

ADMINISTRATION & FINANCE COMMITTEE

Virtual - Hybrid Meeting

Meeting Minutes - October 8, 2020

Draft Approved - November 5, 2020

I. CALL TO ORDER - 4:30pm

II. ROLL CALL

<u>Committee</u> Trustee Liddle (as Chair) Mayor Gunter Clerk Szymski Trustee Guzzo Trustee Barker Trustee Nero	<u>Staff</u> Village Manager May Assistant Manager/Finance Director Parker IT Director Liljeberg (host) Deputy Clerk Richards Community Development Director Sylvester HR Director Brainerd Deputy Liquor Commissioner Mulhearn Management Analyst Mielcarski Executive Director Forssberg Police Chief Gunther Fire Chief Riley
<u>Visitors</u> Frank Brady JDHST	

III. **PLEDGE OF ALLEGIANCE** - The Board of Trustees was in house this evening for the committee meeting.

IV. **OPEN FORUM/PUBLIC COMMENTS** - None

V. **APPROVAL OF MINUTES** - September 10, 2020 Special Rescheduled Meeting of the Administration Finance Committee - Trustee Guzzo made a motion to approve and Trustee Nero seconded the motion.

VI. UNFINISHED BUSINESS

Review of Budget Status - Trustee Liddle introduced Finance Director Parker to present on the following:

1. **Grants** - A presentation on the CARES Act grants from DuPage County. The power point from the presentation is attached.
 - a) Restaurant grants were reviewed, the program is in process and possibly focussing on delivery instead of outdoor seating based on requests from the business community. A meeting is scheduled with interested business owners through the chamber.
 - b) Discussion of WSEC, Lions Club & Rotary ensued. A grant program

is being reviewed regarding CARES Act funding as the entities could be applying for their own grants.

- Trustee Liddle explained the WSEC process in regards to the county funding.
- To avoid any complications with the CARES Act, funding to the Park District or Westmont Special Events Corporation will not be included.

2. Past Due Water Balances - The presentation (attached) gives the information requested at the last meeting. The question to the Committee is should the Village put a lien on the properties (10) that are not already lienied or have set up a payment plan. All but 1 account has had consistent late payments before the pandemic. Decision made to send the letters and hope for contact to set up payment plans for these 10 that are over 90 days.

B. Trustee Guzzo asked if the lien letters were sent certified.

- The answer was yes
- Mayor Gunter asked if there were any apartment complexes on the list
 - The answer was no
- Trustee Liddle stated that it would be fair to do it across the board.
 - If Finance is contacted, a payment plan will be set up.

VII. NEW BUSINESS

A. Hiring Freezes - Manager May presented on the current status of staffing.

Discussing that It is more expensive to be using overtime shifts. The following are issues that are not considered as part of the hiring freeze, yet could be construed that way so Manager May is announcing these issues. The goal is to have continuity of service.

- 1. Firefighter Staffing** - Part time department, very short handed. Would like to replace the staff that have left. Manager May has stated that this will go forward as it is not a hiring freeze matter to replace, as it is not hiring additional staff.
- 2. Police Department** - There is a non-officer position that will become open due to retirement of an administrative position being announced. This is going to be posted internally as it is not hiring additional staff. If filled,

there will be an opening to be filled in another area. This will probably be brought back to Committee at the next meeting in November or December.

3. Finance Department - A restructure is in order as an employee needs to cut hours back or else leave.

Manager May stated that he is authorizing the restructure of the Finance Dept. duties and the creation of a new job description to allow for a valuable employee to be retained.

- Trustee Barker asked if this was going too far; not making hiring possible when positions are left open?
 - Manager May said that he was not prepared to open up hiring. Still reviewing the financials and the needs. Maybe next meeting.
 - Mayor Gunter said that for the last 5 years all open positions have been reviewed/restructured before hiring.
 - Manager May stated that there have been contractors hired to fill essential positions when people leave, even though all contractors were reviewed and some released when financial restraints were put in place.
 - Mayor Gunter said that the example is Noriel's position.
 - Trustee Barker stated that the benefit of Noriel being here was that you did not have to outsource it. That saves time and costs to the developer.
 - Mayor Gunter promoted giving the employees raises that have been frozen before we talk about lifting the hiring freeze.
 - Manager May replied that the general wage adjustment is in the budget (2.0) but on hold. The cost to implement, and back pay, will be distributed or provided at the next Admin/Finance meeting. He made a note that we have not furloughed or let anyone go during this crisis. All employees are doing more with less and aware that this is a temporary measure.
 - Trustee Nero commented that while we have done this before, never for this long.

B. Capital Improvements On Hold - Discussion - Manager May presented on the issues with the following areas.

1. Public Sidewalks - Newfield Manor and the other areas that are in need.

We have been moving forward with areas that do not need design engineering or major construction features needed. The Adams area that is in need of improvement can move forward in the spring. We have miscellaneous funds that could be used for the engineering design of the sidewalks in that area. It can not be done in house, the design and build would need to be contracted out. This area in Newfield Manor traditionally did not want sidewalks, however the new wave of homeowners are requesting sidewalks.

- a) Trustee Barker reported on people walking in the street with traffic and the amount of people that walk in the area. Walking is more common in this time of COVID.
- b) Trustee Nero stated that sidewalks are busy lately.
- c) Mayor Gunter asked if there was a possibility of putting in a bike/walk lane?

(1) Manager May stated that it would just be paint, but would depend on the street parking. We do not want to put in sidewalks and have it used by bicyclists - which should not be using the sidewalk anyway.

- d) Mayor Gunter asked that the aerial photograph of the area and discussion ensued regarding the concepts of upgrading the area for pedestrians and bicyclists.

2. Watermain (new annexations) Two or three years ago we worked on cleaning up the Village boundaries. There are still a few properties in the south east area that are bound by Willowbrook. The three parcels at Richmond and 63rd are owned by the same owner who is interested in being annexed to allow for water main connection so the parcel can be developed. This will allow for water at multiple parcels to further the annexation process that might be in place before the end of the year.

- a) Discussion of the Fire Services for the area ensued, regarding the paper districts being dissolved.
- b) Liberty Park water problems have created an interest in possible annexation by some of the residents. This is a beginning stage of

discussion with the Liberty Park Water District. Discussion of the history of unincorporated areas and water mains ensued, focussing on problems that can impact the distribution system and storage.

VIII. REPORTS

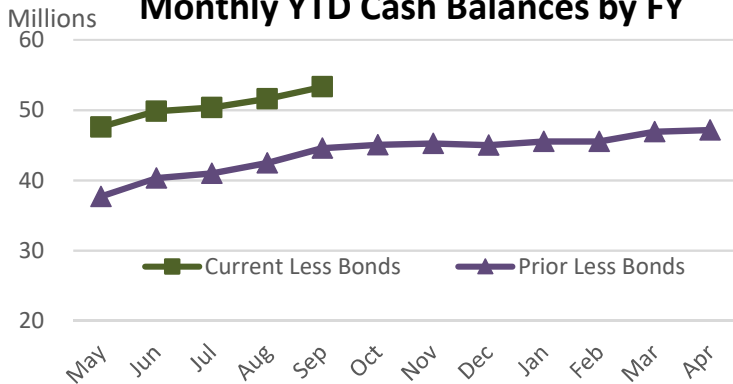
- A.** Chairperson - None at this time
- B.** Village Manager - The Admin/Finance meeting will be switched next month to the 2nd committee meeting to allow for complete information of the revenues.
- C.** Finance Director - A short report on financial status - the visuals are attached.
- D.** Deputy Liquor Commissioner - Mayor asked that an update be given to overview the items on the agenda for the board meeting tonight.
- E.** Questions for Finance & Liquor Commission = Discussion of pending video gaming licenses and places for eating taxes.

IX. MISC: (next meeting is scheduled for November 19, 2020)

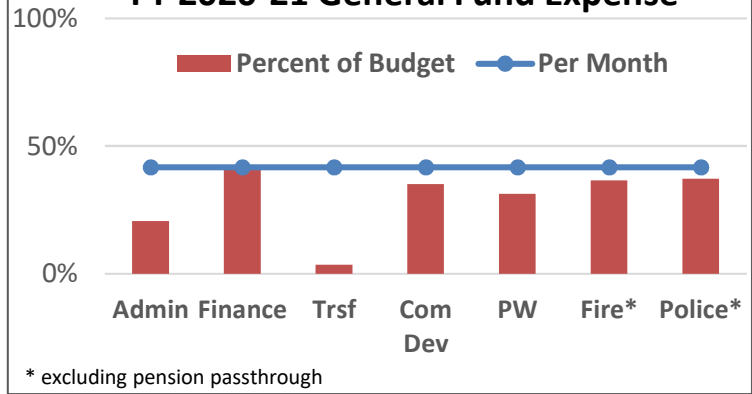
- X. ADJOURN - 5:46pm** A motion to adjourn the meeting from Trustee Guzzo and seconded by Trustee Nero.

10/8/2020 - Financial Status Dashboard

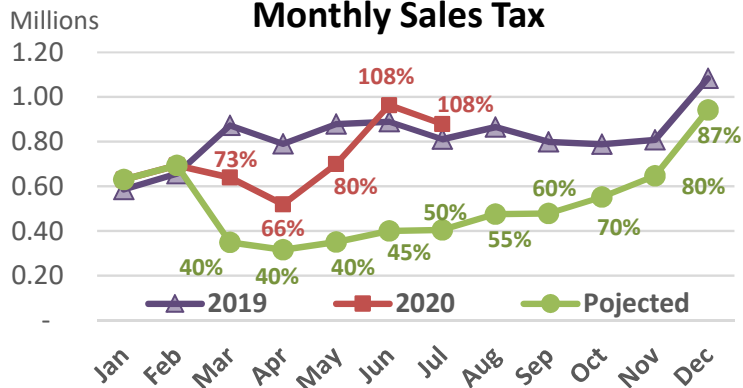
Monthly YTD Cash Balances by FY



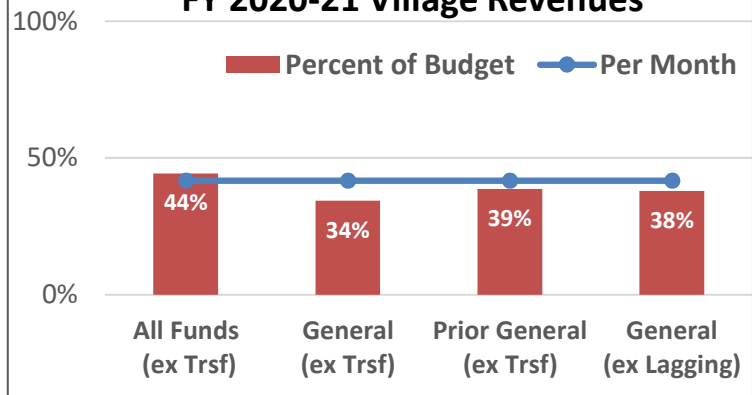
FY 2020-21 General Fund Expense



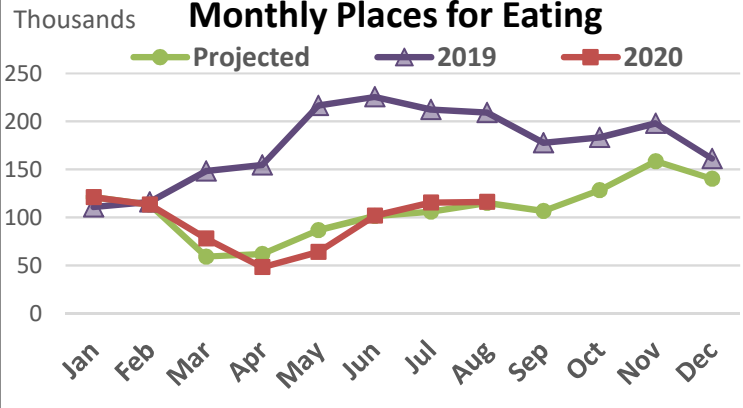
Monthly Sales Tax



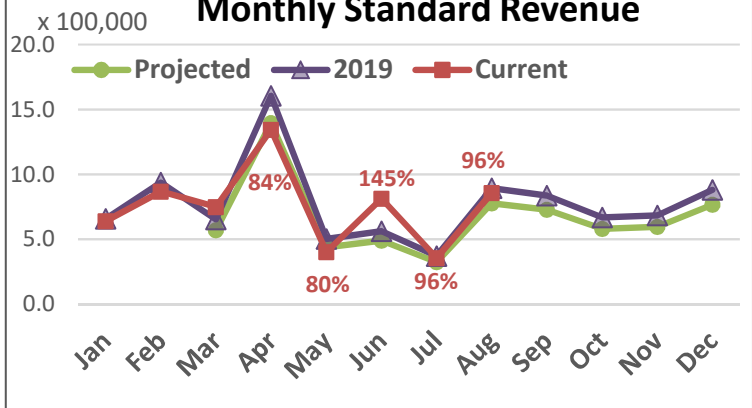
FY 2020-21 Village Revenues



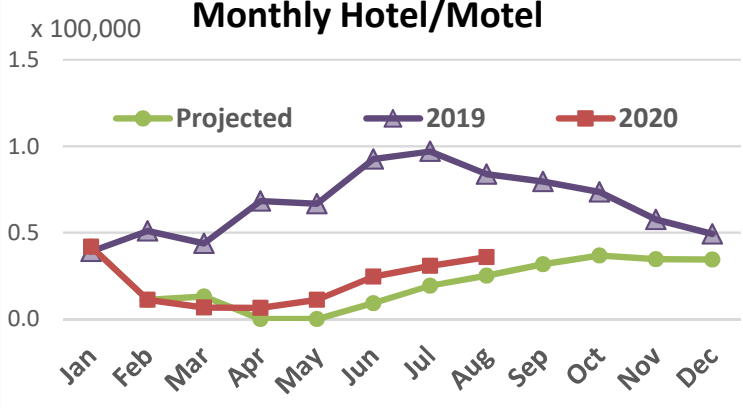
Monthly Places for Eating



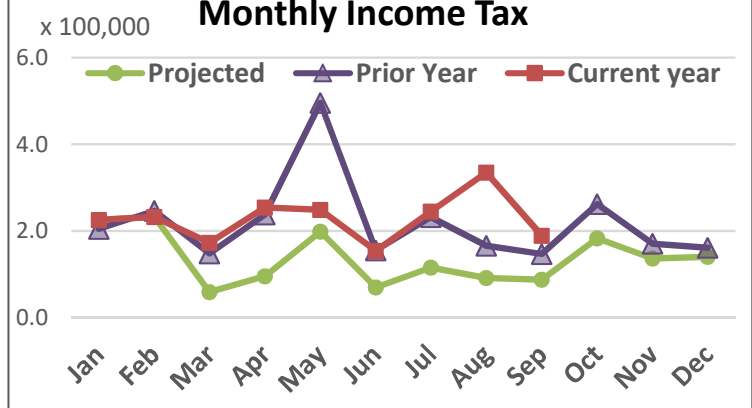
Monthly Standard Revenue



Monthly Hotel/Motel



Monthly Income Tax



2020-10-08 Admin/Finance

Grants

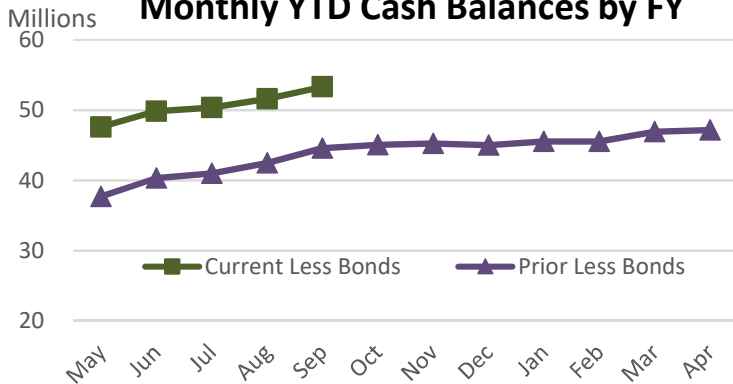
- CARES Grant from County
- Restaurant Grants
- Service Club Grants
 - Hotel/Motel
 - Max \$2,500 or Reduced Income
 - Other government entities

Past Due Water Bills

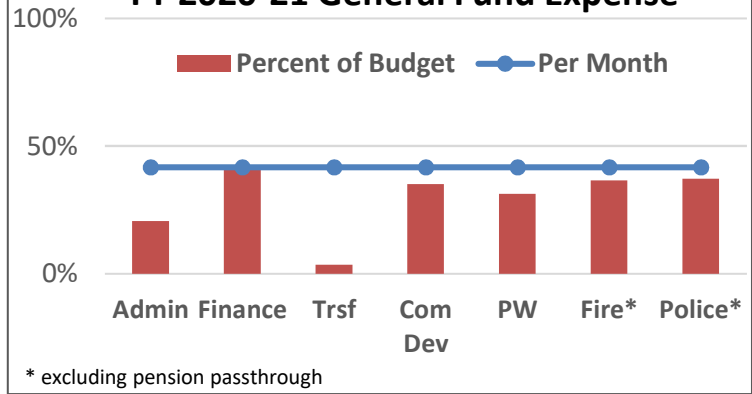
- 17 that owed over \$250 more than 90 past due
- 6 already liened
- 1 Payment Plan
- 2 Commercial
- 8 Residentials
 - 1 Residential minimal late pre-COVID

10/8/2020 - Financial Status Dashboard

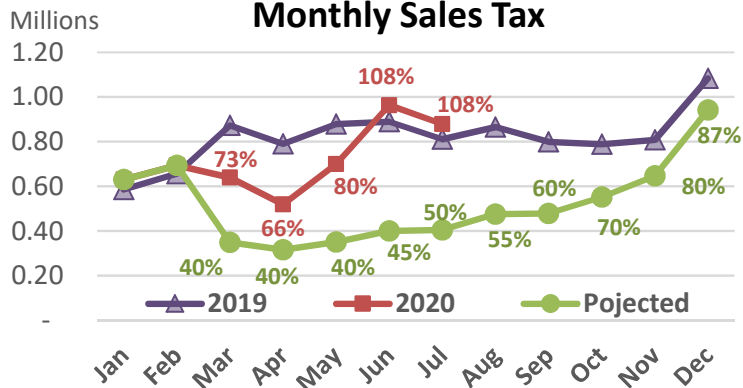
Monthly YTD Cash Balances by FY



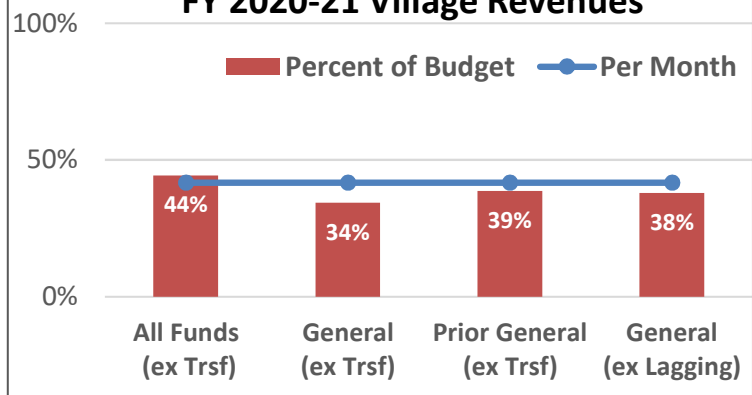
FY 2020-21 General Fund Expense



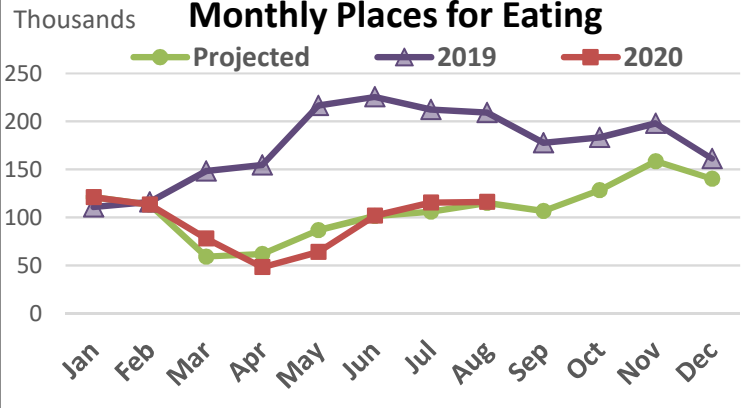
Monthly Sales Tax



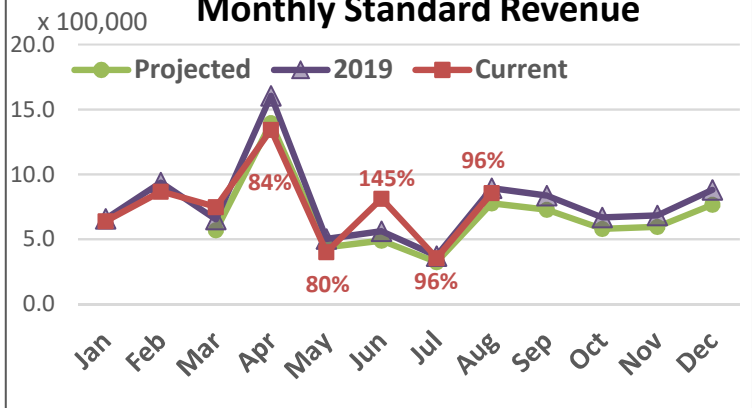
FY 2020-21 Village Revenues



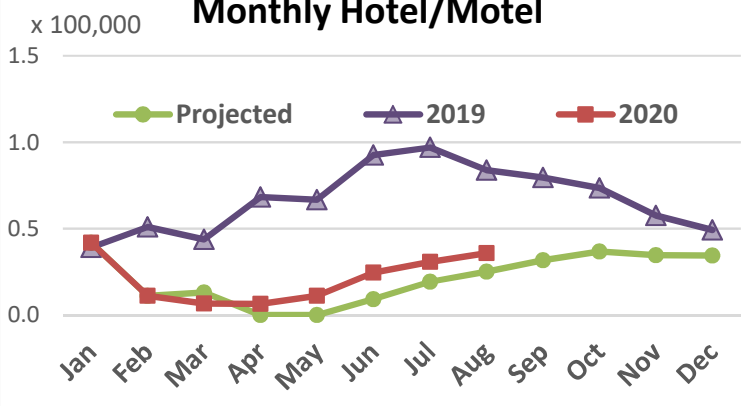
Monthly Places for Eating



Monthly Standard Revenue



Monthly Hotel/Motel



Monthly Income Tax

