

ADMINISTRATION & FINANCE COMMITTEE

Virtual Meeting

Meeting Minutes - August 13, 2020

Draft Approved - September 10, 2020

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 Trustee Barry <u>Visitors</u> None	<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 Deputy Police Chief Gruen Fire Chief Riley
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III. PLEDGE OF ALLEGIANCE - Due to this being a virtual meeting the pledge was waived.

IV. OPEN FORUM - None

V. APPROVAL OF MINUTES - June 29, 2020 Special Rescheduled Meeting of the Administration Finance Committee - Trustee Barker made a motion to approve and Trustee Guzzo seconded the motion.

VI. NEW BUSINESS

A. Health and Wellness Program - The wellness provider that was chosen last year and started in January has declared bankruptcy and gone out of business without warning. We are still searching for a wellness vendor with our insurance agency looking to replace.

1. Trustee Barker - asked about the financial cost. - Answer: \$70,000.00 which is budgeted and not on hold.

2. Trustee Guzzo - have any events been held with CoVid? Answer: The 1st event was preCoVid and there were 75 participants.

3. Trustee Barker stated that while he believes in the idea, and does not like

to give someone a benefit and then take it away; if we cannot afford it at this time then we can not afford to go forward. Manager May stated that it is an affordable, budgeted item - the only reason we are discussing it now is that the vendor we just began using has gone out of business.

4. Mayor Gunter asked if by participating we received lower insurance rates? The answer is we do not, this is not a part of our insurance.
- B. Ambulance Fees - Chief Riley presented this item as one with GEMT dollars and is a one year contract. The rate currently is \$1550 and we would like to raise it to \$1900 to be able to gain the full benefit of the Medicare/Medicaid rate. The state will pay, all billing is to be equal to all residents. Director Parker that we do not require residents to make up the balance between residents insurance payments and the cost. Chief Riley stated that we have 359 Medicaid residents, most in congregate living space. Manager May stated that it is not on the agenda tonight, it will be on the agenda. Trustees Guzzo and Barker
- C. Quarterly Budget Overview - Assistant Manager Parker reviewed the information that we have thus far. (The presentation is attached to this document.) We are not out of the woods yet, we are doing okay. May is only the first month of our fiscal year so 80% is not bad, but we have a long way to go. Things that can impact us are still pending, CoVid19 and the election season. Future options were reviewed. The opinion of the finance director is to hold steady at this time.
 1. Trustee Barker asked what the impact on general operations have been, anything negatively impacted?
 - a) Manager May said that repairs have been taken care of, new projects and regular maintenance have been put on hold. Staff is low, everyone is short handed. From the public perspective, it might be seen that we are slow to respond. The public upset has been the storm brush pick up, that however was not in the budget to begin with as Waste Management does brush pick up per the contract.
 2. Trustee Barker stated that he believes that we have to weigh things, to not spend but make sure we are serving the public adequately. Just wanted to make sure we are doing okay.
 - a) Manager May discussed the purchase order payment software

that allows him to review all purchases.

3. Mayor Gunter asked about the CARES Act reimbursement expectation.
 - a) Director Parker stated that the top would be one million dollars, at this time we are about \$900,000.00.
4. Mayor Gunter asked how much of that \$900,000.00 was already budgeted and how much is new spending? This could make a difference to the release of funds we have on hold.
 - a) Director Parker said it might be a 50/50 amount. Discussion of the costs of various pieces of the costs that have been incurred.
5. Trustee Liddle asked if any department took a significant hit from Monday's storm?
 - a) The Public Works response was an immediate call-out to clear streets and worked until 9pm, that is an overtime cost. The next morning working on the parkway brush. The Fire Dept. worked on emergency services for Liberty Park that we are under contract to service; this area was the worst hit with power outages.

VII. REPORTS

A. Village Manager

1. Reviewed the section of the staff report that is attached.
 - a) Manager May reviewed the P&Z meeting at the High School.
 - b) Mayor Gunter asked how many of the public attended?
 - (1) Manager May stated that the public attendance was about 30, 13 spoke: 5 in favor and 8 against. It was about 2 1/2 hours on the new development at Cass & Burlington.
 - c) Mayor Gunter presented the idea of the fountain plaza being renamed the James Addington Plaza, redesigning the park with more seating using a portion of the Hollowday money required to replace a park based on the loss of Mary Egan Park. With an unveiling in September for Jim's birthday.
 - (1) Manager May stated that it is a well used area and that the fountain and trees in the area are in bad shape currently so it is a good time to revamp the area.
 - d) Mayor Gunter asked for comments.

- (1) Trustee Nero said it was a great idea.
- (2) Trustee Guzzo stated it was a good idea, worrying about the fountain and replacement possibilities.
- (3) Trustee Barker said the green space is a great idea.
- (4) Trustee Barry stated it is a great idea but we need to keep Mary Egan visible.
 - (a) Manager May said that the school is interested in naming something for Mary Egan.
 - (b) Mayor Gunter stated that if the school does not then we will name the park area west of Village Hall as Mary Egan park.
- (5) Trustee Liddle commented that the refresh of the fountain park is a great idea.
- (6) Trustee Barry stated that the holidays at the park are a tribute to Trustee/Mayor Addington.

- B.** The Deputy Liquor Commissioner Report was reviewed by Mayor Gunter in regards to the natatorium and the request for a liquor license. The classification will be pulled off the agenda tonight and re-entered at a later date, as the classification is being changed from beer & wine to a full service bar.

(next meeting is scheduled for September 10, 2020)

- VIII. ADJOURN - 5:33pm** A motion to adjourn the meeting from Trustee Nero and seconded by Trustee Barry.

Village of Westmont
Administration & Finance Committee
Staff Reports - 2020-08-13

Village Manager

- Addington Plaza - Without much detail here, just please be aware that the Mayor and I will be introducing (to you all) the idea of rededicating Westmont Centre Plaza as James Addington Plaza. There are several related components, but the introduction will be made and your feedback would be appreciated. Related topics include:
 - Naming
 - Fountain upgrades
 - Park refresh (seating/hangout)
 - Holly Days Tree along with related perimeter tree stress
 - Westmont 100 Anniversary Connection
 - Adjacent Development(s) - Park Impact Fees
 - Professional Design Opportunities
- Special VB Meeting
 - The Planning and Zoning Commission (PZC) has been meeting at Westmont High School for the sole purpose to maximize public participation insofar as capacity while maintaining social distancing. The last three meetings have been there and the one large project item was approved last night 5-1. The September PZC will likely be back in the Village Hall.
 - This same item will be before VB next for similar approvals. We cannot fit this size crowd in the Village Hall as arranged for distancing. I recommend that we hold a special VB meeting also at Westmont High School with a single agenda item being 1 N. Cass (Westmont Apartments, LLC; Cass Avenue Station). Opportunities include:
- Traffic Management
 - Request for Additional H/C Parking spot
- Storm Recovery - Update/Status
 - Power Outages
 - Brush
- WPD Retirements and current WPD staffing

Finance/Assistant Village Manager

- Customer Service
 - We received a call from a management company for a multi-family housing unit who is frustrated that Waste Management charges him large amounts each month because his refuse does not allow the lid on his container to sit flat. To move to a larger container or more frequent pickup would significantly increase the cost which is not something his client can afford. He also noted that if he were able to utilize a different company for refuse collection, he would be able to negotiate a significantly lower rate. He was informed that while the Village does regulate the rates that Waste Management charges their commercial customers, we are not involved in the fees charged for violations such as overfilling containers.
 - A Darien resident who had one of our commuter parking permits is frustrated with our refund policy and asked that I share her situation with the Board. In late July she asked for a refund from her April, May, and June permit passes and was informed that refunds will not be processed for requests made after the period of the pass had ended. She felt it was unfair that her friends who had asked for a refund in the period were given a refund while she was not. Unlike her friends, instead of requesting a refund during that time period, she purchased a 3rd quarter pass (August, September, October) in June and received the 2 month discount that the Board offered to commuters who renewed their pass. In late July when her initial request for refund from April, May and June was denied, she made the argument that her 3rd quarter refund should be not just for the discounted price that she actually

paid (\$41.67), but should be for the standard \$125 amount, because she felt the discount was a refund from April and May. Staff felt that the measure discussed with and approved by Village Board regarding commuting was that we were offering the 2-month discount to commuters who renewed their license, but it was not a refund for April and May. I indicated I would provide the Board with information on her situation and if the Board wanted to provide additional direction to staff, they would be free to do so.

Clerk's Office

- The Clerk's Office has sent out a mailing to businesses so that they can update their billing information. As we move into the new Energov system, we are working towards sending invoices via email to establish a more efficient and environmentally friendly process.
 - FOIA Requests:
 - July - 30 Completed Requests
 - June - 27 Completed Requests
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Communications

- PIO Update
 - PIO Training through Talk DuPage scheduled for Aug. 19
- Website
 - New website launched in July, updates continue
 - Created new graphics for Police Department and front page slideshow link to weekly Police Report
 - Worked with PD to update layout of Police Department Police Reports page and Press Releases page
 - Several large updates to the Dementia Friendly Westmont page
 - Updates to FAQ business office rates
 - Updates to Business License page including related press release to promote updating of business contact information
 - Planning a review meeting re: dropdown menus on website main page to reduce the number of options, especially under the DEPARTMENTS menu
- Press Releases
 - 15 new press releases created and published in the last month
- Media Coverage
 - Cover page photo and story for Jim Addington Remembered
 - Monitor local social media posts to oversee accuracy, or lack thereof, of discourse
- Media Materials
 - Neighbors Magazine - Next issue coming out soon
 - Westmont Word - No issues during COVID
 - Video Production - Worked with Conservation Foundation and the Monarch Project to promote Westmont as a community that strives to create habitat for butterflies and pollinators
 - Video Production - Began Westmont Safety Videos with Fire and Police Dept. Fire Dept. now produces their own weekly safety videos (and have done a great job)
 - Created Jim Addington Remembered press release, slideshow, and photo gallery - items were shared with staff as well as the family
 - Updated and published new water bill info notices
 - Created updates for the digital bulletin boards
- Committees:
 - Westmont First
 - No meetings in July and August
 - Supported HOPE Mural project which had good participation
 - HOPE FOR THE DAY virtual presentation in July - video of program on the Library's YouTube Channel
 - Sister City

- All events and student exchange cancelled for this year
 - Virtual student exchange proposal being developed
- Public Information
 - No meeting
- 100th Anniversary
 - Meeting scheduled for Aug. 13
 - Planning 2020-2021 schedule
 - Collected and provided copies of over 100 Village of Westmont photos for the Historical Book
 - Historical Book in final review before it goes to print
 - First draft of logos will be ready this week
- Misc:
 - Special Events / Programs
 - Quincy Station Ribbon Cutting Event attended, photos to be posted with recap press release
 - HOPE Community Collage project continues to receive entries
 - Assisting with coordination of a marriage over which Mayor Gunter is presiding
 - 2020 Community Garage Sales were a big hit - over 90 participants
 - Helped promote update that Cruisin' Nights were cancelled for August, and most likely for the year
 - Worked with resident Clara Joyce on her Master's Degree project in which residents were surveyed regarding various aspects of the community - results expected this month

Human Resources

- **COVID-19**
 - July saw a consistent amount of attention to COVID-19 with both utilization of existing policies to manage situations as well as the creation of a new policy about how to handle employees identified as close contacts of some who tested positive for COVID-19.
 - We are currently collecting information through a survey about challenges that staff may face in the upcoming school year due to remote learning, so we can have more informed discussions about options to help mitigate some of those issues.
- **Health & Wellness**
 - As mentioned in last month's report, our health and wellness vendor, Interactive Health (*IH*), abruptly ceased operations on June 14 and filed bankruptcy. Our broker, Assurance, has provided two options for vendors that have the ability to most closely match the IH program in cost and services, including direct billing our health plan for health evaluations for PPO participants, which is a cost savings to the Village. Staff is reviewing the two vendors, Empower and CHC Wellbeing, in the hopes of making a recommendation for a replacement vendor to power our health and wellness program moving forward, provided the Village Board is supportive of continuing this program.
 - While it is sometimes difficult to see a direct return on investment of a health and wellness program, there are many benefits to both the employer and employee for offering this type of program. Among them are: lower employee benefits costs, reduced stress and absenteeism, creating a culture of health and self-care, increased awareness of health risks, boosting morale and productivity, building camaraderie among employees. These things are important in building a healthy, positive and engaged workforce and are necessary now more than ever considering the turbulent times in which we are living.
 - Assurance has also diligently been trying to obtain our participant data from IH's software vendor; but, unfortunately, their efforts have thus far been fruitless. Staff is beginning to formulate ideas on how to address this issue and assign appropriate participation points for those that engaged in the IH program prior to June 14.
- **IRMA / Safety and Risk Management**

- Recently, IRMA extended a complimentary online training system to their members. The SafetySkills Learning Management Software provides over 700 training sessions on topics related to safety, health, human resources and leadership.
- This is a very timely value added service based on the increasing reliance on remote training due to COVID-19 protocols. Staff is assessing the SafetySkills system to see how the Village can best utilize this resource.
- **Recruitment**
 - Open Positions
 - Community Development - Code Enforcement Officer hiring has been put on hold .
 - Retirement/Resignations/Separations
 - Albert Rodde - EMA Volunteer - 07/15/2020
 - Jason Musgrove - Firefighter/Paramedic - 08/04/2020

Information Technology

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Liquor Commission

The following is a summary of my activities as Deputy Liquor Commissioner for July 2020

- Conducted a liquor hearing on violations by Fremont Bar & Grill (Failure to obey Liquor Commissioner Directions) and Johnny Blitz Bar & Grill (Loud Music at 4 a.m., and serving alcohol after hours). Both were ordered to pay hearing costs (\$200.00 each) and fines. However, each received probation until December 31, 2020. If there are no other violations the fines will be vacated.
- Received report of an intoxicated person at Clique Bar & Grill. Management was advised to review BASSET recommendations with staff. Due to lack of sufficient evidence no further action was taken.
- Received complaint that employees of Clique Bar & Grill were not wearing masks. Management was notified and reminded of the Phase 4 requirements.
- Received complaint that Clique was open after hours but the complainant did not call police and waited until Monday to notify the village. Due to lack of evidence the police department was notified to keep an extra watch to see if this recoccurs.
- Met with Liquor Commissioner and Deputy Police Chief Gruen to discuss noise and issues occurring at Clique. A meeting was later held with the owner of Clique. Mr. Hussain is still requesting light music in the outdoor patio area but this is not allowed by a liquor license addendum issued when they received their license. This issue will be reviewed after this summer to determine if any changes should be made.
- Received phone complaint that Johnny Blitz, Uptown and Pot Belly were not adhering to Phase 4 sanitization procedures as directed by the Illinois Gaming Board. All three were sent notices and reminders to adhere to Phase 4 and Illinois Gaming Board directives.
- Reviewed and approved Neat Kitchen and Bar request for outdoor entertainment. This band was booked before the COVID-19 crisis.
- Received a request for a street closure and a Suicide Prevention Motorcycle Run event to occur at Walsh's Bar & Grill in August. The street closure was denied (no street closures for block parties etc. village wide) but they were directed to the Deputy Village Clerk for Raffle License and music permits. Tim Walsh later advised he will not host this event this year due to COVID-19 concerns. We later learned Steve Fleck of Dolce's is organizing the splitting up of this event among 3 businesses to comply with Phase 4 occupancy requirements.
- Received a complaint of music playing past 11 p.m. and Fremont Bar and Grill being open past 1:00 a.m. Owner of Fremont advised the band played till 11:15 p.m. He was given a warning for that transgression. He denied being open past 1:00 a.m. Due to the lack of evidence and the police not being called, an extra watch by the police dept at closing time was requested.
- Received complaint that Clique Bar & Grill was operating past the 2 a.m. closing time. The complainant was anonymous. Due to lack of evidence, an extra watch was requested by the police department especially at closing times.

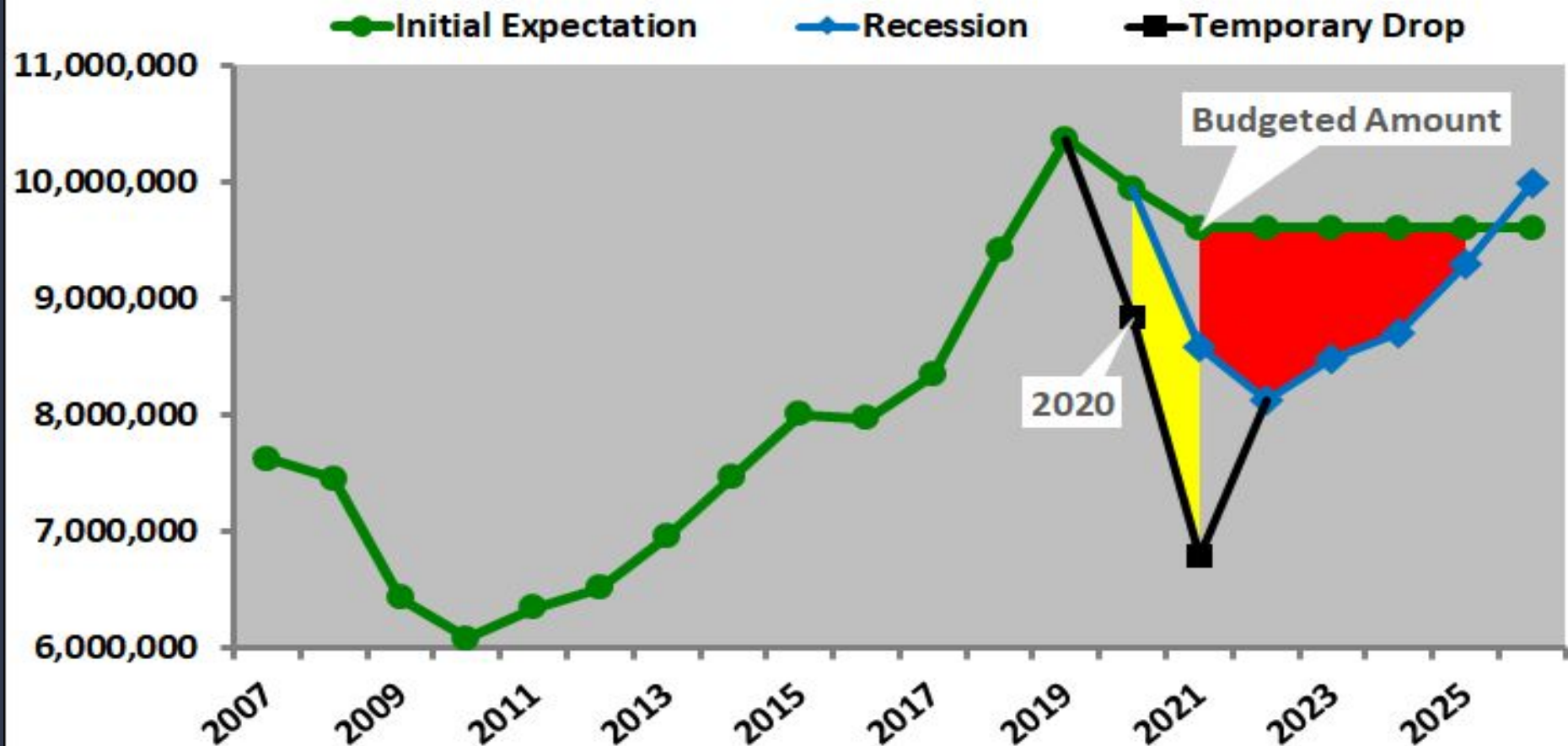
- The Police Department observed approx 30 Outlaw Motorcycle Club members at Clique Sports Bar & Grill on a Sunday afternoon. No incidents/ problems occurred. I received a call from a nearby resident on Monday concerned about the motorcycle club being there, loud music from the motorcycles and squealing of tires. The resident wanted the club members to be banned and I advised him we cannot do that.
- Neat Kitchen and Bar video gaming terminals are installed and operational.
- Received request for a liquor license or liquor in Ty Warner Park for an event. They were directed to the Park District as their approval is needed before a license can be considered.
- Discussions over the use of the right away by Dolce's Pizzeria and Wine Bar have occurred over the past few weeks. Issues involve the storage of chairs and tables and safety concerns of cars parking in front of the business. Staff's review of this issue is on-going.
- A review of allowing outdoor live entertainment was made and the Liquor Commissioner will allow outdoor entertainment on a case by case basis or upon receiving a request.
- A review of all outdoor seating areas was conducted by staff to ensure all needs and requests are being addressed.
- Reviewed and approved outdoor live entertainment at DJ's Sports Bar & Grill and Whiskey Hill Brewing Company

FY 2020-21 Budget 1st Quarter Update

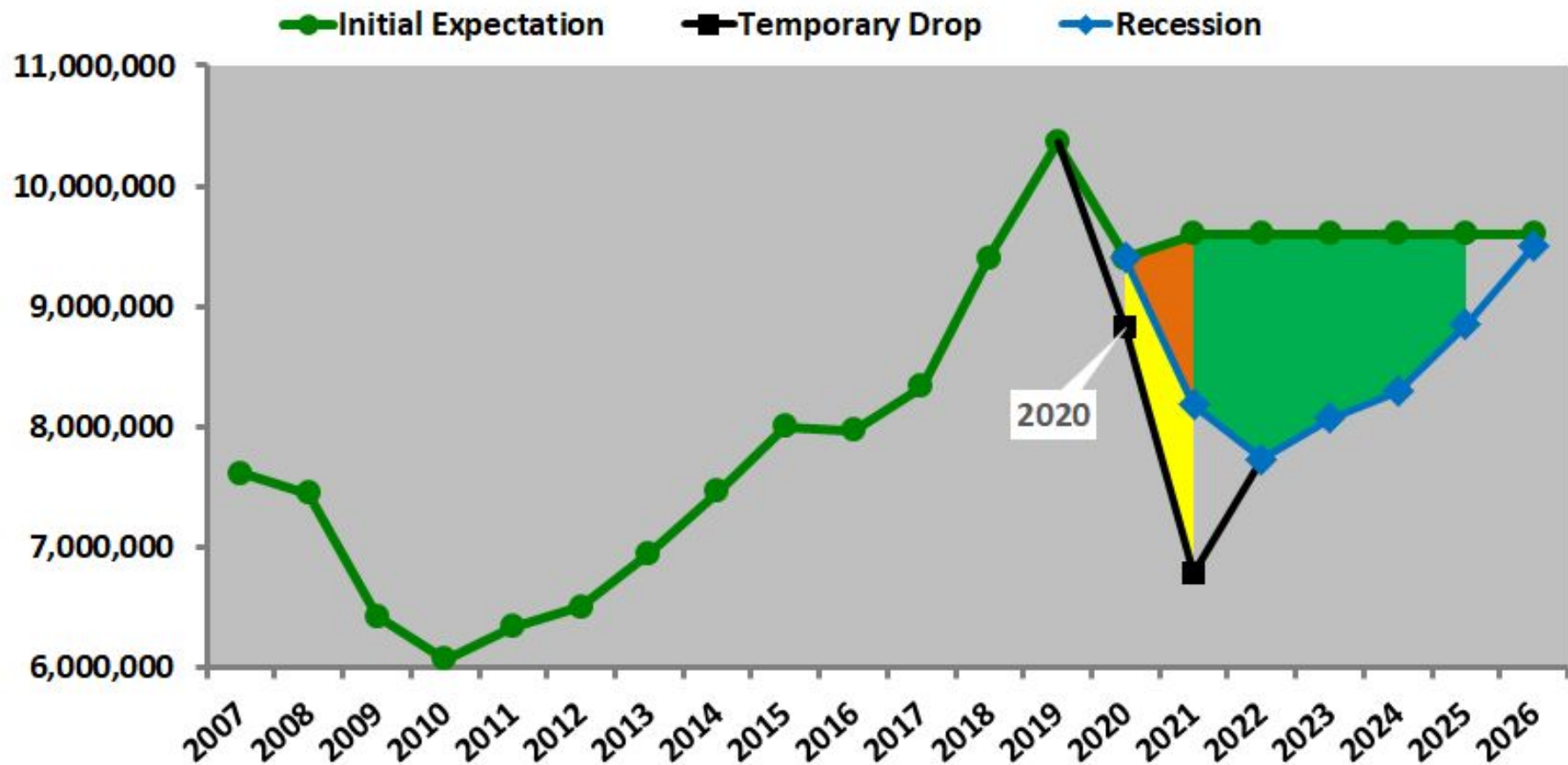
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Sales Tax - Example



Sales Tax - Example - Better Case



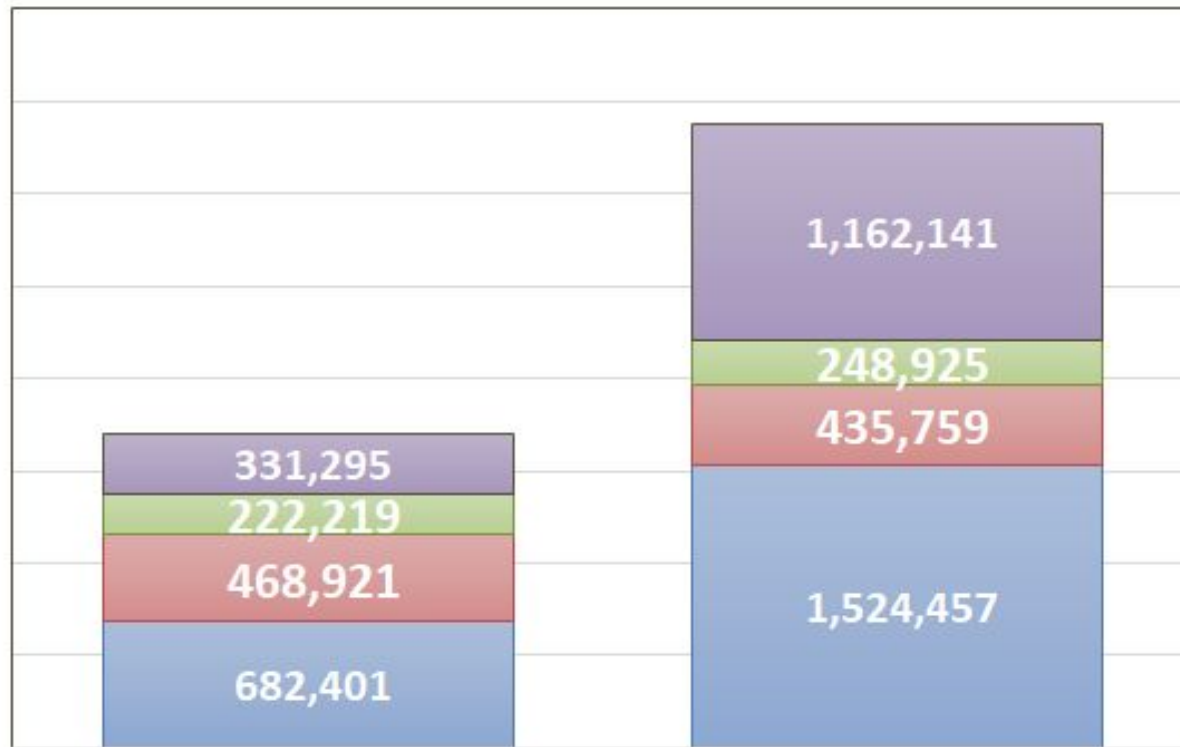
**Not out of the woods yet,
But seem to be on
The right path**

Timing Recap

- **½ March Phase 1**
- **May Phase 2 Sales Tax**
- **June Phase 3 Hotel/PFE**
- **July Phase 4 Income, Standard**

Loss Since March

4,000,000
3,500,000
3,000,000
2,500,000
2,000,000
1,500,000
1,000,000
500,000
-



Other Revenues

Hotel / Motel

Places for Eating

Sales Tax

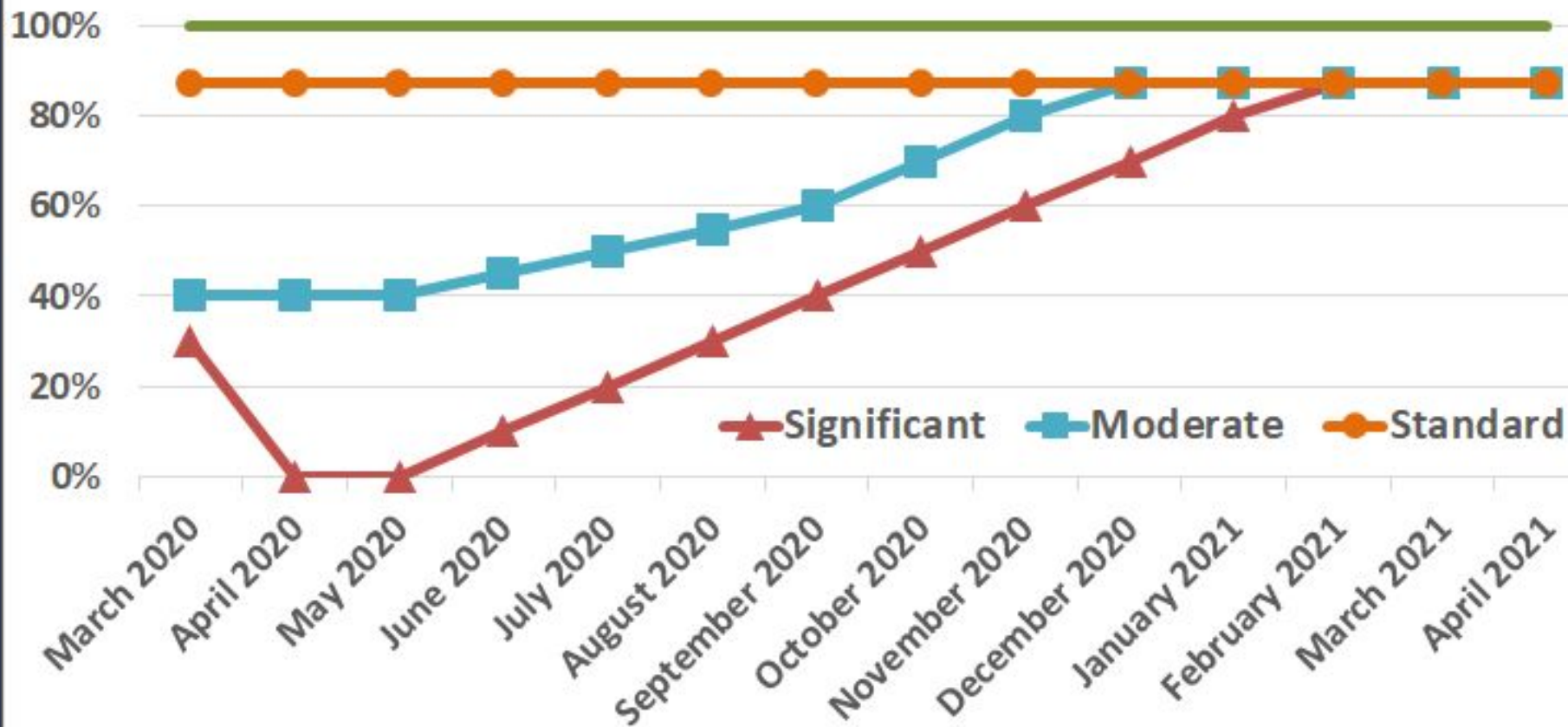
Actual Loss

Projected Loss

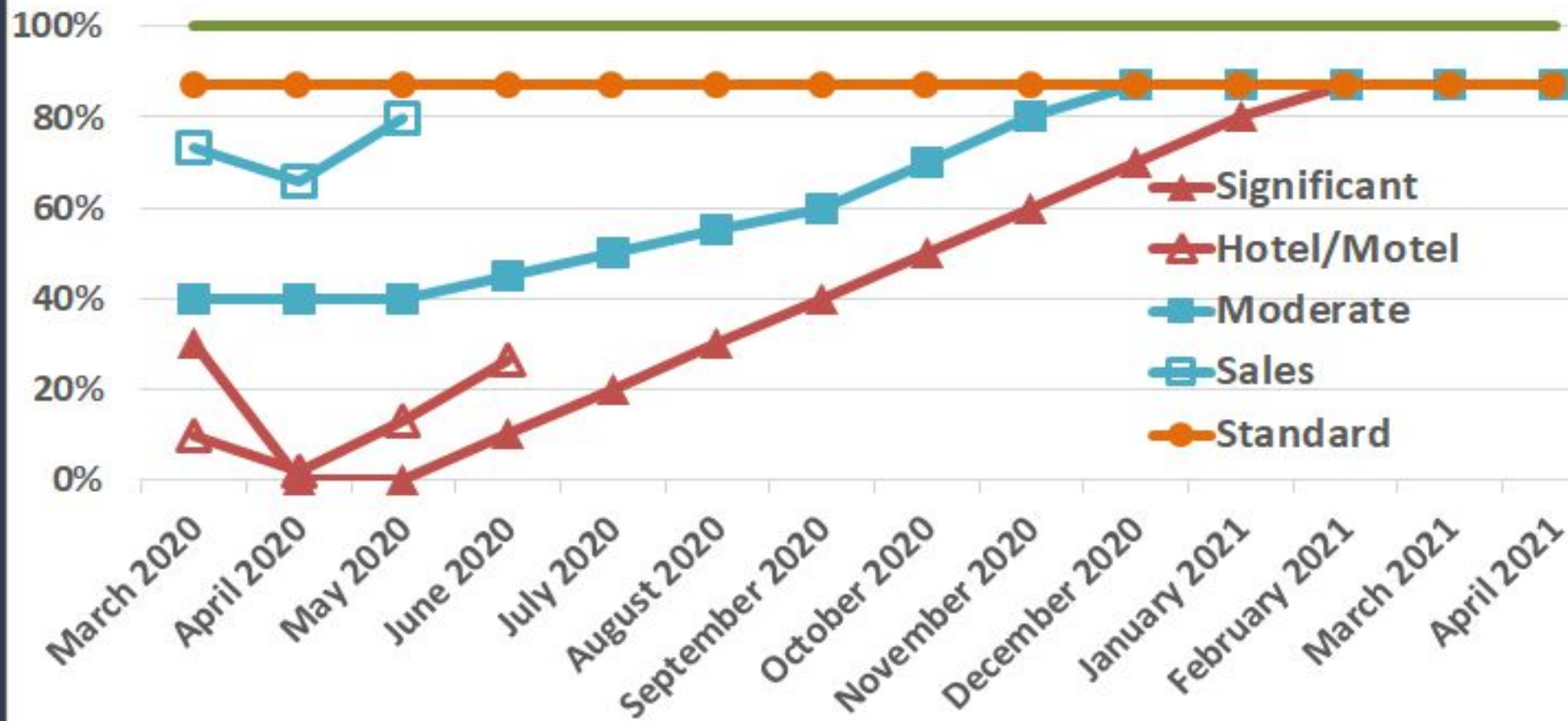
Revenue Assumptions

- **Significant**
 - **Video Gaming**
 - **Hotel/Motel**
- **Moderate**
 - **Sales Tax**
 - **Income Tax**
 - **Places 4 Eating**
 - **Auto Rental**

Revenue Estimates - Bad Case



Revenue Estimates



Financial Status Dashboard

Village Grant Programs

- **\$76,000 - Outdoor Seating Grant**
 - **12/90 Restaurants for \$17,000**
- **\$50,000 - Sales Tax Business Grants**
 - **4/240 Businesses for \$5,000**

Continuing Uncertainty

- **May is only 1 month**
- **Some measures were temporary**
 - **Including Village deferrals**
- **Impact of election on economy**
- **Future of COVID-19**

Potential Ongoing Cuts

\$2.8 Million for Budgeted Scenario

\$1,116,553 Already Cut

- **A - No Impact**
- **B - Potential Future Impact**
- **C - Maintain Current Impacts**

Potential Future Options

- **D,E Minor/Indirect Impact**
- **F,G,H Moderate Impact**
- **I,J,K Significant Impact**
- **L Additional Reserves**

Recommendation – Hold Steady

- **No Further Cuts At This Time**
- **No Restoration of Previous Cuts**
- **Maintain General Holds**
- **Continue to Monitor**