

ADMINISTRATION & FINANCE COMMITTEE

Virtual Meeting

Meeting Minutes - January 14, 2021

Draft Approved - February 11, 2021

I. CALL TO ORDER - 4:30pm

II. ROLL CALL

<u>Committee</u> Trustee Liddle (as Chair) Mayor Gunter Clerk Szymiski Trustee Guzzo Trustee Barker Trustee Nero	<u>Staff</u> Village Manager May Assistant Manager/Finance Director Parker IT Director Liljeberg (host) Deputy Clerk Richards HR Director Brainerd Communications Director McIntyre Deputy Liquor Commissioner Mulhearn Management Analyst Mielcarski Executive Director Forssberg Police Chief Gunter Fire Chief Riley
<u>Visitors</u> None	

III. PLEDGE OF ALLEGIANCE -

IV. OPEN FORUM - None

V. APPROVAL OF MINUTES - November 19, 2020 Meeting of the Administration & Finance Committee - Trustee Barker made a motion to approve and Trustee Guzzo seconded the motion. All ayes, none opposed.

VI. NEW BUSINESS

A. Hotel/Motel Tax Grants - Director Parker shared his screen and reviewed the Google slides (attached) reviewing the data.

1. Manager May reviewed the funding and Director Parker answered questions regarding the entities that have requested funding and if they had expenses for the Village to assist with the costs.
2. Trustee Barker commented that the new businesses trying to open during a pandemic is kind of like rolling the dice. Director Parker stated that the condition will be that you must be in business for a year so it isn't really a huge gamble.
3. Mayor Gunter stated that he was in favor of all the grants, as long as the funding was available. Clerk Szymiski and Trustee Guzzo agreed. There were no objections.

B. 2021 Special Event Planning - Manager May discussed the difficulty in issuing permits for events in 2021 when we are not sure what will be allowed as time goes by we do not know what the pandemic will create. Going forward the requests are trickling in, everyone wants to plan, our approvals will have to be tentative. Everything will need to be qualified on public health considerations. The opinions of the board are sought in regards to the planning stage and the 100th Anniversary.

1. Trustee Barker asked how long it takes to approve an event? Manager May said that it wasn't the authorizations it was the vendor planning.
2. Mayor Gunter said that he hoped that the vendors were being considerate.
3. Trustee Liddle said that the vendors for WSEC have allowed for the deposits for 2020 to be applied to events in 2021. The hope is that it will be able to happen and if not that it would be rolled over to 2022. All the vendors have been accommodating.
4. Manager May said that block parties will still be on hold until things improve.

VII. REPORTS - Staff reports are attached in the document.

A. Chairperson

B. Village Manager -

■ Discussed the Fire Department purchases that are on tonight's board agenda explaining why we are moving forward with the Fire Truck purchase, the guarantee that it will be produced. Prepaying for this in full upfront saves \$20,000.00. The Curries Motors is a scheduled replacement for an administrative vehicle.

1. Mayor Gunter asked how long it would be to manufacture the truck? The estimate of time is 12-14 months.

2. Trustee Liddle asked if the problem was getting parts? Fire Chief Riley stated that the problem was manufacturing plant and staff COVID19 positivity.

■ Asked Trustee Barker to review the Waste Management research done by the EIC and the points of interest in the new composting program.

1. Pandemic restrictions have adjusted the services of Waste

Management to the businesses and we have had complaints that there are overfill charges more than usual. A discussion of trash ensued.

C. Finance Director - Discussed a complaint about the utility billing system that has been chosen. The system is a payment system and not a billing system so there are residents that are not happy with the software. This is a temporary solution as the ERP is in process and the Utility Billing will probably go live next year. Staffing changes in the finance department were reviewed and the budget process. The short term priorities discussed last year will be moving to this budget year since the pandemic stopped any movement forward. There was no objection by the board. Manager May stated that the budget workshop will be in April with approval at a board meeting in May.

- Mayor Gunter asked the board if they would like to have the baskets downtown this year? Manager May stated that we intended to proceed with the baskets this year.

D. Human Resources - Manager May discussed the positivity rate among Village employees and the quarantine numbers that have lessened as staff has become very aware of safety.

E. Communications - The Department reviewed the 100th anniversary banner being planned for Village Hall.

- Trustee Barker stated that the text needs to be large enough to be read from the street and not just the sidewalk. Too often things are too small to read unless you get right on top of it. Trustee Liddle asked if it could be read from the Train. Manager May thought it would be large enough to be seen from Burlington, it would be visible from the train.

F. **MISC:**

- Manager May reminded the board that they received a link for each of the meetings tonight. There will be one for the board meeting and a separate one for the executive session. So you have to end each meeting and relink for the next meeting.

- Mayor Gunter announced that Vincitori's has been sold and will reopen in February, the new owner is keeping the name, staff, and some of the menu.

II. **ADJOURN** Motion to adjourn Trustee Barker and seconded by Trustee Nero. All ayes in favor, meeting adjourned at 5:32 p.m.



Hotel / Motel & Grants

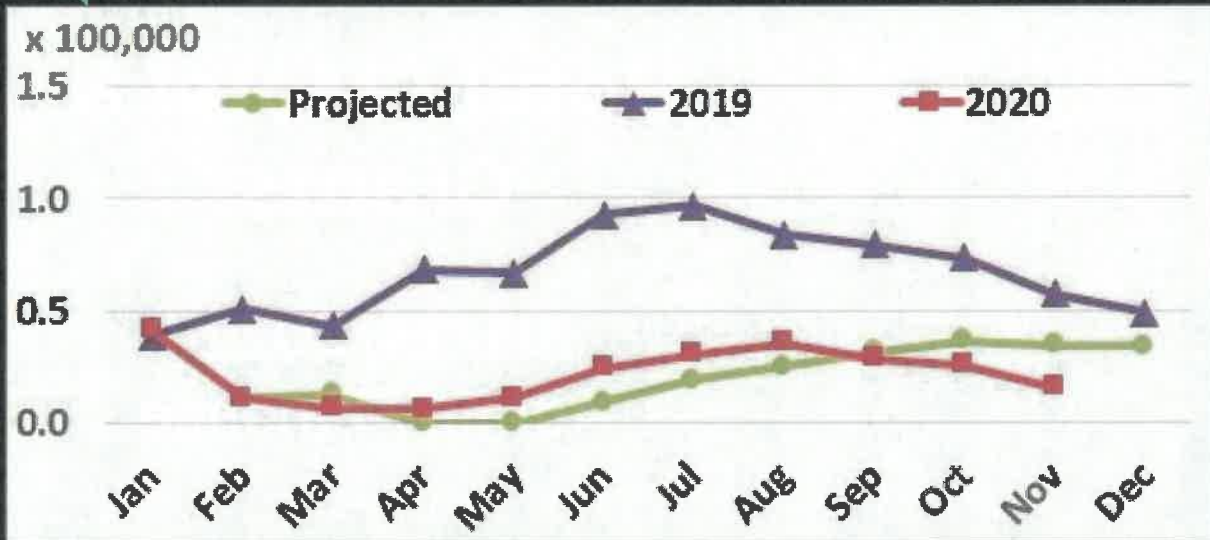
**01/14/2021
Admin / Finance**



Hotel / Motel & Grants

- DuPage Children (General Fund)
- Special Events
- Development Grants (Split)

Hotel / Motel Tax Revenue



Hotel / Motel Revenue

- \$170,000 - YTD
- \$570,000 - Standard YTD
- **\$240,000 - Projected Total Yr**
- \$780,000 - Standard Total Yr
- **\$540,000 - Projected Total Drop**



Hotel/Motel Fund Summary

- \$1,555,000 - FY 21 Starting
- \$272,000 - FY 21 Revenues
- \$462,000 - Standard Ongoing Exp
- \$ 87,000 - Standard 1 Time Exp
- **\$1,278,180 - Pre Grants**



Grants \$126,500; \$75,000

- \$25,000 - Downtown Dev.
- \$24,000 - Automile
- \$32,500 - WSEC, Holly Days, Hotel
- \$20,000; \$75,000 - REG
- \$25,000 - Other Community Events



Hotel/Motel Fund Summary

- \$1,278,000 - Pre Grants
- (\$201,500) - Grants
- **\$1,076,500 - Remaining**
- \$399,500 - 1 time Improvements
- \$ 51,650 - Comm Event Staff



WSEC Payment History

- (\$15,000) - FY 2012 - FY 2015
- \$ 10,000 - FY 2015 - FY 2018
- \$ 17,500 - FY 2019 - FY 2020
 - \$7,500 increase for PT staff
- \$ 0 - **FY 2021 was On Hold**



Questions for Committee

1. DuPage Children's?
2. Businesses (Development, Automile)
3. FY 21 Events (10k WSEC, 5k Park)
4. FY 21 Richmond Education Gardens
5. FY 22 Events & Richmond Gardens

**Village of Westmont
Administration & Finance Committee
Staff Reports - 2021-01-14**

Village Manager

- **Special Events**
 - Oktoberfest - Lion's Club Special Event Request
 - WSEC - Membership History
 - **EIC (Trustee Barker)**
 - Waste Management Request - Update
 - **Vehicle Replacement Program**
 - WFD Fire Truck
 - WFD Administrative Command Vehicle (Tahoe)
 - WPD Scheduled Replacements
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Finance Department

- **Budget**
 - **Short Term Priorities** - As discussed last year, our intent is to include the Board's short-term priorities in the budget process and decisions. Last year you identified top short term priorities, but a new priority of responding to the pandemic loomed larger than anything else. If there is no objection, I am going to work under the assumption that the short-term priorities for this year will remain the same as last years, with the addition of responding to Covid-19. As a reminder, the short-term priorities identified last year were:
 - Economic Development
 - Vibrant Downtown
 - Infrastructure
 - Safe Routes to School
 - Community Safety
 - **Budget Process** - We are working on an abbreviated budget schedule this year, primarily because we wanted to wait to see what happened at the last quarterly review of the budget. Similar to what happened with priorities, the impact of Covid-19 was felt in last year's budget process, where most considerations were summarily rejected due to the uncertainty. As such, we are starting with the expectation that most of the considerations for this year will be from the list of considerations that were not approved last year, though of course there may be some differences.
- **Customer Service**
 - Over the last few months, we have received a few complaints about our new ebill system, similar to the recent complaint addressed to the Village Board. We generally agree the new system is less than ideal and explain to them why we had to go with the new system (old system went away suddenly) and our future plans (working on 3rd party billing, which the Board approved and expect to move to a brand new system by this coming fall).
 - **Waste Management Complaints**
 - We have received a request from 2 residents to consider shifting to curbside pickup instead of alley pickup. One elderly resident indicated it is difficult to drag her can across her backyard to the alley. Another resident noted that we had a section of town where garbage trucks could not go down the alley due to snow and ice during a storm, which resulted in a 3-day delay in garbage pickup. She indicated she would like it if we could shift to street pickup at least during the winter to avoid this problem.
 - We have received several complaints from commercial entities who are not happy with Waste Management's charge for situations where the container is a couple inches over the top of the container so the lid does not sit flush. Waste Management charges \$95 per occurrence and makes the case that the answer to not have that charge is to increase pickups. The businesses argue that if they can't increase the size of containers their only option is to move

from 1 pickup per week to two pickups per week. The businesses argue that it doesn't make sense to have their containers picked up twice because that would mean they are paying for a pickup when the container is only an inch above half-way. One business also argued that it was especially galling to have it happen on a holiday week where Waste Management picked up the container the day after a Holiday, so in essence the business had to fill their container for 8 days instead of the usual 7, but were still charged for the overage.

- **Staffing**

- We congratulate Cindy Westra on her promotion to Supervisor of Financial Services.
- Cindy is beginning to transition her former payroll role to an employee in our Business Office, and we are working with temp agencies for a temp to work in the Business Office.
- We held interviews for the Supervisor of Accounting Services and are now moving into the background check portion of that selection process.

Clerk's Office

- Election lottery held
- FOIAs, ordinances, business licenses, & liquor licenses are all in process

Communications

- **PIO Update**

- Quick response to Quincy Station building collapse. Worked with Chief Riley & the media to facilitate a press conference. Created Press Release & published information on website, social media, & electronic bulletin board notices; fielded media requests from all major Chicago TV networks
- Continuation of training & regular communication updates with Talk DuPage PIO Group

- **Website**

- Continuing to work with Departments to update website pages & dropdown menus
- Weekly updates to main page banners & slideshow
- Work with IT & CD to transition to use of Westmont 311
- Updated various Community Development pages
- Continuing to work with Community Development on further updates

- **Press Releases**

- 14 new press releases created & published in the last month
- Prompt response to all COVID-19 items that need to be communicated to the public
- Working with EIC to create comprehensive curbside composting information distribution via press release & social media

- **Social Media Posts**

- More than 40 social media posts in the month of December

- **Media Coverage**

- Monitor local social media posts to oversee accuracy, or lack thereof

- **Media Materials**

- Neighbors Magazine - Working on Feb/Mar issue
- Westmont Word - No issues produced during COVID
- Updated & published new water bill info notices
- Created regular updates for the digital bulletin boards
- Updated several media sources regarding Quincy Station building collapse
- Completed Westmont E-Newsletter through Constant Contact will be emailed soon

- **Committees:**

- Westmont First
 - December meeting cancelled - Next virtual meeting Jan 19
- Sister City
 - All events & student exchange cancelled for this year, considering options for 2021
- Public Information
 - No meetings
- 100th Anniversary
 - Held meeting on Jan. 7, 2021 working on the 2021 schedule of events in COVID environment
 - Created, coordinated & promoted the 100th Anniversary Trivia Contest that has over 140 people participating
 - Created, coordinated & promoted the 100th Anniversary Beer naming promotion
 - Repromoted the 100th Anniversary history book sales

- Completed 100th anniversary logo decal arrangements for village vehicles & buildings
 - Working on 100th anniversary universal email signature mark for all employees
 - Working with Bob Fleck to obtain 100th anniversary Beanie Babies
 - Continuing coordination of various 100th anniversary memorabilia items
 - Working with CUSD201 on the creation of a written history for the school district from start to present
 - Creating 100th Anniversary banner to be put at Village Hall
- **Misc:**
 - Special Events / Programs / Projects
 - Created & promoted SHOP & DINE Westmont Challenge - more than 50 photos were submitted during the promotion
 - Continued to promote programs relating to EIC including holiday light recycling & Christmas tree recycling
 - Promoted Keep the Wreath Red for Fire Dept
 - Continuing Communications internship with T99 student &rea Salgado
 - Assisted with promotion of Holly Days events including successful Finding Frosty program, Santa's Sleigh visits, & Holly Days Decorating Contest
 - Maintained TV images/graphics in the train station
 - Coordinated special meeting in which 6 local Eagle Scouts had a virtual meeting with Mayor Gunter to be recognized for their achievements
 - Working with Public Works to create historical presentation regarding stormwater management in Westmont from the 2013 flood to present

Human Resources

- **COVID-19**
 - In November & December, HR spent a considerable amount of time engaged in COVID-related work, including policy updates, an uptick in fraudulent unemployment claims & multiple employees that tested positive or had exposure outside of the workplace. However, none of these COVID situations resulted in further exposure of Village employees through close contact at work, which is a testament to how well staff are doing with implementing & following safety protocols.
 - As we have done throughout the p&emic, staff continues to monitor the metrics & guidance from federal, state & local authorities & make adjustments to our policies, practices & protocols accordingly.
- **Health & Wellness**
 - As previously discussed & with your support, staff is working with Empower Health Services to design & implement our new wellness program with an anticipated rollout date of February 1, 2021.
- **Recruitment**
 - Open Positions
 - Community Development - We are resuming the hiring process for the candidate identified in February 2020.
 - Finance - We are interviewing three candidates for the Supervisor of Accounting Services position, which is a result of Ruth Olsson's transfer to the Police Department.
 - Police Department - Ruth Olsson was selected for the Assistant to the Chief position & began in her new capacity on Monday, January 11, 2021.
 - Public Works - We are accepting applications for a Mechanic due to a resignation.
 - New Hires
 - Eric Centi - Firefighter - 11/25/2020
 - Morgan Clark - Firefighter - 11/25/2020
 - Katie Jansen - Firefighter - 11/25/2020
 - Eric Santiago - Probationary Police Officer - 01/01/2021
 - Retirement/Resignations/Separations
 - Frank Dizonno - Firefighter - 11/16/2020
 - Gary Goodman - Firefighter - 11/18/2020
 - Daniel Cantarino - Mechanic - 12/18/2020
 - Lenny Gabreleski - Administrative Sergeant - 01/01/2021

Information Technology

- The systems at the new Public Works Facility are mostly complete which include network, door access, camera system, employee workstations moved, phone system & conference rooms.
 - The configuration on the new ERP system for the Enterprise Asset Management portion is ongoing.
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Liquor Commission

The following are a summary of my activities for the month of December 2020

- Conducted research for the Park District's plans for sale of packaged goods in 2021. The Board later approved legislation for both events (Winter Beer Fest & Sale of Village Anniversary Brew) .
- Vape Zone tobacco license review completed due to change in ownership & new license being required.
- Reviewed plans for a potential Tap House business operation looking to move into Westmont. The proposed owner later decided to hold off at this time.
- Fielded a request for information from Oxygen TV Network on an old homicide case. They are possibly looking to produce an episode on the case.
- Received a complaint on overcrowding & Fire Code Violations at the Hookah Bar (East Burlington). The Fire Code Violation was referred to the Fire Dept. for follow-up.
- Completed the IGB Revenue Report
- Clean up & reorganize files due to proposed office renovations
- Assisted in 2021 liquor license renewals & deliveries.
- Received notice that several under age tobacco sale violations occurred due to enforcement checks completed by the Police Department & will be referred to a hearing in February 2021.