



ADMINISTRATION & FINANCE COMMITTEE

Virtual Meeting

Meeting Minutes - June 4, 2020

Draft Approved - June 29, 2020

I. CALL TO ORDER - 4:30pm

II. ROLL CALL

<u>Committee</u> Trustee Liddle (as Chair) Mayor Gunter Clerk Szymiski Trustee Barker Trustee Guzzo Trustee Nero <u>Visitors</u> Mary Gabriel - Resident	<u>Staff</u> Village Manager May Finance Director Parker Police Chief Gunther Deputy Fire Chief O'hare IT Director Liljeberg (host) <u>Panelists</u> Alicja Richards Tom Mulhearn Larry Forssberg Larry McIntyre Patti Mielcarski Bruce Sylvester Renee Brainard
--	--

III. PLEDGE OF ALLEGIANCE - Due to this being a virtual meeting the pledge was waived.

IV. PUBLIC COMMENTS - None

V. APPROVAL OF MINUTES - A motion by Trustee Guzzo to approve the April 23, 2020

Administration & Finance Committee was seconded by Trustee Barker.

All Ayes, motion passes.

VI. UNFINISHED BUSINESS - None

VII. NEW BUSINESS

- A.** Garage Sales - The questions from residents have been regarding permits and we cannot issue at this time, not allowed until Phase 4. In researching it was discovered that we are really the only municipality that requires a garage sale

permit. Is this something that we want to continue to do?

- Trustee Barker would like to keep the requirement, however we can waive it for 2020 during this pandemic.

1. Manager May stated that we will have a garage sale permit area in a new software.

- Trustee Guzzo's comment is that there should be no permits issued for 2020 due to the social distancing requirements. However the need for a permit should be in place so that people do not run a "business" every weekend. She believes that there should be no garage sales allowed this year.

- Mayor Gunter stated that the enforcement should not be in effect at this time; no permits yet stating that we could suspend sales.

1. Manager May asked if everyone was okay stating that until Phase 4 we suspend all garage sales.

- Trustee Barker believes that we should allow garage sales, if a grocery store can handle social distancing so can a garage sale.

- Manager May asked for direction from the board - Trustee Guzzo doesn't favor garage sale and Trustee Barker does.

1. Trustee Nero said that he agreed with both and we might have to allow for the sales and hope everyone does the right thing. Just do not want anyone to take advantage and annoy the neighbors. Would hate to put officers in the position to enforce this.

2. Manager May stated that we can allow for the Community Garage Sale to be scheduled for September.

- a. Trustee Liddle remarked that the sale might mean the difference between groceries and no groceries for a family.

- b. Mayor Gunter replied that the enforcement will only be complaint driven.

B. Temporary Ribbon Policy - Tied to trees to celebrate the return of an

event or some other event. Would allow per staff decision, no nails or staples. Board agreed that the staff could make these decisions without it requiring board approval.

C. Delinquency Forbearance - Water will not be turned off due to pandemic, and late fees have not been added while the Village Hall has been closed. Now that the building is open do we want to add the late fees? With the Places for Eating Tax being allowed to wait until August 31st, we could use this date for water billing as well. The Board agreed that the August 31st date is a solid plan, with everyone in financial distress. Delinquent payments in A/R we can do the same, or we can delay that to August 31st, too.

- Trustee Nero replied that would be the fairest option.
- Trustee Guzzo stated with so many out of work it is the best thing to do at this time.

Director Parker reviewed the various notices that are normally sent out and asked if delaying everything until August 31st was a plan that the Board is comfortable with moving forward.

- Trustee Liddle stated that she was comfortable.
- Trustee Barker asked if anyone was using the commuter lot?
 1. Manager May replied about 4 cars daily besides the ticket agent.

Director Parker stated that the business are slow to follow the return of the Places for Eating tax, a reminder to go out stating the form needs to be filed even though the payment is not due.

- Mayor Gunter asked if we were collecting only if the business has collected it from customers?
 1. Director Parker replied that no one that has filed the form has tried to take advantage of changing their collection of the tax.
 2. Discussion of the places for eating tax, reviewing our policy regarding the collection ensued.
- Trustee Nero asked if we are taking the word of the business?
 1. Trustee Liddle stated that if it was removed from the

system we are not collecting.

2. Director Parker said we have the ability to audit their books per our ordinance if we believe that the business is committing fraud.

■ Mayor Gunter asked when we are collecting the tax in Phase 4?

1. Director Parker replied that we would do this when indoor seating was re-established.

D. 2020 Liquor License Pro-rated Refund - Director Parker received a request to have a portion of the fee paid to sell liquor as businesses have been unable to sell in the quantity that is normal. Stating that refunding 25% would add up to approximately \$24,000.00 and not include grocery stores. Which piece of the funds we have designated do we take it out of would need to be determined. Amounts not used in June for the grants could be reallocated or we could not rebate anything.

■ Manager May stated we could allow for a credit to 2021 fees.

1. Mayor Gunter prefers this idea and stated that some businesses want the licenses at a lower fee for 2021.

2. Trustee Nero supports the idea.

3. Trustee Barker would like to wait and see.

4. Trustee Liddle & Trustee Guzzo agreed a credit is best.

E. Small Business Grant/Loan Program - Director Parker reviewed the financial information that was sent to the Board and presented a slideshow on the statistical data. He then covered the incentive programs for small businesses.

■ Trustee Liddle asked if we were staying on top of reporting from businesses.

1. Director Parker confirmed.

■ Mayor Gunter announced that Economic Development Director Forssberg reported that Auto Sales are only down 20% from last year so far. Better than forecasted.

■ Trustee Liddle asked about the incentive package review.

1. Director Parker stated that the outdoor seating package

has been sent out and we have received one application. This is the first section (\$76,000).

2. The second section is retail and a response from a local business was read, this would be in the second section. (\$50,000)

3. The third section is service, and we receive no sales tax from service providers, this is just a helping hand (\$20,000)

4. A needs based grant program is what we discussed, and based on Wilmette's program, looking for confirmation that this is what the board is interested in.

a. Trustee Liddle stated that we need to help all businesses, not just restaurants.

b. Mayor Gunter, Trustee Guzzo & Trustee Nero all agreed.

c. Trustee Barker asked if we have incentives and then we issue funding and the business goes under, what is our standing on the funds?

i. Director Parker stated that this is why some communities are issuing funds as a loan, then if the business goes bankrupt we have the possibility of repayment. We can also require proof of what the funds were used for, rent/utilities/payroll.

d. Mayor Gunter stated that we could also award the grant after the company has been open for 30 days.

e. Trustee Barker said if it was a loan, no one would be interested in applying for it.

i. Director Parker responded that it is like the County Program, it is considered a loan until you meet all the criteria to allow it to be a grant.

5. Director Parker asked if everyone was satisfied with the way it is listed or had other ideas?

a. Mayor Gunter & Trustee Barker agreed it covers

what was intended.

6. Director Parker read the listing of what was eligible/non eligible and asked if anyone felt it should be changed.

a. No one felt it should be changed at this time.

VIII. REPORTS

A. Chairperson - Nothing at this time.

B. Village Manager -

- Discussion of the hybrid board meeting possibilities. We are currently practicing this type of meeting here in committee. This is preparing for when we can bring everyone and the public back into the building.

- Reported on all the effort of staff in getting the outdoor seating up and running in a matter of days and how well it went.

- Introduced Deputy Fire Chief O'Hare to give a report:

1. 17 residents currently are reported to have CoVid and all are at a congregate living facility. In total we have had 307 cases, and 121 are from congregate living facilities.

2. Manager May asked about the fire in the community this week.

- a. DC O'Hare stated it was under investigation, however it was not related to any vandalism.

3. Trustee Liddle asked if there were any common factors in the CoVid cases in the community such as service people or people not staying home?

- a. DC O'Hare replied that information is not given due to HIPPA. We only know totals based on zip code, and the information we receive from the congregate living facilities.

- Police Chief Gunther discussed the state of Civil Unrest in the area. Naperville has had quite a few, Downers Grove & Westmont will have peaceful protests this weekend. Review of the curfew laws and

the fact that this is not an effective way to build community.

■ Manager May said that the Village Hall was open in a limited capacity just to the Business Office for payments and Community Development for permitting. Everything is being cleaned regularly.

C. Finance Director/Assistant Village Manager - Director Parker said that the written report has more detail on the problem with the current credit card system is no longer available and we will be on an interim payment system until the

D. Clerk's Office

E. Communications

F. Deputy Liquor Commissioner

G. Human Resources

H. Information Technology

IX. **ADJOURN** Motion was made by Trustee Nero and seconded by Trustee Barker.

All ayes; the meeting was adjourned at 5:46p.m.



2020-06-04
Admin/Finance



Garage Sales

- State delegated to local
- Overall permitting
- Permitting during COVID-19
- Community Garage Sale (0, 1, or 2)



Temporary Ribbon Policy



Delinquency Forbearance

- Water Account - Shutoffs
- Water Account - Penalties
- Accounts Receivable - Late Notices
- Parking Ticket - Penalties
- Parking Permit - Refund partial months
- Places for Eating - Notice for Returns



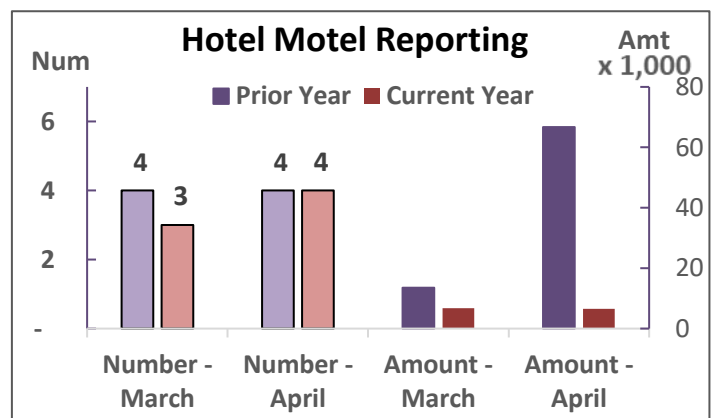
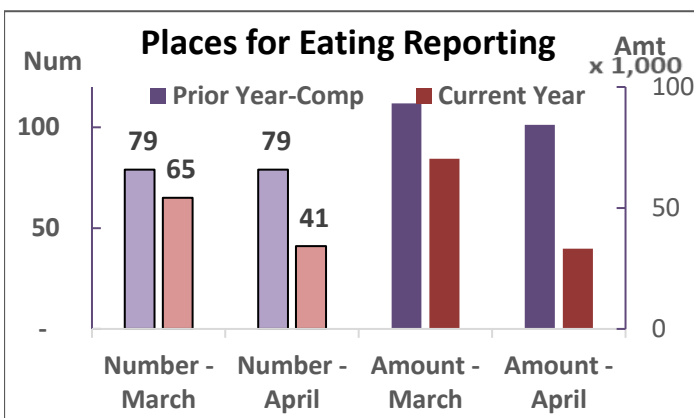
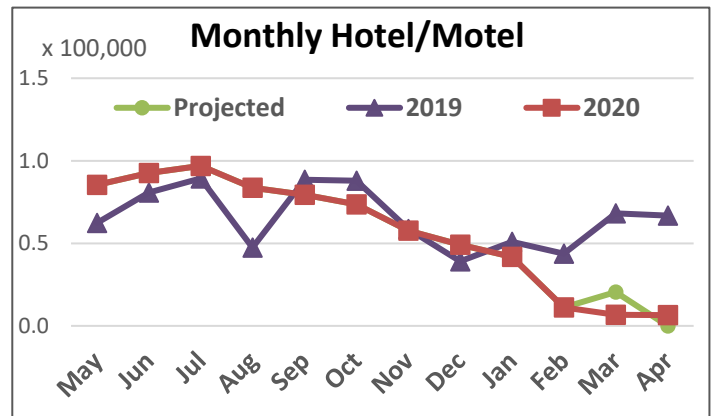
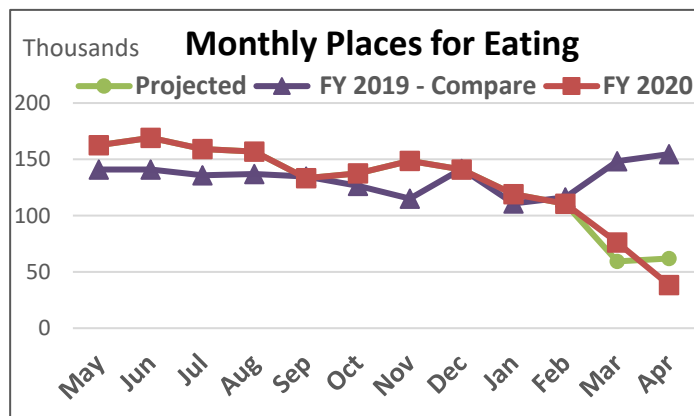
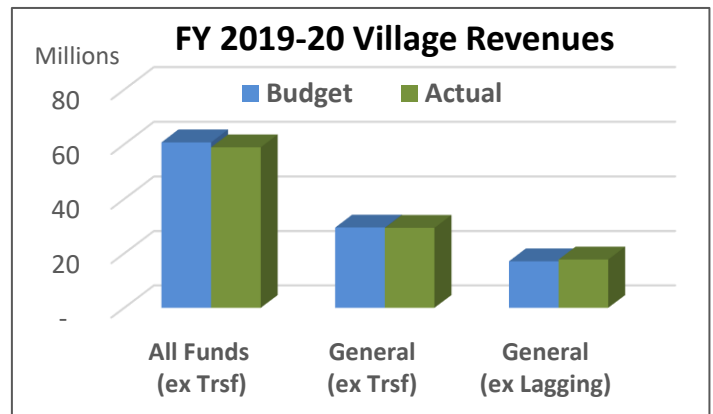
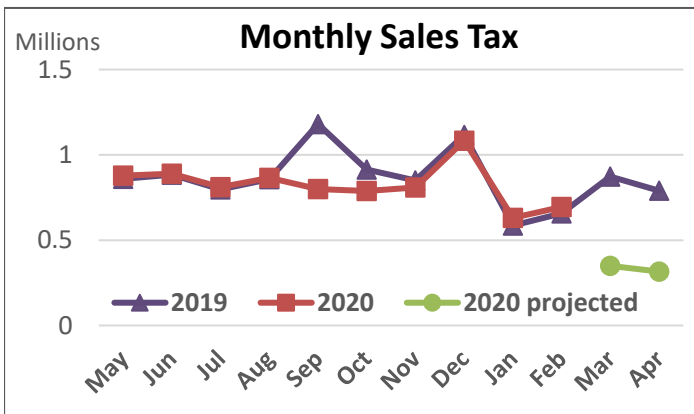
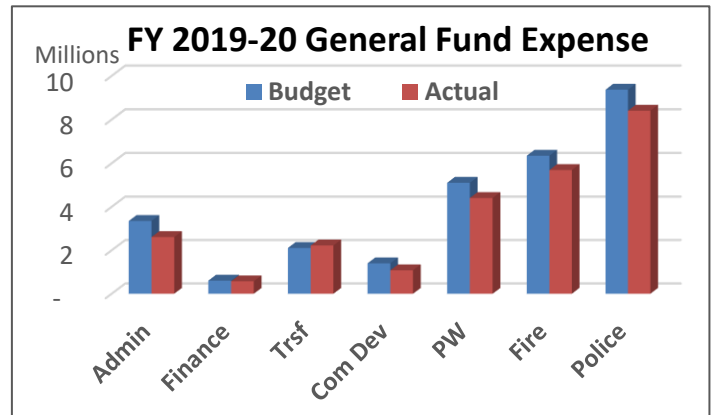
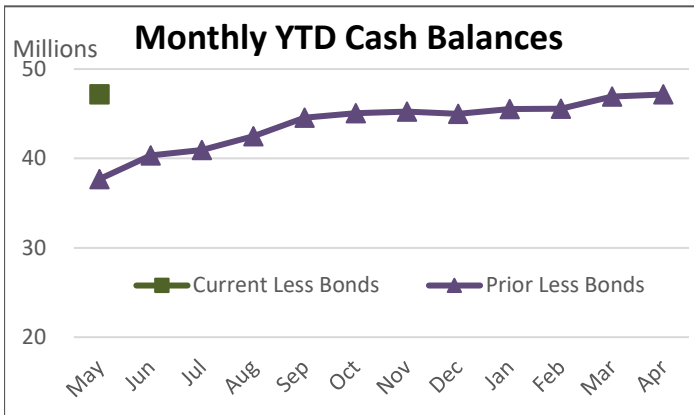
Liq. License Pro-rated Refund

- 3 Months
 - Range from \$125 to \$1,000
 - Total \$24,000
- Could pull from \$74k or from \$76k



Small Business Grant

6/4/2020 - Financial Status Dashboard





FINANCE

31 West Quincy Street, Westmont, Illinois 60559

Tel: 630-981-6230 Fax: 630-829-4440
westmont.il.gov | finance@westmont.il.gov

MEMORANDUM

DATE: June 4, 2020
TO: Westmont Village Board
FROM: Spencer Parker, Finance Director
SUBJ: June 4, 2020 Budget Dashboard

Based on previous discussions, I am providing a dashboard of financial status at each Administration/Finance Committee meeting. I am providing this memo discussing the dashboard in case there is not time for verbal discussion at the meeting.

In summary, our overall position indicators are positive. Our indicators focused on current status show that we have seen significant economic impact from the pandemic, but it is still a little early to tell how it compares to our estimates.

Monthly YTD Cash Balances show that, even after controlling for bonds, that our overall cash/investment balances on May 31, 2020 were about \$10 million more than 1 year ago. In terms of expenditure control, you can see that all departments have done a good job coming in under budget with our FY 2019-20 budget. Revenues for FY 2019-20 in the General Fund seem to be tracking well with budget, especially when we pull out lagging revenues.

Monthly Sales Tax shows that for the most part FY 2020 has been pretty close to FY 2019. However, we have only received taxes through February 2020. We project to be significantly lower in March and April of 2020, but have not yet received that money, so we cannot tell for sure.

The amounts received for Places for Eating Tax dropped in March and April. March was slightly higher and April appears a little lower than our projections. However, April taxes were due on 5/31 (this past Sunday). As of June 3, we had received information from only 41 restaurants, including 12 who reported no sales. Of those 41, the total sales were over 39% of the prior years, which is very close to our projection of 40%. We are hopeful that in the next short while we will receive additional returns.

Similarly, the amount received from Hotel/Motel taxes dropped in March and April. March was slightly lower and April was slightly higher than projections. However, as you can see, 1 of our hotels did not pay their money for March. We did receive their return, and if that amount is added in, the actual would exceed our projection by about \$3,000. The actual amount for April is very low, but is over our projection of 0.

Village of Westmont
Administration & Finance Committee
Staff Reports - 2020-06-04

Village Manager

- Update - Reopening (Restore Illinois Phase 3)
 - Update - Civil unrest (Chief Gunther)
-

Finance

- We have been informed that our current platform with our Credit Card Processor will no longer be able to process credit cards by the end of the month, as they are moving to only be PCI compliant. Our financial system (MSI) does not work with PCI compliant services, and has no intention of upgrading their system to do so. Until we are fully on Munis, this will require some double entry by staff and will force a new online customer payment system. The new system is temporary and will likely be replaced when we move to Munis in approximately 12 months. This interim system is only a payment system, not a billing system. That means our ebill customers will get an email to remind them to pay online, and it can tell them the amount to pay, but it will not tell them how that total is broken down in terms of garbage versus water, or how much water they used. While we will be looking for an alternative to generate ebills, in the interim we are planning to send them paper bills, so they can at least use that to see how we get to the total payment amount.
 - A retail establishment reached out to us to indicate that they have had significant challenges in their sales and indicated that any help the Village can provide would be greatly appreciated.
 - A resident expressed disappointment that the Waste Management Contract provides for recycling every other week instead of every week. I have added him to the list of individuals to contact when the contract is up for renewal.
 - As of 9:00 am on 6/4/2020, we had received 1 application for the Restaurant Outdoor Seating Grant, which became available at 9am on 6/2/2020.
-

Clerk's Office

- The number of FOIA's that were processed in 2020 are as follows:
 - January - 28
 - February - 21
 - March - 13
 - April - 18
 - May - 20
 - All block party permits are on hold at this time.
 - The application for WSEC Cruisin' Nights is the only event that is in pending status. The Clerk's office has remained in contact with WSEC for any updates to the event. At this current time Cruisin Nights for June has been cancelled and is yet to be decided on for future months.
 - Del Carmen, 214 E Chicago, is not yet ready for the issuance of the liquor license due to COVID-19. In conversations with the owners they still plan on finalizing the license, but are waiting for more direction from the State.
 - The liquor licenses were finalized for Nature's Best Grocery and Taste Greek Street Food.
 - The Clerk's Office is using the new Energov system for entering business license applications and community type permits. Although we have seen a decrease in applications in the last few months, we have started to get more phone calls from potential businesses wanting to come into town.
 - A food truck permit was issued to Rolling Burritos. Mr. Frank Baltierrez plans on visiting our Village 3 days a week, in the morning, and will be located on Burlington Ave for the safety of pedestrians.
-

Communications

- **More than 30 Press Releases in past month**
 - Gov. Pritzker Issues Modified Stay-at-Home Orders

- Support Your Westmont Businesses
- Westmont Special Events Plans Virtual Taste of Westmont for 2020
- Conservation Foundation Declares May as DuPage River Sweep Month
- Restore Illinois Plan Presented
- Downtown Flower Baskets to be Hung Week of May 11
- Village of Westmont Approves Community Stimulus Program
- Waste Management Resumes Bulk Item Pick-up May 11
- 2020 Rain Barrel Purchases
- Westmont Economic Development Update
- LIHEAP Deadline Extended to June 30 Due to COVID-19
- Westmont Residents and Businesses Asked to Participate in new Adopt-A-Planter Program
- Mayor Gunter Provides COVID-19 Update Regarding Reopening Plans and Business Stimulus
- DuPage County Launches Reinvest DuPage
- Illinois Emergency Management Agency Encourages Residents to Be Prepared
- Local School Districts Help Promote Importance of 2020 Census
- Fire & Police Social Distance Celebrations End May 31
- Village Congratulates Westmont Graduates
- Citizens Reminded to be Cautious During Heavy Rains and Flooding
- Village Customer Service Awards Announced
- TECO and Friends from Taiwanese Community Donate Masks to Westmont
- 2020 Recycling & Garbage Rates
- Community Invited to Create HOPE Collage to Promote Positive Mental Health
- Westmont Plans for Phase III
- Metra Back to Work Ventra Pass
- Outdoor Restaurant Dining Begins May 29 - Westmont Restaurant Stimulus Grant Launches June 2
- Metra Outlines Plans as Chicago Area Begins to Open
- **Electronic Bulletin Boards** - 4 different messages in May
- **PIO Update**
 - Ongoing involvement with COVID planning meetings with FD & PD
 - Continuing monthly training with TALK DUPAGE PIO Group
 - Created talking points for Mayor's invitation to community gathering re: recent national protests
- **COVID19 RESPONSE**
 - Created web page dedicated to local COVID related information
 - Continuously publishing new press releases with COVID-19 info updates
- **Media Coverage**
 - **Suburban Life** - Cover photo and article re: Outdoor Dining Article
 - **Suburban Life - Seniors Salute Heros**
<https://www.mysuburbanlife.com/2020/05/01/photos-seniors-salute-heroes/d64qbc1/>
- **Media Materials**
 - **Neighbors Magazine** - Working on next issue
 - **Westmont Word** - Working on next issue - will be distributed electronically
- **Community Branding Initiative**
 - Unfunded for 2020-2021 - all initiatives will be in-house
 - Village website update in progress - new site unveiling planned for June
- **Community Murals**
 - **Community HOPE Collage** - Created and promoted the first collage with residents submissions; initial submissions posted on social media
- **Committees**
 - **Westmont First** - Holding virtual meetings - Census Update & Community Hope Collage project
 - **Sister City** - All 2020 Sister City events and meetings cancelled; no additional updates at this time
 - **Public Information** - Held first virtual meeting - Over 12 participants representing community agencies and groups
 - **100th Anniversary** - Planning first virtual meeting within the next month. Working on logo design. Moving forward with the Historical Booklet.

- **Holly Days Committee** - Held special meeting with staff regarding 2020 Holly Days, many plans on hold due to COVID-19 thinking of virtual and drive-by options.
- **Downtown Westmont Business Alliance** - Provided updates on community events
- **Internship**
 - **Transitions 99** - Continue to work with Transitions 99 program and assisting with intern placement at Westmont Special Events and the Westmont Chamber
 - **Human Centered Design Project** - Talking with resident Clara Joyce who is embarking on her Masters Thesis re: Human Centered Design Projects in which research provides data-driven solutions to community project and concerns

Human Resources

- **COVID-19**
 - Like April, May required a considerable amount of time and attention to be focused on COVID-19 and related policies, procedures and communications. We addressed a variety of topics last month, such as updates to FFCRA Leave policies, return to the workplace, face coverings for those working the counters at Village Hall and protocol for handling a positive COVID-19 test from a staff member (*quarantine, notification of close contacts, cleaning work areas, return to work guidelines*).
 - We also welcomed back staff who had been working from home or otherwise on a reduced schedule using a two phase approach to allow time and space to identify and solve any issues/concerns prior to reintroducing the public to Village facilities on June 1.
- **Insurance Committee / GIN**
 - Megan Lebak, our part-time HR Generalist, guided Village staff through the open enrollment process this year. We did not host in-person meetings due to COVID-19 restrictions on gatherings; however, because of the minimal plan changes and passive enrollment, we were able to communicate the necessary information to staff and retirees through email and the HR Intranet as well as via telephone and successfully completed the open enrollment process within GIN's established deadlines.
- **Recruitment**
 - Open Positions
 - Community Development - Code Enforcement Officer hiring has been put on hold .
 - Retirement/Resignations/Separations
 - Larry Kaufman - Director of Fire Prevention Bureau - 05/01/2020
 - Noriel Noriega - Assistant Public Works Director/Village Engineer - 05/29/2020

Information Technology

- Zoom Meetings - set up and hosting
- Network Maintenance
- Security Upgrades
- Civic Plus Website Upgrade is still in progress - The design is finished with new backgrounds, photos, & style.
- 311 testing and training
- Energov installation
- Munis - ongoing

Liquor Commission

The following is an overview/summary of my activities for the month of May, 2020

- Worked remotely from home until Tuesday, May 19, 2020.
- Conducted a site visit to J. Fleming's Absolutely Delicious restaurant to confirm his storage container was removed by the deadline set by Code Enforcement. (it was)
- Reviewed Johnny Blitz security camera footage in connection with a reported liquor code violation of being on the premise after hours. This was also a violation of the State Governor's Executive Order.
- Granted Grill 89 permission to sell alcohol via home delivery, pick-up or curbside delivery
- Began research and later issued liquor license addendums and approved outdoor seating areas for restaurants which went into effect on Friday, May 29, 2020
- Participated in weekly meetings with Mayor Gunter and Village Manager on liquor related issues.

- Attended video meetings of the Admin Finance and Public Safety Committee meetings along with Video Village Board meetings.
- Notified management of Uptown Tavern of a Notice of Violation for a verified violation of the Governor's Executive order for allowing patrons to be inside and consume alcohol in a business. This violation was forwarded to the Illinois Liquor Control Commission(ILCC) for follow-up. They later issued Uptown Tavern a Cease & Desist Order. Any adjudication will be determined by the ILCC.
- Denied indoor music request from management of Johnny Blitz for live entertainment permission during the COVID-19 business restrictions issued by Governor Pritzker.
- Began daily video conferences with the Mayor, Village Manager and Staff on the review and approval of outdoor seating areas by those businesses interested in creating outdoor dining areas. Permission for outdoor seating is granted or denied after an extensive review and discussion by the group. Outdoor seating began Friday, May 29, 2020.
- Delivered liquor license addendum to those businesses that request and were approved for outdoor seating.