

ADMINISTRATION & FINANCE COMMITTEE

Meeting Minutes - October 24, 2019

Draft Approved - February 13, 2020

I. CALL TO ORDER - 4:32pm

II. ROLL CALL

<u>Committee</u>	<u>Staff</u>
Trustee Liddle (as Chair)	Village Manager May
Mayor Gunter	Finance Director Parker
Clerk Szymski	DVC Richards
Trustee Addington	DLC Mulhearn
Trustee Barker	CDD Director Sylvester
Trustee Guzzo	IT Director Liljeberg (office)
Trustee Nero	WCCTB Director Forssberg
Trustee Barry (delayed)	Director McIntyre
	PT Communications Clerk Babyar
	HR Director Brainerd
Visitors:	Fire Chief Riley
Firefighters and guests for the first 10 minutes for promotions.	Police Chief Gunther

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS - None

V. APPROVAL OF MINUTES - September 12, 2019 Administration Finance Committee.

Motion by Trustee Addington and seconded by Trustee Guzzo, all ayes.

VI. NEW BUSINESS

A. Promotions - Fire Department: Trustee Liddle invited Fire Chief Riley to the podium to announce two promotions. First, promote Firefighter Tim King to the rank of Lieutenant. Second, Lieutenant Eric Blaskovich to the rank of Captain.

B. Dementia Program Information - Trustee Liddle invited Executive Director Larry Forssberg from the Westmont Chamber of Commerce to the podium to introduce Mary Ferguson, Aspire Living, and Susan Frick, Rush Alzheimer's Disease Center to present on the topic of becoming a Dementia Friendly

Community to support, and provide resources for older citizens dealing with dementia. The goals of the Westmont advisory committee and the program were reviewed. The Board confirmed that support of this initiative was important, and a proclamation will be added to the next Board Meeting agenda, 11/7/2019.

C. Parking Meter App - Trustee Liddle invited Deputy Chief Gruen to the podium to present findings on a solution to the parking meter problem on North Burlington. The challenge to the problem is the age of the meters. The hope was to be able to increase the fee on the meters as we began to offer the app; however, this will not be possible. The meters cannot be updated. We will have to remove the meters and go straight to the app/website/phone number. The most cost effective plan is to give notice of 30 days that the meters are being removed and the app will be in place, unless the Board objects to this plan.

- Trustee Liddle asked what the app was called?

- 1. The response was Passport.

- Manager May asked how many meters are on Burlington?

- 1. Deputy Chief Gruen responded about 30, but not sure how many really worked.

- 2. Manager May stated it might be best to remove the first 20 and use the app but leave the last few as people get used to it.

- 3. DC Gruen replied that the meters would be used and not the app due to the lower price. Also stating that the Downers Grove parking spots next to the Westmont meters are already using the app.

- Trustee Addington asked what the new ones would look like.

- 1. DC Gruen replied that there would only be a numbered stall, no machine in place. Payment is done by app/website/phone based on the parking spot number.

- Trustee Addington believes that having 5 or 6 meters for 3 months as we move forward would be a good idea.

- Trustee Guzzo asked if the last 5 or 6 meters still worked?

Stating that this will not be an inconvenience as we are giving more options than just quarters, which quarters can be an inconvenience.

1. DC Gruen stated that the 30 days notice was thought to be plenty of time to acclimate everyone.

- Trustee Addington asked what Downers Grove Fairview Parking was doing?

1. DC Gruen responded that Downers Grove has already gone to the app.

- Trustee Liddle asked if we would have a large sign up?

1. DC Gruen stated that since there are no meters, there would need to be a great deal of signage.

- Trustee Nero commented that it is a great upgrade.

- Trustee Addington asked if it will need to be part of the budget?

1. Manager May replied that the parking fees were already voted.

- Discussion of the costs of the app and the cost of permit parking to the residents ensued.

- Trustee Liddle asked about the cost to the Village?

1. Director Parker stated that it was a one time \$1500.00 set-up fee, covering the Village use of the application and all the signage.

Decision was made to move forward with the 30 day notice and remove all the meters. If complaints were made during the 30 day notice, it could be reassessed by staff.

D. Permit Parking Rates - Impact of State Parking Tax - Director Parker presented the parking rate change as of January 1st per the 2019/20 FY budget. At this time, the State of Illinois has adjusted the tax on parking garages, which is a 9% increase. At this time we have no idea if the state will include municipal

parking or just vendors. At this time we have increased our rate to \$125.00, ordered parking passes and sent out notices. Now if the state increases applies to municipal garages, do we increase to \$125.00 + 9%? This would require renotification to permit holders. Or do we absorb the 9% for this first year and increase by 9% in 2021. Problem being, at this moment we do not know if it will occur or not. The State has not clarified the language of the bill, as municipal parking is not mentioned anywhere in the bill.

- Trustee Addington stated that the original sponsors of the bill did not mention municipal parking lots believing that they would not be taxed. However, as they are not mentioned. In SB 2272, if this passes in the veto session & the Governor, specifically states that municipal parking is not taxed.

- Manager May replied that in the interim, to avoid the back and forth with permit parkers, staff recommends that we back the rate so that the \$125.00 will include the tax.

- Trustee Liddle agreed as the letters have already been sent out.

- Trustee Liddle asked how many commuter parking passes we have that have been purchased.

1. Director Parker stated that there were about 360 passes available to be sold, with a few not sold in Lot B.

VII. REPORTS:

A. Manager May announced that at the next admin/finance committee meeting and future board meeting an honorary street sign designation application will be submitted by the Chamber of Commerce to honor Gregg Pill. Discussion of the various location options that were reviewed, Oakwood subdivision has given outstanding support to have it on Williamsburg.

B. The DuPage County Field Court location in Downers Grove has been deemed as an unsecure location and the county is not prepared to spend the

funds to update. DuPage County would like everyone to use the County Courthouse. The Village of Woodridge would like to have their upcoming new municipal building outfitted for Field Court use, however the county does not want to supply funds are asking municipalities to assist. No direction has yet been given as to cost. There are no details.

- Trustee Addington remarked that this came up at DMMC legislative committee, the Village of Schaumburg suggesting that municipalities take on some of the minor violations themselves through adjudication, removing it from the County. No bills have yet been written; it will be on the DMMC priority item.

- Trustee Nero stated that the figures being looked at for the Woodridge location are nominal for each municipality.

- Manager May said it will be similar to dispatch consolidation.

C. Storage Containers update from Trustee Addington on the Community Development meeting. Trustee Addington stated that the meeting went well and various businesses have storage issues that need to be solved. Alternatives to building additions are being looked at, the target for review has been moved to an April 30th target. This gives time to review any ancillary ideas.

- Trustee Liddle remarked that this was on the dockets of meeting many times over the last 10 years. This is not a new notice to these businesses.

- Trustee Addington said that is true, it is a life safety issue with unsuitable materials stored. However some of these businesses have been in town for a long time and we should try to see if we can assist with the problems of storage that they have. One of the businesses, IGE, is the oldest business in town.

- Mayor Gunter read an email from Trustee Barry stating that April is more than enough time and believes that the Central Business District locations should be required to remove immediately.

1. Manager May believes that all businesses should be treated equally, no matter the location.

D. Manager May explained the item under the IT report, the franchise agreement with Comcast & AT&T has two community channels 6 & 16 for our use to push out meetings and information. With the website, emails and YouTube This technology is really not used or updated and the equipment requirements that need to be maintained. The Manger is leaning towards cancelling the cable channels and asked the Board's opinion.

■ Director Liljeberg explained the equipment required to record for these channels and the costs involved. Totalling the investment to replace the equipment to be over \$25,000.00. A piece of equipment failed a few months ago for Channel 16, and we have not received one complaint. Also, new legislation that the cable company can go after in kind contributions as part of our 5% franchise fees. The benefit to keeping the cable channel is that we have the ability to leverage the subscribers on the cable company side a fee to replace the equipment. If we are not running a channel, this benefit would probably not be valid. The useful life of the channels, in place since the 1980's, in the age of YouTube on demand availability is questionable.

1. Trustee Barker said that watching it live is only possible on cable isn't it? Director Liljeberg stated that we stream live on YouTube.

2. The Mayor asked about the AT&T channel 99. Director Liljeberg stated that would go away as well. The cost of replacement is over \$10,000.00. Discussion of the technology, streaming, on demand possibilities.

- a. Trustee Guzzo stated that the cost benefit might not be there and if we notify everyone the pushback would not be there.

b. Trustee Liddle remarked that the dementia friendly community we want to be might not be in line with forcing our older residents to lose access.

i. Manager May asked if Comcast would give information on Cable vs Internet users? Director Liljeberg stated that Comcast would not give out that information.

c. Trustee Nero asked if we could scroll a phone number on the channel to call to voice your opinion on keeping this service. Director Liljeberg replied that the Communications Department should be able to put something together.

d. Trustee Liddle remarked that when at Mayslake the residents are watching on cable instead of coming into a meeting.

i. Director Liljeberg stated that most people will watch the YouTube recording after the meeting, not doing so livestream. Online after the meeting, you can fast forward to the item that you are interested in and not have to watch the whole meeting.

e. Trustee Liddle asked if a decision was to be made tonight. Manager May responded that the goal is to make the Board aware that staff is not interested in repairing the system. Director Liljeberg commented that at budget time we would need to make a decision whether to budget for the repairs or not.

f. Trustee Addington said if it is working on YouTube why spend the money. Manager May stated that we want

to be sure it works on YouTube for everyone before making the decision. Director Liljeberg will have the Communications Team put a notice on the channels to either call or go to a website to fill out a survey regarding the channels going away.

E. **MISC:** Director Parker mentioned the Pension Consolidation we are hearing about in the news. The pension boards in IL are worried about the push to approve without proper vetting of the bill. A letter requesting a delay until the next session, to allow everyone to see the language is being sent from the Treasurer of our Police Pension Board.

■ Trustee Addington said that this bill was discussed this week at the legislative committee as well. It was reported that the Police Unions do not like it yet the Fire Unions do? Trustee Nero commented that it was odd since no one has seen the bill as of yet.

1. Director Parker said that it was an odd coincidence that this was being pushed through and coming out only during veto and not regular session so no one can review it. Also, it is not something to rush when you have money in your own bank account and not the State wants you to put it in theirs.

F. **MISC II:** Clerk Szymiski asked for an update on the alley address project. Trustee Guzzo said only half of her block was done. Trustee Barry commented that it was another project we had that had no teeth behind it. Clerk Szymiski stated that this was to be a safety issue. Manager May replied that he would follow up with Director Sylvester and provide the board with an update.

VIII. ADJOURN: 5:42pm - Trustee Liddle asked for a motion to adjourn, Trustee Addington made the motion that was seconded by Trustee Nero.