

ADMINISTRATION & FINANCE COMMITTEE

Meeting Minutes - July 13, 2023

Draft Approved

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	Administration/Mielcarski
Trustee Guzzo	Finance Director Cunningham
Trustee Barker	HR Director Brainerd
Trustee Brady	Executive Director Forssberg
Trustee Simonovich	Police Chief Gunther
	Fire Chief Riley
GUESTS:	Communications/Babyar
J. Svitek	IT/Johannpeter(booth)
Fire Dept families for promotions	Fire Dept personnel for promotions

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS -

APPROVAL OF MINUTES

- A. May 18, 2023 Administration & Finance Committee meeting minutes were approved by Motion Trustee Barker and seconded by Trustee Guzzo.

NEW BUSINESS

- A. Fire Dept. - Promotion - Dale Tolbolt & Eric Rasmussen were sworn in as Lieutenants of the Westmont Fire Department. Families pinned the new lieutenants and pictures were taken.

- B. SWBD TIF Recap - AVM Parker gave an overview of the status of the Southwest Business District TIF.

- Trustee Barker asked if this was a typical trend and if the consultants were pleased?

1. AVM Parker stated that it was.

- Mayor Gunter asked if the total expenses included the tax paid back.

1. AVM Parker stated that it did.

- Mayor Gunter asked if the funds repaid into the TIF could be used to reinvest in other projects?

1. AVM Parker replied that it could once the fund hit a certain balance.

- Trustee Barker asked what impact the School District had sustained due to the TIF?

1. AVM Parker explained that the School had not had any impact, still receiving the tax revenue from existing businesses.

2. Manager May remarked that the benefits of the TIF for the school are largest at the end.

C. Drug-Free Workplace Policy Update - HRD Brainerd reviewed the policy update from 2020 that was sidelined by COVID19. It is on the Village Board agenda this evening.

D. Incident Command and the National Incident Management System - Fire Chief Riley introduced the NIMS/Incident Command certifications required for all staff and the Village Board. This is part of Unified Command for incidents that are in our town; Police and Fire in Westmont work well together and are always on the same page. Deputy Chief O'Hare gave a presentation.

- Discussion of mutual aid and area procedures for surrounding calls of assistance.

- Manager May asked about the best practices for Board training of NIMS. Is it possible to have the instruction here in Westmont?

1. Deputy Chief O'Hare stated that we could possibly host a training here, he will reach out to see if we can set that up.

- Mayor Gunter asked if the trustees could see the special event incident report.

1. The report is at the command center - 1888 and the Trustees are welcome to stop by and see the copy kept on site.

- Manager May stated that the NIMS training is to be prepared for all staff at the required levels.

1. Deputy Chief O'Hare 100 & 700 are online at the FEMA website, which is the first required in the series.

E. Vendor Payments - Finance Director Cunningham presented on the service provided by Paymerang to pay vendors without checks being cut. This option is being explored due to the rise in stolen checks at postal facilities. Paymerang is a small company that is servicing local governments, presented at a GFOA conference. Safer alternative to payments; federal fraud agents recommending not paying by check.

- Discussion of the stolen batch of checks ensued.
- Mayor Gunter asked about the impact on staffing
 1. At first the staff will be answering a lot of questions.
 2. This will save a little money each month. Only 1 payment to reconcile.

REPORTS

A. Manager May reviewed the staff report portion dealing with the construction projects around town.

- Mayor Gunter stated that the pedestrian crossing coming out was objected to and ignored by BNSF/Metra. All at-grade crossings are being eliminated. ADA compliance was discussed.
- Trustee Simonovich asked if the crossing would ever be replaced?
- Manager May replied that it will have to be an overpass or an underpass and that the designs will be done and funding grants to build are being sought.

B. Manager May reviewed the staff report portion dealing with the section

on Economic Development.

- Harold's Shrimp and Chicken temporary closure and the delay with Whiskey Hill which is still in the building development phase.

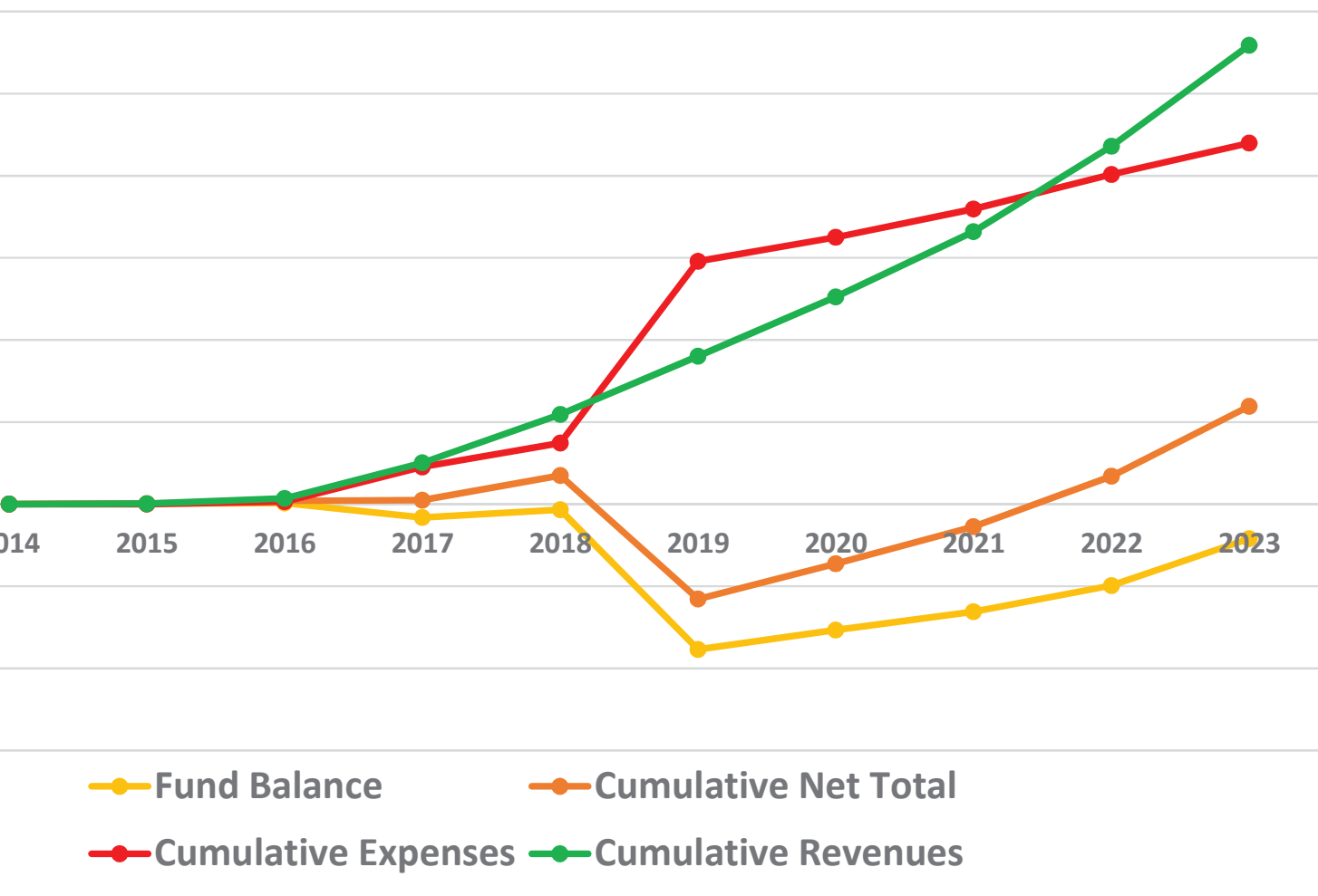
C. Manager May reminded everyone of the change in August committee meetings. Admin/Finance will be August 10th and Community Development will be August 24th.

MISC:

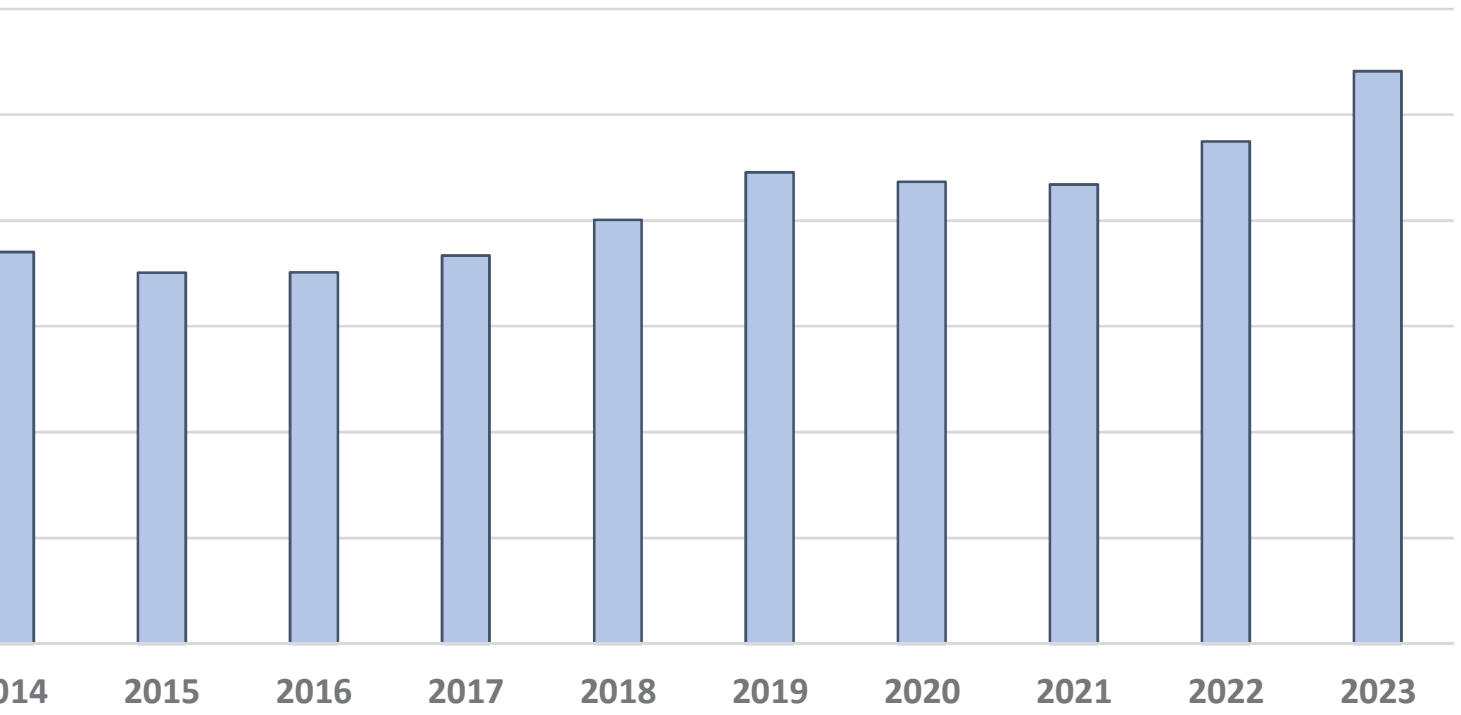
- Trustee Barker asked about the recent wave of panhandlers and why the Police Dept couldn't issue tickets since they do not have a permit.
 - Chief Gunther replied that the panhandlers have the legal right to ask for \$ and it is different from an organization - soliciting for personal use.

ADJOURN A motion to adjourn by Trustee Simonovich and seconded by Trustee Brady, all ayes at 5:56 p.m.

SWBD TIF Cumulative Impact



SWBD TIF - EAV



UNIFIED EFFORT

How Policy Makers positively affect e
management

AGENDA

Introduction

Policy maker influence

Organizing your team

Educational opportunities



INTRODUCTION

Large emergencies call for a specialized response that taxes your public services. Informed village policy makers help to provide guidance in times of disaster.

Policy makers that understand the construct of emergency response help to guide the community in the mitigation and recovery of the village.



HOW POLICY MAKERS BEST HELP THE CRISIS

National Incident Management System – NIMS

- A flexible and scalable system of management to coordinate community and response in times of disaster.
- Policy makers set the priorities after matters of life and emergency responders.
- Eligible for federal preparedness grants

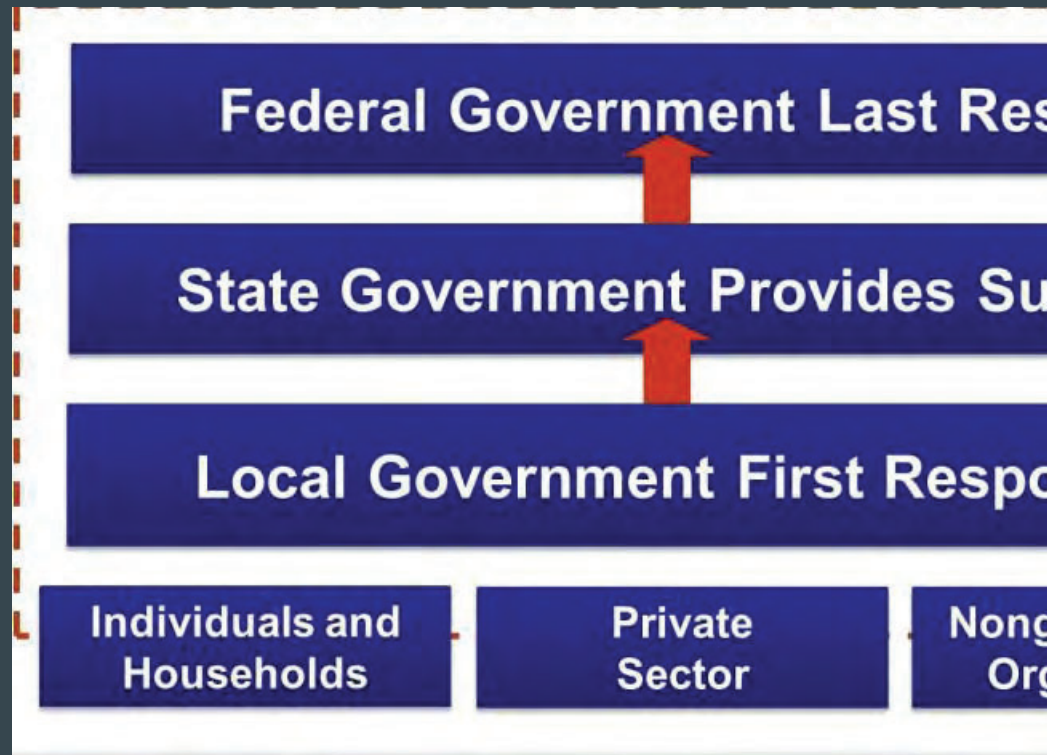
WHY IS THIS IMPORTANT?

Federal, State of Illinois and Accreditation recommend NIMS to help mitigate risk and large scale emergencies.

Local governments and jurisdictions must be NIMS compliant to be considered eligible to receive federal preparedness funds from the State of Illinois. Federal Preparedness Grant funds are not available from the State of Illinois until all NIMS Compliance is met for the designated federal fiscal year (FFY).

(This does not apply to disaster relief money)

FLOW OF RESOURCE REQUESTS



WHO'S IN CHARGE? YOUR RESIDENT TO YOU

MAYOR / VILLAGE MANAGER

- Not the incident commander
- Assess the situation and assign the most knowledgeable person that understands Incident Command System (ICS).
- Who is next in command?

TREASURER

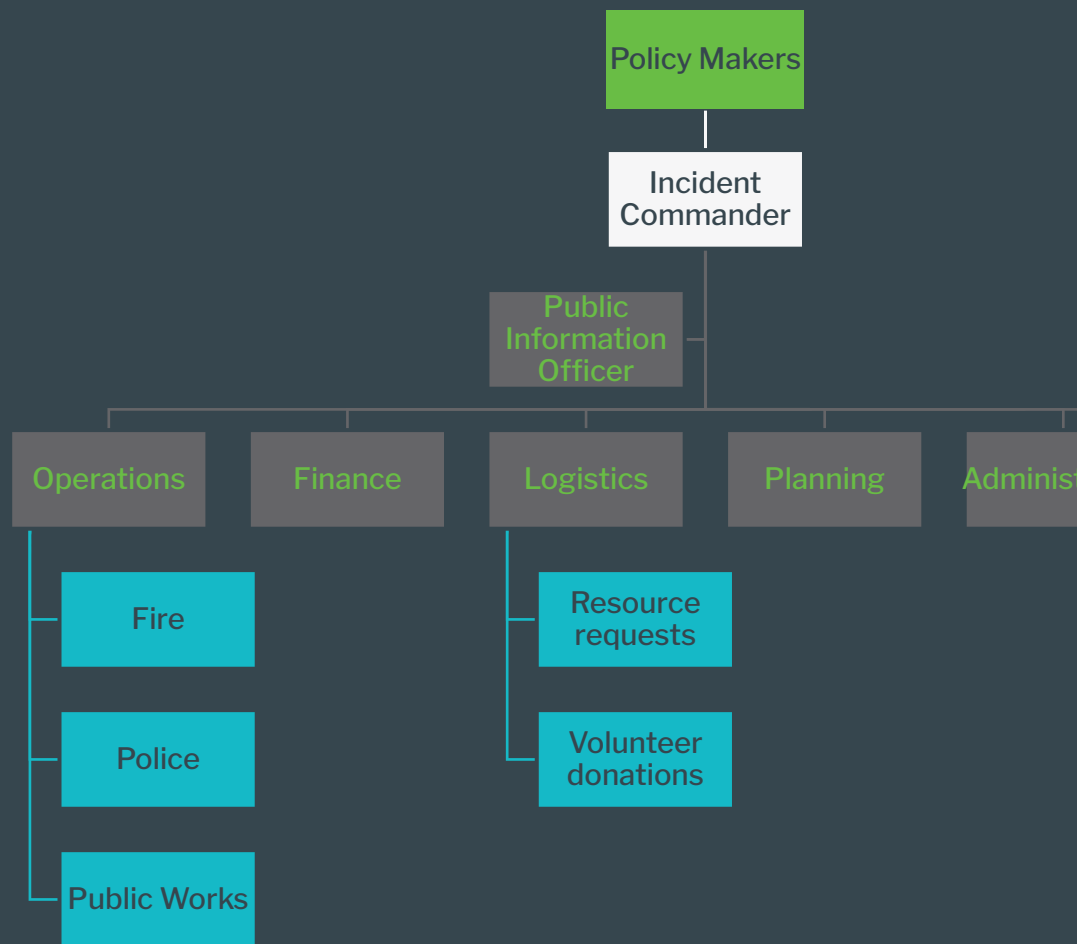
- Usually in charge of all financial tracking of payments.
- Is there a system in place for emergency procurements?
- Who else can sign off on purchasing?

UNIFIED COMMAND

Unified command is the first step in mitigation step of incident management. Police, Fire, Public Works all come together and work under one (incident commander).

The incident commander can't do it all, so they will rely on others to help manage the incident based on their education and training.
NIMS

ORGANIZING YOUR TEAM



WHAT CAN SPARK AN EVENT?

PLANNED EVENTS

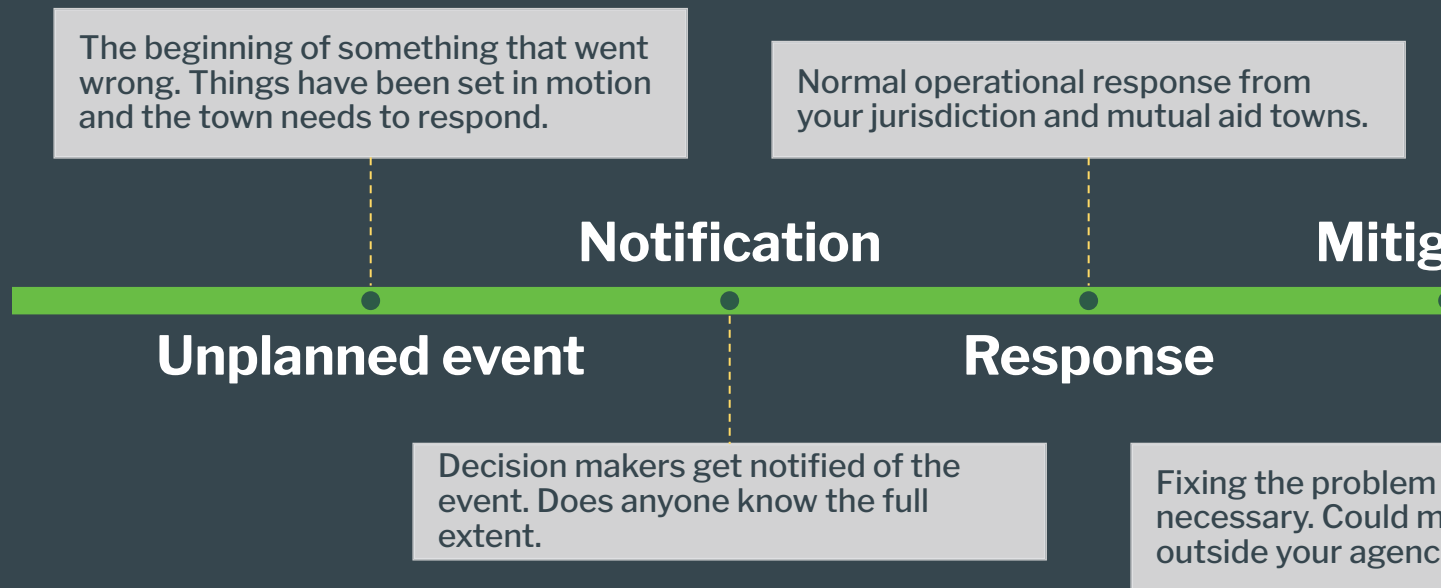
- Carnivals
- Street fairs
- Concerts
- Church functions
- Car shows
- Parades



UNPLANNED

- Severe weather
- Large fires
- Civil unrest
- Building collapse
- Power outages
- Flooding
- Fresh water shortages

EVENT TIMELINE



Who should be EDUCATED and to what

Department Heads/Incident Commanders

ICS-100 Introduction to ISC
ICS-700 Introduction to NIMS
ICS-200 ICS for Single Resources
ICS-800 National Response Framework
ICS-300 Intermediate ICS
ICS-400 Advanced ICS

Division Leaders/Supervisors

ICS-100 Introduction to ISC
ICS-700 Introduction to NIMS
ICS-200 ICS for Single Resource
ICS-800 National Response Framework

Elected Officials/Trustees

G-402 Overview for Senior Officials

<https://training.fema.gov/nims/>

EDUCATION

G-402 Incident Command System Overview for Senior (Executives, Elected, & Appointed)

- Target Audience - Executives & Senior Officials, including elected officials, administrators, etc.
- Duration - One half-day (4 hours)
- Materials need - Incident Command System Overview for Senior Officials
- **Course Objectives**
 - Explain the National Incident Management System.
 - Explain the NIMS Management Characteristics, the organizational structure and the role of the Command and General Staff.
 - Explain the attributes and purpose of Emergency Operations Centers.
 - Explain the interconnectivity between the MAC Group, EOCs, the Joint Command.
 - Explain the Senior Official's role in preparedness.

*MAC- Multi Agency Coordination

HOW DEEP IS YOUR BENCH

RESOURCES

- What can your town handle during normal operations?
- What sort of situations will strain your operations?
- How much “supply” do you have in reserve?

PERSONNEL

- Have your personnel been trained to know how to respond?
- Do you have enough personnel to cover in someone’s absence?
- Does your town have a process in place if someone is out of town?

FOLLOW UP EDUCATION

FUNCTIONAL EXERCISES

- Jurisdictions can work through training scenarios in a more real-time setting to test the responses, policies and procedures set forth in previous training and improvement plans.

<https://training.fema.gov/nims/>

TABLE

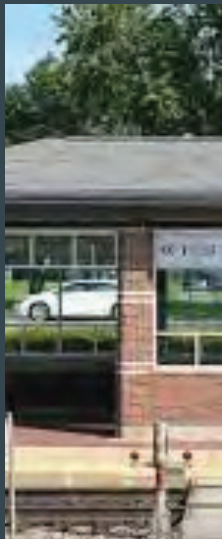
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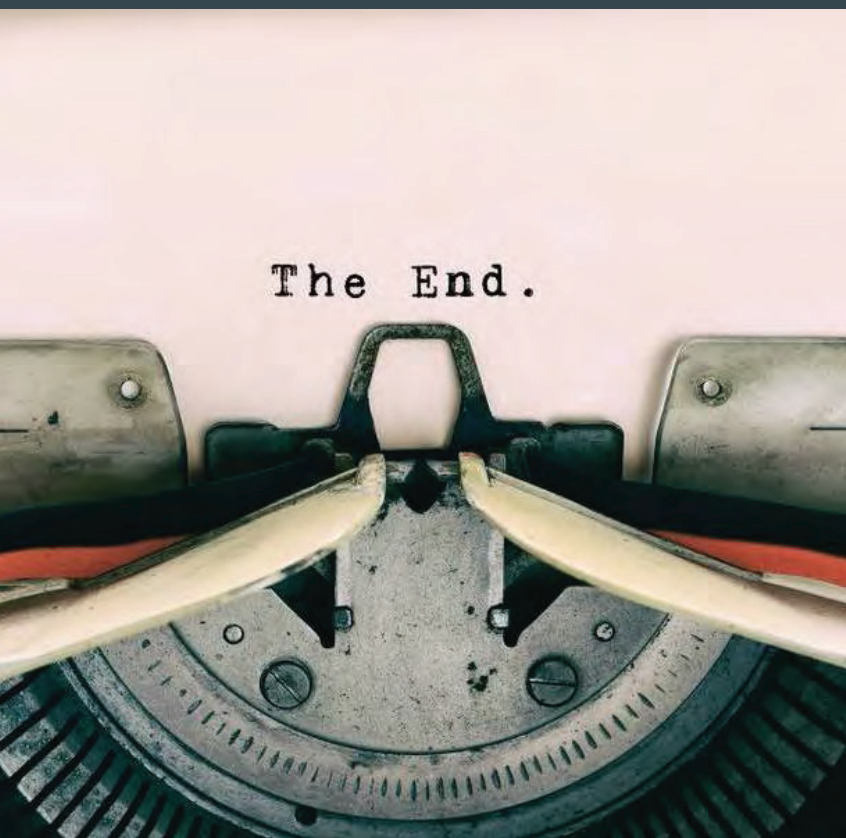
Failure to plan is planning to fail.

Let's follow best practices and recommendations.

Policy makers that are informed in the actions of the emergency response are best suited to help guide their community in recovery efforts.

Organize your team to effectively manage your incident. Do you have enough depth on your “bench”.





QUESTIONS?

A large red square with a white border, centered on a white background. Inside the square, the text "Vendor Payments" is written in white.

Vendor Payments

Vendors Currently Paid by Check

Issues with Check Payments:

1. Checks have been lost or stolen in the mail.
 2. Mail can take a few days to weeks to get to vendor.
 3. Lost or stolen checks take significantly longer to research, process, and reconcile.
 4. Outstanding checks over 3 years are sent to the State's unclaimed property.
 5. Vendors have been asking for ACH payments.
 6. After the Village's checks were stolen in March 2023, we have been to bank fraud departments that although we have duplicate positive pay, can't catch everything. Luckily we didn't lose any funds.
-

Recommendation - Paymerang

How It Works:

You upload, you fund, we remit, we reconcile, we pay cash rewards



You Upload

We match or enroll all of your vendors in our database. When it's time to pay them, all you have to do is upload your check file.



You Fund

You can review your batch to make sure it's correct, and fund all your payments with the touch of a button.



We Remit

We use our proprietary technology to remit payments and remit details to your vendors electronically.



We Reconcile

We reconcile your virtual card, ACH and check payments. Any canceled or refunded payments are promptly refunded back to you.



We Pay Cash Rewards

Every quarter, we issue an ACH credit to your account and provide a detailed statement showing rebated transactions and dollars processed.

References

- Currently 32 Illinois clients
 - Contacted 3 for references
 - Wheaton Park District
 - Rock Island County
 - Timothy Christian
 - All three had very positive reviews
 - Many of their vendors were already set up in Paymarang's system
 - Easy to setup and great customer service throughout relationship
 - Receive quarterly rebate
 - Fraud department trained by FBI that is specifically for government em
 - IGFOA Partner member
-

Initial Vendor Communication

Initial Notice will be attached to vendor payment check stubs prior to service start date. In addition, information will be available on our Village website.

PAYMERANG PARTNERSHIP NOTICE

[Client Name] has contracted with Paymerang to provide payment services beginning in [Month Year] using their Paymerang product. Currently, over 600,000 suppliers nationwide receive payments through the Paymerang Network.

There is no need to reach out to Paymerang; Paymerang will contact you when an invoice is submitted for payment. If you are already enrolled in the Paymerang Network, you will receive payments automatically and do not need to do anything. Our invoicing process will remain the same, so please continue to deliver invoices to us as normal.

We appreciate your support of this important initiative and value our vendor relationships, which are critical to our continued success. If you have any questions, please contact [Client Contact Name] at [Client Contact Phone Number] or [Client Contact Email].



ADMINISTRATION

31 West Quincy Street, Westmont, Illinois 60559

Tel: 630-981-6210 Fax: 630-604-1250
westmont.il.gov | administration@westmont.il.gov

Village of Westmont Administration & Finance Committee Staff Reports - 2023-07-13

Village Manager

- Construction Updates (per Village Engineer)
 - **W Quincy Street**
 - *Electrical underground work was delayed due to grading and storm sewer conflict/issue with survey. Engineering revised and issued go ahead to contractor (6/19). Public Works initiated potential water service upgrades to avoid potential disruption of the completed streetscape by future development. Final direction on water services was given to the contractor (7/7), after which the site had to have a new Utility Locate and crew's remobilized. Construction has now commenced again with the following look ahead (see attached). Stage 1 which is the south side of the road is scheduled to be completed 8/11/2023.*
 - **W Quincy Street Block 2 (VH)**
 - *Design has begun on this project with the first step being to survey the project site. Originally the drone survey was going to be used but due to recurring issues with the data a standard survey was ordered, at no additional cost to the Village. Survey should be complete by the end of next week, after which a design development meeting will be scheduled with the Village as part of the Phase I design phase. Construction for Block 2 is scheduled for next construction season.*
 - **Metra Platform and Depot Project (SMay)**
 - *The larger Metra project is currently in design and programmed for Spring, 2024. As part of the advance work, BNSF just reconstructed the Cass Avenue crossing. They are now working systematically on complete track replacement (and concrete ties) along the proposed platform work. This can only be done one track at a time and on separate weekends. Since the pedestrian crossing has to be removed as part of this work, it cannot be replaced with the new rail heights. Therefore it will remain removed indefinitely. While BNSF will not permit its replacement at all, we are working with Metra on design alternatives for a new grade-separated crossing)*
 - **Adams Street Sidewalk**
 - *Project is progressing smoothly. The contractor has completed 95% of Adams Street, the remaining work is between James Drive and the bike path. 57th Street is about 90% complete with only landscaping to be done. Lindley Road needs to be landscaped and a stretch from 511 Lindley to 515 Lindley was delayed while attending to a drainage issue. 65th Street – Contractor has just mobilized here and saw cuts have begun. Removals are slated to begin on Friday. Wilmette Avenue has had tree removal completed, sidewalk construction will begin after 65th Street is complete (Wilmette is the 3rd Phase on the project).*
 - **65th Street Sidewalk**
 - *Contractor has just mobilized here and saw cuts have begun. Removals are slated to begin on Friday.*
 - **Wilmette Sidewalk**
 - *Wilmette Avenue has had tree removal completed, sidewalk construction will begin after 65th Street is complete (Wilmette is the 3rd Phase on the project).*
 - **57th Street Storm Sewer**
 - *Project is near completion, there was a delay with the contractor's County permit, which we assisted in completing. Village staff is presiding over the final stages of this construction.*
 - **2023 MFT Street Resurfacing**

- *Notifications have been sent out to the public. There was a pre-construction meeting held 6/30 and work is expected to begin on July 17th.*
- **Gateway Signs**
 - *Project is complete outside of waiting for ComEd to energize the signs. This should occur within the next couple of weeks, according to ComEd*
- **Pasquinelli Street Lighting**
 - *Underground work is complete. Project is delayed due to materials shortage for controller box items, light fixtures, and poles. Construction should begin again in late July/Early August according to the contractor.*
- **Alley H (CBD)**
 - *Project is 13% complete. Contractor is currently performing sanitary main and service work. Residential Alley 12N: Delayed due to NICOR conflicts that have been resolved. Advertised for bid 6/29 with a bid opening date schedule for 7/17. Construction schedule to follow after pre-con meeting.*

EconomicDevelopment

- West Quincy Street Scape Project - Project work is underway to update the streetscape configuration in the first block of West Quincy Street. Streetscape improvements are projected to be completed third quarter of 2023
- 3 West Quincy Street - Whisky Hill Brewing approved, projected opening is August 2023.
- 15 W Quincy Street - Will be the location for the new Toyoko Restaurant in the fall of 2023
- 21 W Quincy Street - Secured Kicks, a shoe and clothing retailer will open July 2023
- 13 - 19 East Burlington Avenue - Village purchased property for future development purposes. To be demolished this year.
- 21 East Burlington Avenue - Village purchased property for future development purposes. To be demolished this summer.
- 6490 South Cass Avenue - Belle Tire Store opened a new store on June 8, 2023
- 6320 South Cass Avenue - Medical Office to open in the fall of 2023
- 6104 - 6154 South Cass Avenue - Evolve Dental opened March 2023
- 6100 South Cass Avenue - Encore Car Wash will be built at the former Westview South Plaza property. They plan to open in the fall of 2023. A new retail store pad is also planned for this site for development in the near future.
- 111 South Cass Avenue - New Holy Trinity Parish Center approved, construction is expected to begin in the spring of 2023 with completion in 2024. Groundbreaking ceremony was held on Saturday, June 17th at 108 South Linden Avenue.
- 110 South Cass Avenue - The Lash Doctor Beauty Studio opened in April 2023.
- 100 South Cass Avenue - Dr. Annie Ubatuba, DMV has opened Companion Animal Rehab and Athletics, the grand opening was held on June 10th.
- 36 South Cass Avenue - Feydom Furniture Showroom opened in March 2023
- 1 South Cass Avenue - State Representative Jenn Ladisch Douglass opened a district office in February 2023 at Westmont Centre. Maercker SD 60 is looking to relocate offices to a new space in Westmont Centre.
- 34 North Cass Avenue - Beauty and the Baker, plan to open fall of 2023
- 109 North Cass Avenue - Village of Westmont purchased property for future development purposes. Current building will be demolished this summer.
- 124 North Cass Avenue - L Boutique & Spa plans to open in the summer of 2023
- 134 North Cass Avenue - Agsant Insurance Group opened this summer.
- 246 North Cass Avenue - Neat kitchen & Bar was approved for an addition to the building, construction is underway, projected completion in summer of 2023.
- 2 West Naperville Road - Mrs. T's Pizza - Projected opened June 6, 2023
- 420 North Cass Avenue - Cass Avenue Dream Homes - Final Phase is Under Construction, estimated time of completion os summer of 2023
- 3500 Midwest Road - Willow Crest Golf Course Redevelopment proposal for new homes has gone to public hearing and has been placed into a "Hold" mode.
- 80 West 63rd Street at Market Center - Freddy's Frozen Custard and Steakburgers, projected opening is summer of 2023
- 725 Pasquinelli Drive - McGrath Auto Body repair shop will open in fall of 2023
- 910 Pasquinelli Drive - 5/3 Bank Operations Center opened in February of 2023
- South Linden & East Dallas - Westmont Park District multipurpose building, projected opening in January 2024
- Harold's Shrimp and Chicken closed the business on June 14th. Plans to reopen in July 2023.

Finance Department

- Received Police and Fire Pension Actuary Reports from L&A for FYE 2023
 - **Police:** The Recommended Contribution has Increased by \$97,976 from the Prior Valuation to \$3,135,196 from \$3,037,220. The Percent Funded has Increased by 0.72% on an Actuarial Value of Assets Basis from 56.01% to 56.73%.
 - **Fire:** The Recommended Contribution has Decreased by \$4,197 from the Prior Valuation to \$19,725 from \$23,922 (see page 25 and 26 for details). The Percent Funded has Decreased by 0.63% on an Actuarial Value of Assets Basis from 237.82% to 237.19%
- Annual Financial Audit begins July 24th
- Received 3 proposals for Water Rate Study, staff will review and provide contract recommendation to Village Board in August
- Working on FYE 22 MFT audit with IDOT Bureau of Investigations & Compliance - Entrance Conference scheduled 7/19/23
- Provide Summer Refresher Training to administrative staff on Finance Policies and Procedures

Administrative Services/Clerk's Office

- The August Committee meeting scheduled has been adjusted to have the Administration & Finance Committee on August 10th and the Community Development Committee on August 24th
- Waste RFP has been released, proposals to be received by August 25, 2023
- Administration hosted a support staff meeting allowing administrative staff to review processes and procedures, helping each other with tips and reviewing requirements for tasks that all support staff handle
- Juneteenth was a village wide training day and team building event
 - 10 multi department teams competed
- Administration/Fire hosted the Taiwanese Junior High campers visiting with the Westmont Park District
- Statistics for Jan 2023-June 2023
 - 26 This Week in Westmont Reports have gone out, and only 3 calls to point out bad links/typos
 - 177 FOIA request have been processed
 - 27 Event permits have been issued:
 - 7 Amplified Sound
 - 2 Block Parties
 - 8 Community Events
 - 10 Raffles
 - 6 Solicitation Registrations applications have been processed
 - 37 Standard Business Licenses
 - 23 Vending Licenses
 - 4 Food Truck Registration
 - 14 Liquor Licenses
 - 2 Video gaming
 - 5 New Liquor Licenses Issued
 - 73 agendas and/or cancellation-reschedule notices have been posted, along with 25 approved meeting minutes.
 - 17 proclamations have been prepared for the year
 - 155 ordinances have been filed

Liquor Commission

Below is a summary of my activities for the month of June, 2023:

- Processed and presented liquor license application for Cafe Ruta(approved)
- Conducted two (2) background reviews for employment
- Began an ongoing review of entertainment kiosks (possible gambling like devices and are they permitted by state law) in two (2) local businesses; review is ongoing.
- Had weekly meetings with the Liquor Commissioner & Village Attorney re: liquor issues.
- Worked with Finance on Whiskey Hill being delinquent in PFE revenues. Update: they are now almost 100% up to date.

- Harold's Chicken closed for business on June 14, 2023. They have 30 days to either reopen or obtain the Liquor Commissioner's permission to remain closed longer than 30 days. The owner was notified of our ordinance.
- Rocky's Smoke Shop and Speedway did not renew their 2023 tobacco licenses. Both businesses were notified and quickly resolved the situation and now have valid licenses.
- Participated in employee team building exercises with other village employees
- Coordinated a site visit at Anna's Cafe to check on the status of obtaining food. (passed)
- Worked with the Police Department on the underage sale of a vape product to a minor. This violation will be addressed at the next Tobacco Hearing in early fall.
- Assisted the Tobacco Commissioner with conducting a tobacco hearing for 2 under age sales violations that occurred earlier this year. (Businesses- Luv 2 Smoke and Mobil Gas 260 N. Cass)
- Reminder notices sent to local downtown businesses concerning alcohol leaving their building during the taste and in particular Thursday, July 13, 2023. (no street fair = no permission to let alcohol leave their business)
- Assisted the WSEC concerning their opinion/question that they may not need a state liquor license for the Taste. Short answer: they do.

Human Resources

- **Compensation & Benefits Study**
 - Review continues of the job descriptions and draft pay plan provided by our consultant, Pontifex. While we had hoped to be finished with this process by the end of June, the project is requiring more staff input than we anticipated. Based on current project status, a more realistic target completion date is September/October 2023.
- **Policy Revision**
 - *Section 62-75 - Drug-Free Workplace Policy*
 - When the Cannabis Regulation and Tax Act (CRTA) was passed legalizing adult use marijuana (*over age 21*) in Illinois effective 01/01/2020, our Drug-Free Workplace policy was updated to be compliant with the terms of the Act.
 - However, a trailer bill was passed shortly thereafter that clarified an employer's ability to prohibit Public Safety employees (*law enforcement officers, firefighters, paramedics*) from consuming, possessing, selling, purchasing or delivering cannabis or cannabis-infused products on or off duty. The intention was to update the Drug-Free Workplace policy to include this additional information; but, then COVID happened, and it got lost in the shuffle, although our practice has remained that Public Safety employees and CDL drivers cannot have cannabis in their systems.
 - Recently, this issue resurfaced; so we are now amending Sec. 62-75 of the Personnel Code to reflect the language in the trailer bill and our practice.
- **Recruitment**
 - **Open Positions / Interviewing**
 - **Public Works**
 - One candidate is in the final stages of the background process for the Facilities Maintenance Worker II position.
 - **New Hires**
 - Ryan Bezely - Firefighter/Paramedic - 05/16/2023
 - Nicholas Potthoff - Firefighter/Paramedic - 05/16/2023
 - Nathan Svoboda - Seasonal Street Maintenance Worker - 05/22/2023
 - Kurtis Golias - Seasonal Street Maintenance Worker - 05/22/2023
 - Andrzej Galica - Seasonal Street Maintenance Worker - 05/22/2023
 - Damian Medina - Seasonal Street Maintenance Worker - 05/22/2023
 - Samuel Abbatacola - Public Works Engineering Intern - 05/22/2023
 - Dominic Santore - Seasonal Street Maintenance Worker - 05/22/2023
 - John Sisul - Seasonal Street Maintenance Worker - 05/30/2023
 - Jackson Cates - Seasonal Street Maintenance Worker - 05/31/2023
 - Jason Loeb - Fire Training Officer - 06/16/2023
 - Javier Chavez - Facilities Maintenance Worker I - 07/03/2023
 - **Promotions / Job Changes**
 - Jon Yeater - Public Works Supervisor-Forestry & Grounds - 07/03/2023
 - **Retirement/Resignations/Separations**
 - Jason Gritzenbach - Police Officer - 05/02/2023
 - Cantrell Wolf - Firefighter - 05/25/2023

- Kevin Hall - Firefighter/Paramedic - 05/29/2023
- Chadd DeVries - Horticulturist - 06/02/2023
- Lynn Dralle - EMS Director - 06/02/2023

Information Technology

- **GIS Update**
 - In June we were able to collaborate with Elmhurst University and accommodate a GIS Intern who is a current Westmont Resident. The intern has been working with staff and our consultant on the downtown parking map and street lighting GIS layer.
- We successfully provided and ran the sound system for the 2023 4th of July Fireworks. We added 4 new rental speakers in with our existing 12 speakers to provide a wider coverage. The system is also used for emergency messaging during the event.
- Alarm systems at both Westmont Centre and Water Plant have been refreshed replacing 25 year old systems.
- In the process of creating a training video for the new Fire Truck. This will be used to train firefighters during the life of the vehicle.
- The wifi upgrade at VH has enhanced our security posture while improving the user experience.
- We also migrated the library SWAN VPN to the firewall to secure that traffic. Several users have received new systems to replace their outdated workstations.
- We are continuing to expand the use of a new remote desktop system that allows remote access to users' workstations.
- Upcoming:
 - We will be upgrading the CCTV server to a new software vendor that can handle the number of cameras currently installed and future expansion. The new system will also provide integration with the door access system providing a tighter integration and increased security.
 - The Library switches will be replaced due to a bug found in the existing hardware.
 - Upgrade of the train station and downtown WiFi "discover westmont" system.
 - Upgrade of the Village's network security system to allow Police to use Google Workplace for CGIS information.

Communications

- **Board Meeting & Board Reports** - Coordinated, edited, published, and distributed trustee reports for Village Board Meeting
- **Committees** - Staff Liaison to 5 committees, currently
 - **Environmental Improvement Committee**
 - Presented winners of Green Business & Residential Recycling contest awards at EIC meeting
 - Developing details for a Dark Sky Community Contest
 - Will be reviewing and determining details of Rain Barrel Program
 - Developing plans for education outreach at Cruisin' Night Events
 - Coordinating presentation of Clarke Grant to the Village of Westmont
 - **Westmont First Committee** - No June or July meeting
 - **Sister City Committee**
 - Assisted and followed through working with the Westmont Park District and Angela Yang with coordinating a welcome lunch for the visiting Taiwanese students including creation and follow-up of the guest list, creating the program agenda, confirming the sound system, and creating and handing out gift bags - this program is not directly connected to the Village Sister City Program
 - Attended the Taiwanese Heritage Month event at the Westmont High School on June 5.
 - Met with Angela Yang to discuss protocols for Sister City communication and program development
 - **Illinois Reads**
 - Communications specifically recruited to be part of a new Illinois Reads program being coordinated by CUSD201
 - **Holly Days Committee**

- Committee still considering updates to the parade staging to create less impact on businesses
 - **Misc.**
 - Following up on status of 100th Anniversary book regarding history of CUSD201
- **Community Events**
 - **Publicity** - Created/distributed publicity for various local government & non-government events
 - **Waste Management Event Participation** - Annually and on-going, coordinate and communicate the specific requests from the village for all community events that require resources, including but not limited to: Cruisin' Nights, 4th of July, Taste of Westmont, Luge, Trick or Treat Trail, Haunted Forest, Pumpkin Composting Event, and Holly Days.
 - **Clarke Mosquito Event Spraying Coordination** - Annually and on-going, coordinate and communicate the specific requests from the village for all community events that require pre-event mosquito spraying.
 - **Event Safety** - Participated in the review of the Incident Action Plans for various summer community events.
- **PIO Update**
 - Working with Chief Riley regarding NIMS Training
 - Received links to online training
- **Website**
 - Completed (4) 311 Requests from CD, IT & Admin
 - Completed various calendar event additions
 - Met with CD regarding specific website updates
 - Met with FD regarding specific website updates
- **Volunteers** - Continue follow-up to volunteer requests via the village website
- **Press Releases** - 17 new community news releases for the Village & local entities
 - Westmont Launches My Civic 311 App
 - Water Quality Report
 - Free Microchip event at County
 - Do Not Hesitate - Call 911
 - Construction Projects
 - Green Recycling Contest Awards Presented at EIC Meeting
 - Village Offices Closed June 19
 - Firework & Summer Fire Safety
 - Westmont Fire Department Lynn Dralle Retirement in June
 - FD Promotions
 - Westmont Fire Dept. Receives Hartmann Award of Excellence Award
 - BNSF Tracks Closed at Cass June 17 & July 8
 - Police Department Services & Programs
 - Fitzgerald Recognized as Public Servant Of the Year
 - 2023 Taste of Westmont
 - Police National Night Out Event at Ty Warner Park Aug. 1
 - Cruisin' Nights Every Thursday Night June, July & Aug - Downtown detour during weekly events
- **Social Media Posts** - 20 graphics/links to Facebook, Twitter, & Nextdoor
- **Graphic Design** - Created & published numerous graphics to assist with communicating village news National Nights Out, TOW, PD Services, Hartmann Award, FD Promotions, Green Rec Contest, Microchip Event, 311 App
- **Westmont Community News Magazine - Village Newsletter**
 - 2023 Summer issue designed, completed and delivered
 - Digital version created and posted on website
 - On-going coordination of all aspects of news magazine production including research, soliciting and following up on information requests and submissions, photography, graphic image creation, cover layout, complete document layout, coordination of editing

and proofing, coordination of delivery to printer and then distribution via post office, follow up on vendor payment schedule

- Next issue, Summer-Fall, in progress
- **Electronic Bulletin Board Posts** - Over 20 different messages posted by the Village/Library
- **Westmont E-Newsletter**
 - Published on Fridays after Village Board Meetings, getting new subscribers every week; reinforces village information published on the village website & via social media
 - Digital versions with working links created and posted on website
- **News Media Coverage** - Monitoring local social media posts to oversee accuracy
- **Special Projects** - Continued to promote Muddy Warhol exhibit with local art leagues - request for community involvement from DuPage County, DCVB, DuPage Arts, and COD
- **Media Materials** - updated & published new water bill info notices for next billing cycle
- **Misc.** Working with local Eagle Scout on recycling project