

Public comments are invited prior to the commission's discussion. When called upon, please approach the microphone and state your name and the address where you live. Kindly limit your remarks to three minutes.

VILLAGE OF VILLA PARK

**Village Hall Board Room
20 South Ardmore Avenue
Villa Park, Illinois 60181**

Traffic and Safety Commission

December 3, 2024

8:00 PM

Chairperson J. Pienkos

Commissioners: Jack Cuthbertson, Joey DeTomaso, Vicki Flaskamp, Tricia Little, Edward McMurray, Carl Timmerman, Karen Timmerman, and Bob Wagner

Please Note: The commission created herein shall act in an advisory capacity to the corporate authorities in all matters of traffic and safety which are referred to the commission or which are initiated or investigated by the commission on its own motion.

- 1. Call to Order**
- 2. Roll Call**
- 3. Amendments to the Agenda**
- 4. Public Comments on Agenda Items**
- 5. Public Comments on Non-Agenda Items**
- 6. Presentations**
 - a. Report of the Bike, Pedestrian, and Transit Subcommittee
- 7. Approval of Minutes**
 - a. Consider approval of pending minutes from the Traffic and Safety Commission meeting held on November 5, 2024
- 8. Old Business**
 - a. Item No. 900 - Parking restrictions on Princeton south of Belden
 - b. Item No. 902 - Stop Signs at Elm and Princeton
 - c. Item No. 903 - Stop Signs at Division and Princeton

- d. Item No. 904 - Traffic and Safety Commission CY 2025 Budget

- e. Item No. 905 - Pedestrian Signage and High-Visibility Crosswalks at St Charles and Ardmore

- f. Item No. 906 - Crosswalk across Ardmore Avenue near Lufkin Park

- 9. New Business**
- 10. Commissioner Comments**
- 11. Chairperson Comments**
- 12. Village Board Liaison Comments**
- 13. Village Staff Comments**
- 14. Adjournment**

The Villa Park Village Hall is subject to the requirements of the Americans with Disabilities Act of 1990. An elevator is operational at the north side entrance to the Village Hall during normal work hours and also during evenings. Individuals with special needs are requested to contact the Village's Compliance Officer at (630) 834-8500 so that reasonable accommodations can be made for those persons.



MEMORANDUM

TO: Traffic and Safety Commission
FROM: Kevin Mantels, Assistant Village Engineer
DATE: December 3, 2024
SUBJECT: Report of the Bike, Pedestrian, and Transit Subcommittee

RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION:



MEMORANDUM

TO: Traffic and Safety Commission
FROM: Kevin Mantels, Assistant Village Engineer
DATE: December 3, 2024
SUBJECT: Consider approval of pending minutes from the Traffic and Safety Commission meeting held on November 5, 2024

RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION:



MEMORANDUM

TO: Traffic and Safety Commission
FROM: Kevin Mantels, Assistant Village Engineer
DATE: December 3, 2024
SUBJECT: Item No. 900 - Parking restrictions on Princeton south of Belden

RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION:

ORDINANCE NO. _____

AN ORDINANCE OF THE VILLAGE OF VILLA PARK, DUPAGE COUNTY, ILLINOIS, AMENDING CHAPTER 14, MOTOR VEHICLES AND TRAFFIC, OF THE VILLAGE OF VILLA PARK MUNICIPAL CODE

WHEREAS, the Village of Villa Park (the “Village”) is a duly organized and validly existing non-home rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and

WHEREAS, Section 11-208 of the Illinois Municipal Code (625 ILCS 5/11-208) authorizes municipalities to regulate the standing or parking of vehicles with respect to streets under their jurisdiction; and

WHEREAS, the Village desires to amend motor vehicle and traffic regulations on North Princeton Avenue, south of Belden Avenue; and

***WHEREAS**, the Village of Villa Park Traffic and Safety Commission has voted at its regular meeting held on December 3, 2024, by a vote of ___ to ___, to recommend that parking of vehicles not be permitted at any time along Princeton Avenue, west side, from Belden Avenue south to the south end of Princeton Avenue; and*

WHEREAS, the President and Board of Trustees of the Village of Villa Park have determined that it is in the best interests of the citizens of the Village of Villa Park to amend Chapter 14 of the Village of Villa Park Municipal Code as more particularly set forth hereinafter.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Villa Park, DuPage County, Illinois, as follows:

Section 1: That Paragraph (c) of Section 14-207, entitled “No parking zones”, of Article II, entitled “Stopping, Standing and Parking”, of Chapter 14 of the Village of Villa Park Municipal Code, as previously adopted and subsequently amended, be and is hereby further amended to add thereto the following:

Ordinance No. _____

“*Princeton Avenue*, west side, from Belden Avenue south to the south end of Princeton Avenue.”

Section 2: That the Village Manager is hereby directed to instruct the Public Works Department to install the appropriate signage as required by the provisions of this ordinance.

Section 3: That all other ordinances or parts thereof in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 4: That this Ordinance shall be in full force and effect from and after its passage and approval according to law.

PASSED this _____ day of _____, 2024, pursuant to a roll call vote as follows:

AYES:
NAYS:
ABSENT:

APPROVED this _____ day of _____, 2024.

Village President
Village of Villa Park
DuPage County, Illinois

PUBLISHED in pamphlet form this _____ day of _____, 2024.

ATTEST:

Village Clerk
Village of Villa Park
DuPage County, Illinois



Village of Villa Park

20 South Ardmore Avenue, Villa Park, Illinois 60181

DEPARTMENT OF PUBLIC WORKS
MICHAEL M. GUERRA, P.E. • Director of Public Works

Phone (630) 834-8505
Fax (630) 834-8509

November 25, 2024

RE: Draft ordinance to adopt parking restrictions on Princeton south of Belden to be considered at next Villa Park Traffic and Safety Commission meeting

Dear Resident:

The Village of Villa Park Traffic and Safety Commission is expected to consider recommendation of a draft ordinance to adopt new parking restrictions on Princeton Avenue south of Belden at its next regularly scheduled meeting.

The public is invited to attend the meeting and provide comments prior to the commission's consideration. **The commission's next meeting is scheduled for Tuesday, December 3, 2024, at 8:00 p.m. in the Village Board Room on the second floor of the Village of Villa Park Village Hall, located at 20 South Ardmore Avenue.**

Members of the public who would like to provide comments but are not able to attend the meeting may submit those comments by email to trafficandsafety@invillapark.com no later than Tuesday, December 3, at 3:00 p.m.

The draft ordinance would prohibit parking of vehicles on the west side of Princeton Avenue from Belden Avenue south to the south end of Princeton Avenue. A copy of the draft ordinance is enclosed, along with an exhibit depicting the limits of the proposed parking restrictions.

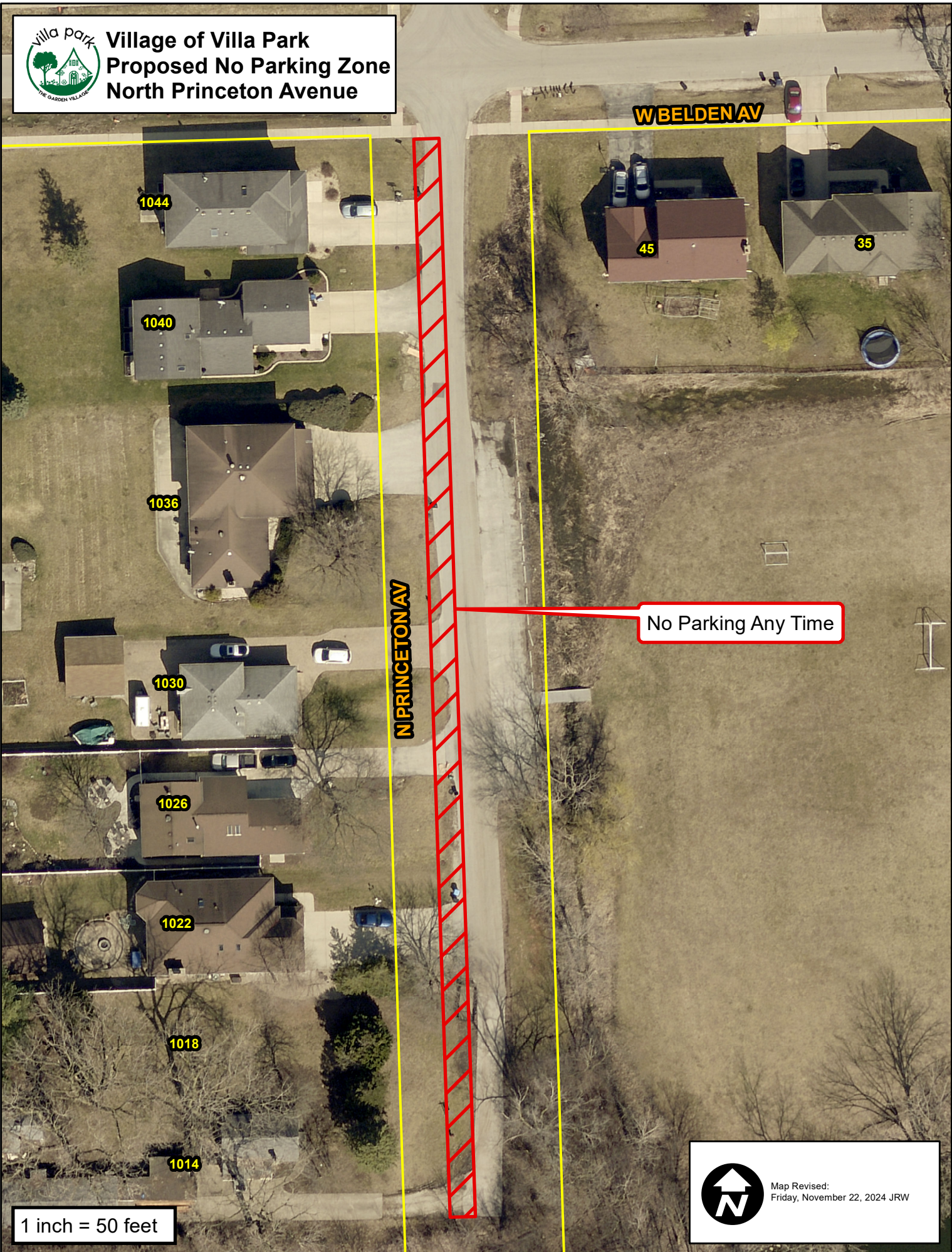
If the commission votes to recommend adoption of the draft ordinance, the ordinance would still need to be presented at a future Village Board meeting for consideration.

Please note that the draft ordinance pertains only to "on-street" parking restrictions, and not to the marked perpendicular parking spaces adjacent to Twin Lakes Park. The marked parking spaces are not part of the draft ordinance and would remain unaffected.

Additional information about the village's Traffic and Safety Commission may be found on the village website at <https://www.invillapark.com/273/>.



**Village of Villa Park
Proposed No Parking Zone
North Princeton Avenue**



1 inch = 50 feet



Map Revised:
Friday, November 22, 2024 JRW

ORDINANCE NO. _____

AN ORDINANCE OF THE VILLAGE OF VILLA PARK, DUPAGE COUNTY, ILLINOIS, AMENDING CHAPTER 14, MOTOR VEHICLES AND TRAFFIC, OF THE VILLAGE OF VILLA PARK MUNICIPAL CODE

WHEREAS, the Village of Villa Park (the “Village”) is a duly organized and validly existing non-home rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and

WHEREAS, Section 11-208 of the Illinois Municipal Code (625 ILCS 5/11-208) authorizes municipalities to regulate the standing or parking of vehicles with respect to streets under their jurisdiction; and

WHEREAS, the Village desires to amend motor vehicle and traffic regulations on North Princeton Avenue, south of Belden Avenue; and

***WHEREAS**, the Village of Villa Park Traffic and Safety Commission has voted at its regular meeting held on December 3, 2024, by a vote of ___ to ___, to recommend that parking of vehicles not be permitted at any time along Princeton Avenue, west side, from Belden Avenue south to the south end of Princeton Avenue; and*

WHEREAS, the President and Board of Trustees of the Village of Villa Park have determined that it is in the best interests of the citizens of the Village of Villa Park to amend Chapter 14 of the Village of Villa Park Municipal Code as more particularly set forth hereinafter.

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Ordinance No. _____

“Princeton Avenue, west side, from Belden Avenue south to the south end of Princeton Avenue.”

Section 2: That the Village Manager is hereby directed to instruct the Public Works Department to install the appropriate signage as required by the provisions of this ordinance.

Section 3: That all other ordinances or parts thereof in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 4: That this Ordinance shall be in full force and effect from and after its passage and approval according to law.

PASSED this _____ day of _____, 2024, pursuant to a roll call vote as follows:

AYES:
NAYS:
ABSENT:

APPROVED this _____ day of _____, 2024.

Village President
Village of Villa Park
DuPage County, Illinois

PUBLISHED in pamphlet form this _____ day of _____, 2024.

ATTEST:

Village Clerk
Village of Villa Park
DuPage County, Illinois

From: Bonnie Gibellina
Sent: Monday, December 2, 2024 02:21 PM
To: Traffic and Safety Commission <trafficandsafety@invillapark.com>; Mantels, Kevin <kmantels@invillapark.com>; Guerra, Michael <mguerra@invillapark.com>
Subject: December 3, 2024 Traffic and Safety Commission Meeting - Proposed Ordinance prohibiting parking on Princeton Ave by Twin Lakes Park.

Re: Proposed Ordinance to prohibit parking of vehicles AT ANY TIME along Princeton Avenue, west side, from Belden Avenue to the south end of Princeton Avenue.

Dear Traffic and Safety Commission, and Staff,

Residents of Princeton Ave by Twin Lakes Park were provided a door knocker info regarding the proposed ordinance right before Thanksgiving week, when there are many who are out of town and busy with holiday gatherings with family. Because of the tight turn-around, I thought it best to email you regarding the proposed ordinance and its impact on residents, as most likely the Board Packet for the meeting would have been completed.

We feel that the proposed ordinance is punitive to residents that live on Princeton Ave and restricts our right to the enjoyment of our property. The ordinance prohibits residents that have paid for their property and pay property taxes to be restricted from parking on Princeton. The proposed ordinance would also prohibit the guests of the residents from parking on Princeton limiting the enjoyment of having a family gathering. Residents were not the cause of the parking difficulties that occurred. The program participants park along residents' property and also on the grassy area of the park under the trees. This causes ruts and makes the area look unsightly. The park's grassy area is part of the park wetland and is the location of two storm water pipes that were required to be installed by my husband and I when we built our house at 1022 N. Princeton. We are concerned that the parking by vehicles in this area could move these pipes, depending on soil conditions which could affect the proper water drainage from our home's drain-tile and flood our basement.

In addition, there are safety concerns because children are in amongst the parked cars, also running into the street. Parents are not always attentive. As residents, when we drive slowly to our home, the parents are startled and are upset by us driving to our home. It appears that there is not enough time allowed between the games to provide time for parents to leave from the game their child has participated to evacuate a parking spot and allow time for the next group of parents to arrive and park in the parking lot. So there is an overlap of the time scheduled for the games when it comes to the management of the recreation program.

Attached to this email are pictures of the parking issue when recreation programs are held at Twin Lakes Park. The participants

Background: I had attended and spoke during "Public Comments on Agenda Items" during the August 6, 2024 Traffic and Safety Commissioner Meeting regarding Agenda Item no. 900 which was presented as "Old Business." My comments explained that the parking issues were caused by the soccer recreation program participants. The participants all try to park on Princeton as the soccer field nets were set up on that side of the park.

For the August 6, 2024 meeting, another resident had emailed in response to the notification of the Traffic and Safety Commission August 6, 2024 meeting, which was read during the meeting by the commission, stating the issue with the parking on Belden was caused by the program

participants. The email also stated that there is no recommendation/desire for the parking lot on Belden to be increased in size.

During the August 6th meeting participants were asked to provide a recommendation on how the parking issues could be addressed. I stated that the problem could be mitigated economically by the park's department in using simple "h-frame" signs that can be made and installed along the west side of Princeton as well as the park's grassy area (adjacent to the parking lot) to remind participants that parking is only permitted in the park's parking lots. The h-frame signs could be easily installed by staff or coaches before the games, and taken down after the games.

In addition, it's important to note further issue was caused by the installation of a porta potty in the Princeton Parking lot, as it took up one of the parking spots, reducing the parking even more. Instead of encouraging participants to use the OSLAD grant program-built brick bathrooms. (Residents had to look at a porta potty which was there longer than the dates when the soccer program was held.)

Please amend Proposed Ordinance:

As residents, we request the Commission to amend the proposed ordinance as follows:

"Whereas, the Village of Villa Park Traffic and Safety Commission has voted at its regular meeting held on December 3, 2024, by a vote of ___ to ___ to recommend that parking of vehicles not to be permitted along Princeton Avenue, west side, from Belden Avenue to the south end of Princeton Avenue *except by residents whose home property is coterminous with Princeton Avenue, west side, from Belden Avenue to the south end of Princeton Avenue. Twin Lakes Park visitors and program participants shall park only in the Twin Lakes Park paved parking lots. Parking in unpaved areas is prohibited.*"

Thank you,
Ron and Bonnie Gibellina
1022 N. Princeton
Villa Park, IL 60181





From: Rosa Botello

Sent: Monday, August 5, 2024 06:02 PM

To: Traffic and Safety Commission <trafficandsafety@invillapark.com>

Cc: Mantels, Kevin <kmantels@invillapark.com>

Subject: Traffic and Safety Commission Meeting - Item No. 900 Parking Restrictions on Princeton Avenue and Belden - Homeowner Comments

Hello,

My name is Rosa Botello, homeowner of 1036 N Princeton Avenue. We are unable to attend the meeting, but wanted to share our comments. We're also concerned with the number of cars parked in our neighborhood - specifically during Villa Park Soccer League Season.

Agree With:

- Adding "No Street Parking" signs (on park side, not residential side)
- Restricting parking and limiting to ONLY Twin Lakes parking spaces

Do NOT Agree with:

- Adding more parking spaces
 - There is a parking lot on the southeast side of the park (on Ardmore Ave)
 - Do not want to impact the local ecological system (No tree removal, vegetation removal, etc)
 - This also negatively impacts the appeal and value of our neighborhood

Recommend:

- Including a notice to parents when registering children for Village Programming (aka Soccer League) to be respectful of residential parking restrictions
- Sending a reminder to homeowners/residents that restriction applies to front easement as well.
 - Latest Renters at 1040 N Princeton parked on both sides of the street, including overnight parking
- Parking Enforcement should monitor this during high traffic/parking problem times (Ex: Kid's Soccer League - Late April through Early June)

Looking forward to hearing what actions the commission will take!

Thanks,

Rosa Botello



Village of Villa Park

20 South Ardmore Avenue, Villa Park, Illinois 60181

DEPARTMENT OF PUBLIC WORKS
MICHAEL M. GUERRA, P.E. • Director of Public Works

Phone (630) 834-8505
Fax (630) 834-8509

July 26, 2024

RE: Potential New Parking Restrictions on Princeton Avenue South of Belden to be Discussed at Next Villa Park Traffic and Safety Commission Meeting

Dear Resident:

The next regularly scheduled meeting of the Village of Villa Park’s Traffic and Safety Commission is expected to include discussion on an agenda item pertaining to the potential enactment of new parking restrictions on North Princeton Avenue south of Belden Avenue.

The public is invited to attend the meeting and provide comments prior to the commission’s discussion. **The commission’s next meeting is scheduled for Tuesday, August 6, 2024, at 8:00 p.m. in the Village Board Room on the second floor of the Village of Villa Park Village Hall, located at 20 South Ardmore Avenue.**

Members of the public who would like to provide comments but are not able to attend the meeting may submit those comments by email to trafficandsafety@invillapark.com no later than Tuesday, August 6, at 4:00 p.m.

Please note that this discussion pertains only to “on-street” parking restrictions, and not to the marked perpendicular parking spaces adjacent to Twin Lakes Park. The marked parking spaces are not part of the discussion and will remain unaffected.

Additional information about the village’s Traffic and Safety Commission may be found on the village website at <https://www.invillapark.com/273/>



From: Mantels, Kevin
Sent: Friday, August 30, 2024 11:39 AM
To: Mantels, Kevin <kmantels@invillapark.com>
Cc: J Pienkos <jpienkos@plote.com>; Guerra, Michael <mguerra@invillapark.com>
Subject: Traffic and Safety Commission - Item No. 900 - Parking Restrictions on Princeton south of Belden
Importance: High

Village of Villa Park Traffic and Safety Commissioners are bcc'd on this email.

Good morning Traffic and Safety Commissioners,

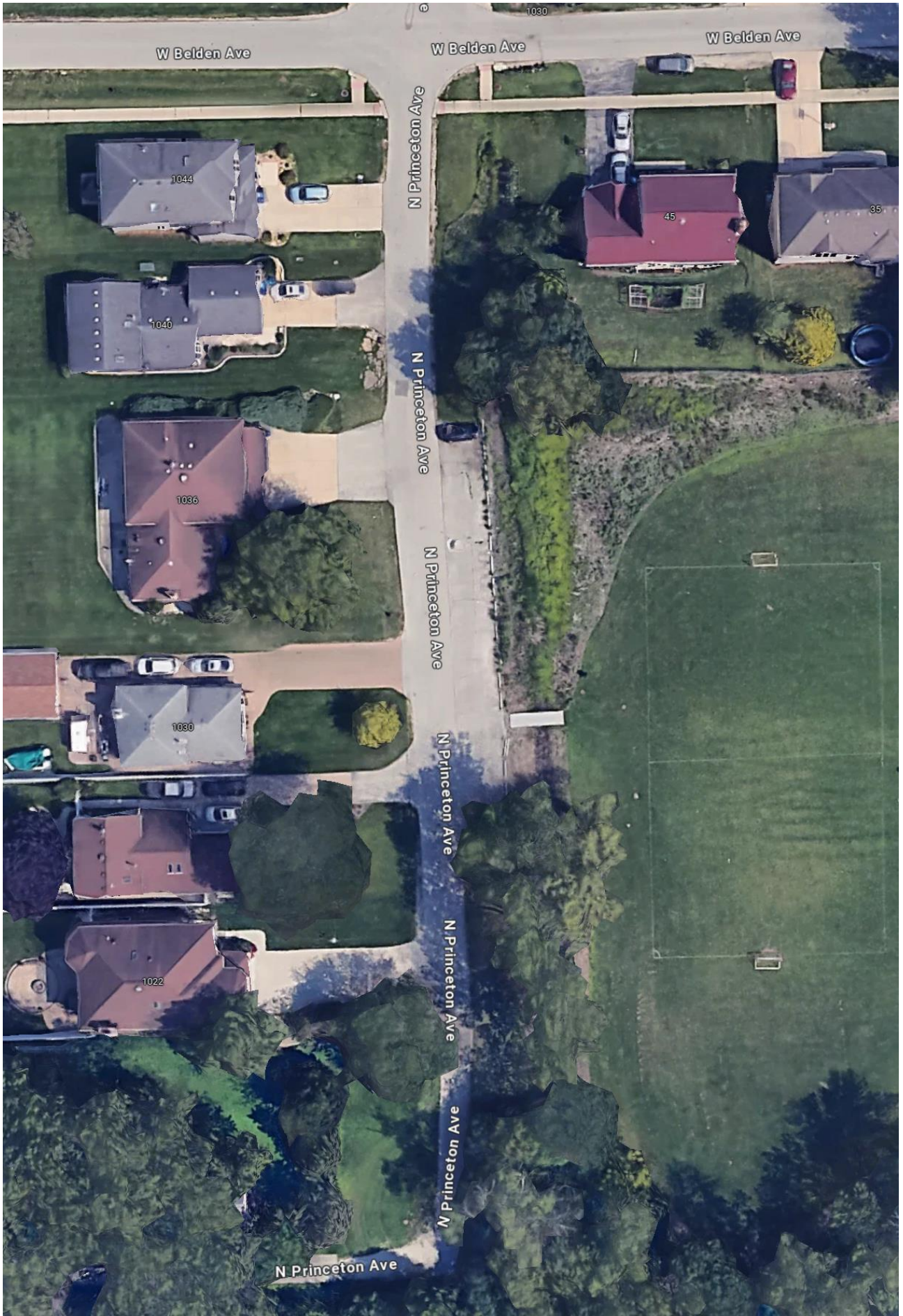
In reference to the subject agenda item, commissioners had requested the schedule for fall soccer games at Twin Lakes Park. Those games are expected to take place on Saturdays from September 7 through October 26, and from the hours of 8:00 am to 2:00 pm. This information will also be included in the agenda packet for the 09/03/2024 meeting, which should be posted sometime this afternoon.

Thanks,

Kevin L. Mantels, P.E.
Assistant Village Engineer

Village of Villa Park
Public Works Department
Engineering Division
P 630.834.8505 | F 630.834.8509
kmantels@invillapark.com







Sec. 14-207. No parking zones.

(a) Except as hereinafter provided, no person shall park a vehicle on either side of the street on any street less than nineteen (19) feet in width as measured in a straight line, perpendicular to the curb, from the pavement side on one (1) curb to one (1) pavement side of the opposite curb.

(1) Parking is allowed on both sides of Grant Avenue from Washington Street south to the dead end terminus of Grant Avenue.

(b) No person shall park a vehicle on one (1) side of the street on any street less than twenty-nine (29) feet but at least nineteen (19) feet wide, measured as in paragraph (a) above. The no parking side is to be designated as the fire hydrant side. If no clearly defined fire hydrant side exists, the traffic and safety commission will recommend the no parking side; however, parking is allowed on both sides of the street on streets twenty-nine (29) feet and over in width, as measured in paragraph (a) above.



MEMORANDUM

TO: Traffic and Safety Commission
FROM: Kevin Mantels, Assistant Village Engineer
DATE: December 3, 2024
SUBJECT: Item No. 902 - Stop Signs at Elm and Princeton

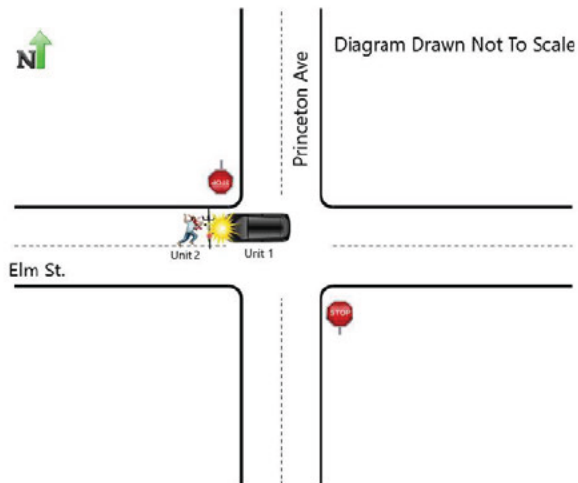
RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION:

X003442233

A **Diagram** and **Narrative** are required on all **Type B** crashes, even if units have been moved prior to the officer's arrival.



NARRATIVE (refer to vehicle by unit #)

Unit 1 was travelling W/B on Elm St. approaching Princeton Ave. Unit 2 was riding his bicycle N/B on Princeton Ave. and began crossing Elm St. at which time Unit 1 struck him before leaving the scene. Unit 2 was not wearing a bicycle helmet. See police report VPPC2401017 for further.

LARGE TRUCK, BUS, OR HM VEHICLE

IF MORE THAN ONE CMV IS INVOLVED, USE SR 1050A ADDITIONAL UNITS FORMS.

A CMV is defined as any motor vehicle used to transport passengers or property and:

1. Has a weight rating of more than 10,000 pounds (example: truck or truck/trailer combination); or
2. Is used or designed to transport more than 15 passengers including the driver (example: shuttle or charter bus); or
3. Is designed to carry 15 or fewer passengers and operated by a contract carrier transporting employees in the course of their employment (example: employee transporter - usually a van type vehicle or passenger car); or
4. Is used or designed to transport between 9 and 15 passengers, including the driver, for direct compensation (example: large van used for specific purpose); or
5. Is any vehicle used to transport any hazardous material (HAZMAT) that requires placarding (example: placards will be displayed on the vehicle).

UNIT _____

CARRIER NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

MOTOR CARR. ID Interstate Intrastate
 Not In Comm./Govt. Not In Comm./Other

USDOT NO. _____ ILLCC NO. _____

Source of above
 Side of Truck Papers Driver Log Book
 GVWR/GCWR
 <10,000 10,000 - 26,000 >26,000

Were HAZMAT placards on vehicle? Yes No

If yes, name on placard _____

4 digit UN NO. _____ 1 digit Hazard Class NO. _____

Did HAZMAT Spill from vehicle (do NOT consider FUEL from vehicle's own tank)? Yes No Unknown

Did HAZMAT Regulations violation contribute to the crash? Yes No Unknown

Did Motor Carrier Safety Regulations (MCS) violation contribute to the crash? Yes No Unknown

Was a Driver/Vehicle Examination Report form completed?

HAZMAT Yes No Unknown Out of Service Yes No
 MCS Yes No Unknown Out of Service Yes No
 Form Number _____

IDOT PERMIT NO. _____ WIDELOAD? Y N

TRAILER VIN 1 _____

TRAILER VIN 2 _____

TRAILER WIDTH(S) 0 - 96" 97 - 102" > 102"
 TRAILER 1
 TRAILER 2

TRAILER LENGTH(S) 1 _____ft 2 _____ft
 TOTAL VEHICLE LENGTH _____ft NO. OF AXLES _____

SELECT CODES FROM BACK OF CRASH BOOKLET
 VEHICLE CONFIG. _____ CARGO BODY TYPE _____ LOAD TYPE _____

LOCAL USE ONLY

N 41.8924
W -87.9806

U1 Race: **H**

U2 Race: **W**

U1 COLOR Black	U2 COLOR Blue	U1 Drug 1 000	U1 Drug 2	U2 Drug 1 000	U2 Drug 2
U1 TOWED DUE TO <input type="checkbox"/> DISABLING DAMAGE <input type="checkbox"/> NOT DISABLING DAMAGE	DAMAGE EXTENT:	U1 TOWED BY / TO:			
U2 TOWED DUE TO <input type="checkbox"/> DISABLING DAMAGE <input type="checkbox"/> NOT DISABLING DAMAGE	DAMAGE EXTENT:	U2 TOWED BY / TO:			



MEMORANDUM

TO: Traffic and Safety Commission
FROM: Kevin Mantels, Assistant Village Engineer
DATE: December 3, 2024
SUBJECT: Item No. 903 - Stop Signs at Division and Princeton

RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION:



MEMORANDUM

TO: Traffic and Safety Commission
FROM: Kevin Mantels, Assistant Village Engineer
DATE: December 3, 2024
SUBJECT: Item No. 904 - Traffic and Safety Commission CY 2025 Budget

RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION:

Memo



To: Commission Chairs and Staff Liaisons
From: Matt Harline, Village Manager
Cc: Julie Settles, Finance Supervisor
Date: August 21, 2024
Re: Guidance for 2025 Annual Budget preparation

In an effort to get a good start on the creation of the 2025 budget, we are starting the process now. This memo provides guidance, timelines, and deadlines for submitting and reviewing information for preparation of the 2025 Annual Budget for the Village of Villa Park. This budget covers the period January 1, 2025 to December 31, 2025. A copy of the current budget calendar is also attached with this memo in the same email. This memo should be shared with your commission members. Your budget request needs to be adopted by a motion and vote in a public meeting of the Commission. The critical deadline to remember is:

- **Submission of Commission Budget Worksheets are due by Friday, September 27, 2024, at 1:00 p.m.**

Budget Process

As per Resolution #24034 The Board of Trustees have approved the following guidance for Commissions. “Commission budgets are approved by the Board through the annual budget adoption process. The Village Manager (or his/her designee) is responsible for making any expenditures necessary to implement programs in a Commission’s budget within parameters adopted by the Board and Village Manager. The Village Manager shall implement proper accounting and reimbursement procedures as necessary. The Village Manager has the authority to approve expenditures up to 50% above the total funds budgeted for any Commission, not to exceed \$2,000 total increase without Board approval.”

The staff liaison, and the Department Head of the staff liaison should be involved in this budget process to provide guidance and assistance. **The budget request and other text information is due Friday, September 27, 2024, at 1:00 p.m.** Please email the submission to the Village Manager, Matt Harline at mharline@invillapark.com and copy the Finance Supervisor, Julie Settles at jsettles@invillapark.com.

Instructions

To provide clarity we have provided column-by-column instructions. Please submit the official request for your Commission by submitting the spreadsheet attached to this email with this memo. If you have additional narrative, please submit it in the same email with your spreadsheet either, in an attached letter or just in the body of the email. Please make the subject line of the email **2025 Budget Request of the _____ Commission**, filling in your Commission’s name in the blank. This will make the emails easier to find. If you want to make no changes, you can simply reply, “No Changes” in the body of your response to this email, after your Commission has met and voted on the unchanged budget.

GL Account: All of the requests for your Commission are one line item/account in the Village budget. This number is the same year to year.

Commission/Item Description: Please include a name for any subaccounts or sub-line items (e.g. printing and postage). If the amounts and descriptions do not match your request or what your Commission wanted to have approved for 2024, there is no need to correct them at this time. However, it may be useful to use these subaccounts/sub-line items in your budget request, especially if you are requesting a higher amount in 2025. You may add additional rows, if necessary, but make sure the totals are kept at the top.

2023 Actual: This is the amount that was charged to the line item (the entire Commission expenditures) in 2023.

2024 Budget: This is the amount that was approved in the 2024 Annual Budget.

2024 Year to Date (6 months): This is the amount of expenditures recorded as of June 30, 2024. If you aren't sure if all your expenses have cleared, please ask your staff liaison to get updated numbers.

2024 Projected Total: This is likely to be equal to your budget allocation for 2024. If you can provide an accurate projection that is different from that number, you may enter it in the column below the amount recorded.

2025 Budget: This is your Commission's 2025 Budget request. The top shaded box sums the columns below. Please don't type over that amount. Please enter the amounts in the boxes below and they will be summed at the top.

New major program initiatives

Any new programs/purchases or increases in existing programs/purchases that will require new expenditures of over \$500 should be described in a memo/email and sent in with your requests. If you have questions, please coordinate with your staff liaison.

**VILLAGE OF VILLA PARK
FY25 BUDGET CALENDAR**

DATE	ACTIVITY	Staff	Village Board	Budget	Tax Levy
6/10/2024	Lessons learned from 2024. Plan for 2025	x		x	
7/10/2024	Send out email/memo with Budget instructions	x		x	
8/9/2024	Preliminary CIP, staff requests, major program chgs due	x		x	
8/12/2024	Budget worksheets and budget preparation manual distributed to all department heads. Prelim. Revenues	x		x	
8/13/2024	Discuss budget preparation process at Village Manager's staff meeting.	x		x	
8/21/2024	Budget worksheets and budget preparation manual distributed to Boards and Commissions.	x		x	
8/30/2024	Revenues for 2023 and Revenue estimates for 24 & 25	x			
9/6/2024	Operating Budget worksheets due to Finance Department.	x		x	
9/27/2024	Commission Budgets, budget Narratives and CIP support due to Finance.	x		x	
09/16-09/27/24	Budget meetings with Department and Division heads to review draft copies of Budget and CIP.	x		x	
10/11/2024	Distribute recommended Budget and CIP to departments.	x		x	
10/16/2024	Draft budget in the packet	x	x	x	
10/21/2024	Budget 101 and Department presentations	x	x	x	
10/28/2024	Budget 101 and Department presentations followup	x	x	x	
11/13/2024	Estimating Resolution for 2021 Property Tax Levy adopted (at least 20 days before adoption)		x		x
11/27/2024	Recommended Budget published online, at Village Hall and Library	x	x	x	
Between 11/27-12/04/23	Budget Public Hearing (publish notice at least 7 days before hearing, make document available at least 7 days before hearing) [65/ILCS 5/8-2-9.9]			x	
11/27/2024	Budget Workshop - operations and capital	x	x	x	
11/27/2024	DSEB Bond Ordinance	x	x	x	
11/25/2024 BOARD MTG	Budget Public Hearing [65/ILCS 5/8-2-9.9]	x	x	x	
11/25/2024 BOARD MTG	First reading of Budget Approval and Tax Levy Ordinances	x	x	x	x
12/9/2024 BOARD MTG	Second reading of Budget and Tax Levy Approvals. Board adopts Budget and five-year Capital Improvement Program, and Tax Levy Ordinance	x	x	x	x
12/9/2024 BOARD MTG	Last reading of Budget and Tax Levy Approvals. Board adopts Budget and five-year Capital Improvement Program, and Tax Levy Ordinance (if necessary)				
12/20/2024	All staff complete text and other edits to final document	x		x	
12/30/2024	Finance makes final edits to final document, post electronic version and sends to printer. Departments order hardcopies	x		x	
1/13/2025	Budget document distributed to the Board and Department Heads	x		x	
4/21/2025	Debrief on 2025 Budget	x		x	

GL Account	Commission	2023 Actual	2024 Budget	2024 Year to Date (6 months)	2024 Projected Total	2025 Budget	
10.511.00.654	TRAFFIC & SAFETY COMMISSION	0	500	0	500	0	Sum of column G
	<i>Supplies</i>		0				



MEMORANDUM

TO: Traffic and Safety Commission
FROM: Kevin Mantels, Assistant Village Engineer
DATE: December 3, 2024
SUBJECT: Item No. 905 - Pedestrian Signage and High-Visibility Crosswalks at St Charles and Ardmore

RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION:



R10-15a



Support:

- 07 Chapter 4J contains information on pedestrian hybrid beacons.
- 08 Chapter 4L contains information on rectangular rapid flashing beacons.
- 09 Section 4S.03 contains information regarding Warning Beacons to provide active warning of a pedestrian's presence.
- 10 Section 4U.02 contains information regarding In-Roadway Warning Lights at crosswalks.
- 11 Chapter 7C contains information on school crosswalks.
- 12 Chapter 7D contains information regarding school crossing supervision.
- 13 Section 9E.13 contains information on crosswalk markings for shared-use path crossings.

Section 3C.03 Design of Crosswalk Markings

Support:

- 01 Section 3B.19 contains information regarding placement of stop line markings and yield line markings near crosswalk markings.
- 02 Crosswalk markings are classified as either transverse line or high-visibility. Transverse crosswalk markings consist of two transverse lines. High-visibility markings consist of longitudinal lines parallel to traffic flow with or without transverse lines. Figure 3C-1 presents crosswalk marking designs.

Standard:

- 03 **Crosswalk markings shall be white. When used, transverse lines shall not be less than 6 inches or greater than 24 inches in width.**

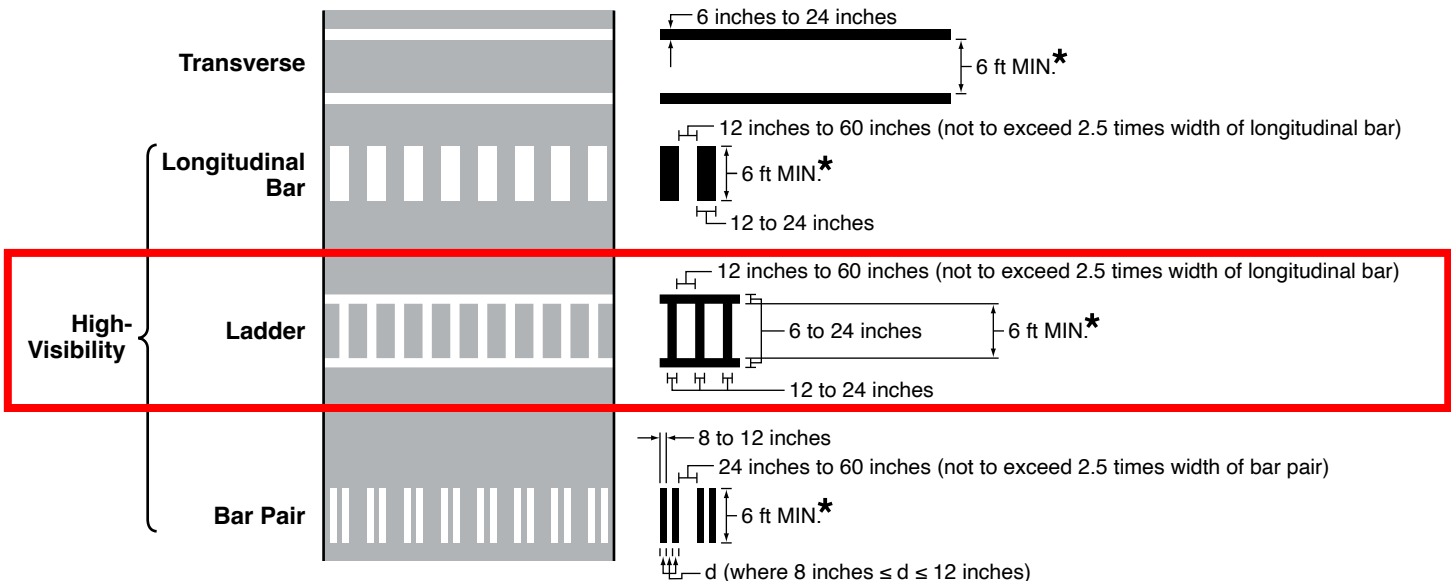
Support:

- 04 The allowable upper limit approaching 24 inches for the width of the transverse lines is normally applied where no stop or yield line is used in advance of the crosswalk or when approach speeds exceed 35 miles per hour.

Standard:

- 05 **Except as provided in Paragraph 6 of this Section, the minimum width of a marked crosswalk shall be 6 feet.**
- 06 **At a non-intersection crosswalk where the posted speed limit is 40 mph or greater, the minimum width of the crosswalk shall be 8 feet.**

Figure 3C-1. Crosswalk Markings



* Minimum crosswalk width shall be 8 feet where the posted speed limit is 40 mph or greater at a non-intersection crosswalk.



MEMORANDUM

TO: Traffic and Safety Commission
FROM:
DATE: December 3, 2024
SUBJECT: Item No. 906 - Crosswalk across Ardmore Avenue near Lufkin Park

RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION: