
Motor vehicle accident with no injuries.	2
Removal of victim(s) from stalled elevator	1
	Total: 149
Incident Type Category: 4 - Hazardous Condition (No Fire)	
Hazardous condition, other	1
Gas leak (natural gas or LPG)	4
Carbon monoxide incident	1
Power line down	1
Arcing, shorted electrical equipment	1
	Total: 8
Incident Type Category: 5 - Service Call	
Lock-out	1
Assist invalid	1
Unauthorized burning	4
Cover assignment, standby, moveup	1
	Total: 7
Incident Type Category: 6 - Good Intent Call	
Good intent call, other	4
Dispatched and cancelled en route	6
Dispatch Error/Test Ticket	1
Steam, other gas mistaken for smoke, other	1
Smoke scare, odor of smoke	1
	Total: 13
Incident Type Category: 7 - False Alarm & False Call	
Smoke detector activation due to malfunction	1
Alarm system sounded due to malfunction	5
CO detector activation due to malfunction	3
Sprinkler activation, no fire - unintentional	1
Smoke detector activation, no fire - unintentional	7
Alarm system activation, no fire - unintentional	1
	Total: 18
	Total: 197

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	2
Commercial Compactor fire, confined to rubbish	1
	Total: 3
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident	
EMS call, excluding vehicle accident with injury	19
Motor vehicle accident with injuries	1
Extrication of victim(s) from vehicle	1
	Total: 21
Incident Type Category: 6 - Good Intent Call	
Dispatched and cancelled en route	9
	Total: 9
Incident Type Category: 7 - False Alarm & False Call	
Alarm system sounded due to malfunction	1
	Total: 1
	Total: 34

Total Incident Counts		April 2025	YTD 2025	April 2024	YTD 2024
EMS/Fire Calls		231	1,005	273	1,001
Mutual Aid Given	EMS	21	101	11	64
Mutual Aid Given	Fire	4	21	3	25
Mutual Aid Given	Cancelled En Route	9	51	6	39
Mutual Aid Received	EMS	5	28	20	46
Mutual Aid Received	Fire	15	53	17	69

Public Works

PUBLIC WORKS HIGHLIGHTS

- Public Works celebrated Arbor Day by planting a Autumn Blaze at Lufkin Park with the support of the Environmental Concerns Commission.
- Jackson Area Improvement Project continued with installation of new storm sewer on Madison and then extended north down Addison Road. This work will continue through the summer.
- Public Works received favorable bids for the 2025 Annual Sidewalk Improvement Plan and will be presented to the Village Board in May for approval. This will include new sidewalk along the north side of Maple Ave from Illinois to Summit and the west side of Illinois from Division to the Metra Lot.
- Roadway striping of the crosswalks at the path locations and the concrete roadway portions of Addison and Ardmore were completed. This work was carried over from last year as unfinished work.
- As part of the Preliminary Engineering Design for improvements to Ardmore, video traffic counters were placed along the Ardmore Corridor from Roosevelt to North to collect data. It is anticipated that the first public input meeting will be sometime this summer.
- Staff received the new Parks and Recreation Department Bus that was approved by the Village Board. It is now in operation at the VPRC.
- Engineering Staff have met with a consultant engineering firm to discuss possible agreements for Grade Separation Phase I Engineering.
- Staff attended the Village Board Meetings, DuPage County Road Safety Master Plan meetings, DMMC Transportation Technical, Salt Creek Workgroup, the Spring Sweep Committee, and the ECC meetings.

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. Survey work along this corridor is underway along with traffic counters being deployed to collect base data on the roadway.

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 main water replacement.

North Harvard Avenue Improvement Project This project consists of improvements on North Harvard Avenue from Plymouth Street to Ridge Road. The project includes the replacement of the existing 4" watermain from Plymouth Street to Sunset Drive along with roadway reconstruction and select sidewalk improvements. The design for this project was completed and the contract was awarded by the Village Board. Construction will start at after the end of the 2024/2025 school year and is anticipated to be complete before school resumes in the fall.

Jackson Area Improvement Project Construction of the Jackson Area Improvement Project begun. 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. Construction crews installed 72” storm sewer on Madison from Michigan to Addison to provide the new storm sewer trunk line. The are moving onto Addison to begin installing storm sewer north towards Washington St.

Sidewalk Program Bidding of the 2025 Sidewalk Program was awarded with construction to begin in June. 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.

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.

2025-DCEO-Drainage-Improvement-Project

This project consists of all work associated with stormwater and drainage improvements at the Ellsworth Ditch south of North Avenue and Ridge Road between Westmore Avenue and Roy Drive. This project was bid twice previously but unfortunately the Village did not receive favorable bids. The engineering staff is re-evaluating the design to make the project more viable for a favorable bid and award. This project is out for bid letting with the anticipated contract award in June.

FLEET SERVICES DIVISION

- Completed the purchase of a Parks and Recreation Paratransit Bus.
- Completed the upfitting of the new Deputy Chief and the Chief's SUV
- Monitoring the lease requests to Enterprise for the lease of 5 SUV and 1 pickup truck for the 2025 vehicle replacement plan.

OPERATONS DIVISIONS STATISTICS

Public Works	April	2025 YTD
Streets/Forestry		
Animal Dead in Right-of-Way	1	2
Drainage / Flooding Issues	1	4
Inspection - Compliance	0	0
Light pole or Wire Issues	1	2
Parking - Other	2	4
Pothole Patching	18	60
Sidewalk Repair	1	6
Storm Drain	0	1
Street Lighting	0	5
Street Repair	2	11
Street Signs	0	2
Street Sweeping	0	1
Traffic Signal	1	2
Tree Limb Pickup in Parks	2	3
Tree Limb Pickup in Parkway	3	27
Tree Removal	7	13
Tree Trimming	6	8
Tree Trimming in Parks	0	0
Total - Public Works	45	151
Utilities		
Inspections	5	25
JULIE locates	285	480
Sewer services televised	1	2
Inlets / catch basins cleaned	13	32
Smart Points Installed	1	7
¾" iPERL Meters Installed	19	98
1" iPERL Meters Installed	0	3
Large meters installed	1	1
In-house meter testing	0	108
Water valves exercised	25	120
Water main break repairs	2	12
Sewer televised (feet)	0 feet	0 feet

Parks & Recreation

Administration

- Staff met with contractors for Village Hall elevator improvements, maintenance and repairs at the VPRC, window treatments at Village Hall and the VPRC, pavement improvement proposals, and painting at Village Hall.
- Staff met with Hacienda Landscape and Upland Design at Lions Park to discuss the Park Improvement Project progress and updates.
- Staff met with IRMA for a compliance assessment review.
- Staff worked with Aqua Pure and Renosys to complete the Jefferson Pool liner, the liner was scrubbed and cleaned, and then water was added to the pool to help stabilize the liner.
- Staff met to discuss the upcoming Summer Festival event and updating forms on the Village website.
- Staff attended the final session of Leadership Academy at the VPRC on Thursday April 24, this was Villa Parks first year in doing this, a lot of information was shared and learned, the opportunity to be a part of this is greatly appreciated

Parks, Buildings & Grounds Division

- Staff have begun improvements to Lufkin Park, these improvements include cleaning up the pathways from the winter season, installing additional trash cans, adding some additional pathway tie ins to outcropping stones, installing new signage around the pond, at the splash pad, and at the playground, putting up dog waste stations, replacing the Park sign, and preparing landscape areas for upcoming plantings.

- Staff work/repairs continue with tree and bush trimming, landscape bed cleanup and mulching, sport field prep, routine maintenance, maintenance and repairs of Park facilities, HVAC repairs, pluming repairs, electrical repairs, inspections, snow/ice removal following storm events, and daily/weekly disinfecting cleanings and organizing of equipment, vehicles, and facilities.

Recreation Division

Aquatics

- Lifeguard Training started on April 27 with 15 enrolled in the Lifeguard Certification Course. It appears that 12 candidates will most likely complete the training. Two applied for lifeguard positions holding American Red Cross certifications from another agency.
- There are 15 returning Lifeguards, 3 returning Pool Managers and 6 returning Pool Ambassadors/Cashiers. The goal is 30 lifeguards on staff.

Athletics, & Fitness

- Spring Soccer League has 182 participants (180 in 2023). The season started the week of April 7 with Saturday games running April 12-May 31.
- Sports Contractor One80sports has done well with a total of 98 participants in 10 programs since they started offering programs for VPPR this year in January.
- Sports Contractor Chicago Elite Volleyball is running youth volleyball instruction programs 4 Thursdays each month since we opened in January. Participation numbers range between 30-40 each session.
- Monday night Open Pickleball is popular and regularly hosts 25-35 participants.

Early Childhood Non-Sport

- Little Learners Club averaged 42 participants for the month of April (45 in 2024) 2 new participants
- Preschool Registration continues to increase. 32 registered on 5/7 (24 in 2024).
- Mini Adventure Camp Registration opened with 13 registrations (16 in 2024).

Youth non-Sport

Summer Camp Registration continues to increase with an average of 62 participants a week. (25 average a week in 2024).

NEW Glitzy Girls Neon Jam Dancy Party took place on April 16 with 11 participants.

NEW Ceramics Nadine class took place on April 17 with 5 participants.
NEW Culinary Youth Classes Around the World in 80 Plates April 8-April 29 with 11 participants

Senior & Adult Non-Sport

- Donut Bingo 4/2 & 4/16-22 participants each date
- Dining Destinations 4/8 McCook Bohemian Restaurant, 15 participants
- Birthday Bunch & Lunch 4/10-60 participants, sponsored by Lexington Square, Lombard
- Let's Do Lunch Carryout 4/3 & 4/17-20 participants each date
- Bus trip 4/5, Acquiviva Winery, Maple Park, Illinois, 13 participants, co-op trip with Oak Brook Park District
- Casino trip, 4/14, Hollywood Casino, Aurora, 11 participants
- National Blueberry Pie Day 4/29, 22 participants
- **NEW** Frugal Gourmet cooking class 4/8-29, 9 participants

Recreation Program Participants and Revenue through April 30, 2025

- Participants: 3,851 (2,479 in 2024)
- Revenue: $376,858 ($169,749.60 in 2024)

Total Fitness Memberships	1350	$177,646	
Employee Memberships	74	$0	
Total Membership Revenue April 30, 2025	1424	$177,646	
Visits as of 4/30/2025	17835	116	Days Open
		154	avg. visits per day

Admissions			
VPRC Daily Admission Fitness Center Adult Daily Admission	185	$1,431	
VPRC Daily Admission Fitness Center Senior Daily Admission	61	$288	
VPRC Daily Admission Fitness Center Youth Daily Admission	213	$1,332	
VPRC Daily Admission Open Gym, Track, Pickleball ADULT Daily Admission	531	$2,566	
VPRC Daily Admission Open Gym, Track, Pickleball SENIOR Daily Admission	209	$838	
VPRC Daily Admission Open Gym, Track, Pickleball YOUTH Daily Admission	857	$3,715	
TOTAL DAILY ADMISSIONS	**2056**	**$10,170**	

Community & Economic Development

-	April 2025	2025 YTD	April 2024	2024 YTD	2024 To-
Permits Issued	199	473	150	440	1608
Plan Reviews	309	632	30	109	535
Building Inspec-	251	799	163	580	2196
Initial & Follow-Up Inspections	164	623	182	996	3080
Property Main. Vio-	107	404	169	882	1834
Tickets Issued	13	74	21	161	441
Adjudication Cases	5	96	39	120	433
C.O. Inspections	33	66	16	65	111
Licenses Issued	5	23	8	33	79
PZC Applications	2	8	2	10	23