

ADMINISTRATION & FINANCE COMMITTEE

Meeting Minutes - April 20, 2023

Draft Approved

CALL TO ORDER

ROLL CALL

<u>Committee</u>	<u>Staff</u>
Trustee Liddle (as Chair)	Village Manager May
Mayor Gunter	Assistant Manager Parker
Clerk Szymiski	Administration/Mielcarski
Trustee Guzzo	IT Director Liljeberg
Trustee Barker	Finance Director Cunningham
Trustee Brady	HR Director Brainerd
Trustee Nero	Executive Director Forssberg
GUESTS:	Police Chief Gunther
	Fire Chief Riley
	Communications Director McIntyre

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS - None

APPROVAL OF MINUTES

- A. March 23, 2023 Administration & Finance Committee meeting minutes were approved by Motion Trustee Nero and seconded by Trustee Barker.

NEW BUSINESS

- A. **Water Rate** - 3 party analysis of water sales was presented by Finance Director Cunningham. (see attached)
- a. Manager May reported that the water rates have not been forecasted since before COVID19. At this time we would like to have a professional analysis at this time.
 - i. Trustee Barker asked about the infrastructure projects, what are we doing that creates the need to do this? He believes he needs to understand what we are doing, the condition of our water infrastructure.
 - 1. Manager May responded that water main pipes in the oldest section of town have small pipes and should be replaced as we

move forward for a minimum of 8" diameter, and the lead service lines. The maintenance is needed. Water meter replacements will come into play again soon.

2. Trustee Barker remarked that we have road infrastructure that shows the progress we make - how do we know about what is underground? What is the progress we have made, how do we know? We need to tackle these and if we don't have enough water funds maybe we need to use other funds.
 - a. Manager May stated that this is what the analysis is for and the water fund pays for itself.
 - b. Director Cunningham explained that the water fund is a separate enterprise from other funds. If you supplement with a non home rule water tax you are taking taxing funds away from other projects. The water fund should pay for itself.
- ii. Trustee Nero asked why we would pay for an analysis when we have always done this internally, what is the benefit?
 1. Director Cunningham explained that communities that have an outside study enables residents and committee members to learn how the various options to structure rates can make a difference in costs.
- iii. Trustee Barker asked when the last rate increase was passed?
 1. Manager May explained that we postponed all the implementations that were scheduled during COVID.
 2. AVM Parker explained that a small increase has been implemented and another will move forward this year as we were trying not to get further behind. DuPage Water Commission will be implementing a rate increase as well, which is a pass through increase that residents will see.

- a. Trustee Barker stated that the COVID funds might have been used.
- iv. Mayor Gunter stated that the roads are easy to see and point to where you need fixing - water infrastructure is not seen so it is harder.
- v. Director Cunningham reminded everyone that the low fixed rate we have affects our bottom line when people are conserving water.
 - 1. Trustee Nero stated that exploring the structure of fees could help some of our senior residents.
- vi. Mayor Gunter asked about the water reserve?
 - 1. Manager May replied that the updating has chipped away at that.
- vii. AVM Parker reminded everyone that the DuPage Water Commission is increasing their rates on May 1st and our inflationary increases are done after that. We can either increase in June.
 - 1. Trustee Guzzo asked if monthly billing would make a difference instead of bi-monthly.
 - a. Director Cunningham said this could be looked into during the analysis.
 - b. AVM Parker commented that Director Cunningham's new process to have staff make reminder calls has shown great success.

B. EIC Year End Presentation - Trustee Barker introduced Director McIntyre & the Committee members in attendance: Glenn Gabreyl and Carol Johnson. Director McIntyre and Mr. Glenn Gabreyl presented the information. (see attached)

- a. Mayor Gunter asked what the total number of rain barrels were sold?
 - i. Director McIntyre guesstimate that it was over 200 a year for many years.
- b. Trustee Brady asked what the Dark Skies Initiative entailed.
 - i. Director McIntyre replied that it was a promotion to use less light.
 - ii. Manager May replied that it was not wasting the light you are making.
- c. Mayor Gunter told Trustee Barker that EIC was the hardest working and best

attended volunteer committee.

- i. Trustee Barker replied that this was a group of residents that really cared about the environment.

C. REPORTS

a. Chairperson - None

b. Village Manager -

- i. Manager May reminded everyone that the next meeting - May 4th was the swearing in meeting. There will be photos and celebrations. The CDD meeting will be short, the team was asked to do most in report form and not presentations to allow for new photos for the website.
 - ii. Discussion of the open meetings act, all electronic work is work and it must be preserved. Asked that the board move forward to keep their personal devices safe from Village business is to have gmail used. It is text messaging through Google Chat instead of your own texting network. This will satisfy the safety of your personal devices.
 - iii. Review of Special Event item requirements. Manager May explained that the items would be requested for removal from the consent agenda tonight for a review of the Village's restructure of the services we have provided to review the risk management and costs of events. Resources to be itemized and confirmed as to what is possible for the Village to take on in terms of assistance.
 - 1. Trustee Liddle said it was to establish protocols.
 - 2. Mayor responded that it's expectations for newer staff; new eyes on the processes.
 - iv. Review of gateway signs and how we show off the service organizations and accolades earned/in the Village. Elmhurst has a large sign right on Rt 83 that lists all of theirs, we are looking to find a space to do it as well.
- c. Deputy Liquor Commissioner - Uncle Kim's Pizza is hoping to do alcohol sales for on site/carryout. The license would be for both. Does anyone have any objection**

due to the size? This is an informal poll of your opinion.

- i. Trustee Barker asked about people walking out to a fest/park and consume the product?
 - 1. Deputy Liquor Commissioner Mulhearn stated that the seller is to seal a bag with a receipt to end their liability. If it is opened outside then the consumer could be arrested for alcohol on a public street; even during the Taste as it was not purchased by the approved licensed vendor (WSEC).
 - 2. Mayor said we have that agreement with Bishop's Chili.
- ii. Trustee Guzzo stated that the Convenience Store is right across the street so if you're buying a pizza you can go across the street and buy your beer.
 - 1. Trustee Nero said it might help the business to have the license.
- iii. Chief Gunther stated that whatever was decided the police staff would be fine with monitoring the sales during the Taste.
 - 1. Trustee Barker had no objections.
- iv. Deputy Liquor Commissioner Mulhearn will talk to the owners of the business and let them know they can proceed with seeking a license if still interested.

D. ADJOURN (next meeting is scheduled for May 18, 2023)

- a. Trustee Brady made the motion to adjourn and Trustee Nero seconded the motion.



ADMINISTRATION

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Village of Westmont Administration & Finance Committee Staff Reports - 2023-04-20

Village Manager

- Swearing in - May 4 w/portraits
- Google Chat - Usage of Google Chat over traditional text messaging apps are protected/archived the same way as work Gmail. GChat should be used for all work related content.
- SE Permits - Permit applications for recurring community special events are reviewed by staff but only appear to the Village Board on a consent agenda. The basic requests (of the Village) are inventoried, but only by topic. With respect to specific PW involvement, only a checkbox is used on the application. It is now necessary to have that involvement (by Police, Fire, or PW) itemized before approving permits. This is required to separate out which parts Village staff cannot be responsible for (liability) and which ones can - and then the respective value (both the direct cost and the mitigation of core responsibilities).
- Service Club Gateway Signage - About once every 2-5 years the subject of new Service Club signs installed at our entrances resurfaces. Lastly, we discussed this with our landscape architects who designed our gateway signs. We decided not to include in the design. That's just the last time, but this has come up periodically for maybe 25+ years. It is anticipated that the bigger topic will be coming up again. We are suggesting that we work on a program for when and where we would permit this, build it, and license it. This will avoid direct requests for specific locations - different requests by different organizations. This will include accommodation of our own honorary signage like Tree City, SolSmart, Dementia Friendly, etc.

Finance

- The start date for our new Senior Accountant, Jennifer Haug will be on 4/24
- Staff proposes increasing the water rate on Jun 1, 2023 in conjunction with the DWC rate increase. At this time, based on Ord. No. 22-012, § 3, 2-10-2022, the projected rate increase will be 3.33% or \$0.36/ 1000 gals.

Check Fraud Issues

- Several large checks from check date 3/9/2023 were stolen in the mail. An individual attempted to cash a check in Michigan but the teller at the bank contacted the Village and stopped the fraud from occurring. Staff contacted our bank immediately after being notified of the fraudulent activity. The Village's checking accounts have the highest level protection available because we are signed up for dual positive pay. Staff also contacted the vendors whose checks were stolen and are working on re-issuing the checks. In addition, a case was submitted to the United States Postal Inspection Service (USPIS).
- In addition, an individual stole a check that was issued to the Village of Westmont from the State of Illinois for a large grant payment. The individual opened a checking account and deposited the funds. The funds were recovered, the State was contacted, and our Police Department is investigating the situation.
- There are fraud issues with both electronic and check payments and staff will continue to evaluate the best processes available to safely and securely issue payments to vendors.

Administrative Services/Clerk's Office

- 106 FOIA requests have been received since the first of the year
- 5 Solicitation Registrations have been issues - electric & gas savings
- 46 public meetings have been prepared/posted/canceled so far this year
- Annexations for 12 addresses have been filed with DuPage County
- 40 new business licenses have been entered in 2023 to date

- 5 Raffle licenses have been issued
- 7 Special Event and Sound Amplification licenses have been processed
- Updating of forms is ongoing, the Business License application has been finalized between the Clerk's Office and Planning/Zoning.

Liquor Commission

Below is a summary of my activities for February & March of 2023

February 2023

- Worked with Clerk's Office on late payments by offending businesses involving a recent tobacco commissioner's hearing
- Conducted a background review for a tobacco applicant for Z Smoke
- Began processing a liquor license application for Taqueria El Ranchito
- Replied for a FOIA involving Pappadeaux
- Replied to inquiries involving a meeting hall wishing alcohol, was this possible?

MARCH 2023

- Worked with Clerk's Office on issuing Fremont Grill a Special Event license involving liquor sale and service
- Processed a one day special event liquor license for Altered Brewing out of Oak Brook, IL to sell and serve alcohol at the Natatorium at an upcoming event
- Conducted a background review for employment for the open Accountant's position
- Assisted Det. Newton on processing a massage establishment license application
- Processing a liquor license application for Taqueria El Ranchito
- Notified Mrs T's management of the liquor commissioner's denial of a possible waiver of the 365 probation period concerning video gaming operations at their new business
- Sent letters congratulating business on passing the latest round of underage enforcement checks involving tobacco sales
- Processed background review for tobacco license applicant Z Smoke
- I was notified of an arrest involving the underage sale of a vape product by a clerk at Luv to Smoke. A tobacco license violation will be prepared and will be addressed at the next liquor/tobacco commissioner hearing
- Responded to several inquiries on video gaming possibilities in Westmont. Most were video gaming cafe style proposals
- Processed the monthly IL Gaming Board revenue report involving video gaming revenues
- Sent a warning letter to the Uptown concerning the delinquent payments of licensing fees for three (3) of their video gaming terminals. They have since addressed the issue and are currently in compliance with all licensing fee requirements.
- Assisted Clerk's Office with the issuance of a special event and one day liquor licenses for a St. Baldrick's event.
- Reviewed/investigated a DUI arrest for the possibility of overserving of alcohol to the offender by a neighboring liquor licensed business. There was not enough evidence to indicate an over-serving violation occurred at the local business in question.
- Attended a village board meeting in reference to alcohol & tobacco related items.
- Spoke to owner of Uncle Kim' Pizza on the possibility of their selling alcohol (carry-out)

Human Resources

- **Affordable Care Act (ACA)**
 - IRS Forms 1095-C were mailed to employees on February 23 and IRS Form 1094-C and accompanying Forms 1095-C were mailed to the IRS on February 28 in compliance with the IRS deadlines.
- **Compensation & Benefits Study**
 - Our consultant, Pontifex, provided a first draft of the pay plan for Village staff, including part-time Firefighters and Officers, and continues to work on the job descriptions for all positions.
- **Employment Legislation**

- The Governor signed the *Paid Leave for All Workers Act (PLAW Act)* into law on March 13, 2023, which becomes effective January 1, 2024. The biggest impact will be seen in the Fire Department with other adjustments required for seasonal employees and the award of paid time off for part-time employees. Staff will work to incorporate the new requirements into policy and practice in advance of the imposed deadline. Key components of this legislation include:
 - Requires a minimum of 40 hours of paid leave to be available within 90 days of employment for most workers effective January 1, 2024.
 - Employees could use the paid leave for any reason and employers can't require documentation to support the need for leave or make the employee find a replacement to cover their shift.
 - There is no impact on CBAs in effect before 01/01/2024; but any agreements negotiated after the effective date would need to be in compliance, unless explicitly waived.
- *Pending Legislation*
 - *HB 1102*
 - This bill was introduced by the Illinois House to create a statewide paid family leave program. The proposed bill would provide eligible employees with up to 12 weeks of leave in a 24 month period for reasons similar to that allowed under FMLA.
 - This program would be administered through the Illinois Department of Employment Security. The proposed funding source would be a 0.5% payroll deduction from employee wages, which would provide for a weekly benefit of up to 85% of the employee's average wages with a cap of \$881/week.
 - *HB 3129*
 - This bill, which is making its way through the Illinois House, would amend the Illinois Equal Pay Act and create some new employer requirements related to including pay scale and benefits in job postings.
- **Recruitment**
 - **Open Positions / Interviewing**
 - **Community Development** - Working with GovHR to recruit a Community Development Director.
 - **Finance** - Senior Accountant scheduled to begin on April 24.
 - **Fire** - Candidate in the background process for the Training Officer (PT) position.
 - **Police** - The Westmont Board of Fire and Police Commissioners is accepting applications for Probationary Police Officers.
 - **Public Works** - Accepting applications for the following positions:
 - Summer Seasonal Maintenance Workers
 - Facilities Maintenance Worker I
 - Facilities Maintenance Worker II
 - **New Hires**
 - Jessica Zimmerman - Firefighter 3rd Class - 02/09/2023
 - Kevin Vicek-Mahn - Firefighter 3rd Class - 03/15/2023
 - Michael Murray - Firefighter 3rd Class - 03/15/2023
 - **Promotions / Job Changes**
 - Virgil Viscuso - PW Supervisor - Fleet and Facilities - 03/13/2023
 - Lukasz Michalski - PW Foreman - Fleet - 03/27/2023
 - Randy Tuchow - PW Foreman - Facilities - 03/27/2023
 - **Retirement/Resignations/Separations**
 - Monica Casillas - Accounting Clerk I (PT) - 02/23/2023
 - Robert Sipek, Jr. - Fire Support Services - 02/27/2023
 - James Bourke - PW Foreman - Facilities - 03/03/2023
 - Brett Jensen - Police Officer - 03/09/2023

Information Technology

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Communications

- **Board Meeting & Board Reports**

- **February:** Coordinated, edited and published trustee reports for Village Board Meeting
- Initiated, coordinated and completed Appreciation Award for CUSD201 Supt. Kevin Carey including follow-up article posted on the website and social media
- Coordinated and completed presentation regarding Police Special Olympics Fundraiser Results as well as related articles posted on the website, social media, and Community News Magazine
- Coordinated and completed presentation update regarding the CUSD201-Village of Westmont Building Bridges Award including follow-up article posted on the website and social media
- **March/April:** Coordinated, edited and published trustee reports for Village Board Meeting
- **Committees**
 - **Environmental Improvement Committee**
 - **February:** Feb. 6 EIC meeting was 2 ½ hours long and featured (4) guest speakers
 - Results from 2022-23 Holiday Light Recycling Collection
 - 3,206 pounds collected
 - 1,000 pounds more than last year
 - Thanks to Zach Chorney & Public Works for managing collection
 - Coordination & promotion of the Special Recycling Events schedule for 2023 - Jan. 21, Apr. 15 & Sept. 23
 - Created and maintained an EIC data report highlighting annual statistics of collection events and other items - document was shared with Village Admin and forwarded to the County for inclusion in their annual reports
 - Creating 2023 Goals Presentation to be presented at the Admin-Finance Committee in February
 - Creating 2022 Year End Report to the Admin-Finance Committee in April (this timeframe is specifically chosen to include County data that is not available until the spring)
 - Results from Jan. 21 Special Recycling Event
 - First time using Flat Can Recycling as vendor - received compliments from new vendor regarding publicity, coordination, and event turnout
 - Over 300 cars went through the collection and there was a consistent, steady stream of drop-offs for the entire (4) hours
 - Reviewing and choosing the winning recipients of the Green Business & Residential Recycling Award Program to recognize businesses & residents that are environmentally friendly.
 - Working on a Dark Sky Initiative Contest for citizens & businesses to demonstrate a Dark Sky concept commitment - debut in Spring 2023
 - Dark Sky Initiative - Continuing conversations & ideas regarding this topic, which has been identified as a 2023 priority
 - Continuing to work on 2023 EIC budget recommendations
 - Continuing work on the Monarch Waystation Project
 - Working on Spring initiatives including No Mow, Seedling Give-away, Adopt-A-Planter & more
 - State bill to ban styrofoam cups has no traction, not being acted on
 - Introduced the concept of Community Solar and referred to Village Administration for review and consideration
 - Updates made to Richmond Gardens Website - feedback requested from stakeholders regarding specific suggestions
 - Richmond Gardens stakeholder database updated
 - Email sent to Richmond Gardens stakeholders reminding them to consider event planning at this location - event scheduling online document created and maintained by Westmont Communications

- **March:** Coordinated and planned relocation on April 15 Recycling event from PW to VH including new layout, new map, volunteer scheduling, new survey and promo materials, event prep including blocking of street, event work hours - 7:30a-12:30p on Saturday, April 15
 - Chose winners for Green Business & Residential Recycling contest
 - Worked with WM on design of Green Recycling awards for residential and businesses
- **Public Information Committee**
 - **February:** Created schedule, invites, & IT meeting requests for 2023 PIC meetings
 - Updated PIC invitation list-2023 meetings will be hybrid via Google Meets
 - First meeting held Jan. 25, 2023 - 5 meetings scheduled for 2023
 - PIC meeting notes completed and sent to group participants and staff for consideration for inclusion in regular update notices
 - Sgt. Tony Rainaldi was introduced to the PIC group - Rainaldi is the new Police Department liaison to community events as well as the PD representative on PIC
 - **March:**Held hybrid PIC meeting March 29
- **Westmont First Committee**
 - Westmont Community/Business Mural Program - Continuing to develop final details, most recent draft shared with Westmont Special Events, which was approved in concept - meeting between Village Attorney & Village staff to be scheduled soon
 - Community Street Performing (formally Busking) Initiative on hiatus until Addington Plaza is completed
 - **March/April:** No March or April meeting
- **Sister City Committee**
 - **February:** Participated in Lunar New Year Event at the Hilton in January, hosted by Taiwanese Chamber
 - Coordinated and attended meeting in February to meet the new Director General and discuss the upcoming year
 - Reviewing request to facilitate use of Westmont High School Auditorium for Double 10 event scheduled for September
 - **March-Current:** Angela Yang is coordinating independent Summer Camp opportunities for visiting Taiwanese students
- **100th Anniversary Celebration Committee**
 - CUSD201 written history project including editing & formatting - determined to be released in 2023 to coincide with CUSD201's anniversary event
- **Holly Days Committee**
 - Holly Days events went very well
 - Committee will review this year's events for 2023 planning
 - Use of the train station for Santa pix went very well
 - Committee considering updates to the parade staging to create less impact on businesses
- **Community Events**
 - **February-April:** Misc. Events - Publicity for various local government & non-government events
 - Parade Planning - Working with staff, businesses, public agencies and organizations to discuss current parade routes and develop recommendations to improve routes so to create less impact on businesses
- **PIO Update** - Continued correspondence with Talk DuPage, DuPage PIO group
 - **February-April:** Handled media contacts resulting from Feb. 23 incident
 - Working with Communications firm regarding on-going information distribution
- **Website**

- **February:** PDF, make links clickable & upload e-newsletters & Community Magazine on the website
- Updates made to Richmond Education Garden webpage - additional feedback and suggestions requested from stakeholders
- Completed several website 311 update requests
- Update Press Release order to show most current on top of list weekly
- Update rotating banner weekly
- Worked with IT to post GIS map link and information, publish in Jan. 2023
- Upload all pictures of CUSD201 Award
- Upload all pictures of the Police Dept. Awards
- Scheduled and completed two website training sessions with staff from Finance and Public Works Departments
- Participated in conversations regarding updating of GIS page information - this page, including updated information, will be under the authority of IT Department
- **March:** Completed (5) 311 Requests from CD
- Completed various calendar event additions
- **Volunteers** - Continue follow-up to volunteer requests via the village website
- **Press Releases**
 - **February** - 14 new community press releases for the Village & local entities
 - Property Improvement Projects May Require A Permit
 - Downers Grove Township Provides Assistance For Seniors
 - METRA Launches metratracker.com
 - GIS Maps Provide Helpful Information For Residents
 - NAMI DuPage Offers Mental Health First Aid Classes
 - Electronics & More Special Recycling Event Jan. 21 at Public Works Facility
 - 2023 Citizens Fire Academy
 - Village Budget Preparation
 - Westmont Police Recognize Personnel For Superior Performance
 - CUSD201 Supt. Receives Mayor's Appreciation Award
 - CUSD201 & Village Receive Building Bridges Award
 - Dementia Friendly Westmont Programs at Library This Spring
 - Yard Waste, Brush & Composting Programs Resume April 3
 - Free Leaf Collection April 10-14
 - **March** - 13 new community press releases for the Village & local entities
 - Drug Take Back April 22, 2023
 - 2023 DuPage Consolidated Early Voting
 - Paper Shred Event for Special Olympics May 20
 - 2023 Adopt-A-Planter
 - Spring Window Mural Program to Feature the Theme Kindness
 - Cop on Rooftop May 19
 - PD Golf Fundraiser Sept. 15
 - Chief Riley Recognizes Fire Personnel
 - Change Your Clocks, Check Your Smoke Alarms
 - Village Offices Closed April 7
 - Are You Prepared OHSEM
 - Call 811 JULIE before You Dig
 - Steering Wheel Locks
- **Social Media Posts - February:** Over 13 social media posts. **March:** 20 graphics/links to Facebook, Twitter, & Nextdoor
- **Graphic Design** - Created & published numerous graphics to assist with communicating village new: **February:** Property Improvements May Require A Permit, METRA, Village Budget Prep, PD Recognized, 2 CUSD201 graphics, Dementia Friendly, Yard Waste/Brush, Free Leaf, **March:** Window Murals, PD Golf Fundraiser, FD Awards, OHSEM, Steering Wheel Locks

- **Westmont Community News Magazine - Village Newsletter**
 - **Jan./Feb.** Issue completed and delivered, including online digital version
 - **Mar/Apr** 2023 issue in progress - Coordinating all aspects of production including research, soliciting and following up on submissions, photography, graphic images, cover layout, complete document layout, editing and proofing, coordination of delivery to printer and then distribution via post office, follow up on vendor payment schedule
 - **March/Spring Issue** completed and delivered, including online digital version
 - Summer issue in progress.
- **Electronic Bulletin Board Posts - February & March:** More than 20 different messages posted by the Village & the Library
- **Westmont E-Newsletter**
 - Published on the Fridays (**Feb. 10, March 10 & March 24**) after Village Board Meetings, getting new subscribers every week; reinforces village information published on the village website & via social media
 - Digital versions with working links created and posted on website
- **News Media Coverage** - Monitoring local social media posts to oversee accuracy
- **Special Projects -**
 - **February:** Muddy Warhol Exhibit - Continuing to work with MAC Center, Choose DuPage, DCVB, WSEC & Creative Arts Network to coordinate promotion & programs for the 2023 Andy Warhol exhibit that will be at COD
 - **March:** Continued to promote Muddy Warhol contest with local schools, local Art leagues
 - Candidates Forum - Reviewed requests from 3rd party groups to assist with local candidates forum
- **Media Materials - February & March** Updated & published new water bill info notices

Admin Finance Committee

February 23, 2023

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Waste RFP

- Overview & Process
- Highlights of Proposed Changes

Travel Expense Policy

- Overview & Brief History
- Limits
- Elected Official Specifics
- Meals
- Travel
- Miscellaneous

Expense - Overview & History

- 2017 State Law & model ordinances
 - Address Travel, Meals, Lodging
 - Exclude Entertainment
 - Establish Limit needing Board approval
 - Silent on other business expenses
- Why Now?
- IML - Model Policy

Expense - Limits

- Amount for Fiscal Year - \$3,000
- Amount per event
- Specifications for travel, meals, lodging
 - Already included
 - Recommending this

Expense - Elected Official Specifics

- Does require approval by Board by roll-call vote
- Lodging - prohibited except Mayor $>$ 50 miles
- Mayor's Significant Other - reported to Board
- Chamber Winter Activity
- Chamber events in general - business expenses?

Expense - Meals

- Alcohol excluded
 - Not prohibited if ancillary part of event
- Current - variable amount if not covered by conf
- Proposed
 - Standard Amount (not varied by location)
 - Propose per diem maximum
 - OR per meal; assume only lunch covered

Expense - Travel

- Train tickets to/from Chicago
 - Propose no form necessary
- Airfare - currently coach
 - Propose exception for longer trips
- Mileage
 - Practice is only if no Village vehicle available

Expense - Miscellaneous

- Currently includes business expense
 - Proposed only Travel, Meals, Lodging
 - Exclude conference registration
- Pre-approval - currently required
 - Proposed not required

Discussion on Fiscal Year End to Calendar Year End

March 23, 2023

Advantages of Calendar Year End

- May Reduce costs on projects
 - Public Works bid projects in the winter which is a better time for competitive process
 - Provides better lead time for planning and managing construction projects along with certainty of funding
 - Pending weather conditions, projects could start in spring rather than early summer

Advantages of Calendar Year End

- Aligns the budget process with the property tax cycle
 - Tax levy is passed in November or December
 - Allows the Board to consider the year-end property tax levy as part of budget review

Advantages of Calendar Year End

- The current fiscal-year end budget calendar puts the budget process in the middle of spring election campaigns and is adopted before the State adopts their budget on June 1st
- Newly elected trustees or presidents can give input on the budget four months sooner

Advantages of Calendar Year End

- State performs MFT audits on calendar year end
- Annual W-2 and 1099 tax forms as well as other personnel and public safety reports are based on a calendar year.
- Aligns with benefit changes such as annual health care rates/open enrollment

Other Considerations

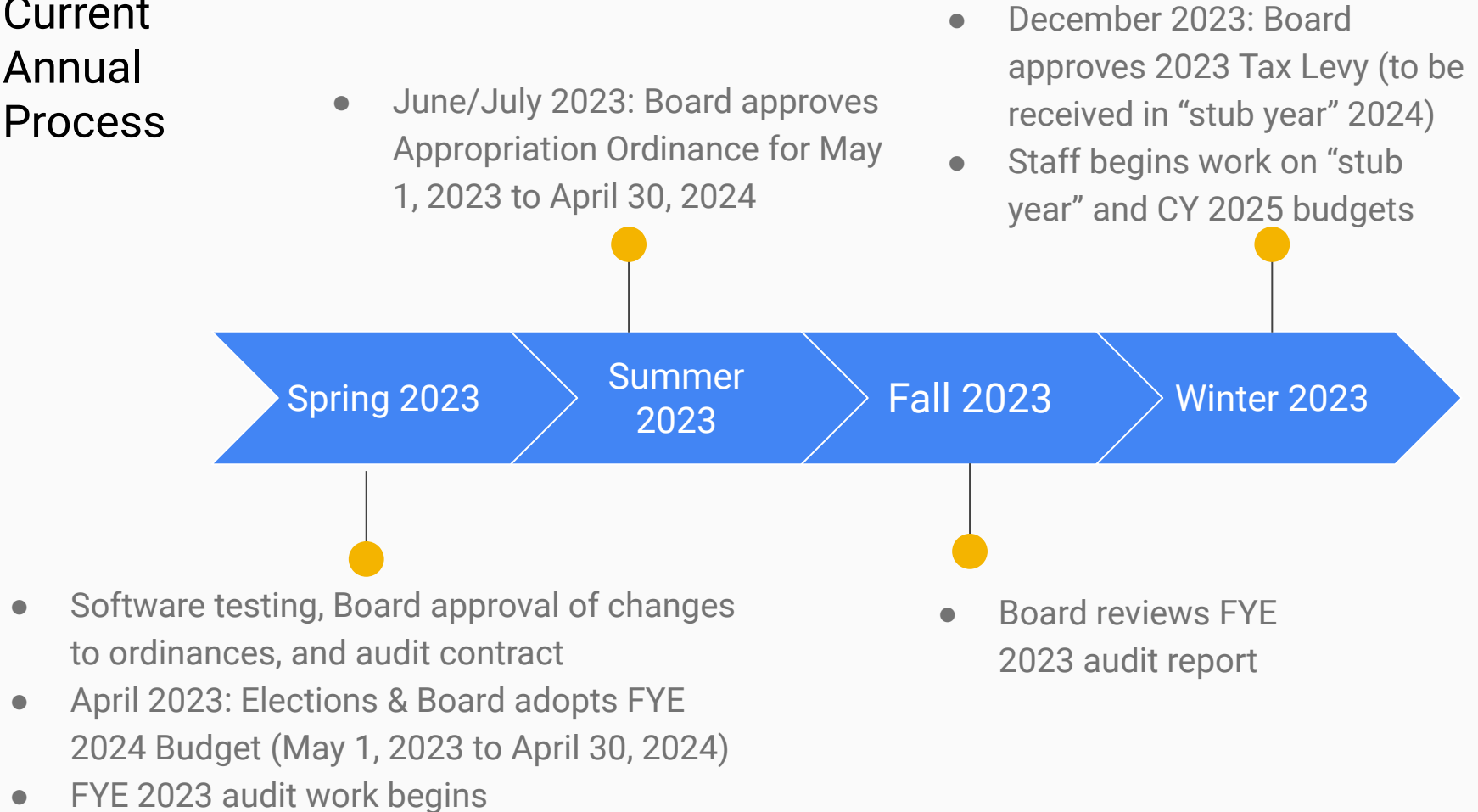
- Adopting 2 budgets (“stub” year in April and calendar year in December) in an 8 month period requires significant staff time and redundancy
 - Solution is to prepare both budgets for review in April 2024. The calendar year budget would be monitored and modified as if necessary before the appropriation ordinance is required to be approved by March 31, 2025

Other Considerations

- Village will have to pay for a “stub year” 8 month audit (moves audit up 4 months) then followed by a 12 month audit
- May incur additional staff time to complete transition
- Difficult to conduct analysis comparing revenues and expenditures from one year to the next due to the shortened fiscal year (temporary issue - similar to pandemic years 2020- 2021)

Timeline & Requirements

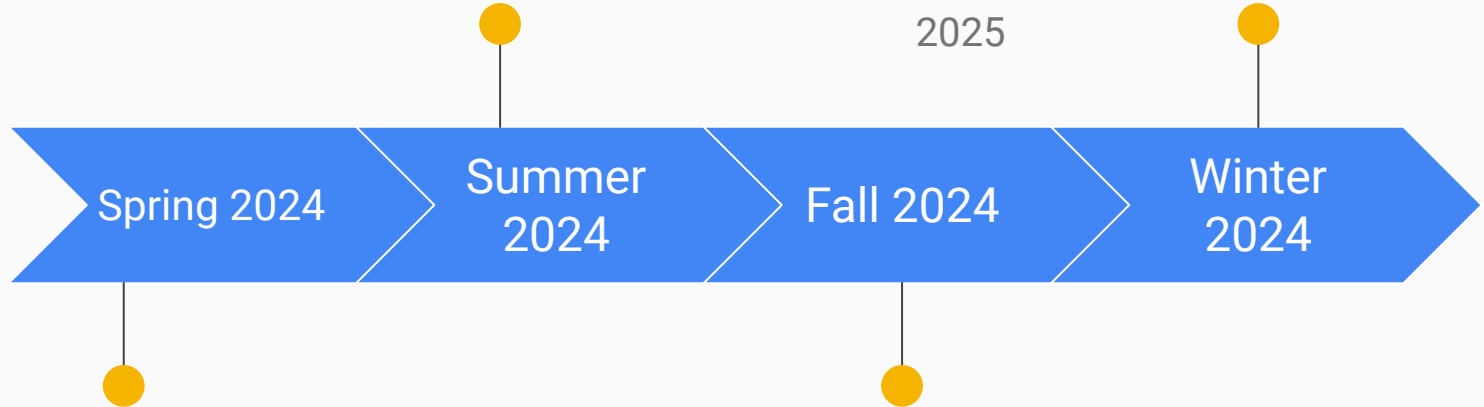
Current Annual Process



Transition to Calendar Year

- June/July 2024: Board approves Appropriation Ordinance for May 1, 2024 to Dec 31, 2024
- Nov/Dec 2023: Board approves 2024 Tax Levy (receive in CY 2025)
- If needed, staff will request budget modifications for CY 2025

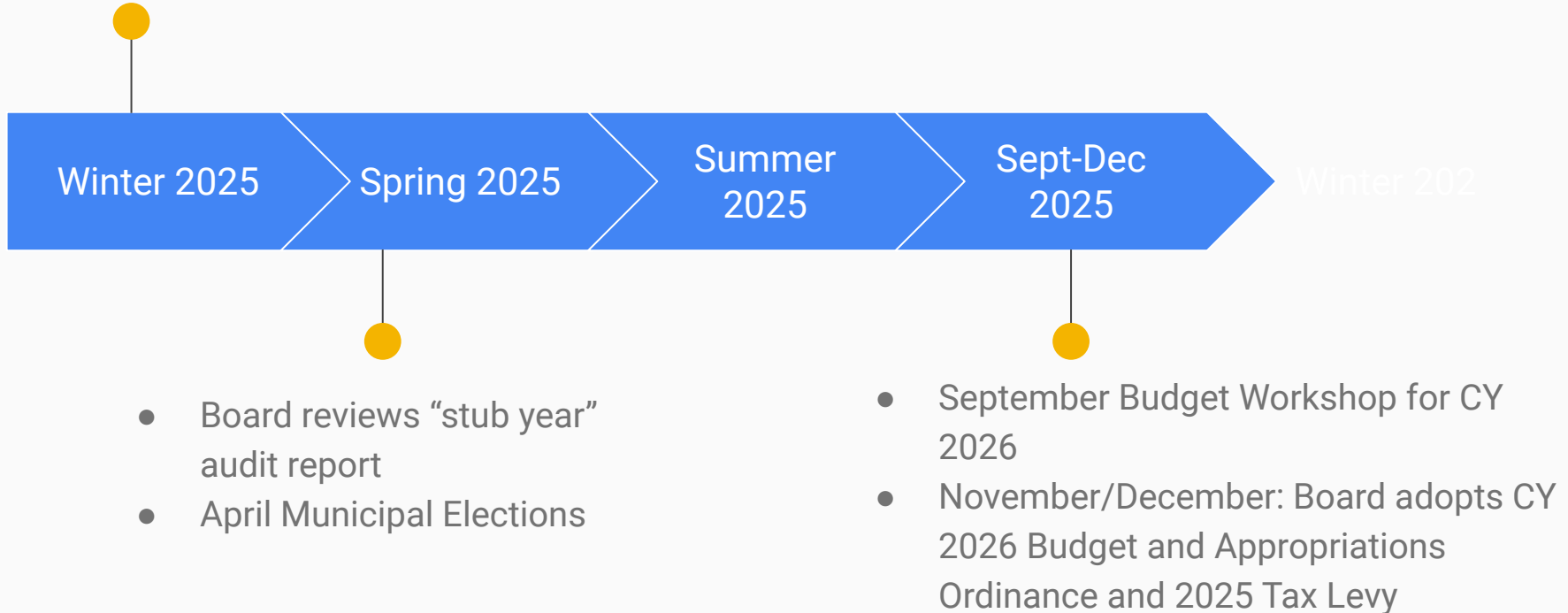
FYE 2023



- April 2024
 - Board adopts budget for May 1, 2024 to Dec 31, 2024
 - Board reviews proposed budget for January 1, 2025 to December 2025
 - FYE 2024 audit work begins
- Board reviews FYE 2023 audit report

Calendar Year 2025

- Board approves CY 2025 Appropriation Ordinance by March 31st
- Staff begins work on CY 2026 budget



Next Steps

If the Finance and Administration Committee recommends changing to a calendar year end, the following changes are required:

1. Board approval of changes to various ordinance that reference fiscal year end
2. Board to approve contract for audit contract to include a “stub year”
3. Spring 2024, Board to review two budgets and adopt “stub year” budget

Village of Westmont

Environmental Improvement Committee



2022 Annual Report & 2023 Goals

Westmont Environmental Improvement Committee



- **EIC Chair - Trustee Bruce Barker**
- **EIC Co-Chair - Trustee Linda Liddle**
- **Committee Members - Kimberly Bell, Marybeth Carlson, Glenn Gabryel, Carol Johnson, Gerry Richter, Colleen Seisser, Christa Stanulis**
- **EIC Staff Liaison - Communications Director Larry McIntyre**
- **Communications Specialist - Jennifer Babyar**

Village of Westmont

Environmental Improvement Committee



2022 Annual Report

2022 EIC Annual Report

Special Recycling & Reuse Collection Events



- **ELECTRONICS & MORE RECYCLING EVENTS**
 - Partnership with DuPage County & eWorks
 - 3 Events in 2022
 - Held at the Public Works Facility (previously at DG Township)
 - 54,558 pounds of electronics & 4,755 pounds of textiles collected
- **PUMPKIN SMASH & COLLECTION EVENTS**
 - Wicked West Fest PR Event - 25 Participants
 - Collected Saturday After Halloween - Westmont Public Library
 - 3.99 Tons Collected For Composting
- **HOLIDAY LIGHTS RECYCLING**
 - Early December thru End of January
 - 3,206 pounds collected - 1,000 pounds more than previous year
 - Partnership with Elgin Recycling
- **Rx DRUG TAKE BACK - RxBox at Police & Fire**
- **SPECIAL OLYMPICS PAPER SHRED EVENTS - HOSTED BY WPD**

2022 EIC Annual Report

Public Education & Engagement



- **2022 WESTMONT COMMUNITY NEWS MAGAZINES**
 - 17 Articles Published: SolSmart, No Mow Till Mother's Day, Pumpkin Smashing, Pumpkin Composting, Holiday Light Recycle, WM Recycling Contest, Salt Smart, Electronics & More Recycling Events, SCARCE, Green Initiatives, Volunteer Sign-Up For River Sweep & Storm Drain, REGA
- **PUBLIC WORKS OPEN HOUSE**
- **WESTMONT CRUISIN' NIGHTS**
- **GREEN RECYCLING CONTESTS** - Business & Residential
- **MAYORS METROPOLITAN CAUCUS**
- **RICHMOND GARDENS EVENTS & PROGRAMS** - Tour by Area Partners

2022 EIC Annual Report

Environmental Programs



- **NO MOW PROGRAM** - 238 participants
- **SEEDLING GIVEAWAY** - 132 signups/300 seedlings handed out
- **RIVER SWEEP** - 17 participants, est. 3,400 ft of pond/river cleaned up
- **STORM DRAIN STENCIL** - 23 participants, 300 drains stenciled
- **RAIN BARREL PROGRAM** - No Subsidy Since COVID, Recommended For 2023
- **NEW DARK SKY PROGRAM** - 2023 Subsidy Recommended

2022 EIC Annual Report

Guest Speakers & Presentations

- SCARCE - Founder KAY McKEEN Presented Special Award
- DARK SKY INITIATIVE



2022 EIC Annual Report

Special Projects



RECYCLING & WASTE HAULING RFP

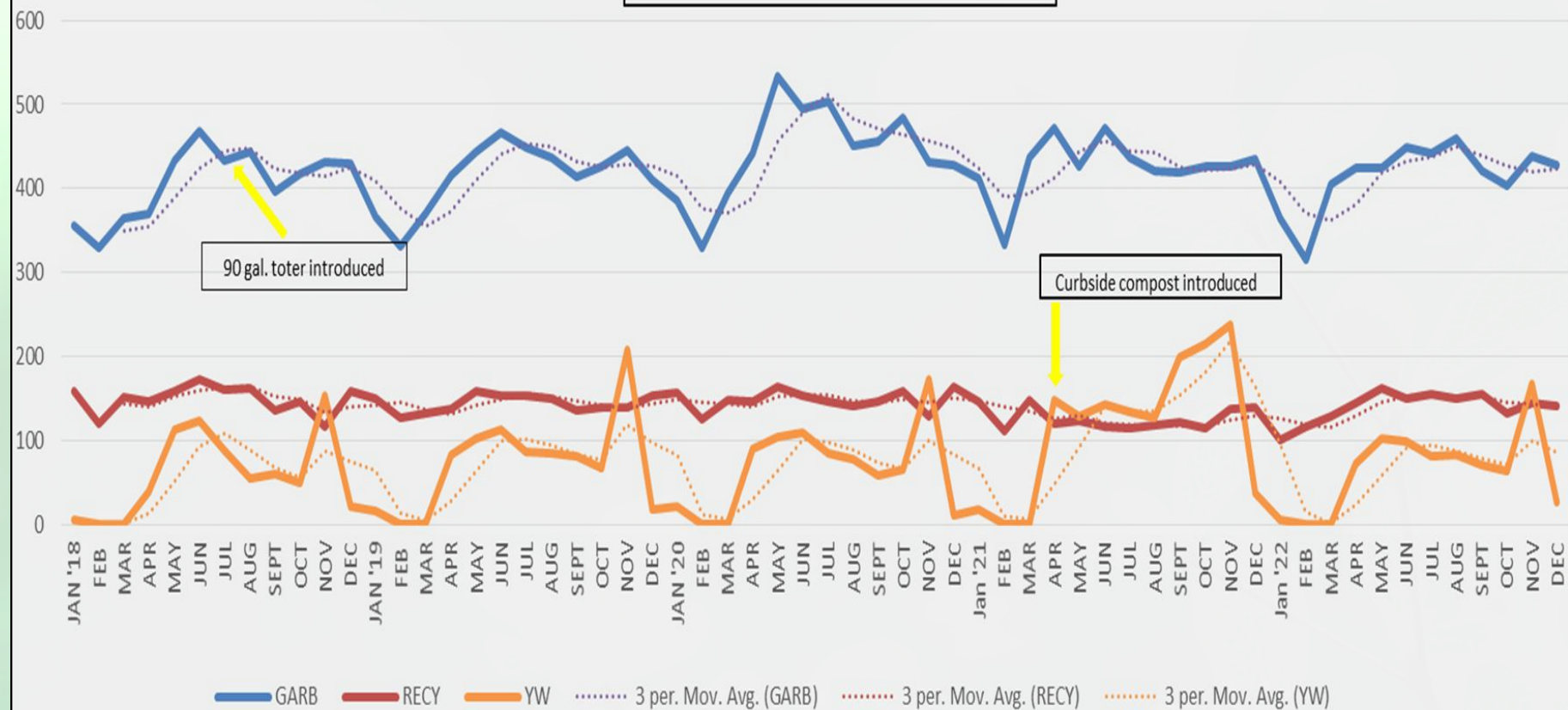
- Review Previous RFP
- Interview Experts For RFP Concept Recommendations
- Draft, edit and completed recommendations to be considered by the Village Board for the RFP

2019 YTD							2020 YTD						
GARB	Δ month to pr. yr.	% to ttl yr.	RECY	Δ month to pr. yr.	% to ttl yr.	YW	GARB	Δ month to pr. yr.	% to ttl yr.	RECY	Δ month to pr. yr.	% to ttl yr.	YW
365.63	2.9%	7.5%	149.61	-6.3%	8.4%	16.95	385.7	5.5%	7.2%	156.43	4.6%	8.8%	20.91
330.78	0.5%	6.8%	126.69	5.5%	7.1%	0	329.4	-0.4%	6.2%	125.38	-1.0%	7.0%	0
370.44	1.7%	7.6%	131.98	-13.2%	7.4%	0	394.85	6.6%	7.4%	148.03	12.2%	8.3%	0
414.8	12.4%	8.5%	137.48	-6.4%	7.7%	83.31	442.16	6.6%	8.3%	145.86	6.1%	8.2%	90.59
443.35	2.5%	9.1%	159.09	0.3%	8.9%	103.27	533.82	20.4%	10.0%	163.37	2.7%	9.2%	103.63
465.77	-0.7%	9.6%	153.07	-11.6%	8.6%	112.24	495.34	6.3%	9.3%	152.92	-0.1%	8.6%	108.73
448.3	3.5%	9.2%	154.29	-3.4%	8.6%	87.25	503.87	12.4%	9.4%	146.3	-5.2%	8.2%	84.31
436.2	-1.5%	9.0%	149.93	-7.4%	8.4%	84.42	450.64	3.3%	8.4%	140.95	-6.0%	7.9%	77.27
413.1	4.4%	8.5%	135.85	-0.7%	7.6%	81.06	455.68	10.3%	8.5%	146.96	8.2%	8.3%	58.64
426.2	2.2%	8.8%	138.85	-5.1%	7.8%	67.65	483.75	13.5%	9.1%	158.38	14.1%	8.9%	65.97
446.3	3.3%	9.2%	138.83	19.4%	7.8%	208.12	430.78	-3.5%	8.1%	129.6	-6.6%	7.3%	172.77
410.19	-4.4%	8.4%	154.04	-3.0%	8.6%	17.41	427.18	4.1%	8.0%	164.63	6.9%	9.3%	10.9
4971.06			1729.71			861.68	5333.17			1778.81			793.72
65.7%			22.9%			11.4%	67.5%			22.5%			10.0%
				6700.8							7111.98		
74.2%			25.8%			-	75.0%			25.0%			-
2.1%			-3.4%	0.6%		20.9%	7.3%			2.8%			-7.9%

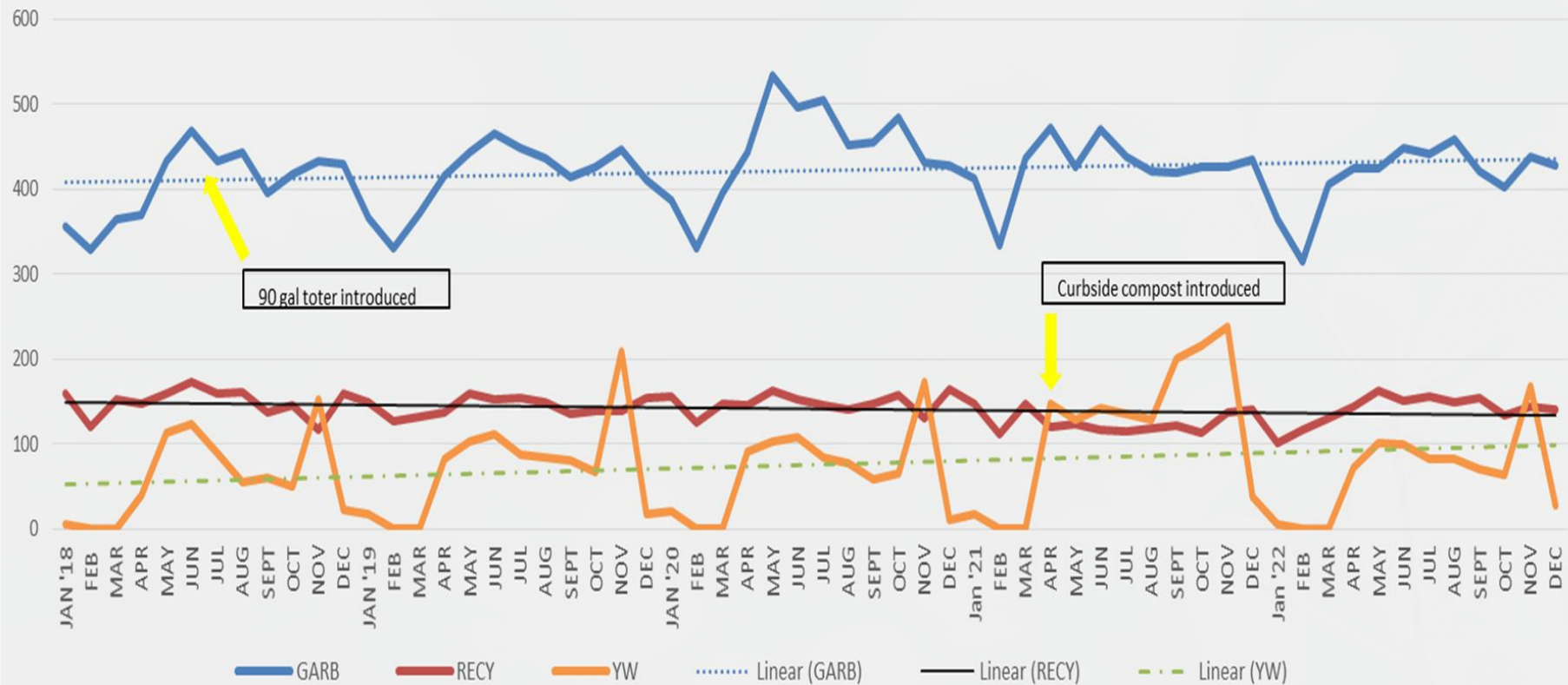
	2020 YTD							2021 YTD							2022 YTD						
	GARB	Δ month	% to tl	RECY	Δ month	% to tl	YW	GARB	Δ month	% to tl	RECY	Δ month	% to tl	YW	GARB	Δ month	% to tl	RECY	Δ month	% to tl	YW
		to pr. yr.	yr.		to pr. yr.	yr.			to pr. yr.	yr.		to pr. yr.	yr.			to pr. yr.	yr.		to pr. yr.	yr.	
JAN	365.70	5.5%	7.2%	356.43	4.8%	8.8%	20.91	412.00	6.8%	8.1%	347.00	-6.0%	2.9%	38.00	363.81	-11.7%	7.1%	100.91	-31.4%	2.0%	6.02
FEB	329.40	-0.4%	8.2%	325.38	-1.0%	7.0%	0	333.00	1.1%	8.5%	332.00	-10.7%	2.2%	0.00	314.53	-5.5%	8.2%	118.20	3.8%	2.3%	0.00
MAR	394.65	6.6%	7.4%	348.03	12.2%	8.3%	0	436.00	10.4%	8.5%	348.00	0.0%	2.9%	0.00	405.82	-6.9%	7.9%	129.56	-12.5%	2.5%	0.00
APR	442.18	6.6%	8.3%	345.85	8.1%	8.2%	90.59	472.00	6.7%	9.2%	320.00	-17.7%	2.3%	348.00	423.8	-10.2%	8.3%	144.88	20.7%	2.8%	72.38
MAY	533.82	20.4%	10.0%	363.37	2.7%	9.2%	108.63	426.00	-20.2%	8.3%	324.00	-24.1%	2.4%	129.00	424.42	-0.4%	8.3%	163.13	31.6%	3.2%	101.87
JUN	495.34	6.3%	9.3%	352.92	-0.1%	8.6%	108.73	471.00	-4.9%	9.2%	317.00	-23.5%	2.3%	343.00	448.62	-4.8%	8.8%	150.80	28.9%	2.9%	99.79
JUL	503.87	12.4%	9.4%	346.3	-5.2%	8.2%	84.31	437.00	-13.3%	8.5%	325.00	-21.4%	2.2%	135.00	441.25	1.0%	8.6%	156.01	35.7%	3.1%	81.78
AUG	450.84	3.3%	8.4%	340.95	-6.0%	7.9%	77.27	421.00	-8.6%	8.2%	338.00	-16.3%	2.3%	128.00	458.82	9.0%	9.0%	149.70	28.9%	2.9%	82.97
SEPT	455.88	10.3%	8.5%	346.95	8.2%	8.3%	58.64	419.00	-8.0%	8.2%	321.00	-17.7%	2.4%	200.00	420.38	0.3%	8.2%	154.80	27.9%	3.0%	71.01
OCT	483.75	13.5%	9.1%	358.38	14.1%	8.9%	65.97	426.00	-11.9%	8.3%	334.00	-28.0%	2.2%	215.00	402.5	-5.5%	7.9%	133.10	16.8%	2.8%	63.40
NOV	430.78	-3.5%	8.1%	329.6	-5.6%	7.3%	172.77	426.00	-1.1%	8.3%	337.00	5.7%	2.7%	238.00	438.45	2.9%	8.8%	144.39	5.4%	2.8%	167.11
DEC	427.18	4.1%	8.0%	364.63	6.9%	9.3%	309	435.00	1.8%	8.5%	340.00	-15.0%	2.7%	38.00	426.97	-1.8%	8.3%	140.88	0.5%	2.8%	27.41
T1. Tons	5333.17			1778.81			793.72	5114.00			1513.00			1392.00	4969.37			1684.16			773.70
% of tl	67.5%			22.6%		-	10.0%	63.8%			18.9%		-	17.4%	66.91%			22.68%			10.42%
Trash + recycle					7111.98							6627.00							6653.53		
%ex. YW	75.0%			25.0%		-	-	77.2%			22.8%		-	-	74.69%			25.31%			-
Δ to pr. yr.	7.3%			2.8%		-7.9%	-4.1%				-14.5%			75.4%	2.83%			11.31%			-44.42%

NOTE 1: 2022 does not include eWorks/electronic waste collection
2021-22 trash + recycle is ~2% under 2019

VOW net curbside collection (tons)



VOW net curbside collection (tons)



2022 EIC Annual Report

Electronics & More Recycling Program



PARTNERING WITH eWORKS & DuPAGE COUNTY

- Items Collected - CRT TVs / monitors, flat screens, TV projectors, TV, computers, servers, printers, fax, scannersm peripherals, wires & cables, more
- No cost to the Village - May be a future cost of forklift rental
- 54,558 lbs collected in 2022

2022

CUSTOMER	DATE	LOAD ID	CRT TELEVISIONS/M	FLAT SCREEN TV	PROJECTION TV	MONITORS-FLAT S	COMPUTERS,LAPTO	PRINTERS,FACSIM	Broadcast Periphe	TV Peripherals	Wire,cable, ada
NAPERVILLE	11/21/22	DUPA3507431	1120	4422	170	2565	3200	3059	0	1379	0
NAPERVILLE	12/05/22	DUPA3943595	1250	3843	1537	1479	1284	3501	0	1285	0
NAPERVILLE	12/19/22	DUPA0442436	1201	2690	1358	1653	3509	3323	0	2136	1003
ORLAND PARK	1/4/2022	COOK6004381	851	0	309	0	886	603	0	0	0
WESTMONT	4/16/2022	DUPA5948245	4245	3347	770	3080	1728	1560	0	4581	951
WESTMONT	8/20/2022	DUPA5845134	3438	2658	689	1496	2689	2452	0	3920	1415
WESTMONT	12/03/22	DUPA0021566	1561	3389	405	930	2423	2483	0	1789	950
WHEATON EDRIVE	1/8/2022	DUPA7044368	1870	1489	1070	660	1220	1075	0	2810	655
WHEATON EDRIVE	2/12/2022	DUPA9517973	1385	2809	1429	0	4959	2140	0	2021	528
WHEATON EDRIVE	3/12/2022	DUPA8233208	1324	1683	876	1405	2540	980	0	2741	301
WHEATON EDRIVE	4/9/2022	DUPA2645303	2676	2706	725	3128	1784	1290	355	5403	759
WHEATON EDRIVE	5/14/2022	DUPA3209495	2695	1722	850	2011	3519	1840	340	2857	1309
WHEATON EDRIVE	6/11/2022	DUPA7186663	2120	2820	663	2175	2861	1632	0	2337	739
WHEATON EDRIVE	7/9/2022	DUPA8038017	1782	3290	425	1571	1190	1880	0	2911	630
WHEATON EDRIVE	8/13/2022	DUPA6064270	899	2739	456	2004	2588	775	0	1874	940
WHEATON EDRIVE	9/10/2022	DUPA0958102	1989	3338	310	1867	3256	3265	0	2818	1260
WHEATON EDRIVE	10/8/2022	DUPA7049159	920	2922	241	2527	2764	1764	0	2792	1334
WHEATON EDRIVE	11/12/22	DUPA5021284	2314	3040	290	478	2847	3651	0	1384	580
WHEATON EDRIVE	12/10/22	DUPA8168793	2367	3094	0	1114	1614	2974	0	1300	316
WOODRIDGE EDRIVE	5/28/2022	DUPA5539731	2080	1960	510	2638	2290	1350	0	2980	400
WOODRIDGE EDRIVE	11/19/22	DUPA3000156	2819	3060	322	958	2855	1728	0	1624	950

Westmont	Lbs.	Ttl DuPage #	% of ttl DuPage
Electronics	54558	1208360	4.52%
Other	7631	113190	6.74%

Note: Downers, Clarendon, Hinsdale and Darien did not conduct Eworks collections

Village of Westmont

Environmental Improvement Committee



2023 EIC Goals & Priorities

2023 EIC Goals



- ***Dark Sky Initiative***
- ***Community Tree & Right of Way Maintenance***
- ***Solar Community Education & SolSmart***
- ***Native Plants & Monarch Waystations***
- ***Green Community Initiatives & Education -
Residential, Business & Public Agency***

Continuing EIC Programs



- **Electronics & More Special Recycling Collections - 3 in 2023**
- **Community Events Educational Opportunities - Public Works Open House (Cancelled) & Westmont Cruisin' Nights**
- **Subsidy Programs - Rain Barrels & Dark Sky Fixtures**
- **Recycling Green Programs & Contests**
- **Spring Programs - No Mow Program, Seedling Giveaway**
- **River Sweep & Storm Drain Stenciling - Cancelled in 2023**
- **Richmond Gardens Events & Programs Coordination - TBD**
- **Pumpkin Smash & Collection Events - To Be Updated in 2023**
- **Holiday Lights Recycling**
- **Advocacy For All Things Green As They Apply To The Village of Westmont**

Dark Sky Initiative

- **Strive to Have Village Officials & Staff Embrace Dark Sky Strategies as a Priority**
- **Create Dark Sky Contest & Subsidy Program**
- **Work Towards Dark Sky Community Certification Goals**
- **Educate Community Regarding Importance of Dark Sky Initiative**
- **Strive to Encourage Developers to Embrace Dark Sky Strategies as a Priority**



Dark Sky Initiative



DARK SKY OUTDOOR LIGHTING KEY POINTS

- **Brightness & uniformity: Be no brighter than necessary**
- **Light Direction: Only light the intended target**
- **Light Timing: Only light when / where needed**
- **Light Color Temperature: Minimize blue light emissions**

Community Tree & Right Of Way Maintenance



- **Support The Growth Of Our Community Tree Population To Match The Tree Canopy Percentage Of Neighboring Communities & DuPage County**
- **Review & Support Effective Tree Maintenance Practices**
- **Review & Support Additional Tree Planting In Community**
- **Support Pesticide-Free Maintenance For Public Properties**
- **Educate Public Regarding Tree Maintenance Best Practices & Pesticide-Free Strategies**

Solar Initiatives

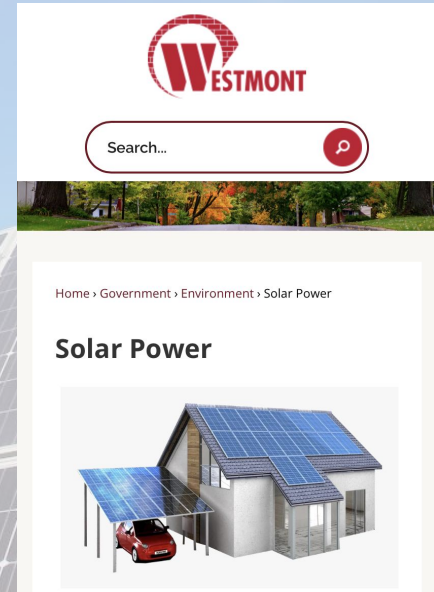
Community Solar, Education & SolSmart

- **Update Village Website With Specific Solar Information Helpful To Residents & Businesses**
- **Review Criteria For Silver SolSmart Certification & Address Priorities**
- **Continue To Stay Abreast Of Solar Technology Updates That Are Helpful To Citizens**
- **Recommendation For Village To Investigate Community Solar Possibilities**



Solar Initiatives - Website Updates

- General solar power information
- Links to Village Solar Codes and Ordinances
- Resources for finding solar power contractors
- Consumer protection resources for solar power installations



Solar Initiatives - SolSmart

- Permitting & Inspection
- Planning & Zoning
- Government Operations
- Community Engagement
- Market Development



Solar Initiatives

- Update Village Website With Specific Solar Information Helpful To Residents & Businesses
- Review Criteria For Silver SolSmart Certification & Address Priorities
- **Continue To Stay Abreast Of Solar Technology Updates That Are Helpful To Citizens**
- Recommendation For Village To Investigate Community Solar Possibilities



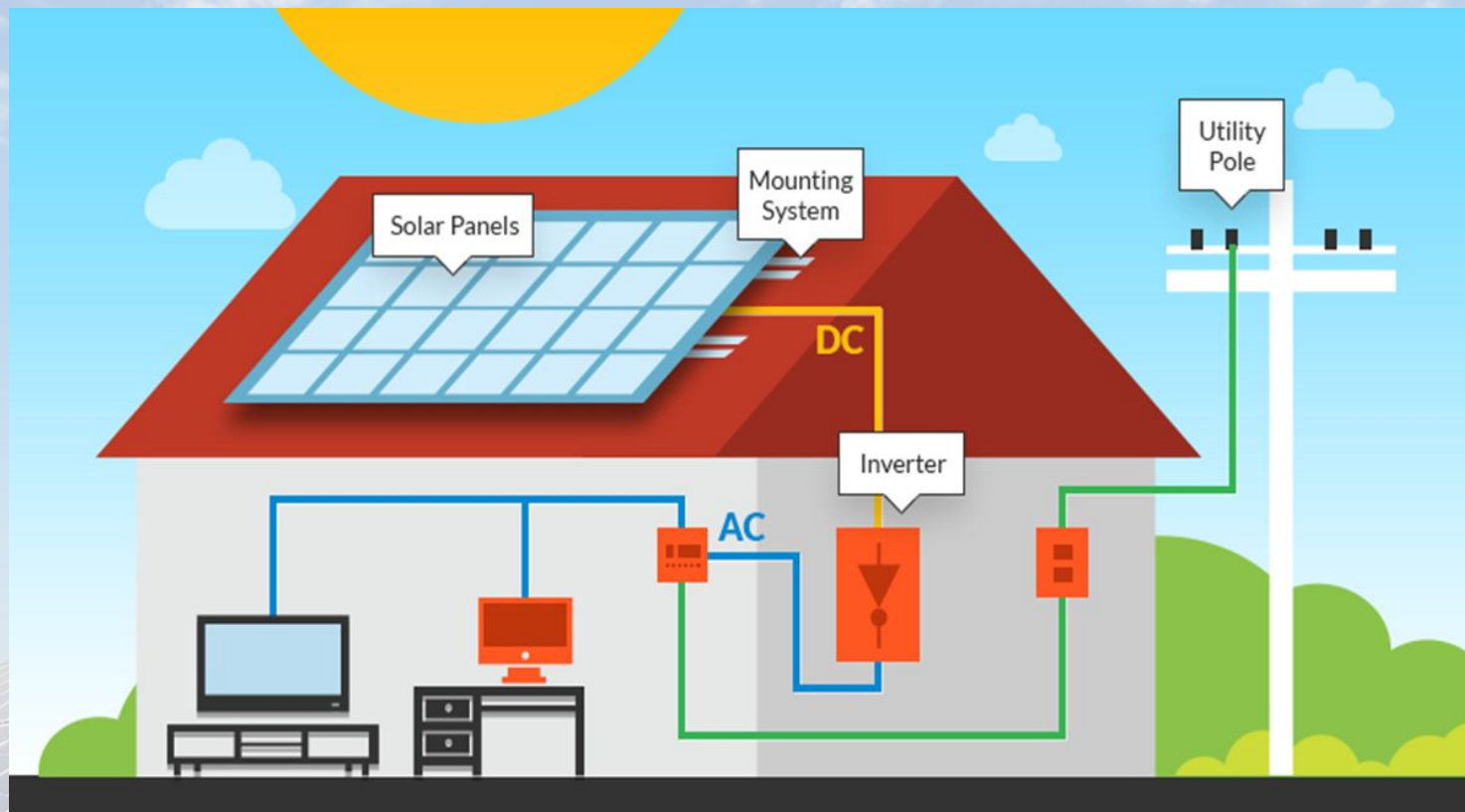
Solar Initiatives - Community Solar

WHAT IS COMMUNITY SOLAR?

- **Community solar is not “rooftop” solar and does not require citizens to install their own solar panels**
- **Citizens can subscribe and receive electric power from an off-site solar energy source**



Conventional Rooftop Solar



Community Solar

How does Community Solar in Illinois work?



Solar - Community Solar Benefits

- **Able to receive and use solar energy without installing panels on their own properties**
- **Community Solar Subscriber connects to a single solar array (group of solar panels) located at a remote site served by their electric utility**
- **Community Solar Subscriber can receive reduced overall electric costs resulting from connection to solar array**
- **MMC Community Solar Clearinghouse Solution (CS²) enabled local municipalities to subscribe to this opportunity**
- **CS² now offers program for individual subscribers**
- **EIC working with staff to research details regarding this program**

Green Community Education & Initiatives



- **Tour of SCARCE & other facilities**
- **Rain barrel incentive program**
- **Dark Sky incentive program**
- **School supplies reuse collection & distribution**
- **Collaboration with Westmont Gardening Club**
- **Green business and resident contests & awards**
- **Education and programs for both businesses & residents**

School Supplies Collection & Reuse Program

- Work With Local Schools To Establish School Supply Needs
- Assist Schools With Existing School Supply Programs



Natives Plants & Monarch Waystations



- **Support Native Plantings & Monarch Waystations Throughout The Community**
- **Review Current Plans For Native Plantings & Monarch Waystations**
- **Discuss & Plan Native Plants Along BNSF Corridor & Throughout The Community**
- **Add Two New Monarch Waystations In 2023**



Volunteers Make It Happen In Westmont



- **11 EIC meetings annually**
- **5 special recycling & more collection events in 15 months**
- **Pumpkin smash and collection**
- **Research and write RFP recommendations report**
- **3 PR events at Westmont Cruisin' Night**
- **Education participation in Public Works Open House**
- **Following up on initiatives**
- **Student volunteer recruitment & engagement**
- **Thank you EIC volunteers**

Village of Westmont

Environmental Improvement Committee



2022 Annual Report & 2023 Goals

**END OF
PRESENTATION**



ADMINISTRATION

31 West Quincy Street, Westmont, Illinois 60559

Tel: 630-981-6210 Fax: 630-604-1250
westmont.il.gov | administration@westmont.il.gov

Village of Westmont Administration & Finance Committee Staff Reports - 2023-05-18

Village Manager

- Board Committee Rotation - The formation and administration of the Village Board Committees are governed by ordinance (2-33). The Mayor appoints a Trustee as chair and vice-chair to each of the committees. This 'appointment' is made every two years and at the Mayor's discretion may rotate these assignments. It is the Manager's responsibility to prepare a rotation schedule. There were no changes last election and neither the Mayor nor I feel any changes are warranted:
 - Fire Public Safety - Guzzo/Nero
 - Police Public Safety - Simonovich/Guzzo
 - Administration & Finance - Liddle/Brady
 - Public Works - Nero/Barker
 - Community Development - Brady/Simonovich
 - Environmental Improvement - Barker/LiddleThere are other committees such as Westmont First and Public Information, but these are the six Village Board Committees covered by this ordinance section.
- Parade Routes - Parades require permit application and issuance by the Chief of Police. Many factors go into the review of any application, but permission should never be reasonably withheld. There are three regularly scheduled parades each year (not including Crusin' Nights affiliated parades) that require high attention and participation by Village staff. These include Memorial Day, CUSD201 Homecoming (tentatively), and Holly Days. These three all utilize Cass Avenue and are processed individually as a Community Events Permit. Learning from events past and evaluation of safety, manpower and related risk assessments. Starting this year, we are removing any utilization or closure of Naperville Rd. Parade routes that utilize N. Cass Av. will essentially be between the Manning Parking Lot (Norfolk or north thereof up to Naperville Rd.) and Burlington Av. Of course, two of those parades cross the tracks and use different sections of S. Cass Av, but we utilize temp detours picked up at 55th Street.

Finance Department

- Senior Accountant, Jennifer Haug started on April 24, 2023
- Audit pre-lim is on 5/19 and the annual audit is scheduled to begin on 7/23, Board members may receive a letter from the Village's auditors, Sikich to discuss internal controls.
- The next water bill that residents and businesses receive in June will have increased rates for water and garbage.

Administrative Services/Clerk's Office

- 19 Public Meetings have been scheduled and/or canceled in April & May
- Data compiled from the April report including the first week in May-4 weeks
 - Business Licenses
 - 7 New Business License Applications (April - Current)
 - Issued:
 - 23 Vending
 - 3 Liquor
 - 29 Business Licenses issued
 - 39 Ordinances were processed
 - 5 Amplified Sound Permits have been issued (April - Current)
 - 5 Community Events Permits have been issued
 - 1 Block Party application is currently in review

- The Clerk's office has begun to receive inquiries into block parties for 2023.
- 8 Raffle Permit applications have been processed for various organizations
- FOIA Requests processed this year:
 - 100 Non-Commercial Requests
 - 21 Commercial Requests
- Documents Recorded at the County: January - April
 - 19 Judgement / Water Liens
 - 5 Lien Releases
 - 6 Plats
 - 2 Ordinances
 - 1 Agreement
- The RFP for Refuse Services is in the final stage of review scheduled to be released in June.
 - Request for Proposal will be released for viewing on June 1, 2023
 - Questions may be submitted in writing before June 16, 2023
 - **Submission will close on July 28, 2023 at 4:00 p.m.**
 - Contract will be awarded by corporate authorities no later than December 15, 2023
 - Contract to begin May 1, 2024

Liquor Commission

Summary of activities for the month of April, 2023:

- Sent letters to local downtown businesses for their participation in the upcoming Cruisin Night/ Street Fair events.
- Assisted Dep. Village Clerk with information requested by TQLA that they needed in order to renew their State of Illinois Liquor License
- Processed and presented a massage establishment applicant for Village Board approval.
- Met with Matt Weil of Whiskey Hill to discuss their future plans for Quincy & Cass project. They hope to be open by July 1
- Processed and presented a liquor license application for approval to Taqueria El Ranchito.
- Assisted the Police Department in obtaining video recordings from Fremont Grill in connection with a Battery investigation they were conducting.
- Was approached by Carmen Del Taco to see if they were eligible to receive a BYOB liquor license. They were not.
- Investigated a complaint that there was a new part-owner at Taurasi Restaurant. I spoke to the owner of Taurasi and determined that the complaint was unfounded at this time.
- Addressed the end time for live entertainment with The Uptown per their request.
- Assisted in the processing of a liquor license for the Westmont Lions Club for their upcoming Memorial Day Event at TY Warner Park.
- Investigated that a foot massage business on Pasquinelli Drive is providing more than just foot massages and may be doing all massages. I did a site visit and admonished the owner of what types of massages they are allowed to perform without a license.
- Participated in weekly meetings with the Liquor Commissioner and Village Attorney
- Reviewed two reports involving fights at 2 businesses. It was determined that the establishments did not violate any local ordinances.

Human Resources

- **Compensation & Benefits Study**
 - Our consultant, Pontifex, provided draft job descriptions, which are under review, along with the first draft of the pay plan for Village staff, including part-time Firefighters and Officers.
- **Health & Wellness Committee**
 - 56 people participated in the 2023 annual health screening in April, which is a slight reduction from the prior year.
 - The 2nd Quarter Challenge, Find Your 30, will run from May 8 - June 4. This challenge encourages physical activity and requires participants to log 30 minutes of exercise at least five (5) days per week.
- **Recruitment**
 - **Open Positions / Interviewing**

- **Community Development** - Interviews were conducted for the Community Development Director position.
- **Police** - The Westmont Board of Fire and Police Commissioners is accepting applications for Probationary Police Officers.
- **Public Works**
 - Accepting applications for Summer Seasonal Maintenance Workers.
 - Interviews are in process for the Facilities Maintenance Worker I and Facilities Maintenance Worker II positions.
- **New Hires**
 - Jennifer Haug - Senior Accountant - 04/24/2023
- **Promotions / Job Changes**
 - *none*
- **Retirement/Resignations/Separations**
 - Ben Sylejmani - Police Officer - 04/20/2023
 - Morgan Clark - Firefighter/Paramedic - 04/21/2023
 - Steven Stremme - Firefighter/Paramedic - 04/21/2023
 - Greg Pantke - Communications Specialist - 04/24/2023
 - Hayden Grove - Firefighter/Paramedic - 04/25/2023

Information Technology

- **SECURITY TRAINING:** Initial training campaign completed for end user security training. This is a quarterly campaign with training being restricted to 15 min or less.
- **NETWORK SECURITY:** We have seen a significant reduction in external threats since our engagement with a SOC vendor which started a little over 1 year ago. This is due to fine tuning of the Village's firewall and daily monitoring of activity.

Communications

- **Board Meeting & Board Reports** - Coordinated, edited, published, and distributed trustee reports for Village Board Meeting
- **Committees** - Staff Liaison to 5 committees, currently
 - **Environmental Improvement Committee**
 - Presented annual report and 2023 goals at Admin-Finance Meeting
 - Planning to present winners of Green Business & Residential Recycling contest awards at next EIC meeting
 - Developing the details for a Dark Sky Community Contest
 - Will be reviewing and determining details of Rain Barrel Program
 - Concluded another successful No Mow For Mother's Day Program
 - Concluded another successful Seedling Giveaway Program including assistance from EIC volunteers
 - Scheduled to participate in Westmont Library's Garden Club event on May 20
 - Developing plans for education outreach at Cruisin' Night Events
 - Met with Clarendon Hills to determine roles and expectations regarding Richmond Education Gardens
 - **Public Information Committee**
 - Next meeting scheduled for May 24
 - Maercker School District has a new Communications person - Kyle Noyed
 - Created notes and events calendar and distributed to participants
 - **Westmont First Committee**
 - No April or May meeting
 - Planning for summer events in Addington Plaza on hold until after construction
 - Community Mural Program development needs further review and revision
 - **Sister City Committee**
 - The Westmont Park District and Angela Yang are coordinating a Summer Camp opportunity for visiting Taiwanese students - this program is not directly connected to the Village Sister City Program

- There will be a Taiwanese Heritage Month event at the Westmont High School on June 5 - sign up details will be posted on the Village website
 - **Holly Days Committee**
 - Committee still considering updates to the parade staging to create less impact on businesses
- **Community Events**
 - **Publicity** - Created and distributed publicity for various local government & non-government events
 - **Waste Management Event Participation** - Annually and on-going, coordinate and communicate the specific requests from the village for all community events that require resources, including but not limited to: Spring Fling, Cruisin' Nights, 4th of July, Taste of Westmont, Luge, Trick or Treat Trail, Haunted Forest, Pumpkin Composting Event, and Holly Days.
 - **Clarke Mosquito Event Spraying Coordination** - Annually and on-going, coordinate and communicate the specific requests from the village for all community events that require pre-event mosquito spraying
 - **Parade Planning**
 - Continuing to work with staff, businesses, public agencies and organizations to discuss current parade routes and develop recommendations to improve routes so to create less impact on businesses
 - Coordinated meeting with staff to review options, created draft parade route maps to illustrate the draft parade route discussed
 - Participated in meeting with American Legion to discuss parade route concerns, created updated draft parade route maps to illustrate the draft parade route discussed
 - Memorial Day Parade Route has been updated with parade staging now on Cass Avenue, leaving Naperville Road open
 - WHS Homecoming Parade still in discussion, however, they are not interested in a parade near Ty Warner Park
- **PIO Update**
 - Continued correspondence with Talk DuPage, DuPage PIO group
 - Continuing to work with Communications firm regarding on-going information distribution
- **Website**
 - Completed (6) 311 Requests from CD, IT & Admin
 - Completed various calendar event additions
- **Volunteers** - Continue follow-up to volunteer requests via the village website
- **Press Releases** - 26 new community press releases for the Village & local entities
 - Fire Dept Safety Update
 - 988 Suicide Crisis Line
 - TYR Pro Swim Event
 - Compost Programs
 - Village Approves Dark Skies on Pasquinelli
 - Fire Pancake breakfast & Swap Meet
 - Village Budget Prep
 - Community Garage Sales
 - Lions Club Spring Fling & RTTF
 - DMMC Urges State
 - Senior Spring Fair
 - Park Dist. Breaks Ground
 - Applications Being Accepted for PD
 - Kids Safety Camp
 - West Quincy Streetscape
 - Volcano Mulching

- Creative Arts Network Art Shows
- Water & Garbage Rates Update
- Success for Drug Takeback
- Chamber Awards
- Cruisin Nights Kickoff
- BNSF Crossing Closed
- Trustees Sworn into Office
- Park Summer Events
- Dementia Friendly Events
- Business Window Murals Program
- Muddy Warhol Exhibit Premiere
- Memorial Day Events & Office Closures
- **Social Media Posts** - 50 graphics/links to Facebook, Twitter, & Nextdoor
- **Graphic Design** - Created & published numerous graphics to assist with communicating village news BNSF Closure, Park Dist. Events, Volcano Mulching, PD applications, Park New Facility, Lions Spring Fling & RTTF, FD Pancake Bfast, Dark Sky on Pasquinelli, Compost Program
- **Westmont Community News Magazine - Village Newsletter**
 - 2023 Spring-Summer issue completed and delivered
 - Digital version created and posted on website
 - On-going coordination of all aspects of news magazine production including research, soliciting and following up on information requests and submissions, photography, graphic image creation, cover layout, complete document layout, coordination of editing and proofing, coordination of delivery to printer and then distribution via post office, follow up on vendor payment schedule
 - Next issue in progress
- **Electronic Bulletin Board Posts** - Over 22 different messages posted by the Village & the Library
- **Westmont E-Newsletter**
 - Published on Fridays after Village Board Meetings, getting new subscribers every week; reinforces village information published on the village website & via social media
 - Digital versions with working links created and posted on website
- **News Media Coverage** - Monitoring local social media posts to oversee accuracy
- **Special Projects** - Continued to promote Muddy Warhol exhibit.with local art leagues - request for community involvement from DuPage County, DCVB, DuPage Arts, and COD
- **Media Materials** - updated & published new water bill info notices
- **Misc.**
 - Working with Public Works to coordinate distribution of Water Quality Report
 - Requested Economic Development update materials for news release
 - Working with Public Works to coordinate twice a year news releases regarding construction project updates