

ADMINISTRATION & FINANCE COMMITTEE

Virtual-Hybrid Meeting

Meeting Minutes - November 19, 2020

Draft Approved - January 14, 2021

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 Brady <u>Visitors</u> None	<u>Staff</u> Village Manager May Assistant Manager/Finance Director Parker Assistant Finance Director Olsson IT Director Liljeberg (host) Deputy Clerk Richards HR Director Brainerd Communications Director McIntyre Deputy Liquor Commissioner Mulhearn Management Analyst Mielcarski Executive Director Forssberg Chief Gunther 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 - October 8, 2020 Special Rescheduled Meeting of the Administration Finance Committee - Trustee Barker made a motion to approve and Clerk Szymiski seconded the motion. All ayes, motion carries.

VI. UNFINISHED BUSINESS

- A. Item C was moved to A - Delinquent Water Bill/Places for Eating Accounts - The past authorization has been approved to strive to have compliance with payment. From the 20, we are down to 8 noncompliant. The next steps would be deputy liquor commissioner and/or attorney letters to be sent. This has been approved by the committee.
- B. Review of Budget Status and Economic Relief were combined for discussion- Director Parker presented that while the future is uncertain, right now we are in good shape. A powerpoint presentation was given, it is attached to these

minutes, reviewing the revenues and fund balances.

- Discussion moved to grants that were not given out due to restrictions on events in the state, and allowing for service clubs to apply to offset the losses. The amount of grants we are talking about is the amount in the budget.
- Village stimulus payments on tonight's board meeting agenda. Refund on 2020 business licenses and 2020 liquor licenses are on the agenda for tonight's board meeting. Discussion of monitoring compliance with the Village ensued.
- Discussion of businesses being in compliance with rules and regulations of the Village and the State. Releasing
- Attorney Zemanek had questions regarding the terms to enable the writing of an ordinance for each item as requiring good standing.
 - a) At this time the moving forward quickly is the goal, good standing would be something to look at farther down the line.
 - b) Trustee Barker stated that this could be revisited next year.
- Mayor questioned if the large water bills in arrears seem to be multifamily units?
 - a) Director Parker stated that it was mostly multifamily.
- Trustee Barker asked if this was due to the restriction of eviction at this time?
 - a) Director Parker agreed that was probably the issue. A discussion of liens and intent to lien letters ensued.
- How big of an issue is an unpaid water bill and is it going to get bigger?
 - a) We are looking at 90 days during the pandemic, our ordinance allows for 45 days - if more than \$500.00 past due.
- Mayor Gunter is in favor of releasing the license rebates based on compliance of the business.
- Confirmation that the funds available are the amounts that were originally set aside was given.
- Trustee Nero would like to have a publication and a press release to inform the public of the items we are moving forward with. Trustees, Mayor and Manager agreed.

- Manager May stated that this would be approved at tonight's meeting.
- C. **CARES Act** submission and the plan for the receipt of funds were reviewed.
- D. **Budget Trimming** document was reviewed.
 - Budget on hold items were reviewed to explain the steps that were taken for what we have released and not yet released.
 - a) Items reviewed were the vacancies and the GWA.
 - b) Mayor asked if the vacancies were essential or just something a department head wanted?
 - (1) Manager May stated that the positions are budgeted positions on hold.
 - c) Trustee Barker asked Manager May if he was recommending this? If there are six positions open do we need to fill all six immediately? We are not through the pandemic yet, so we need to be comfortable with filling.
 - (1) Mayor Gunter stated that he was comfortable with the two positions stated and the general wage increase. Lifting the hiring freeze 100%?
 - (2) Manager May replied that he would always keep everyone informed and would like the authority to move forward with the adjustments that are needed to be made with staff retirements & reorganizations.
 - (a) All present trustees were okay with moving forward with the two positions.
- Director Parker stated that staff appreciates the consideration.
- To review Capital Projects prioritize items as to what we can move off hold at the next committee meeting of Admin/Finance or Public Works.

VII. NEW BUSINESS

- A. Review of the 2021 meeting schedules - Discussion of putting the Economic Development Committee to be on hold and the Public Safety Committee will be split into Police & Fire separate committees.
 - Review of the remaining calendar dates: Dec 3rd, 17th & 31st.
 - Cancelling the 31st meeting was agreed upon.
 - Possible cancellation of the 3rd meeting - the

Administration/Finance will be cancelled if the 3rd is cancelled.

- Mayor stated that if wanted - the Police Committee could be held at 9:00 a.m. if he would like.
 - Trustee Barker stated that if the 4:30p.m. is best for everyone and if the Police is missed then you miss a lot.
 - Steve said the calendar would be updated for the next meeting.

B. Infosend eBill agreement - to allow for the bills to be sent by email if requested for by the resident, should save money on the mailing as well.

C. Property Tax Levy - A 4.99 percent increase in the levy is being requested so that we can receive the full amount allowed on the tax cap, which will probably be around 2.5%. Again, we have to levy the full amount so that if things change we do not lose funding - yet we only receive what we are allowed under the tax cap.

- A review of the Police Pension funding totals for current & past amounts including the pension reforms required by the state.
- Aggregate levies will be on the agenda tonight as well.

D. Health & Wellness Vendor Recommendation has been identified by the committee and will be on December's agenda.

- 34 years in business
- Waive the portal fees for the first year
- Extras offered

a) Manager May asked that the committee give him the authority to enter into an agreement and it will be presented at a future meeting. This will keep the 12/3 from having only 1 item on it.

(1) Committee Agreed.

E. MISC: The Mayor's report tonight will be the 99th celebration announcement kicking off the anniversary celebrations.

VIII. ADJOURN - 5:33pm A motion to adjourn the meeting from Trustee Barker and seconded by Clerk Szymiski.

FY 2020-21 Budget 2nd Quarter Update

A dark blue diagonal graphic element that starts from the bottom left corner and extends towards the top right, creating a triangular shape in the lower half of the slide.

**We are currently in good
Financial shape,
but the future is uncertain**

Timing Recap

Reopening Phase

- ½ March Phase 1
- 3/27/2020 - CARES
- May Phase 2
- June Phase 3
- July Phase 4

Mitigation Tiers

- 10/23/2020 Tier 1
- 11/11/2020 Tier 2
- 11/20/2020 Tier 3

Most Recent Data

- August - Sales
- Sept - PFE/Hotels

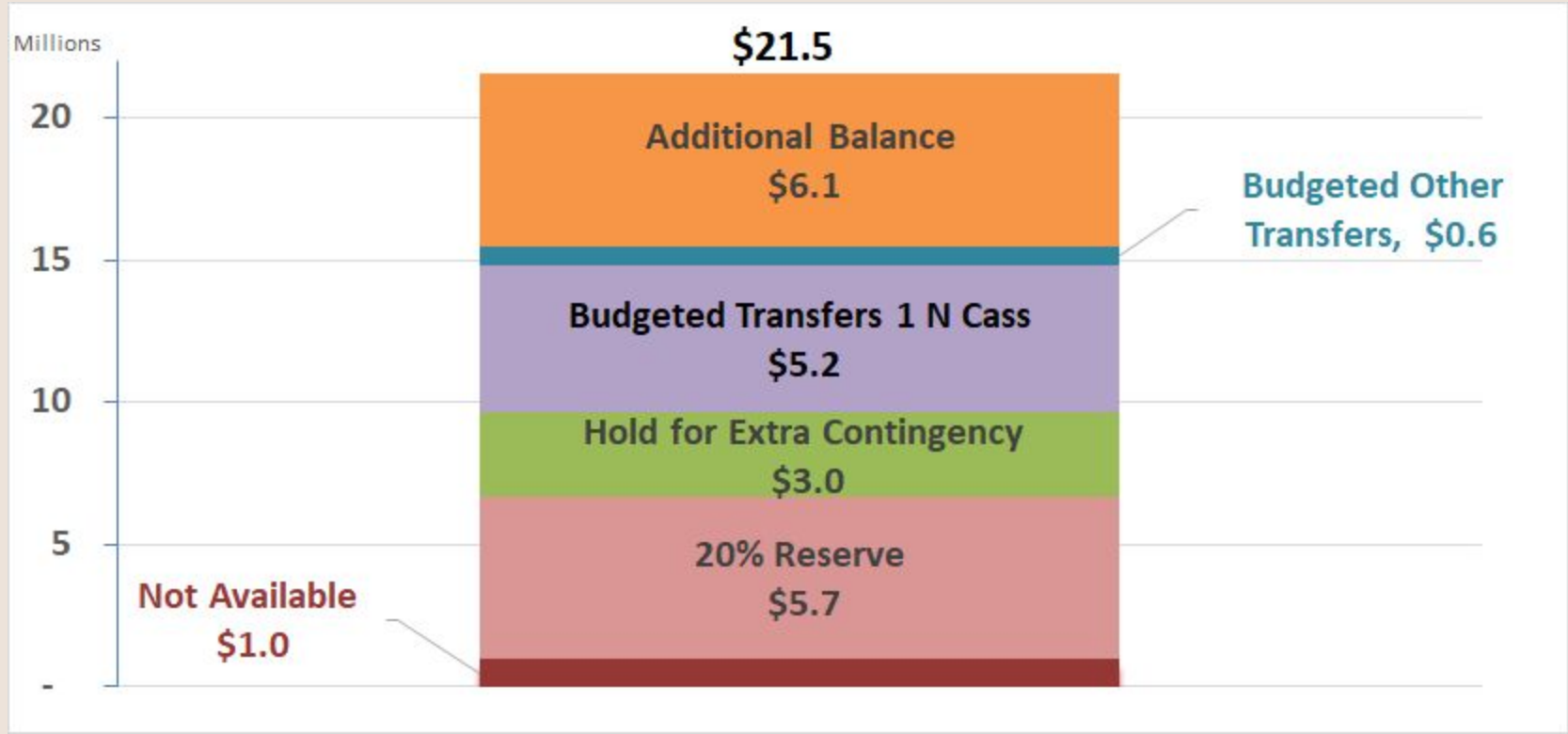
FY Ending 4/30/2020

	Budget	Actual	Better than Budget
Revenues	28.1	29.6	1.5
Expense	(28.1)	(25.8)	2.3
Net	-	3.8	3.8

FY 2020-21 YTD

	Budget	Actual
Revenues	26.2	14.7
Expense	(28.3)	(14.2)
Net	(2.1)	0.5

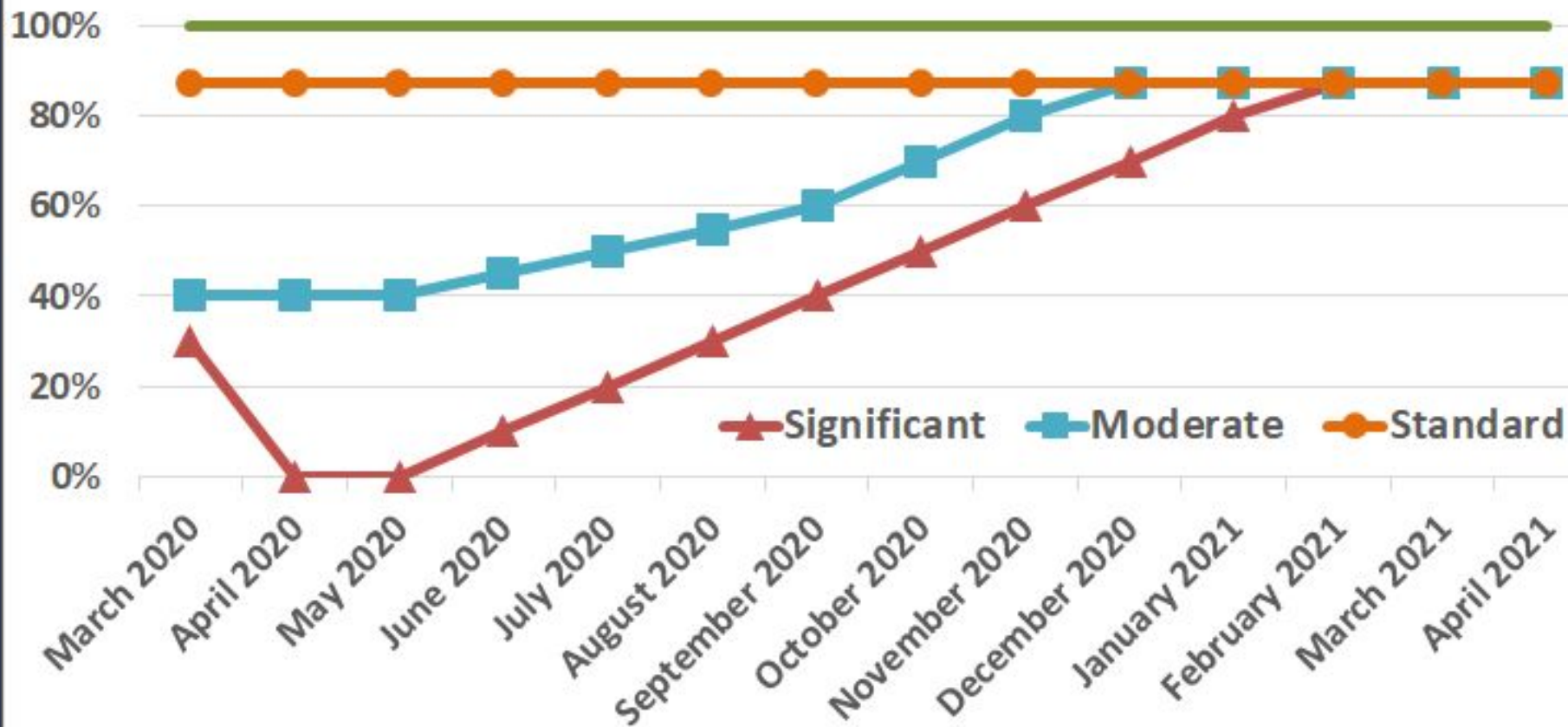
Current Fund Balance



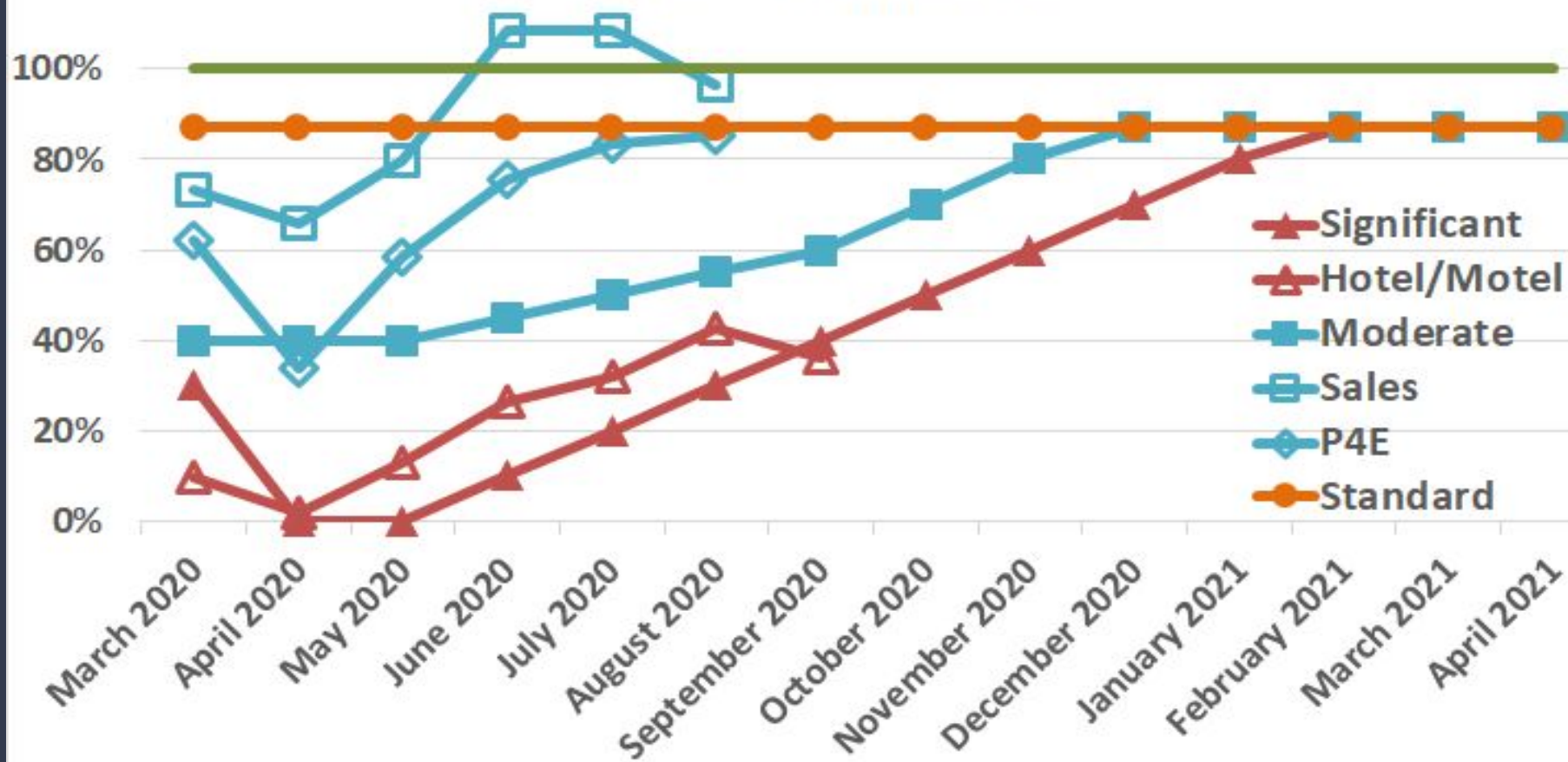
Revenue Assumptions

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

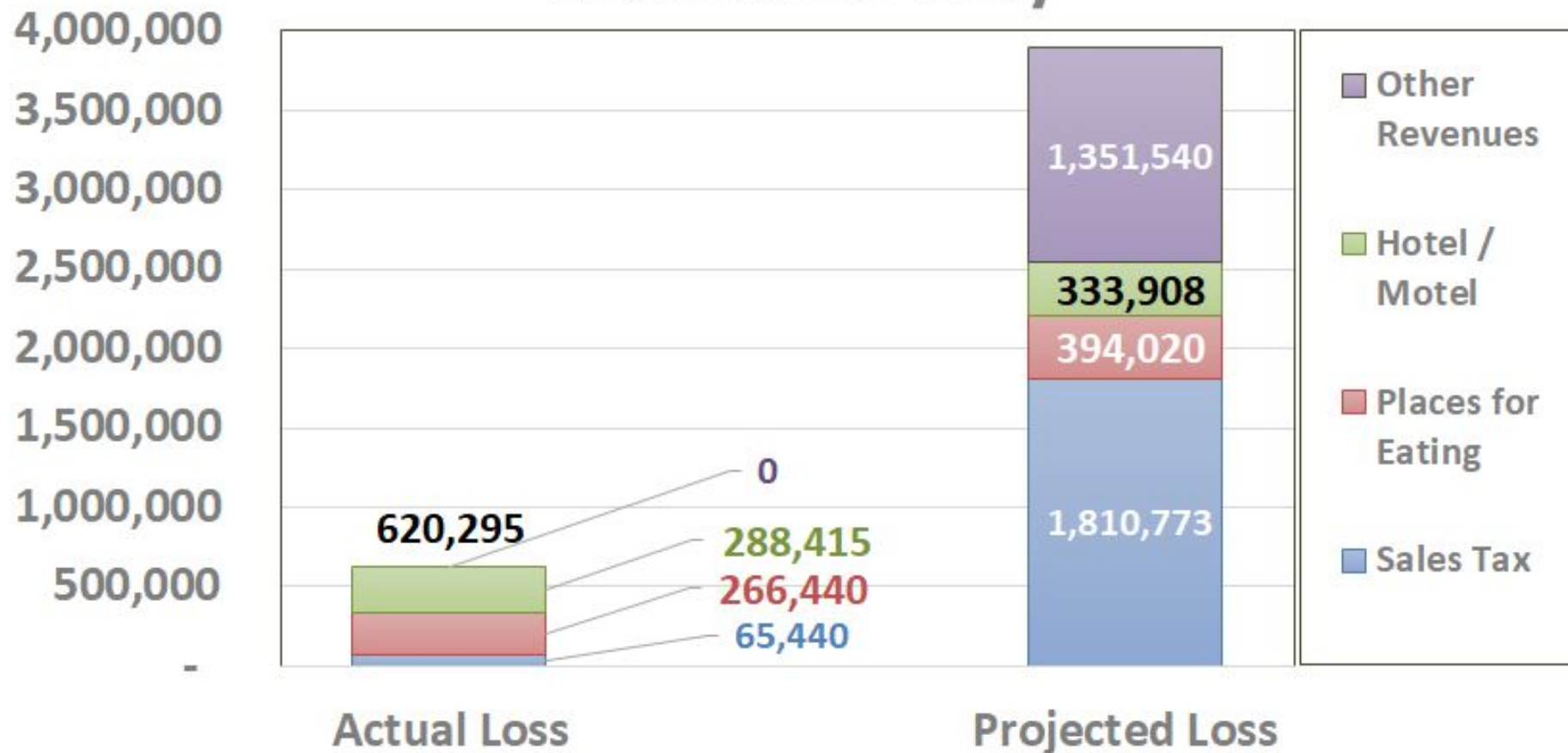
Revenue Estimates - Bad Case



Revenue Estimates



Loss Since May



Village Stimulus Programs

- **\$17,600 - Outdoor Seating Grant**
- **\$ 8,300 - Sales Tax Business Grants**
- **\$ 5,000 - Service Grants**
- **\$65,000 - Business License Refund**
- **\$40,000 - Liquor License Partial Refund**
- **\$80,000 - Restaurant Payments**

County CARES

\$1.2 Million Allotment

- \$ 91,000 - Parking Permit / Late Penalties
- \$114,000 - Purchases (March - October)
- \$216,000 - Local Stimulus
- \$780,000 - Offset Millions in Payroll Costs

Budget Trimming – Current

- **General Fund**
 - **Cut Through Step C (Currently Vacant)**
 - **Board Hold on Step E (GWA)**
 - **Manager Hold all non essentials**
- **Board Hold Capital Not Awarded or Partner**
- **Board Hold Hotel/Motel**

Considerations?

- **Prior Board Suggestions**
 - **Vacancies/Hiring Freeze - \$200,000**
 - **Could be moved to Manager's Hold**
 - **GWA - \$210,000**
 - **Could be awarded**
- **Capital - Staff to prioritize**

Village of Westmont
Administration & Finance Committee
Staff Reports - 2020-11-19

Village Manager

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Finance

- **Customer Service**
 - A resident needed a garbage container replaced and after several false-starts from Waste Management, the container was finally replaced appropriately. The resident left a message about the Village staff who assisted her saying “Thank you so much . . . it would not have happened without you - your perseverance and listening to me. I really appreciate your dedication. . . I really value everything you did to make this happen for me . . . It never would have happened without you.”
 - Two residents received water bills with higher than usual usage. Both were roughly 30,000-40,000 gallons above standard. Both had a difficult time believing they had used that much, but our Public Works Department confirmed the amount is plausible. As such, the residents were told we are not waiving the cost, though we are allowing payment plans.
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Clerk’s Office

- Business License renewals have been issued to businesses using our new system Energov System. Businesses can go online to pay for their invoice and print off their license. We are no longer issuing stickers.
 - Liquor license renewals have been sent out and renewals have been coming in. We have received 16 renewals for 2021. Liquor renewals are due in the first week of December.
 - In the month of September we received 36 FOIA requests.
 - In the month of October we received 32 FOIA requests.
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Communications

- **PIO Update**
 - Continuation of training and regular communication updates with Talk DuPage PIO Group
- **Website**
 - Continuing to work with Departments to update website pages and dropdown menus
 - Weekly updates to main page banners and slideshow
 - Work with IT and CD to transition to use of Westmont 311
 - Updated the Government Transparency Page with Illinois Municipal Retirement Fund Public Information link
 - Updated Village board information page - added Trustee Frank Brady information
- **Press Releases**
 - 23 new press releases created and published in the last month
 - Prompt response to all COVID-19 items that need to be communicated to the public
- **Social Media Posts**
 - 51 social media posts since Oct 1
- **Media Coverage**
 - Monitor local social media posts to oversee accuracy, or lack thereof
- **Media Materials**
 - Neighbors Magazine - Working on Dec/Jan issue
 - Westmont Word - No issues produced during COVID
 - Updated and published new water bill info notices
 - Created regular updates for the digital bulletin boards

- Created video of Mayor for Chamber Virtual Holiday Greetings video
- **Committees:**
 - Westmont First
 - November meeting cancelled - Next virtual meeting TBD
 - Beginning to brainstorm ways to help local businesses during fall and winter seasons
 - Staff considering a HOLIDAY HOPE Community Collage project
 - Sister City
 - All events and student exchange cancelled for this year
 - Coordinated PR pictures with Mayor Gunter and the Fire Department regarding the boxes of PPE from Hsinchu County
 - Coordinating virtual Cyber Meeting with Magistrate Yang for Dec. 7
 - Working with Hsinchu County High School and CUSD201 to create update MOU regarding student exchange
 - Public Information
 - No meetings
 - 100th Anniversary
 - Planning 2021 schedule in COVID environment
 - Completed 100th Anniversary logo
 - Arranged Police Accreditation presentation for Nov. 19 meeting
 - Arranged Public Works dedication on Village's 99th Anniversary date
 - Arranged Historical Society donation of pictures to the Village
 - Completed Future of Westmont student art and essay projects
 - Updated the display case for 99th Anniversary
 - Completed 100th Anniversary history book and began promotion of book sales
- **Misc:**
 - Special Events / Programs
 - Coordinated and followed through on all aspects of the Public Work facility dedication and ribbon cutting including scheduling, invitations, programs, set-up, promotion, photos and follow-up
 - Coordinated and followed through on all aspects of James Addington Plaza announcement including scheduling, invitations, programs, set-up, promotion, photos and follow-up
 - Coordinated 99th Anniversary presentation for Nov. 19 board meeting
 - Promoted over 10 programs relating to EIC including Holiday Light recycling, cooking oil recycling, and a record-breaking pumpkin composting event
 - Promoted decorating safety for Fire Dept
 - Worked with Jenny Patrick from T99 re: internship with Communications and Andrea Slagado
 - Assisted with promotion of Wicked West Fest events
 - Assisted promotion of Holly Days events
 - Working with local Eagle Scouts to do presentation at Dec. 3 board meeting

Human Resources

- **COVID-19**
 - In October, HR devoted a fair amount of time to COVID situations, including multiple employees that tested positive - one of which impacted nearly an entire shift based on the close contacts identified through tracing. However, staff in all departments have done an excellent job of reviewing their protocols and PPE requirements and making additional adjustments to further reduce the likelihood of this type of situation occurring in the future.
 - A standard policy to address proper cleaning of electronic and hard surfaces to help prevent the spread of COVID-19 was issued on October 26.

- As we have done throughout the pandemic, staff continues to monitor the metrics and guidance from federal, state and local authorities and make adjustments to our policies, practices and protocols accordingly.
- **Health & Wellness**
 - As previously reported, the Health and Wellness Committee attended two virtual vendor demonstrations from potential replacement vendors, Empower, on September 15 and CHC Wellness, on October 7. After review of the platforms, the Committee recommends Empower Health Services to administer the Village's Health and Wellness Program. Empower is able to offer a program that is substantially similar to our previous program through Interactive Health and is comparable in terms of cost and service. Additionally, there are several value-added services, including a financial wellness component and reporting capabilities, that the Committee feels make this vendor a good partner for our health and wellness needs.
- **Policies Under Consideration**
 - Due to the success of telecommuting (aka teleworking) arrangements that have been allowed due to COVID-19, staff is exploring a general policy allowing teleworking in circumstances where it is appropriate for the employee and the position. This would allow greater flexibility for both staff and the Village in accommodating personal or family situations without interruption of work responsibilities, which would help ensure continuity of service for our community.
- **Recruitment**
 - Open Positions
 - Community Development - Code Enforcement Officer hiring has been put on hold.
 - Police Department - We had five internal candidates for the Administrative Assistant III position and interviews were conducted on Friday, November 13.
 - Retirement/Resignations/Separations
 - Mike Chorney - PT Safety/Loss Control Coordinator - 11/12/2020

Information Technology

- The department continues to build out the infrastructure at the new Public Works Building including WiFi, Network, Door Access and Security Cameras
- Continued coordination and management of Zoom meetings
- Assisting the Library for continual changes due to Covid and service needs including relocations and configurations.

Liquor Commission

Below is a summary of my activities for the month of October 2020

- Reviewed and presented Absolutely Delicious for a Class 23 (Video Gaming) liquor license which was approved by the board.
- Conducted a background check and recommended Moskva Cafe 13 N. Cass Avenue for an increase in liquor licenses and a license issued, which was approved by the board.
- Conducted a background review for Citgo Gas Station 27 E. Ogden for a tobacco license, change in ownership.
- Met with Mike Hussain owner of Clique Sports Bar & Grill 6010 S. Cass Ave. to discuss a recent after hours ordinance violation. I informed him this will go to a hearing due to the probability of his pleading not guilty. Letters were sent for him to supply video footage from his video camera system.
- Attended Village Board and Administrative Finance Committee meetings.
- Addressed request from Clique Sports Bar and Grill for outdoor entertainment. He was granted permission for Saturdays only, no ambient music at this time per previous instructions, he could have televisions outdoors if desired during the COVID crisis. A neighbor who has called the village on noise issues in the past was contacted via voicemail about these permissions.
- Drafted a letter to Illinois Liquor Control Commission for Uptown Inc. in reference to their state liquor license renewal.

- Confirmed that Prestige Liquors 6249 S. Cass Ave. has liquor liability insurance for the specialty brew tasting room.
- Completed annual sexual harassment training.
- Reviewed and approved outdoor seating area for Prestige Liquors for their specialty brew tasting room. Fire Department and Community Development reviews are still needed.
- Assisted a potential liquor license applicant on what is needed and how to apply for and submit a liquor license application. Their business operation would be for a grocery store similar to Mariano's and or Standard Market. No other info on the business is available at this time.
- Completed monthly revenue report using Illinois Gaming Board data.
- Participated in a Zoom meeting to discuss outdoor seating areas. It was decided to extend our deadline for outdoor seating from Halloween until November 30th in order to assist our local businesses.
- Drafted a letter to local businesses informing them of the new COVID-19 restrictions put in place by the Governor of Illinois J.B. Pritzker.
- Addressed a request from Whiskey Hill Brewing to use their extra suite/room space for customers. This request must meet several planning and zoning requirements and may need a special use permit. They will work with Community Development on this issue.
- Addressed inquiries on the village response to COVID-19 complaints. This included a review of our practices with the Chief of Police, Liquor Commissioner and myself.
- Addressed request for after hour extension permission during the upcoming holidays. It was decided that permission, if any, would be given if the COVID-19 issues improve and the indoor seating restrictions are lifted by Thanksgiving and Christmas.
- Along with other departments the issue of an semi-permanent outdoor tent/seating area for Neat Kitchen & Bar was reviewed and approved.