



Administration Department

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**Finance & Administration Committee
Thursday, October 3, 2013
Village Hall, Executive Session Conference Room**

Call to Order at 5:30 pm by Jim Addington

Roll Call - Ron Gunter, Jinny Szymiski, Steve Nero, Steve May, Tom Mulhearn, Spencer Parker, Bob Scott, Bruce Barker, Sue Senicka, Ron Searl, J. Addington, Harold Barry, Dave Weiss, Jim Connolly, Lynn Dralle, T. Vana/Kurtz, Heidi Hermes/Kurtz, Larry McIntyre, Violette Hawkins/Edward Jones, Larry Forssberg, and Greg Pill

Pledge of Allegiance

Reports

- Finance - Nothing at this time
- Administration - Economic Development Program
 - Larry Forssberg and Greg Pill gave a presentation on the Westmont Economic Development Partnership Proposal. A slide show of the presentation is attached, along with handouts.
 - Most communities surrounding us have these partnerships in place.
 - This plan will bring together the Comprehensive Plan and the Business Community. Will aggressively market the village to businesses and assist the business in navigate the process of moving a business to the village.
 - We should be ready to launch in November; need to have a unified marketing plan to brand our village and a website build out for the Economic Development Brand. This is a joint effort that brings everyone together to make it work.
 - Manager Searl stated that we have already tried out the rapid response team and one of our prospects look to be ready to move in to the village. So the testing has been positive.
 - The cost is a start up cost at \$30,000.00 and the ongoing basis is about \$65,000.00. For this year, we are looking at 1/2 that with this fiscal year.
 - Looking for Village Board approval for November 1st. This is a new area and we know that there will be changes and evolution for the better over time.
 - Greg Pill asks for everyone's support, even if there is doubt please give us the

backing to get this off the ground with a positive go forward. Everyone is excited about Mariano's interest in our community, that's great - but that store is 2 years out so we need to keep the interest and excitement going.

- Trustee Addington said that this is a move forward and we have to keep up with other communities in the state.
- Manager Searl stated that the Illinois Municipal League has a great article on retail needs for a community.; we have placed it in the Friday Report.
- Trustee Barry asked how the website will be worked. Larry Forssberg explained that the best value would be a separate CivicPlus website for the EDC that would be linked to the Village Website. The EDC will have to be online as a stand alone so that it is branded online; to find online is the only way forward.
- Mayor Gunter said that Larry in his role with the chamber and the chamber board are the right people to move forward with this.
- Greg Pill states that everyone in the Village is really an ambassador for the Economic Development of the Village.
 - Trustee Scott said that this needs to go forward with the electricity that Larry and Greg bring to it. Trustee Barry said that it feels like it use to and it is a positive outlook. Trustee Barker said that everyone talks about how welcoming this response team has made things in the business community; and we need to look ahead to make sure that the EDC team has what it needs to succeed during the budget process.

Everyone present agrees that this will be an agenda item before the Board tonight.

UNFINISHED BUSINESS

Lynn Dralle introduced the Kurtz Ambulance representatives to discuss the contract and costs of the paramedic services.

- A history of the company was given. The difference in the way they operate in giving bids is discussed, they give a price with the service guarantees build in.
- They do not just give a lowball price, they look at the services to be offered along with a fair compensation for their employees; they do not underpay their employees. Quality of care for residents is a great part of their business and the fairness of their contracts in the long term is savings for villages. Kurtz is proud of the fact that they have never lost an employee to another contract company, only to full time union positions. It is a family business. They have 2 contract medics with Westmont that have been there for 12 years, since the start of the contract in 1998.
- Kurtz is very transparent and gives a 60 days contract renewal with line items for your questions. Mr. Vana from Kurtz showed how they have saved the Village money in the past and how they work with the Village to keep costs down.
- Handouts on pricing of employee hiring and ambulances were passed out and reviewed.
 - Chief Weiss stated that there is no company that compares to Kurtz in regards to their customer service and their treatment of their contract staff. It is outstanding every year; the Fire Department staff is fully behind the renewal of

- their contract.
- Trustee Addington asked when was the last time that it was priced out to have the Village hire their own paramedics? Competitive bids were gotten a few years back. There is an astronomical difference in hiring our own, compared to contracting it out.
 - Purchasing ambulances compared to having the vendor own the ambulance has come under question. The handout was reviewed.
 - Mayor asked how many ambulances the Village is looking to purchase this year? Chief Weiss responded 2 - vehicle replacement cost in budget.
 - If the vendor owns the ambulance than the costs are a part of any bid you will receive.
 - Trustee Barry would like to have a discussion regarding the bid process when the vendor is not in attendance. Mayor said that the contract is in effect still, and usually if you do not have to go out to bid you do not.
 - Trustee Senicka commented that the real decision is not the board's but the staffs. Staff knows what they need and should have a say, the board decision is for the spending of money.
 - Director Parker asked if the contract extension has been signed. The contract has been approved already for extension and we are currently operating without a signed contract, only a verbal agreement to freeze cost. Chief Weiss stated that Kurtz is looking for a letter from us to state that we will honor the Kurtz extension for the balance of this budget year.
 - Mr. Kurtz reminds everyone that the extension after this year is not mandatory, going out to RFB is an option. However, service is not something that you can go out to bid for as easily as purchasing equipment. There are a great deal of variables between personnel requirements, benefits, and experience.
 - Lynn Dralle said that the switch of vendors in 1998 had all the employees from the previous vendor switch to Kurtz, as a fair employer. Mr. Kurtz said that he wrote a check to the old vendor for \$14,000.00 to get the employees out of their contracts so that they could stay in Westmont.
 - Mayor Gunter said that their job is to serve the taxpayer in the best possible way, and that the exemption of professional services to require bids is to be able to do that, taking in to account service/fairness and not just undercutting for a low bid when public safety is involved.
- Human Resource Director Casey introduced the 457 plan provider discussion. We have 2 providers currently so a new option has come to light that might be worth adding. Our current providers are ICMA a national company that specializes in municipal employees and Met Life that had been CitiStreets. ICMA has 52 employees participating and MetLife has 20.
 - Waddell Reed:
 - an Oak Brook based company that has been in business for over 75 years.
 - Currently service 232 employer sponsored 457 plans for public sector and 2198 employer sponsored 403b plans for school districts.
 - In first agreeing to meet with them did not believe that we would be

- interested in adding another; however a local based company for employees to meet with might be helpful to employees.
 - Offer to meet with employees 2x a year and will provide educational events for employees once a year.
 - Offers a Roth IRA
 - Downside, the fee to convert from ICMA/MetLife is non-negotiable.
 - Mayor Gunter stated that this is no cost to the Village.
 - Trustee Addington asked Manager Searl how he felt about adding a third company. Manager Searl stated he worried about the mandatory meeting trying to sell their product to all employees. He feels that Waddell Reed is a very good company and they have been around along time but the mandatory meeting for all employees is a forced audience.
 - Both Finance Director Parker and HR Director Casey responded that the company did not say the mandatory meeting is required.
 - The ICMA being national with no local rep is something that employees do feel makes things difficult. MetLife has been transitioning representatives, so connecting with them has also been difficult.
 - Mayor Gunter feels that if you want to offer 3 it would be fine.
 - Trustee Addington said that the mandatory meeting might not be the best, as this is a very personal subject.
 - Manager Searl asked about the administrative difficulties for the Finance Dept with so many providers. Director Parker stated that the method we now use makes it easy enough to manage.
 - Trustee Barry asked about fees. Director Parker said that the fees are collected by Waddell Reed as the money comes in but does not charge a fee based on the amount an employee has in the fund.
 - Trustee Barry asked why we were not dealing with someone local, like Violette Hawkins at Edward Jones. HR Director Casey said that we have never been approached by them with a 457 plan. Director Parker said that we have spoken with Edward Jones to manage Village investments, but not employee options. Trustee Barry said that local would make it easier for employees to have face to face time with the provider.
 - Finance Director Parker recapped that we would confirm with Waddell Reed that to come in to the Village there would be no mandatory meetings with all employees, that we would like no fee to convert funds to them. If they are okay with that we will move forward.
- Trustee Addington announced that the last two items on the agenda are just questions from Spencer to the committee.
 - When to begin the Budget process. The workshops begin normally in April to be approved in May. This year would the board be interested in meeting earlier in the process to review department items to see if it is something the board might want further information about so that April is less hectic and we have a more thorough review?
 - Trustee Addington asked if it would make the job easier? Mayor Gunter asked what staff thought of the idea. Manager Searl said it could be helpful in the long run so that staff is not wasting time on something that the board has no interest in and not enough time on something the board feels is more important.
 - Mayor Gunter asked when we do the proposal/levy, is it next month? Director Parker

responds that we do the levy in December. 20 days prior we do an estimate and publish it in the paper. We then tell the County the dollar amount that we want. In March the County then gives the assessed value and what that dollar amount will mean in regards to rates. We can then abate taxes again, we can shift a little in March but we can never ask for a higher dollar amount that we need. If we do not ask for more than 105% of what we asked for last year, we do not have to publish in the paper. However, the board traditionally has chosen to publish in the paper every year - that of course is up to your discretion.

- Trustee Senicka states that last year we asked for the maximum because of the loss of home rule, never having done that before. I would think that we would have to do that again. Trustee Addington agreed and we can adjust.
- We will meet again on the 14th to review Waste Management and Comcast agreement changes. Trustee Nero asked what time the meeting will be on the 14th. The meeting will be at 5:30 in the Employee Lounge due to Peer Jury. Trustee Nero said that there is a Stormwater meeting that night in the Executive Conference Room, Manager Searl asked if the calendar was checked because you can't use the Executive Conference room during Peer Jury. Chief Mulhearn offered the Police Department training room for the Stormwater meeting.

Meeting adjourned - tape ended before the official motion.

ADJOURN time noted by Manager Searl-6:55pm