

ADMINISTRATION & FINANCE COMMITTEE

Meeting Minutes - August 25, 2022

Draft Approved -October 6, 2022

CALL TO ORDER - 4:30pm

CALL TO ORDER

ROLL CALL

<u>Committee</u>	<u>Staff</u>
Trustee Liddle (as Chair)	Village Manager May
Mayor Gunter	Assistant Manager Parker
Clerk Szymiski	IT Director Liljeberg - Online
Trustee Guzzo	Finance Director Cunningham
Trustee Barker	HR Director Brainerd
Trustee Nero	Management Analyst Mielcarski - Online
Trustee Brady	Executive Director Forssberg-Online
Trustee Simonovich (online)	Police Chief Gunther
	Fire Chief Riley - Online

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS - None

APPROVAL OF MINUTES

- A. July 14, 2022 Administration & Finance Committee meeting minutes were approved by Motion Trustee Simonovich and seconded by Trustee Nero.

NEW BUSINESS

- B. Community Art & Mural Program - Manager May presented this Westmont First initiative to foster Public Art. Quincy Station had proposed Public Art, however the plans changed yet the Village is still interested in Public Art. Trustee Barker gave the background on the desire for murals and sculptures, and having utility boxes that are ugly painted to be aesthetically pleasing. Westmont First reviewed the research and is interested in moving this project forward; a program has been reworked by the attorney and is on tonight's agenda.

- The administration of the program is to be done by one or two Westmont nonprofits, Westmont 1st and Westmont Special Events.
- The permitting will be done by the Village, it needs to be vetted by someone before it goes into a permit review.
- The Community Development Department will not be vetting for design only for compliance to zoning ordinances.
- The review of applications will either be WSEC or Westmont1st.

1. Manager May stated it is difficult to create an ordinance and have another entity enforce it.

■ Manager May invited liaison Director McIntyre to the podium and he stated that if a new community event request was submitted to the Village, it was often reviewed by WSEC.

■ Mayor Gunter stated that the electronic sign guidelines were set up and this is similar.

■ Mayor Gunter invited Attorney Zemanek to the podium.

■ Manager May remarked that the format of the policy should be finished before voting.

■ Attorney Zemanek stated that the item should be postponed as the policy should be written and sent to WSEC/Westmont1st to review and agree to before the Board votes on it. The research that John has done on other community mural programs usually has an Arts Council or Tourism Board that reviews the applications and decides on the merits of the mural. Municipalities are hands off as it could be seen as a violation of someone's 1st amendment rights. You can regulate sign sizes but not content.

■ Trustee Barker asked about the original draft that Westmont 1st & WSEC had already reviewed, the preference now would be for an Art Network?

1. Attorney Zemanek replied that this is how most communities do it, or a commission. Does this fall under the policy of WSEC's mission to host special events? This is something that promotes the Village. The Board of WSEC would have to decide if this fits their mission.

2. Trustee Barker said that the Creative Arts Network could be under WSEC with a group of artists. Would it have to be a body that would be able to do that? Would it have to be a formal thing?

a. Attorney Zemanek replied that with the Village giving money it would need to be a formal entity. Westmont 1st as a Village Committee would not be appropriate as it is too diverse and would have too many

people involved. This needs to be streamlined.

b. Mayor Gunter stated that the WSEC would have a subcommittee that could review.

c. Attorney Zemanek stated that is the hope. A member of WSEC, Westmont 1st, an artist at large from the community type of setup without elected officials or staff involved. He is still doing research, the concern is that there have been lawsuits against murals. Discussion of controversial items ensued.

3. Attorney Zemanek asked if the intention was for Larry as a Village employee to receive the applications for review before the application went to WSEC?

a. Manager May asked if WSEC shouldn't receive the application, not the Village?

b. Attorney Zemanek responded that would be ideal. The Community Development department would need to determine if this is in compliance. Right now the way the code reads a mural would not be allowed.

i. Manager May stated that it would be a problem as he is a WSEC board member and he needs to be separated from the review for WSEC as he is a Village employee.

4. Mayor Gunter asked Trustee Liddle if WSEC would be interested in taking this role.

a. Trustee Liddle responded that it is the right venue and new volunteers could be brought in to take on an Arts Council.

5. Attorney Zemanek announced that he still needed to research some areas such as church properties; he had only envisioned Village buildings and private buildings. In looking at schools, parks and churches it is something to consider for religious content.

a. Mayor Gunter asked about schools.

i. Attorney Zemanek stated that it is a sign

and needs to be reviewed by the sign ordinance.

ii. The Sentinels or Panthers on the schools could be considered a sign.

6. Trustee Barker asked what kind of research was done, were municipalities called to see how they did things or just the legal issues in court? How do we facilitate it so that we can get a yes? We want a yes, everyone wants a yes.

a. Attorney Zemanek replied that any policy/ordinance can cause litigation. We have complex zoning laws and these can create litigation. So can a mural program create litigation? Yes, anything can. Right now we look at news articles and westlaw research on litigation. There are many types of litigation be it content related or an artist upset at the upkeep/removal of their art.

b. Trustee Barker asked if Oak Park or Naperville are contacted as to their policies? Do we duplicate that?

i. Attorney Zemanek said that policies from around the country are looked at, however it widely differs. Locally, Glen Ellyn Village Board approves and funds by resolution a mural request.

ii. Trustee Barker asked if Attorney Zemanek believes that is a mistake?

1. Attorney Zemanek replied that he was just following the framework that had been given to him by Westmont1st. A jury selection committee can be a good idea, however you have to live with whatever the jury selects whether you like it or not. Art is in the eye of the beholder & if you want control over it you set it up that way at the start with the board approval required.

2. Manager May remarked that this will be put on hold tonight & would like to be

ready to move forward in the Fall. This will be reviewed by staff and the Board will be kept informed. It will then be given to WSEC for review and formal comment. Manager May would like it to be ready to go without the funding.

a. Trustee Barker asked when it would go to WSEC?

b. Manager May responded that it would go as is to the WSEC Board to confirm their interest and to have their objections noted.

3. Director McIntyre stated that WSEC has been reviewing the topic for the last four months and is ready to move forward. The Creative Arts Network is a subgroup & administered by WSEC. It consists of WSEC Board & Jenny Babyar.

a. Trustee Barker asked if WSEC is ready to put together an arts organization. The artists are separate from the management of the organization.

iii. Manager May would like WSEC to design the program: how it will be administered, reviewed, and the set up of a jury...all the parts laid out.

iv. Mayor Gunter commented that the jury cannot have a Westmont employee/elected official on it.

c. Attorney Zemanek commented that the programs often have photos of murals from around the country. This would give the jury & applicants an idea of what is desired.

C. Review ordinance changes to Section 2-33 Committees of the Board -

Manager May presented on the topic of standing Committees of the Board & the ad hoc committees of the Board. Requesting that the Public Information and Economic Development Committee be removed from the Standing Committees of the Board. Both have been reworked to be more of a staff meeting between IGA/Service Organizations that we have been doing since the pandemic limited the participation.

- Trustee Barker said that the EDC used to allow for the public to participate in the meetings and have opinions on items. Without this avenue to get opinions from the public?

1. Manager May stated that the Chamber committees/groups are a source of feedback, and facebook/nextdoor.
2. Trustee Barker means besides social media.
3. Manager May reminded all that the open forum in all meetings was the place for feedback.

- Trustee Nero asked that the participants be thanked for their service.

Manager May continued on to the ad hoc committees: 100th Anniversary is ended, Sister City is changing, and Westmont 1st has listed requirements for 15 members from various areas of town - none of which are filled so it needs to be restructured to enable a quorum.

- Mayor Gunter asked Trustee Barker if he is ok with this?
 - Trustee Barker responded affirmatively

Manager May stated that in the coming weeks this will be presented to allow for 2023 to have the new committee structure.

D. Warning Siren System - Manager May asked Chief Riley to place a diagram on the podium for the Board to view where the sirens are located and where the neighboring communities locate their warning sirens to ensure that the whole area is covered. Some areas are redundant with being covered by multiple (3) sirens. The central warning siren/horn is not in the best shape, we have repaired multiple times and we have been testing it weekly - not just monthly. We have been looking at a new location, near downtown yet we have higher buildings going in that are higher than the siren and it loses effectiveness. The replacement is not needed, and Manager May would like to take this one out of service.

- Chief Riley stated that that siren is redundant and the high

school siren is in need of repair/replacement. Fire staff is looking into grants to cover the cost. Removal is \$5,000 and to replace it is \$18,950 and to relocate it is \$22,950 and that does not include power. All our sirens are getting to the end of life.

- Manager May replied that we would like to look at the redesign of our siren placements and at this time take this one out of service.

- Trustee Barker stated that he receives weather alerts from Willowbrook. Should Westmont be doing this?

1. Chief Riley said signing people up for this type of Smart 911 service is not cost effective - most residents do not sign up, it is low for DuPage County. Currently we have less than 500 residents signed up.

- Trustee Guzzo asked what the range was for the sirens.

1. Chief Riley showed on the map the transmission range for the north and south area.

- Trustee Nero asked how the alert to set off the sirens is given.

1. Chief Riley replied that based on the national weather service announcements, the dispatch service sets off the sirens, Westmont does not.

- Chief Riley stated that he is comfortable with the Manager's request to disable and remove the malfunctioning siren; surrounding coverage areas are sufficient.

E. Finance Report - Finance Director Cunningham presented the July 2022 Financial Report. (see attached)

- Manager May stated that this was an overview that Director Cunningham designed. Asked if she was doing this monthly?

1. Director Cunningham responded that she would do it as often as requested. The State of IL prefers Finance to give the Board a monthly report, it is up to the Board.

- Trustee Nero asked that this could be posted for the public, it is a great format and easy to read.

1. Manager May replied that this was the first one and it was being tried out here. It will be a part of the minutes for this meeting. We could share it in advance if the Board prefers, we can

create a section for you to view it in advance.

MISC:

- Mayor Gunter wanted everyone to know that there is a possibility of a vinyl record store that sells craft beer. Interest has been received and the Mayor would like to see if this is anything the board might consider or does anyone have any strong negative feelings? There were no comments; yea or nay. Mayor reminded everyone that the Deputy Liquor Commissioner will have a report at the next meeting.
- Manager May reported on a Village Board email received today regarding the ribbons on trees support campaign for Ovarian Cancer. As it is received so late and for the whole month of September, Manager May will respond and be asking for a shortened time span and explaining the permit process for this request.

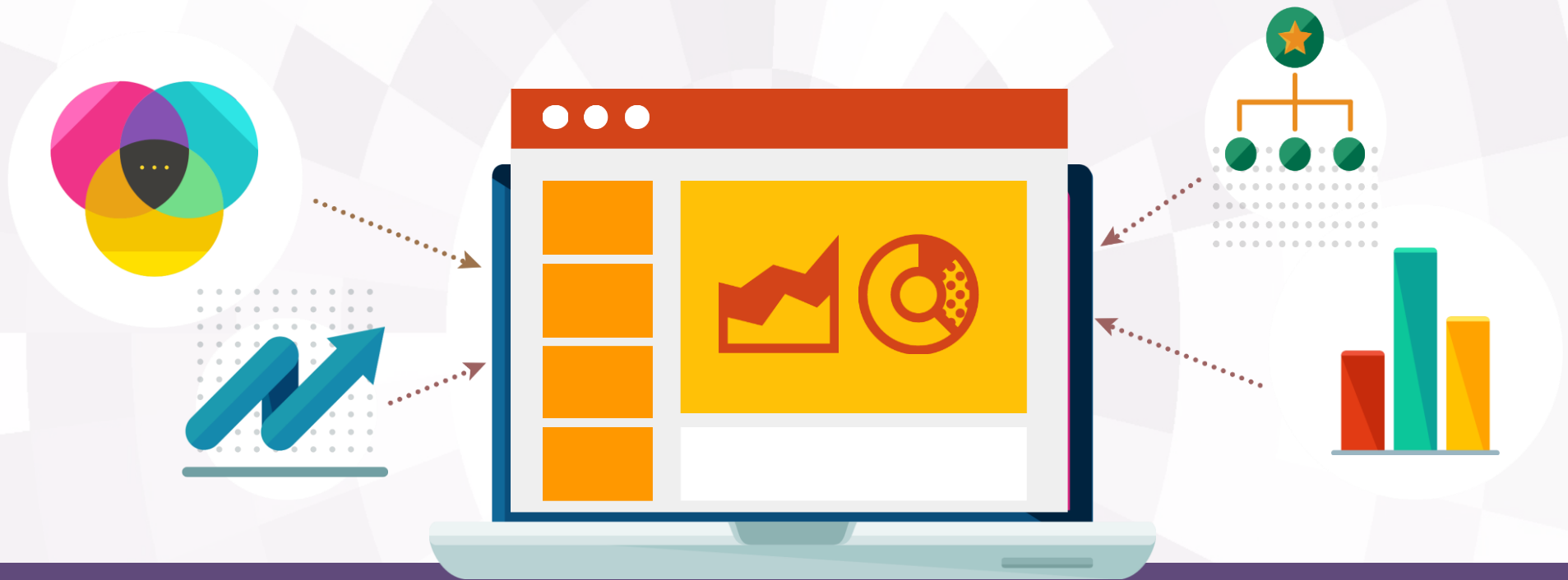
REPORTS - attached

ADJOURN Motion Guzzo and 2nded (next meeting is scheduled for October 6, 2022)

FINANCE DEPARTMENT

July 2022 Monthly Financial Report

(For FYE 2023)



[Charts Include Most Current Revenue Data]



Sales Tax

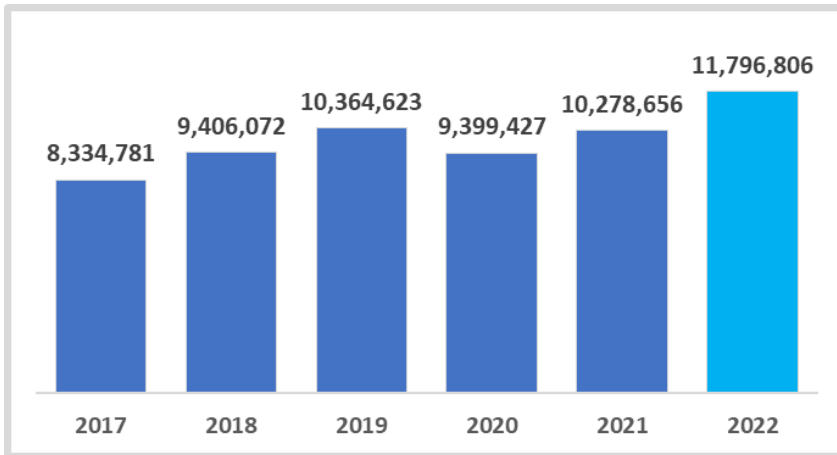
14.77%

MORE FYE 2022
compared to FYE
2021

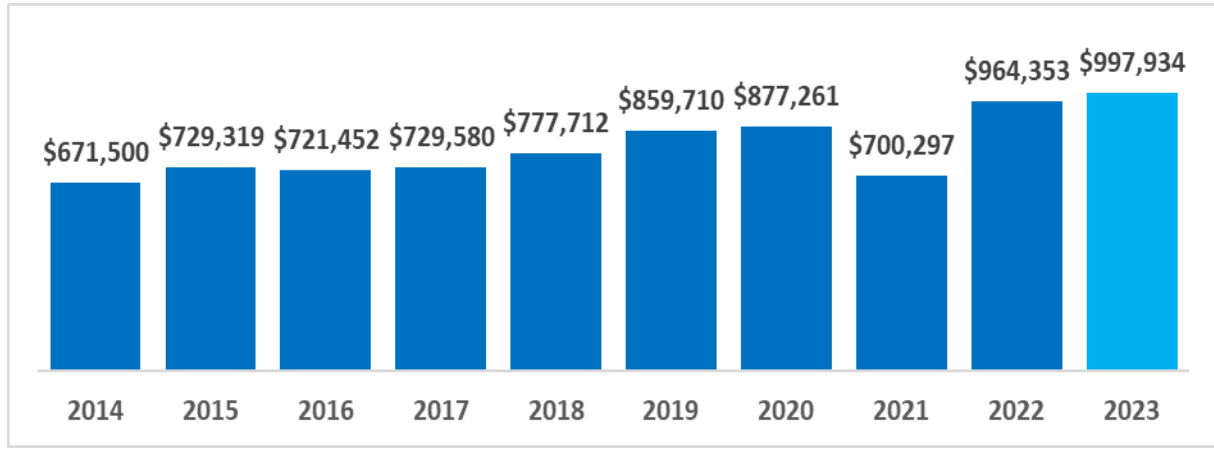
\$11.5M

FYE 2023 BUDGET
8.7% Received YTD

Sales Tax Received in FYE 2022 Compared to Past 5 Years



May Sales Tax History



Factors Affecting Revenue

New online sales tax legislation

- Began on 1-1-2021
- Requires online retailers from out of state to collect the sales tax for the municipality of the delivery address

Higher prices on everything

- Increase in prices from gas to groceries to clothing and vehicles
- Inflation rate in June was 9.1% but decreased in July to 8.5%

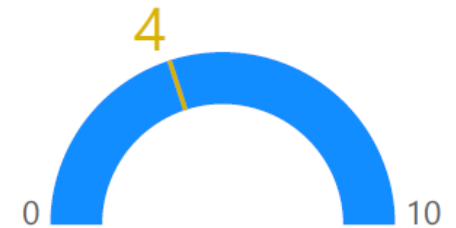


Important Notes

- Increased costs on the expense side
- On 7/28/22, the Fed raised interest rates again by 0.75% to combat inflation. The Fed's interest rate increase will slow down consumer demand and may negatively impact this revenue in the near future
- State set up a Grocery Tax Replacement Fund – temporary suspension of states 1% sales tax on the retail sale of groceries July 1, 2022 – June 30, 2023

May is the 1st month of revenue recognized for the FY 2023 for sales tax, local use tax, non-home rule sales tax, and telecommunications/IMF tax

Future Forecast





State Income Tax

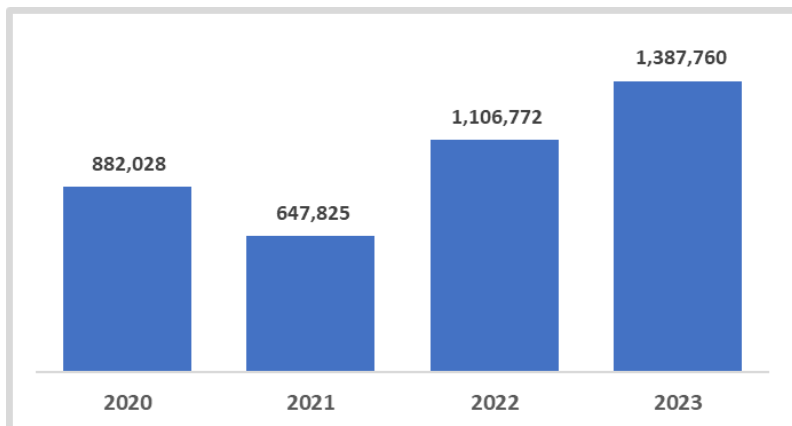
25.39%

MORE than the same period FY 2022

\$3.03M

FYE 2023 BUDGET
45.8% Received YTD

State Income Tax (May thru July)



Future Forecast



Indicator 0 = Negative thru
10 = Positive

Factors Affecting Revenue

Per IDOR, significant increases in personal income (5%) and corporate income (53.4%) compared to FY 2021

- Personal Income Tax makes up about 70%
- Corporate Income Tax makes up about 30%

Job growth remained strong

- People are returning to work because of inflation
- Unemployment rate 4.5%, lowest since start of pandemic



Local Use Tax

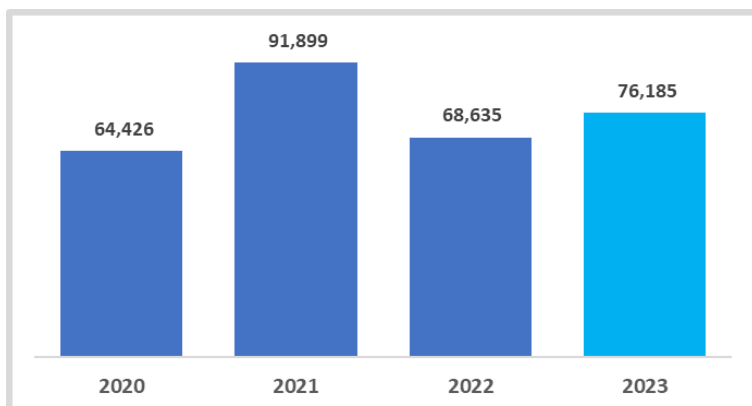
11.00%

MORE than the same period for FY2022

\$900K

FYE 2023 BUDGET
8.5% Received YTD

Local Use Tax (May 2022)



Future Forecast



Indicator 0 = Negative thru
10 = Positive

Factors Affecting Revenue

Online retailers started to collect Sales Tax

- Effective 1-2018, the State started applying Use Tax to online sales
- Effective 1-1-2021, online retailers started to collect Sales Tax including locally imposed taxes



Places for Eating Tax

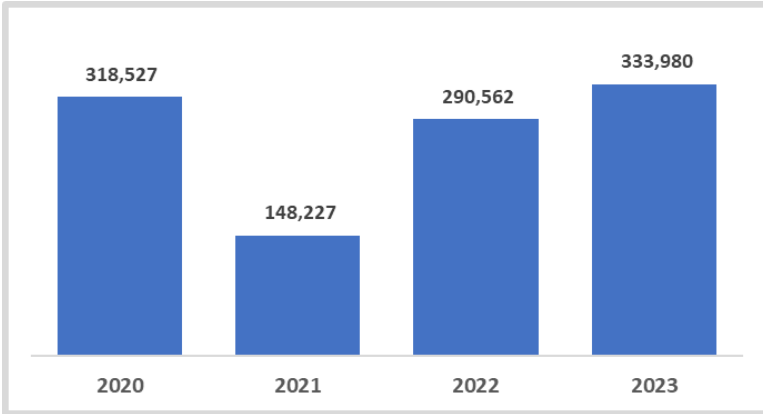
14.94%

MORE than the same period for FYE 2022

\$1.7M

FYE 2023 BUDGET
19.6% Received YTD

Places for Eating Tax (May-June 2022)



Future Forecast



Indicator 0 = Negative thru
10 = Positive

Factors Affecting Revenue

This revenue was impacted by COVID surge

Labor shortages and increased food prices due to product shortages may impact this revenue in the short term



Motor Fuel Tax

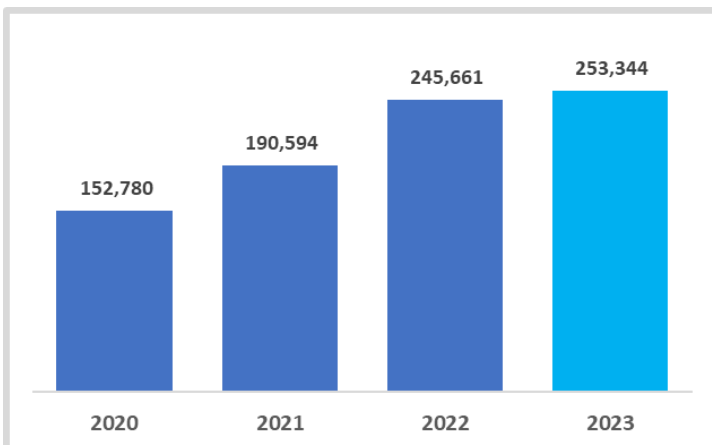
3.03%

MORE than the same period for FYE 2022

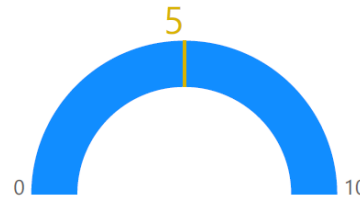
\$950K

FYE 2023 BUDGET
26.67% Received YTD

Motor Fuel Tax (May thru July 2022)



Future Forecast



Indicator 0 = Negative thru
10 = Positive

Factors Affecting Revenue

- Higher gas prices typically leads to less usage, which causes MFT to decline. However, Sales Tax revenue increases as gas prices increase.
- Indications show that gas prices will continue stabilize and drop provided there are no interruptions in the supply of gas or a surge in global demand.



Non-Home Rule Sales Tax (for Stormwater)

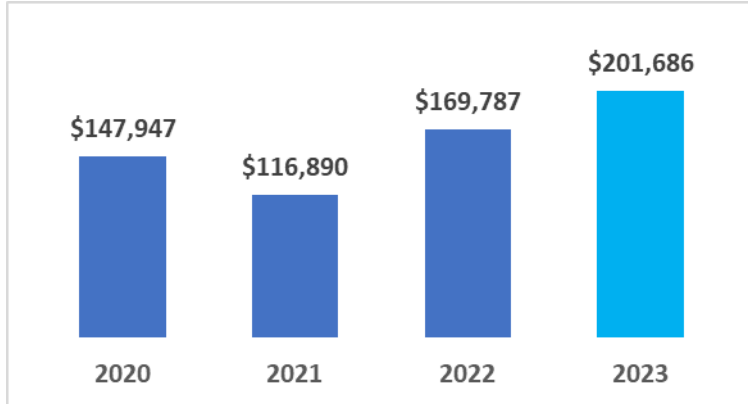
18.79%

MORE than the same
period for FYE 2022

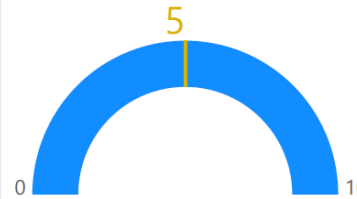
\$1.9M

FYE 2023 BUDGET
10.6% Received YTD

Non-Home Rule Sales Tax (May 2022)



Future Forecast



Indicator 0 = Negative thru
10 = Positive

Factors Affecting Revenue

New online tax legislation also apply to NHR Sales Tax. This should be a net new addition to this revenue, as there is no offset like there is for regular Sales Tax with lower Local Use Tax.

Similar to Sales Tax, this revenue will also be affected by the raise in interest rate.

Does not apply to titled or registered items or qualified food and drugs.



Utility Tax (Gas, Electric, Telecom)

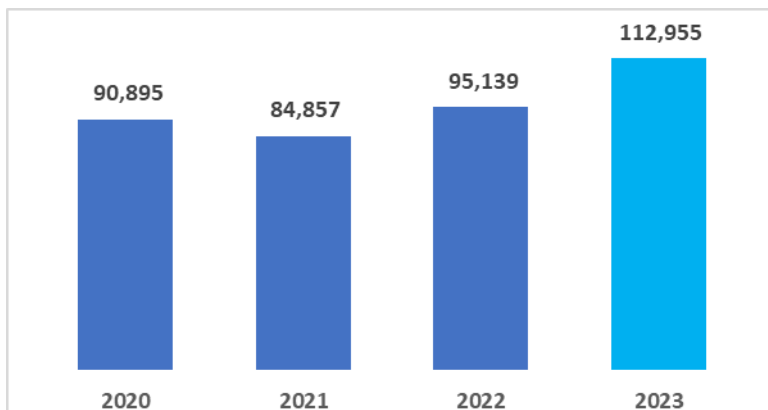
15.8%

MORE than the same
period for FYE 2022

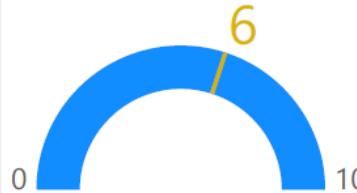
\$1.74M

FYE 2023 BUDGET
6.5% Received YTD

Utility Tax (thru May 2022)



Future Forecast



Indicator 0 = Negative thru
10 = Positive

Factors Affecting Revenue

Increase mainly due to much **higher natural gas prices** in recent months

- Natural gas prices have tripled this year mainly due to the Ukraine situation; this will lead to higher utility tax
- Electricity prices have increased fairly significantly; this will lead to more conservation and less usage in the future, resulting in lower utility tax
- Telecommunications Tax will continue to decline due to removal of landlines (decreased approx. \$530K or 51% since FYE 2015)



Water Sales

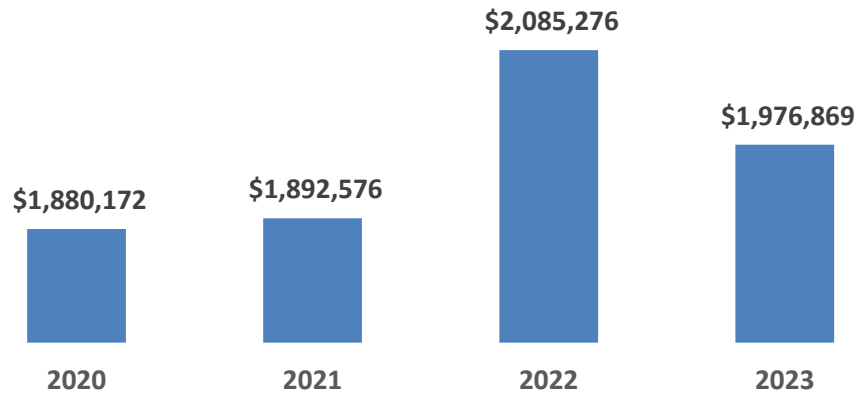
5.20%

LOWER than the same period for FYE 2022

\$8.3M

FYE 2023 BUDGET
23.8% Received YTD

Sales Tax (Sales May thru July 2022)



Future Forecast



Indicator 0 = Negative thru 10 = Positive



Factors Affecting Revenue

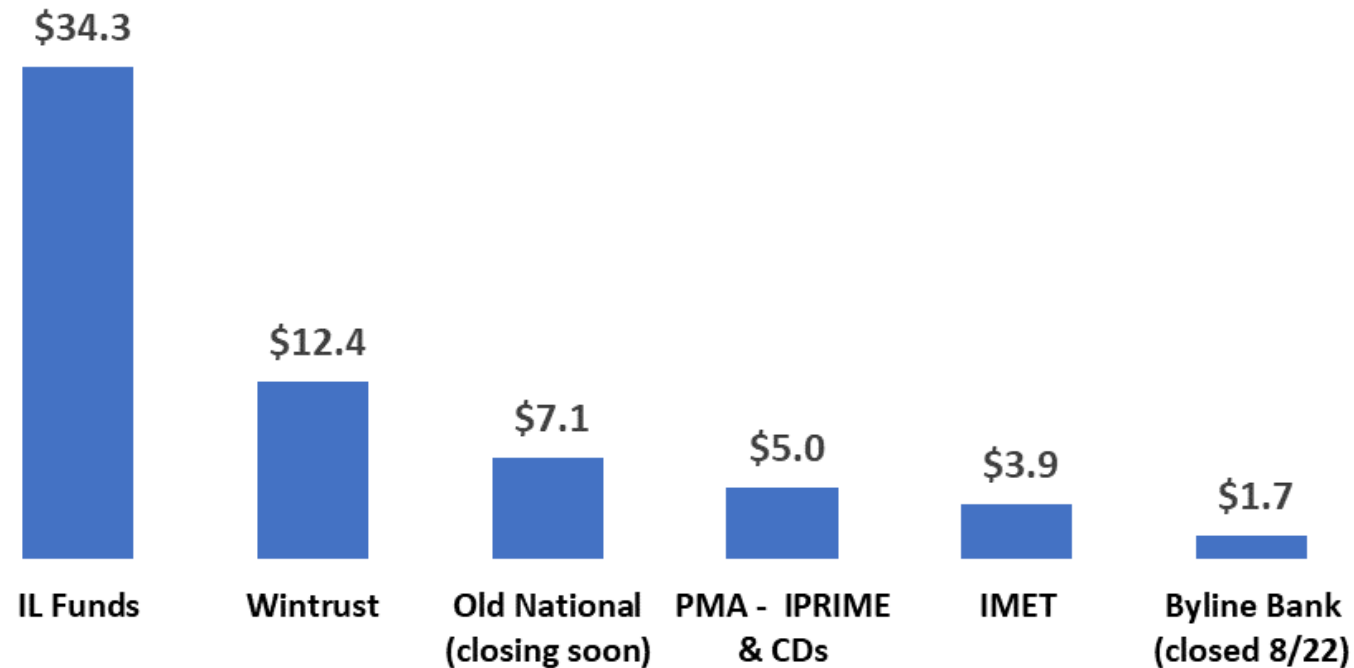
- Hotel occupancy may increase in future months due to local tourism and people going back to work in the office. This may increase overall usage.
- Dry/wet weather conditions
- Rate increases and timing of bills/exceptions



Important Notes

- Beginning on August 31, 2022, there will be an \$0.21 per/1000 gals water increase from \$10.61 to \$10.82 to cover the increase from supplier charge.
- Residents are billed bi-monthly
- Businesses are billed monthly

Village of Westmont Investments @ 7/31/2022 (\$M)



TOTAL INVESTMENTS

\$64,296,354



ADMINISTRATION

31 West Quincy Street, Westmont, Illinois 60559

Tel: 630-981-6210

westmont.illinois.gov | administration@westmont.il.gov

Village of Westmont Administration & Finance Committee Staff Reports - 2022-08-25

Village Manager

- Downtown Employee Permit Parking - work continues on expanding permitted parking locations in the CBD. The next phase will be to allow permit holders to park at any off-street 4-hour public parking location. Currently, the only "on-street" (technically) location permitted is the angle parking along the south side of W Burlington and the north side of W Quincy across from the Village Hall.
- Similarly, we have moved the starting point of Commuter Zone B Permit Parking on Burlington to Grant Street. It was previously mid-block between Lincoln and Grant. The newly freed-up spaces are now 4-hour public parking.
- In concert with the Chamber, we are developing a parking map for both the employee parking opportunities but also the different public parking opportunities and their respective time limits.
- The phantom gold hydrant has been restored (by our contractor) to its original state.
- National Ovarian Cancer Coalition - Public ribbon display request (email today)

Finance

- July 2022 Monthly Financial Report
- Public Act (P.A.) 102-0700 suspends the state 1 percent (1%) low rate of sales and use tax on retail sales of groceries normally taxed at this rate from July 1, 2022, through June 30, 2023. According to the Illinois Department of Revenue (IDOR), grocery tax revenue will continue to be distributed as it currently is.
- Closed Byline Bank accounts and moved funds to Clarendon Hills Bank

Administration/Clerk's Office

- Over 30 agendas, cancellation notices, & agendas have been created/posted
- 16 Business licenses requested and/or issued in July & August.
- 10 events requested and/or issued for block parties/community events
- FOIA requests for July/August
 - 52 FOIA requests have been Completed during this time.
- Set up of electronic licensing/permitting continues to move forward by IT & Administration
- Document destruction round 2 is in process
- Historical data is being reviewed, saved, and protected
- Unclaimed property letters have been sent out. We will be reporting to the State of IL in October.
- Harold's Shrimp and Chicken Liquor license has been issued.
- Suburbanite Bowl has applied for a new liquor license due to an ownership change.

Communications

- Committees
 - **Environmental Improvement Committee**
 - Coordinated 3 Events for EIC volunteers to attend Cruisin' Nights to share GREEN info
 - Coordinated three additional Special Recycling Events: January 21, April 15, Sept. 23
 - Reviewing request to create and/or support a resolution regarding a styrofoam cups ban
 - Dark Skies Initiative - requesting opportunity for presentation to the Village Board
 - Considering a tour of the SCARCE.ORG facility for EIC members and others
 - Continuing to work with local students on (2) separate scout badge projects
 - Continuing to review information regarding the creation of the upcoming RFP criteria
 - **Public Information Committee**
 - Last PIC meeting held on August 24, next scheduled for October 26

- Information submitted by more than 10 organizations and/or departments
 - Continue to update and review the comprehensive list of upcoming events in Westmont
- **Westmont First Committee**
 - Community/business permanent mural & art program - Presentation to be made at Admin-Finance Committee meeting - materials are being reviewed by Village Attorney
 - August WF meeting canceled
 - Next Westmont First meeting will be September 19
 - WF will be reviewing busking initiative
- **Sister City Committee**
 - Invited to participate in a Taiwanese Chamber event
 - Coordinated TECO & GDTEAA Care Package donation - distributing to local public agencies and organizations
- **100th Anniversary Celebration Committee**
 - Continuing working on 100th Anniversary Historical Interview Videos editing & final output
 - CUSD201 written history project including editing & formatting
- **Executive Safety Committee**
 - Continuing role as the Secretary for the ESC which meets quarterly throughout the year
 - Next meeting Oct. 12
- **Community Events**
 - **Wicked West Fest**-Planning events and promotion material
 - **Holly Days Committee**-Planning meeting with new Superintendent of Recreation at Park District
 - **Misc. Events**-Publicity for various local government & non-government events
- **PIO Update**
 - Continuing correspondence with Talk DuPage, the PIO training group through DuPage County - currently regarding numerous communities having extensive use of drones for video promotions
 - Assisted with communication with Cass Ave Street cleaning/street closed
- **Website**
 - Worked with Finance Director Jamie on various website updates to Finance page
 - Continuing to work with Fire Department regarding personnel recruitment marketing
 - PDF, make links clickable and upload e-newsletters and Community Magazine on the website
- **Volunteers** - Continue follow-up to volunteer requests via the village website
- **Press Releases 21 new community press releases for the Village & local entities**
 - 2022 Community Garage Sale Listings with Map
 - Metra's New "Super Saver" Pass
 - Water Rates Update
 - August is National Water Quality Month
 - Street Resurfacing Program
 - Monthly Dementia Friendly Programming at Westmont Public Library
 - UPDATED - Mosquito Applications Scheduled for Aug. 10 & 11 in Westmont
 - WorkNet DuPage Career Center Provides Resources & Assistance for Jobseekers
 - DuPage County Offers Veterans Resource Fair
 - New 988 Suicide & Crisis Lifeline Number
 - FMC Natatorium in Westmont to Host USA Water Polo Championship Nov. 4-6
 - Paper Shred Event for Special Olympics Oct. 1
 - Upcoming Dementia Friendly Programs at Westmont Public Library
 - West Nile Virus Health Advisory for DuPage
 - Taste of Westmont and Cruisin' Nights Community Survey
 - Special Olympics Illinois Cop On a Rooftop Fundraiser Aug. 19
 - Endless Summer Car Show Tour Planned For Area Seniors
 - CUSD201 Invites Residents to Take Community Survey
 - National Drug Take Back Day October 29
 - Pet Promenade & Expo in the Park Sept. 18
 - Local Artists to Paint Business Windows with Fall and Halloween Themes
- **Social Media Posts**
 - Over 56 social media posts in the month of July/Aug, graphics/links to Facebook, Twitter, & Nextdoor

- **Graphic Design**
 - Created & published numerous graphics to assist with communicating village news: Pet Promenade, Car Show for Seniors, WSEC Survey, Dementia Friendly Programs, 988 #, Veteran Resource Fair, Street resurfacing, Garage Sale List & more
- **Village Newsletter Printed Westmont Magazine**
 - Sept/Oct issue of Community Westmont in process/printed & distributed via Westmont Post Office
- **Electronic Bulletin Board Posts** - More than 13 different messages posted over the past 45 days by the Village & the Library
- **Westmont E-Newsletter** - Published on the Fridays after Village Board Meetings - Almost 3000 subscribers
- **News Media Coverage** - Monitoring local social media posts to oversee accuracy
- **Media Materials**
 - Updated & published new water bill info notices
 - Submitted articles to Suburban Life

Human Resources

- **Compensation and Benefits Study**
 - A Request for Qualifications for a comprehensive compensation and benefits study was released on August 15 with a submission deadline for interested vendors of September 16.
 - As discussed at previous Committee meetings, this is an important undertaking to ensure our compensation and benefits remain competitive and equitable in order to attract and retain qualified staff.
- **COVID-19**
 - In early August, the CDC made some significant modifications to close contact, return to work for symptomatic people with negative tests and social distancing. Staff is reviewing the guidance and determining how it impacts current Village policy and practice.
- **CDL - Entry-Level Driver Training**
 - Staff continues to collaborate on preparation of an in-house program to meet the federal training requirements for first time CDL holders with a target for completion/rollout in September.
- **Hiring and Onboarding Process**
 - Based on the hard labor market and internal feedback, staff has been brainstorming ways to streamline the hiring process to make it easier and more welcoming for applicants/new employees. A first step in this direction was completed this month when we modified our employment application to remove some redundancies and create a more efficient and candidate-friendly application, which significantly reduces the time it takes to complete and submit an application.
- **Insurance Committee**
 - The Dependent Audit through BMI is ongoing, and the last update shows the consortium as a whole is about 85% compliant. Human Resources is working directly with staff and retirees who have not yet submitted the necessary verification to satisfy the audit requirements.
 - The consortium received another favorable renewal for 01/01/2023 with most premiums remaining flat and anticipated increases of 5% for the two HMO plans. Additionally, there was an increase to the administrative fees paid to Assurance for administration of the Government Insurance Network (GIN) consortium to help cover costs (*they underpriced themselves from the inception of the consortium*) and bring GIN in line with other consortiums managed by Assurance.
 - Open Enrollment is scheduled for October 31 - November 11.
- **IRMA**
 - IRMA was onsite on July 21 to conduct our first regulatory visit in about three years, which was the IRMA Management Assistance Program (IMAP). This visit is designed to review risk management practices across the Village and provide recommendations for adjustments to improve our risk management policies and protocols.
 - IRMA sent their recommendations on August 16, and staff is reviewing the report to determine how to best move forward with addressing the gaps.
- **Personnel Policy Manual**
 - Work continues on updating the Personnel Policy Manual; however, it has been sporadic due to other priorities.
- **Recruitment**
 - Open Positions / Interviewing
 - Community Development
 - We are accepting applications for a Building Inspector/Code Enforcement Officer position.

- Finance
 - We are accepting applications for a Senior Accountant position.
- Public Works
 - We are accepting applications for a Street Maintenance Worker I - Grounds Maintenance position.
 - The application window for candidates to submit their details to GovHR for the Public Works Director closes on August 29.
- New Hires
 - Jack Hammond - Firefighter - 07/19/2022
 - Oscar Villanueva - Firefighter - 07/19/2022
 - Cantrell Wolf - Firefighter - 07/19/2022
 - Matthew Reif - Street Maintenance Worker I - 08/01/2022
 - Cody Cabada - Firefighter/Paramedic - 08/12/2022
 - William Johnson - Firefighter/Paramedic - 08/12/2022
 - Julian Vincencio - Firefighter/Paramedic - 08/12/2022
 - Jose Ramos - Firefighter/Paramedic - 08/12/2022
 - Patrick Hir - Firefighter/Paramedic - 08/12/2022
 - Alexander Erdmann - Police Officer - 08/15/2022
 - Jacob Vinci - Police Officer - 08/15/2022
 - Kevin Hall - Firefighter/Paramedic - 08/23/2022
 - Jessica Schumacher - Firefighter/Paramedic - 08/23/2022
 - Elizabeth Stennett - Firefighter/Paramedic - 08/23/2022
- Promotions
 - None
- Retirement/Resignations/Separations
 - Craig Gomorczak - Sergeant - 07/08/2022
 - Nicholas Wassilkowsky - Firefighter/Paramedic - 07/27/2022
 - Michelle Miciunas - Systems Data Coordinator - 08/05/2022
 - Bradley Wallace - Seasonal Street Maintenance - 08/04/2022
 - Samuel Abbattacola - Seasonal Street Maintenance - 08/05/2022
 - Brian Wolfer - Probationary Police Officer - 08/07/2022
 - Jacob Barrett - Seasonal Street Maintenance - 08/12/2022

Information Technology

- We recently had a resignation from Michelle Miciunas, our GIS/311 employee & wish her luck in her new position.
- With the loss of the GIS position, IT will be shifting some of that responsibility to another staff member and engage Baxter and Woodman for our GIS services.
 - Initial goal is to build our ArcGIS Online and launch in the coming weeks for public consumption on our website. This would give the public direct access to our GIS data such as zoning and school district maps.
 - Continue integrating our tree inventory into the system with our contractor.
 - Village wide parking map
 - Continued 311 integration and data improvements for Energov
- Working with Administration for launching online permits that are managed by the Clerk's Office in Energov.
- Transitioned all Village mobile devices over to a new management platform.
- Started the teardown of the old dispatch center to transition the room into the new Police roll call. Removed thousands of feet of old cable that were used for the old systems long removed. The new room will have multiple screens for monitoring weather and call data along with presentations. A new screen will be placed in

the lobby to display Police and Village information.



Liquor Commission

Listed below is a summary of my activities during the month of July, 2022

- Processed four (4) tobacco under age sale violations for a hearing in August, 2022.
- Letters were sent to Central Business District Liquor Licensed businesses concerning alcohol leaving their property during the Taste of Westmont.
- Worked with Bishops Chili concerning packaged good sales during the Taste of Westmont
- It should be noted that we did not receive any allegations or complaints on the sale and consumption of liquor during the Taste with the exception of two observations involving a volunteer for WSEC.
- Reduced the number of available liquor licenses due to the closure of Moskova Cafe
- Assisted our special prosecutor on a petition to revoke a previously levied fine and the liquor license for El Delfin Mexican Restaurant. (Note: in early August the past due fine was paid as were past due Places for Eating and Municipal Services fees due the village)
- Assisted the Police Department in conducting a background review for a Massage Massage Establishment License (Note: The applicant later withdrew their application).
- Received a liquor license application from Taste Greek Street Food 645 N. Cass Ave. A background review will be conducted.
- Completed a background review for a street department employee candidate.
- Received inquiries concerning a liquor license for a new business looking to open in the former Yu's Mandarin Restaurant location on Pasquinelli Drive.
- Weekly meetings with Liquor Commissioner Gunter and Village Attorney Zemenak
- Worked with the Deputy Village Clerk on an outdoor event to be held in the parking lot of Walsh's Bar & Grill on Naperville Rd. in early August.
- Sent a memo to WSEC concerning the activities of a volunteer during the taste involving liquor sales.
- Compiled video gaming revenues for the month of June, 2022 from the Illinois Gaming Board.