

ADMINISTRATION & FINANCE COMMITTEE

Meeting Minutes - October 5, 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	Interim Finance Director Narducci
Trustee Brady	HR Director Brainerd
Trustee Nero	Executive Director Forssberg
Trustee Simonovich	Police Chief Gunther
	Fire Chief Riley
GUESTS: Tom Beckley - Raftelis	Communications Director McIntyre
	Public Works Director Ries
	Business Office/Buh
	Water Dept/Beusse
	Administration/Mielcarski
	IT - Brian Johanpeter

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS - None

APPROVAL OF MINUTES

- A. August 10, 2023 Administration & Finance Committee meeting minutes were approved by Motion Trustee Brady and seconded by Trustee , all ayes.

UNFINISHED BUSINESS

NEW BUSINESS

- A. Water Rate Engagement Workshop - Raftelis representative Tom Beckley gave a Stakeholders Presentation on Water Rates (see attached).
- Before beginning the presentation Assistant Village Manager Parker introduced the Interim Finance Director Nick Narducci that is here through the end of this fiscal year to work on the various finance projects to be completed.

Mr. Beckley, VP Raftelis Financial Consultants, discussed the water rates, water finances, future goals, capital plans, and the study process (see attached). There is an exercise for Elected Officials to complete to make sure that the staff priorities are in line with the elected official priorities. Presentation was centered around residential rate

structure, as the commercial/multifamily rate was only \$1.00 higher than residential rates. Out of area customers (there are only 20) have a 50% surcharge as outside boundaries do not pay into the tax system as an owner of the water utility.

- Mayor Gunter asked staff where the 20 out of area customers were located.
 - Manager May responded that it was various unincorporated locations, not one cluster.

Mr Beckly gave an overview of the current utility finances. Reviewed the plan that Lake Michigan Water is purchased by the DuPage Water Commission from the City of Chicago and sold to Westmont.

- Trustee Brady asked about the rates from the City of Chicago.
 - Response from Mr. Beckley stated that was an annual item
- Mayor Gunter asked about the increases that we did not pass through to the residents?
 - AVM Parker stated it was 25%, about \$2 million.
- Manager May stated that the Chicago relationship with DuPage Water Commission was a forty year old agreement currently being reviewed and would come before the Board before the end of the year.

Mr Beckly discussed the costs, ownership of the lines & meters, and the connections. Pricing objectives were reviewed.

- Mayor Gunter asked about the water restrictions, and does that have to do with costs?
 - Manager May stated that this was due to conservation.
 - Mr Beckly replied it could have to do with high pressure time/demand management.
- Mayor Gunter asked about hardship programs
 - Mr Beckly replied that it is easy enough if you make sure that the resident qualifies for another program: SNAP, LIHEAP or such

Mr. Beckly asked the board to submit the exercise on priority sheets.

- Mayor Gunter reviewed the fixed cost and recovery.
 - Mr Beckly responded that the cost would not be able to be set as full recovery.
- Mayor Gunter asked about the reserves.
 - Mr. Beckly stated the Village had about a year in reserve and you would

want to make sure it always had about six months.

REPORTS

Committee Chair

Department Director - Manager May reviewed his written report:

- DuPage Water Commission has already been touched on
- Compensation study would be reviewed by Spencer momentarily.
- Outdoor dining will be reviewed at CDD, the information will be sent to the business owners before the bricks go down.
 - We do not want to own the equipment however we would like some oversight to the equipment used. A subsidy to assist funding of the outdoor equipment is being looked into by staff.
 - A business license addendum will allow for the outdoor seating with insurance requirements.
 - Trustee Simonovich asked how far the construction on Quincy is behind schedule?
 - Manager May stated that it was not behind, still on schedule.
 - Trustee Simonovich asked if the parallel parking was going in and then people would be walking through the new landscaping?
 - Manager May replied that the parking is on the northside & is parallel parking and there probably will be jaywalking.
 - Trustee Simonovich asked why the Village Hall parking lot is not available on evenings & weekends?
 - Manager May replied that it is used, the sign does not reflect & will be adjusted.
 - Trustee Nero confirmed that there will be a minimum design guidelines for the newspace. Manager May agreed, stating that this was one of the reasons we have the agreements .
- AVM Parker gave a presentation on the Compensation Study (see attached) showing the internal & external comparisons for market average. Our ranges are about 2-3% off, we have a little bit on either the low or high side. Generally we have found that our pay is 12% off where it should be for many positions. Making it a priority to increase in order to stay competitive.

- Mayor Gunter asked if the review included Fire & Police.
 - The response was that it did not, sworn union officers are covered by union contract and the Part Time Paid On Call fire members are going to be reviewed later.
- Trustee Nero observed that some positions on the chart shown are way under market. Is it more feasible to move those pay structures now instead of waiting a month or two when the study is done?
 - AVM Parker responded that a review of how positions/staff are found within the range is still in the works. Some of the lower end make sense as they are inexperienced/new hires.
 - Trustee Nero questioned if there was someone identified as glaringly under, wouldn't we want to adjust it right away?
 - AVM Parker stated that we want to make sure we are adjusting consistently and fairly across the board.
 - Trustee Nero responded that we want to keep and fight for our people, so if something is obvious we should move forward.
- Mayor Gunter stated that this chart does not take into account years of experience or education?
 - AVM Parker replied that the value of that was part of the work going forward.
 - Manager May stated that the chart showed positions, not people. It is based on job descriptions.
 - Trustee Simonovich remarked that this is only the job as a generalization, experience versus no experience.
 - AVM Parker replied that the next step was to examine the gaps to see which made sense and then how to fix the gaps that did not.
 - Manager May replied that it was the factor - vertically the chart showed the same position.

- Trustee Nero stated that the gap represents a lot of money - for \$100K 12% represents \$1K a month. Some are really large gaps.
- AVM Parker also reviewed holidays, vacation/time off, and cost of benefits.
- Ranges were 1-12 factors, the new ranges based on the EEOC will have 4 levels with range factors.
 - Mayor Gunter asked if this would be done to be implemented 1/1/24?
We set funds aside for this in the budget.
 - AVM Parker stated that the budgeted funds would be used to bring everyone to market value.
 - Trustee Nero asked if there would be back pay for the folks that were grossly underpaid?
 - AVM Parker replied that this could be reviewed. Starting fresh would be simpler.
 - Trustee Nero said that the delays have added 6 months to the wait. We thought this would be July 1st when discussing this during the budget review.
 - AVM said that the June date was for the responses from the contractor for us to review.
 - Mayor Gunter stated that we could do a one time payout.
- AVM Parker reviewed the Part Time Paid on Call Firefighters analysis. A lot of variation but for this we are in an ok spot.
- AVM Parker remarked that the performance management piece and the 100% review of job descriptions will take longer & we will not wait with the compensation piece.
 - Trustee Nero believes we have to move as communities are moving forward looking for employees and we could lose good staff.
 - Manager May remarked that we have 2 department head positions unfilled that this information is necessary to be able to fill.

Division(s) Reports

1. Finance Director
2. Clerk's Office
3. Communications
4. Deputy Liquor Commissioner -

- a) Mayor Gunter stated that there were four new applications
- (1) Manager May said that Deputy Liquor Commissioner did not need to talk
 - (2) Trustee Simonovich stated that he should talk as Manager May was the long winded one.
 - (3) Mayor Gunter asked the Deputy Liquor Commissioner to talk about the ordinance changes for Class 10 on tonight's agenda.

- 5. Human Resources
- 6. Information Technology

MISCELLANEOUS

ADJOURN - 5:54pm Motion by Trustee Nero second by Trustee Simonovich
(next meeting is scheduled for November 16, 2023)



Village of Westmont ADMINISTRATION

31 West Quincy Street, Westmont, Illinois 60559

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Village of Westmont Administration & Finance Committee Staff Reports - 2023-10-05

Village Manager

- Compensation & Benefits Study
 - A draft pay plan is substantially complete, although the job descriptions need significant work and are lagging behind.
 - CDD Recruitment
 - GovHR
 - DWC Contract renewals.
 - DWC Customer Contract (VB 10-19-2023; DWC Board 12/21/2023)
 - DWC Chicago Contract (12/21/2023)
 - Outdoor Dining License Agreements
-

Economic Development

Projects Underway or Completed in 2023

- 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 in the third quarter of 2023.
- 3 West Quincy Street - Whisky Hill Brewing approved, projected opening is October 2023.
- 15 W Quincy Street - Will be the location for the new Toyoko Restaurant in the winter of 2023.
- 21 W Quincy Street - Secured Kicks, a shoe and clothing retailer opened July 15, 2023
- 7 South Lincoln Street - Shop for Less Minimart was approved for a B-1 Business Development Permit.
- 13 - 19 & 21 East Burlington Avenue - Village purchased property for future development purposes. Two buildings have been razed. Restoration is underway.
- 15 East Burlington - Phoenix Nail Salon was relocated to 6344 South Cass, rebranded as CK Nails.
- 4 West Burlington - TRACK-NUTRITION was approved for a B-1 Development Permit.
- 10B West Burlington - Roci Hair Salon was approved for a B-1 Development Permit.
- 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. The business plans to open in the fall of 2023. A new retail store pad will also be located south of this site for future development.
- 111 South Cass Avenue - New Holy Trinity Parish Center approved, construction is expected to begin in late 2023 or Spring of 2024. Groundbreaking ceremony was held on Saturday, June 17th at 108 South Linden Avenue.
- 110 South Cass Avenue - The Lash Doctor Beauty Studio opened on April 18, 2023.
- 100 South Cass Avenue - Dr. Annie Ubatuba, DMV has opened Companion Animal Rehab and Athletics, the grand opening was held on June 10, 2023.
- 36 South Cass Avenue - Feydom Furniture Showroom opened on March 1, 2023.
- 1 South Cass Avenue - State Representative Jenn Ladisch Douglass opened a district office on February 3, 2023 at Westmont Centre.
- 34 North Cass Avenue - Beauty and the Baker, plan to open spring of 2024.



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- 109 North Cass Avenue - Village of Westmont purchased property for future development purposes. Current building will be demolished in August.
- 124 North Cass Avenue - L Boutique & Spa plans to open in the fall 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 completed September 8, 2023.
- 2 West Naperville Road - Mrs. T's Pizza - Projected to be opened June 6, 2023.
- 420 North Cass Avenue - Cass Avenue Dream Homes - Final Phase is Under Construction, estimated time of completion is fall of 2023.
- 3500 Midwest Road - Willow Crest Golf Course Redevelopment proposal for new homes will be presented to the Planning and Zoning Commission.
- 80 West 63rd Street at Market Center - Freddy's Frozen Custard and Steakburgers, grand opening is on August 2nd, 2023.
- 725 Pasquinelli Drive - McGrath Auto Body repair shop will open in fall of 2023 (on hold).
- 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. A new business is being sought for this location.

Finance Department

- **Accounts Receivable/ General Billing / Tyler Software Update:** Staff completed all necessary survey questions and sent the responses to Tyler prior to the initial all day kick off meeting held via ZOOM on 9/21/23. Staff conducts weekly updates with Tyler. A DRAFT completion schedule is circulating among the implementation team which should be completed and posted shortly.
- **Time Clock Update:** An initial meeting was conducted on 9/27/23 with the contractor. Staff recently completed the required survey material which will be shared with the contractor shortly. An implementation schedule is in process and will be posted shortly.
- **Interim Finance Director:** Nick Narducci, through GovHR was appointed Interim Finance Director pending the hiring of a new Director. Nick has (18) eighteen years of experience as a full-time finance professional in Joliet, Hazel Crest, Lombard, and Oak Park. In addition, Nick has served as a private finance consultant over the past (30) thirty years in (20) local governments in (3) three different states, along with several small businesses.
- **PAYMERANG:** PAYMERANG the payment automation service has been in operation for (2) two payment cycles. The first cycle, (5) five payments were processed the second nearly \$400,000 in payments were processed.

Administrative Services/Clerk's Office

- Statistics from August and September, 2023
 - 50 completed FOIAs including another large request was sent out
 - 2 Special Event requests this last month (Sept)
 - 7 Block Party applications have been processed during the months of August & September. There are 4 scheduled block parties in October.
 - 10 Business licenses have been issued in August & September
 - 18 ordinances have been processed during the August & September meetings



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- Working with Communications on updating the Clerk/Administration webpages
- Lion's Club solicitation days are 10/13 and 10/14
- Business License Renewals have been created and emails have been sent to the businesses, 59 responded in the first day.
- 20 agendas/reschedules/cancellations were created & posted in August & September.
- 2024 calendars have been entered into the internal & external calendars, not posting the external until December so changes can be made if necessary.
- Waste RFP has closed and 7 responses have been received to be reviewed.

Liquor Commission

The following is a summary of my activities for the months of August & September :

August

- Worked with the Police Department on Underage Alcohol Compliance checks. 9 Businesses failed and were adjudicated by the Liquor Commissioner at a hearing.
- Answered several inquiries concerning video gaming in the village
- Responded to a DMMC survey inquiry on gaming Kiosks
- Made several attempts to reach out to Whiskey Hill concerning a liquor license for their proposed restaurant with no response as of this report. No liquor license application has been received.
- Several meetings with the Liquor Commissioner and Village Attorney on various liquor issues
- Finalized the declaration of the liquor license for Harold's Shrimp & Chicken as lapsed/forfeited due to the closure of the business.
- Completed a background review for employment concerning a PT/Admin Position with the Fire Department
- Completed the Illinois Gaming Board revenue report for July
- Sent out letters and hearing notices concerning the recent round of Alcohol (underage) Enforcement Compliance checks
- Completed a survey for the DuPage Chiefs of Police Assoc. concerning video cameras in liquor licensed establishments.

September

- The Illinois Gaming Board notified us that Margie's Beef & Gyros State Liquor License had expired (by 2 days). It was renewed the very next day.
- Several Fire Dept. requirements were not being adhered to by Margie's Beef & Gyros., It was discovered they were given a deadline of September 30th to become compliant. If not, the Liquor Commissioner may consider action against their local liquor license along with FD discipline.
- Oak Brook Hills resort made two ownership changes (2 previous owners are no longer involved with the resort) however no changes to their current license are necessary.
- Began background review of Net Games LLC for a Class 10 liquor license. This business will consist of indoor pickleball courts.
- Reviewed and evaluated entertainment issues involving TQLA Mexican Cantina on Ogden Avenue & assisted Community Development & FD with various infractions they discovered.
- Compiled the video gaming revenue report for August.

Human Resources

- **Affordable Care Act (ACA)**
 - Based on regulatory changes from the IRS related to electronic filing of ACA forms, staff is exploring a partnership with a third party vendor, CXC Solutions, to handle ACA reporting.
- **Compensation & Benefits Study**



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- A draft pay plan is substantially complete, although the job descriptions need significant work and are lagging behind. Staff plans to present a status update to the Board at the October 5 Administration and Finance Committee Meeting.
- **Health & Wellness Committee**
 - The Committee is again hosting a flu shot clinic for staff, which will be held on October 18.
 - Discussion has been started around whether the relationship with our current wellness vendor, Empower, should continue into 2024 or if the program could effectively be run in-house. This is based on feedback that the Empower Portal has some challenges (*not user-friendly, confusing, access issues*) and many of the features aren't used, so we aren't certain the product is worth the cost. Whatever is decided about the portal, staff has expressed that they would like to continue having the annual wellness screening, which can be done independently.
- **Insurance Committee**
 - Open Enrollment will be October 30 through November 11 with an effective date for any changes of January 1, 2024. Staff is working with individual departments to establish preferences for in-person open enrollment meetings versus a recorded presentation.
- **Policy Revisions**
 - Staff is working on policy updates to comply with multiple pieces of legislation, including:
 - **Victims Economic Security and Safety Act (VESSA)** - effective immediately
 - Adds additional reasons that an employee can take leave under VESSA for family or household members who are killed in a crime of violence to:
 - Attend the funeral or alternative or wake
 - Make arrangements
 - Grieve
 - **Child Extended Bereavement Leave Act** - Effective 01/01/2024
 - Provides 6 weeks unpaid leave for employers with between 50-250 full-time employees if an employee experiences the loss of a child by suicide or homicide
 - **Smoke-free Illinois** - Effective 01/01/2024
 - Adds prohibitions on use of electronic tobacco/nicotine products in most public places
 - **Paid Leave for All Workers Act (PLFAW)** - Effective 01/01/2024
 - Requires ERs to provide up to 40 hours paid leave in a 12 month period
 - Working with Attorney Zemenak on options under the law
 - **Employee Blood and Organ Donation Leave Act** - Effective 01/01/2024
 - Adds up to 10 days of leave for EEs to serve as organ donors
 - Updates to the Section 62 - Personnel of the Westmont Code of Ordinances are anticipated to be discussed at the November 16 Administration & Finance Committee meeting with the code revision expected to be on the Village Board agenda for consideration shortly thereafter.
- **Recruitment**
 - **Open Positions / Interviewing**
 - **Public Works**
 - A conditional offer was made to a candidate for the Maintenance Worker I - Forestry & Grounds position.
 - Several positions are open between the Water Division and the newly created Forestry & Grounds Division. HR and Public Works are collaborating to fill the open positions.



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- **New Hires**
 - Jory Patrey - Firefighter 3rd Class - 08/15/2023
 - Jake Kenna - Firefighter 3rd Class - 08/25/2023
 - Keegan Daly - Firefighter 3rd Class - 08/25/2023
 - Eric Jensen - FD Training Officer - 09/18/2023
 - Denisa Hoxha - Administrative Assistant - Fire Prevention Bureau - 09/26/2023
- **Promotions / Job Changes**
 - Jesse Raap - Horticulturist - 08/14/2023
- **Retirement/Resignations/Separations**
 - Jason Loeb - FD Training Officer - 07/31/2023
 - Jackson Cates - Seasonal Public Works Maintenance - 08/04/2023
 - John Sisul - Seasonal Public Works Maintenance - 08/04/2023
 - Nathan Svoboda - Seasonal Public Works Maintenance - 08/08/2023
 - Matthew Bunetta - Firefighter 3rd Class - 08/08/2023
 - Sam Abbatacola - Seasonal Public Works Maintenance - 08/18/2023
 - Damian Medina - Seasonal Public Works Maintenance - 09/01/2023
 - Dominic Santore - Seasonal Public Works Maintenance - 09/01/2023
 - Miranda Hartell - Probationary Police Officer - 09/05/2023
 - Jamie Cunningham - Finance Director - 09/15/2023
 - John Buschman - Public Works Foreman-Water - 09/19/2023

Information Technology

- ~none

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**
 - Developed, published and coordinating the Dark Sky Community Contest
 - Currently reviewing 6 Dark Sky Grant applications
 - Reviewing and determining details of Rain Barrel Program
 - Coordinated and attended presentation of Clarke Grant to the Village of Westmont
 - Committee is reviewing Eagle Scout's recycling project for Village
 - Coordinated and staffed Sept. Special Recycling event which had a record turnout of 432 vehicles
 - Coordinating details for involvement with Wicked West Fest promotion
 - Coordinating details for involvement with Pumpkin Composting event
 - 2024 meeting schedule approved
 - **Westmont First Committee**
 - No Aug., Sept. or Oct. meeting
 - Quarterly meetings set for 2024
 - **Sister City Committee**



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- Westmont will be participating in the Taiwanese Double 10 Ceremony and Parade, Oct. 6 and 7
 - Planning to coordinate Sister City update meeting with CUSD201
- **Illinois Reads**
 - Communications specifically recruited to be part of a new Illinois Reads program being coordinated by CUSD201
 - Designed the logo for Illinois Reads Westmont
 - Communications will be publishing more info once it is confirmed
- **Holly Days Committee**
 - Members of the Committee met to coordinate and confirm all details of the event
 - 2023 HD Parade will be the exact same plan as last year
 - 2023 HD Community Events form filled out and submitted
 - Working to relocation Holly Days decorations from Westmont Centre to Public Works
- **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, Trick or Treat Trail, Haunted Forest, Pumpkin Composting Event, and Holly Days; recent communications re: Fire Dept Open House, Trick or Treat Trail 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.
- **PIO Update**
 - Scheduling follow-through on NIMS Training
 - Received links to online training
- **Website**
 - Completed website requests for CD, IT, Clerk's & Admin
 - Completed various calendar event additions
 - Met with Admin/Clerks regarding several specific website updates
- **Volunteers** - Continue follow-up to volunteer requests via the village website
- **Press Releases** - 46 new community news releases for the Village & local entities
 - WNV Update
 - RR Crossing Closure Aug. 26 & Sept 16
 - Westmont Finance Dept. Awarded Achievement of Excellence
 - Electronics & More Event Sept. 23
 - Dark Sky Grant opportunity
 - 2023 Westmont Pets in the Park
 - FD 100th Anniversary & Open House
 - PD Shred Event Oct 21
 - Skill Up at WPL



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- CTA & Metra Lollapalooza Schedule
- DuPage Co Seeks Feedback
- Fire truck Night at CN
- Village Offices Closed Sept 4
- 2023 Garage Sale Listings
- Window Mural Program Chooses Fall in Love With Art theme
- Dementia Friendly this Fall
- Mayor Gunter Honor's Westmont's Sarah Jindra on WGN TV
- REGA Receives Grant from Clarke
- Back to school Safety
- CPA Sept 27, JR CPA Sept. 28
- Back to School Resource Fair
- IL Reads Returns to Westmont in 2024
- DuPage Co Hosts Veteran Suicide Awareness Events
- Rx Take Back Oct 28
- Endless Summer Car shows
- Patriot Day Ceremony Park/American Legion
- Wicked West Fest Schedule
- Monarch Festival Sept. 23
- Pedestrian Fatality Near Train Station
- FD Silent Parade Oct 13
- Westmont Garden Club Off to a Great Start
- Mosquito Treatment Scheduled For Aug. 23
- Excessive Heat Warning
- Taiwanese Music & Dance Performance at WHS Sept 3
- Free Leaf Collection Nov
- Pumpkin Composting Nov 4
- Village Offices Closed Oct 9
- BNSF RR Tracks Construction Sept. 30 & Oct. 1
- NEW DATE - Pets in the Park
- West Quincy St Construction Update
- Two West Nile Deaths Confirmed in DuPage Co
- DuPage County Energy Assistance Program
- Dementia Friendly Caregiver Support Group Meetings
- Homecoming Parade Sept 21
- Village Zoning Ordinance Review & Update
- **Social Media Posts** - 50 graphics/links to Facebook, Twitter, & Nextdoor
- **Graphic Design** - Created & published numerous graphics to assist with communicating village news: Taiwanese Performance, Patriot Day Ceremony, Homecoming Parade, IL Reads and more
- **Westmont Community News Magazine - Village Newsletter**
 - 2023 Fall issue designed, completed and delivered
 - Digital version created and posted on website



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- 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, Winter in progress
- **Electronic Bulletin Board Posts** - Over 40 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
 - Coordinated special segment with WGN with the Mayor and Sarah Jindra
- **Special Projects** - Concluding Muddy Warhol exhibit end of Sept., however, artists have been asked to keep their art on display, which will be on-going
- **Media Materials** - updated & published new water bill info notices for next billing cycle
- **Misc.** Continuing to work with local Eagle Scout on recycling project

Village of Westmont

Water Utility Rate Study Overview and Pricing Objectives

October 5, 2023



Agenda

Water Rates

Water Finances

Rate Study Process

Pricing Objectives

Water Rates

- Residential Water Service
 - › \$16.17 for first 1000 gallons - includes \$5.00 monthly service fee
 - › \$11.17 per each additional 1000 gallons
- Commercial & Multi-Family Water Service
 - › \$17.17 for first 1000 gallons - includes \$5.00 monthly service fee
 - › \$12.17 per each additional 1000 gallons
- Outside-Village volume rates are 50% higher

Water Finances

- \$8 million in annual revenues
- \$4.5 million in purchased water costs
- \$2.7 million in operating costs
- \$.4 million payment in lieu of taxes
- \$.5 million in debt service
- Plus new capital investment

Rate Study Process

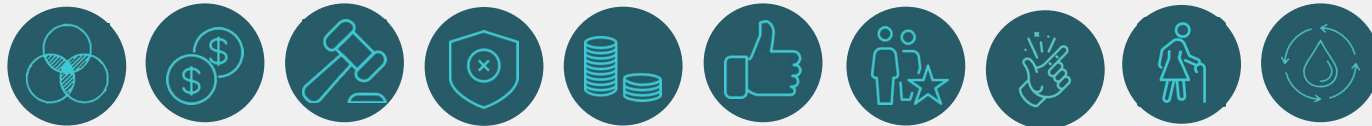
- Develop Financial Plan
 - › Includes Capital Financing Plan
- Determine Overall Revenue Requirements over Forecast Period
 - › Indicates overall revenue increases necessary to fund water utility
- Rate Design
 - › Determine rate structure(s) that recover revenue requirements while addressing pricing objectives
- Presentation, approval, and implementation

Rate Design – Fixed Charge Component

- Meter reading, billing, and collection
 - › Typically recovered on a per customer basis
- Meters and services
 - › Typically recovered based on cost of meter and utility-owned service line
- Readiness-to-serve
 - › Typically recovered based on potential demand of size of connection
- Public fire protection

Pricing Objectives

definitions



Affordable to Disadvantage Customers

- Customers should be able to afford essential services from utility
- Utility should only recover costs for services provided to customers
- Ensure services provided by Village are lowest cost possible

Conservation / Demand Management

- Encourage customers to use water in a responsible manner
- Avoid future capital costs associated with meeting peak demands

Cost of Service Recovery

- Ensure each customer class is contributing equitably towards revenue requirements
- Eliminate subsidies between customer classes
- Customers are typically willing to accept fair share of costs

Easy to Implement

- Minimize impact on customer service staff
- Ensure billing software compatibility
- Consider data requirements and costs

Economic Development

- Should rates promote economic development (or redevelopment)

Equitable Contributions from New Customer

- Ensure growth (or redevelopment) pays for their costs
- Promote intergenerational equity

Minimizing Customer Impact Variability

- Avoid large changes in bill to typical customers
- Minimize differential impacts among customers
- Phased rate structure adjustments

Rate Stability

- Consistent year-to-year adjustments
- May rely more on use of debt or reserves to address variability in revenue requirements

Revenue Stability

- Revenues are more predictable and stable
- Revenues match with revenue requirements

Simple to Understand

- Promote easy communication with customers and governing body
- Minimize changes to existing rate structure

Simple to Update

- Rate can be updated without extensive study and analysis
- Consideration of data needs for rate update

Sustainability

- The rate structure recovers enough revenue to adequately invest in the ongoing repair and replacement of the utility infrastructure.
- Ensure system reliability for residents.



Raftelis is a Registered Municipal Advisor within the meaning as defined in Section 15B (e) of the Securities Exchange Act of 1934 and the rules and regulations promulgated thereunder (Municipal Advisor Rule).

However, except in circumstances where Raftelis expressly agrees otherwise in writing, Raftelis is not acting as a Municipal Advisor, and the opinions or views contained herein are not intended to be, and do not constitute “advice” within the meaning of the Municipal Advisor Rule.

Q&A



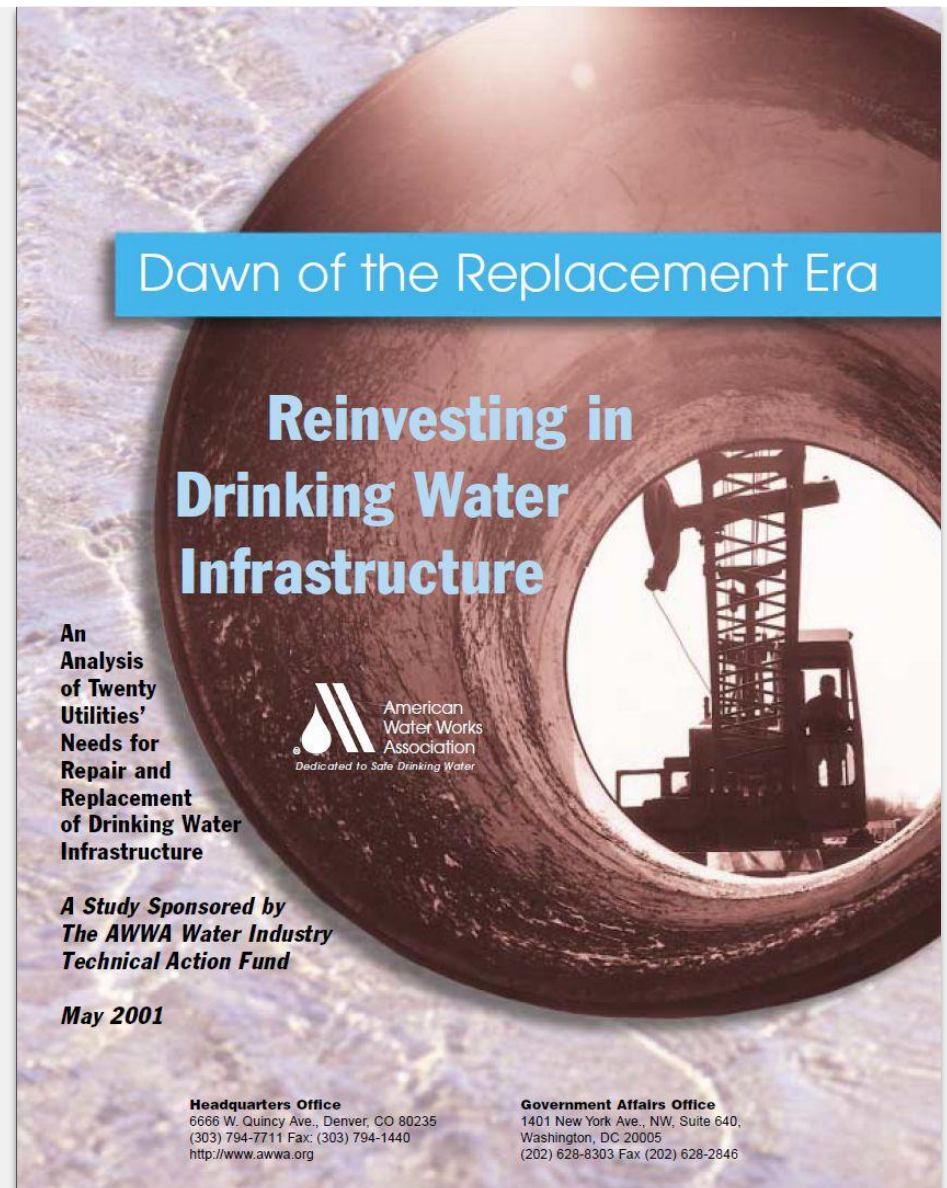
Thank you!

Contact: Thomas Beckley
816 682 1328 / tbeckley@raftelis.com

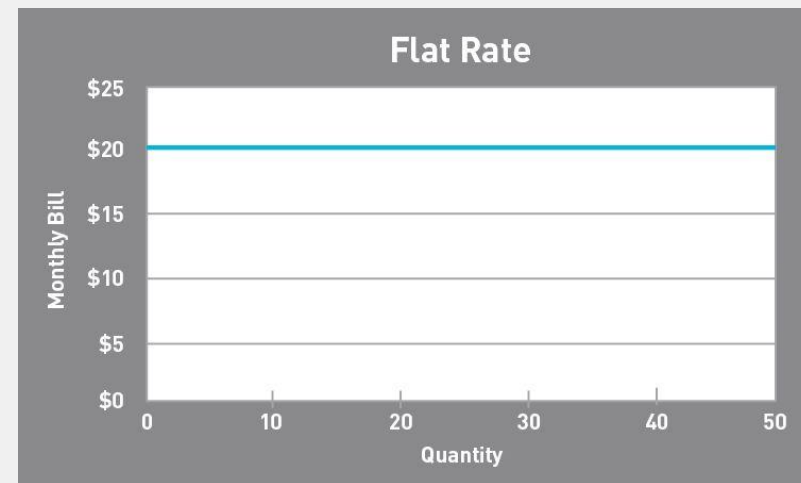
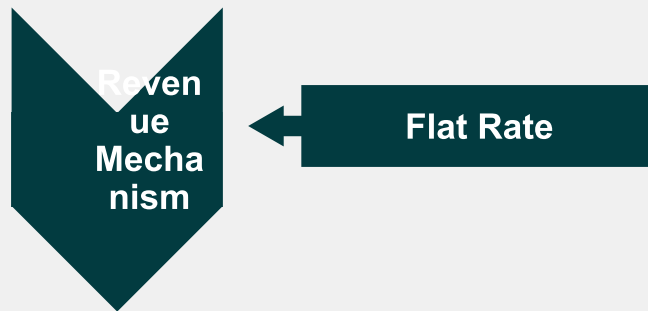
Historic Underinvestment Spawns Growing Capital Requirement

- The US is funding just **one-third of its water infrastructure needs**
- US needs to invest a minimum of **\$123 billion per year** in water infrastructure over the next 10 years
- **National investment gap: \$82 billion per year**

ASCE (American Society of Civil Engineers). 2016. Failure to Act: Closing the Infrastructure Investment Gap for America's Economic Future.



Water Rate Structure Evolution

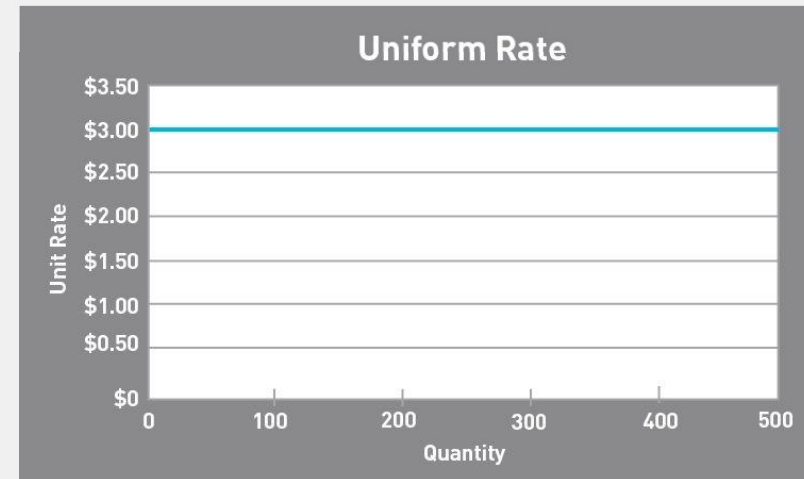
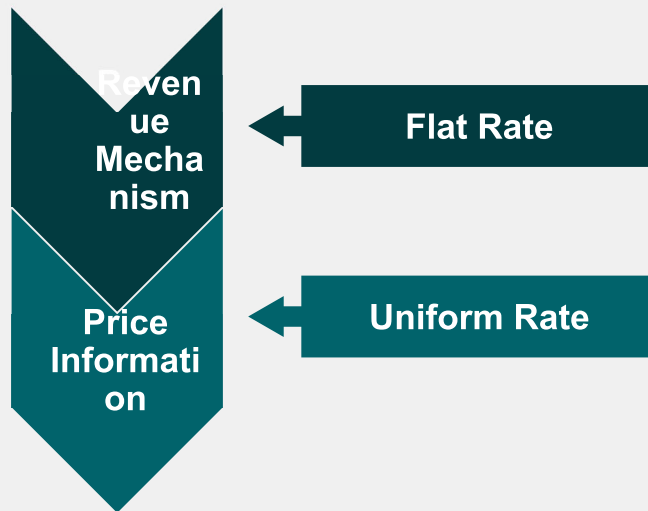


Flat Rate: \$xx / month regardless of usage

Pros: Revenue stability, easy to understand

Cons: Inequitable, no conservation signal, not affordable for essential use

Water Rate Structure Evolution

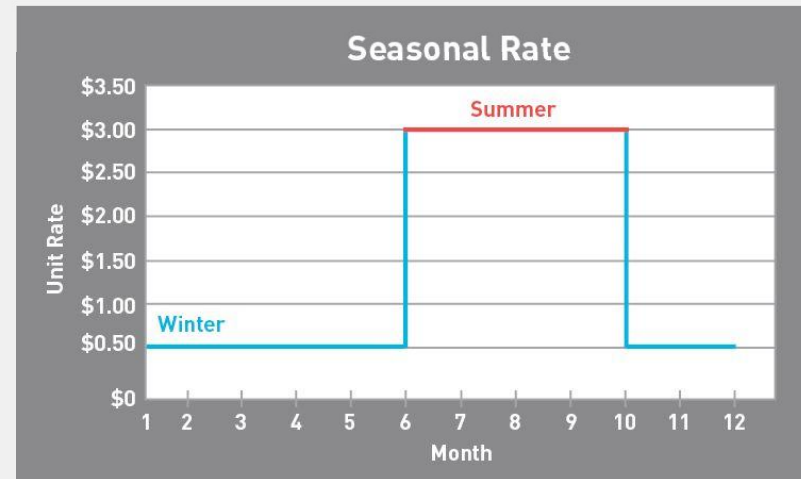
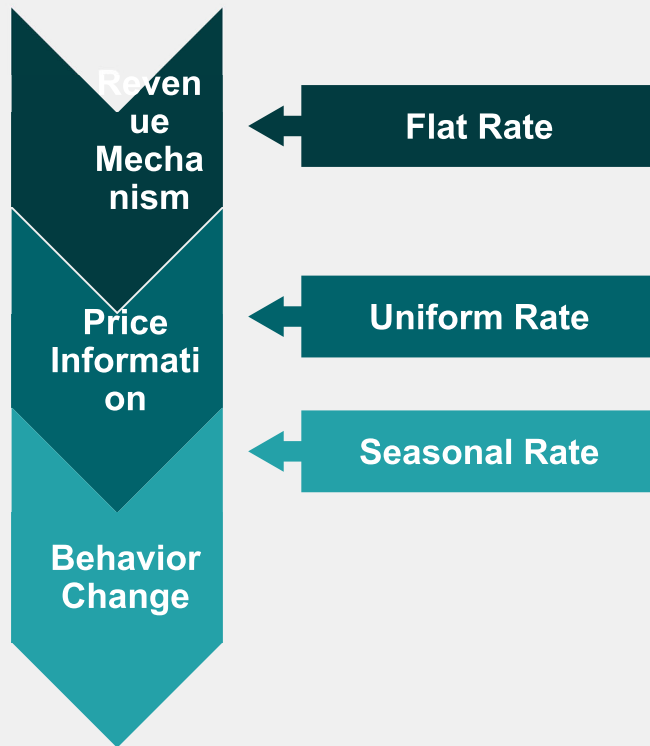


Uniform Rate: \$xx / hcf

Pros: Revenue stability, administrative ease, easy to understand

Cons: Weak conservation, not affordable for essential use

Water Rate Structure Evolution

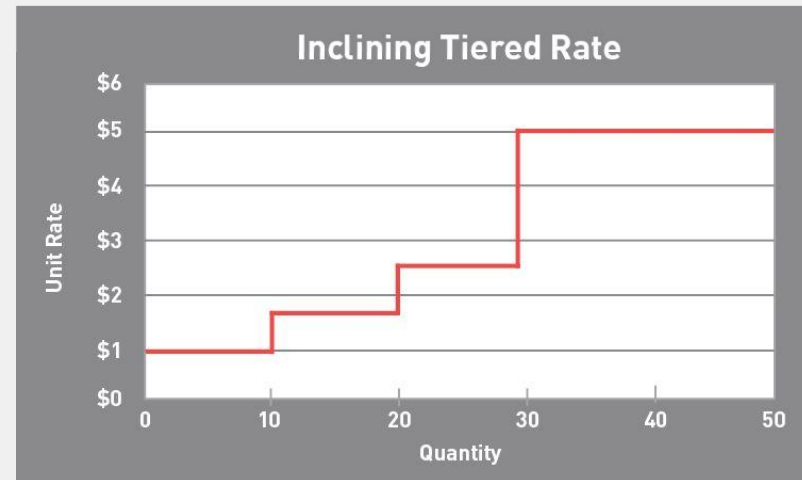
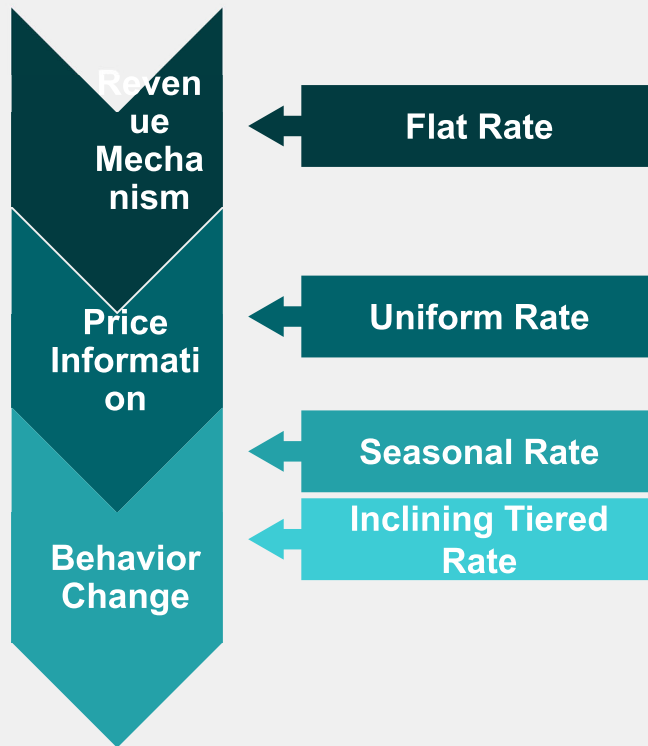


Seasonal Rate: \$ xxx / hcf in Summer,
\$ x/hcf in Winter

Pros: Promote water conservation in the summer, easy to administer

Cons: Revenue instability, not affordable for essential use

Water Rate Structure Evolution

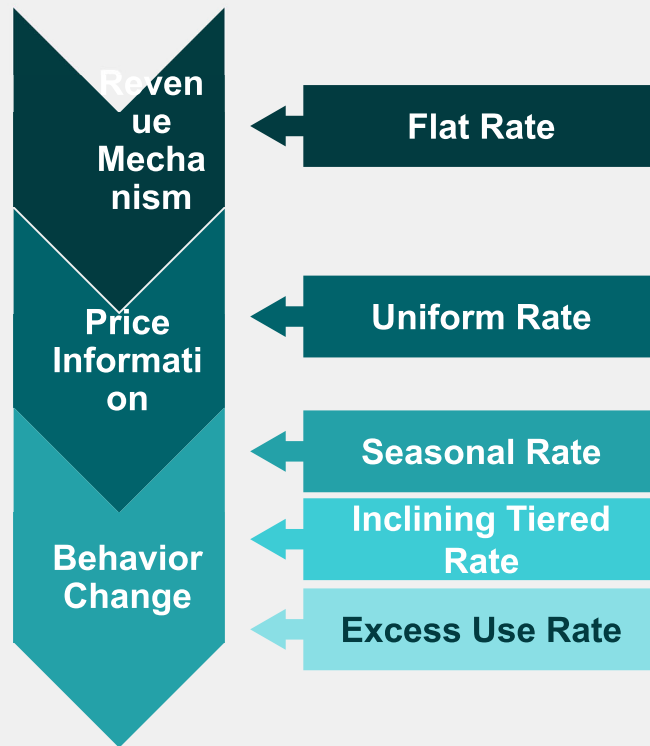


Inclining Tiered Rate:

Pros: Promote conservation, affordable for essential use, easy to administer, easy to understand

Cons: Target large users

Water Rate Structure Evolution

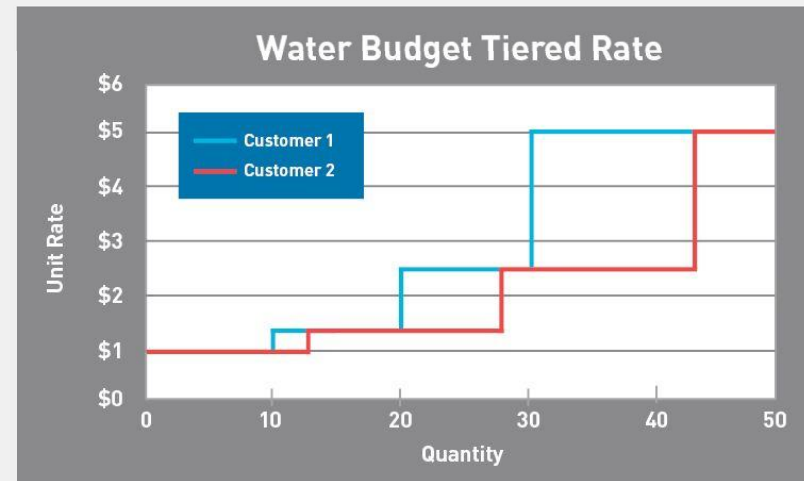
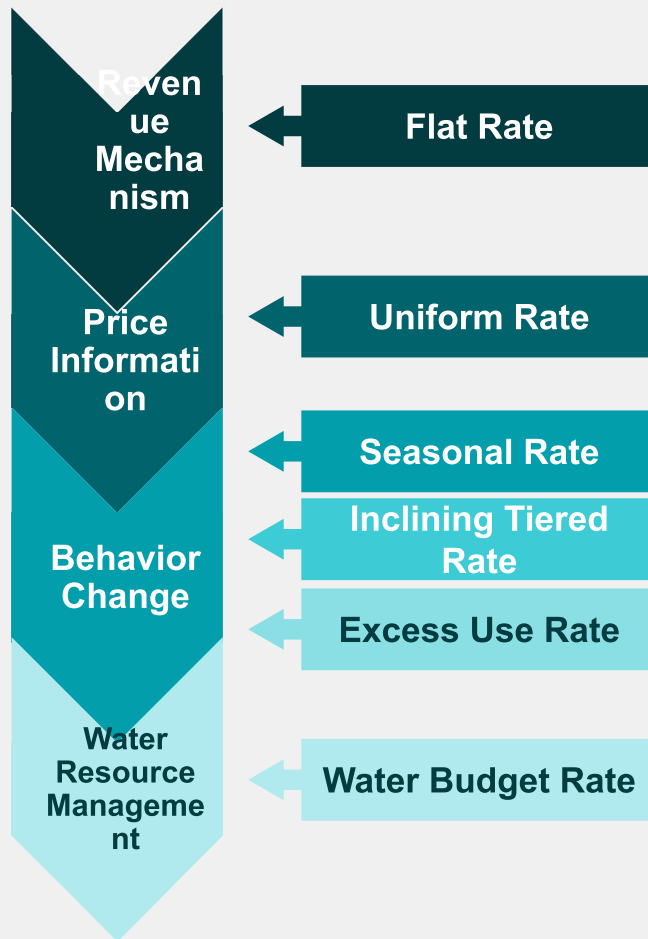


Excess Use Rate:

Pros: Promote conservation, affordable for essential use, fair among diversify customers

Cons: Perceived opportunity for gaming, harder to understand

Water Rate Structure Evolution



Water Budget Tiered Rate:

Pros: Promote water efficiency, equitable, affordable for essential use, drought allocation tool, revenue stability

Cons: High administrative cost, harder to understand



Compensation Study Update

2023-10-05



Overview

- Purpose
- Process
- Market Information
- Proposed Ranges
- Part Time Firefighters
- Next Steps



Purpose

- Attract, Retain, Motivate/Reward
- Establish internally equitable job structure
- Create wage structure that ensures external market competitiveness
- Institute/maintain process consistency and equity of plan administration



Process

- Job Descriptions
- Group Jobs for Ranges
- Identify Comparable Communities
- Analysis of Market & Comparables
- Establish Ranges
- Place Individuals Within Ranges
- Pay for Performance
- System Maintenance



Process - Job Descriptions

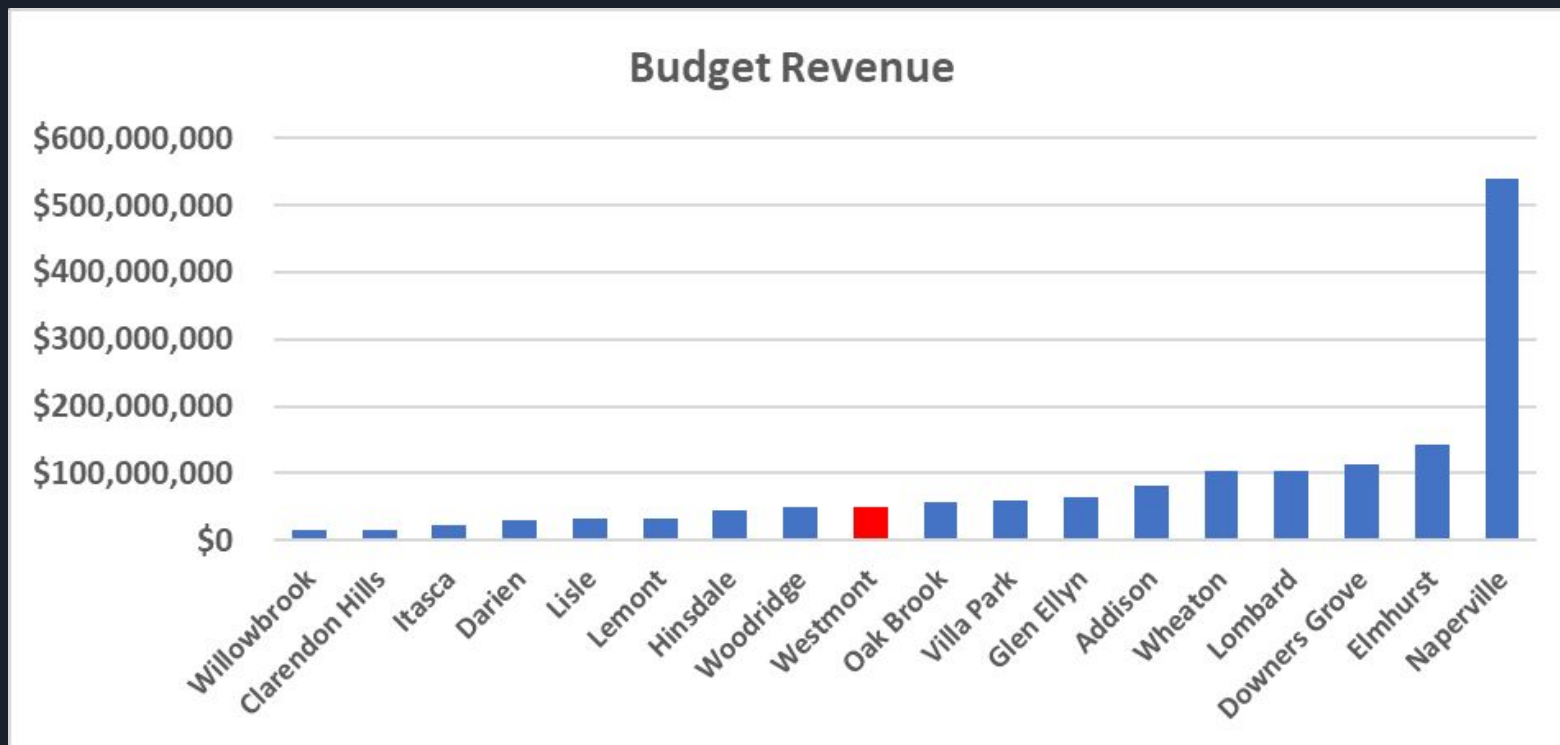
- Employee Questionnaires
- Determine Relative Monetary Worth:
 - Duties
 - Supervision
 - Knowledge/skills
 - Complexity
 - Complexity
 - Education/experience
 - Physical Requirements
 - Working conditions
- Draft Job Descriptions



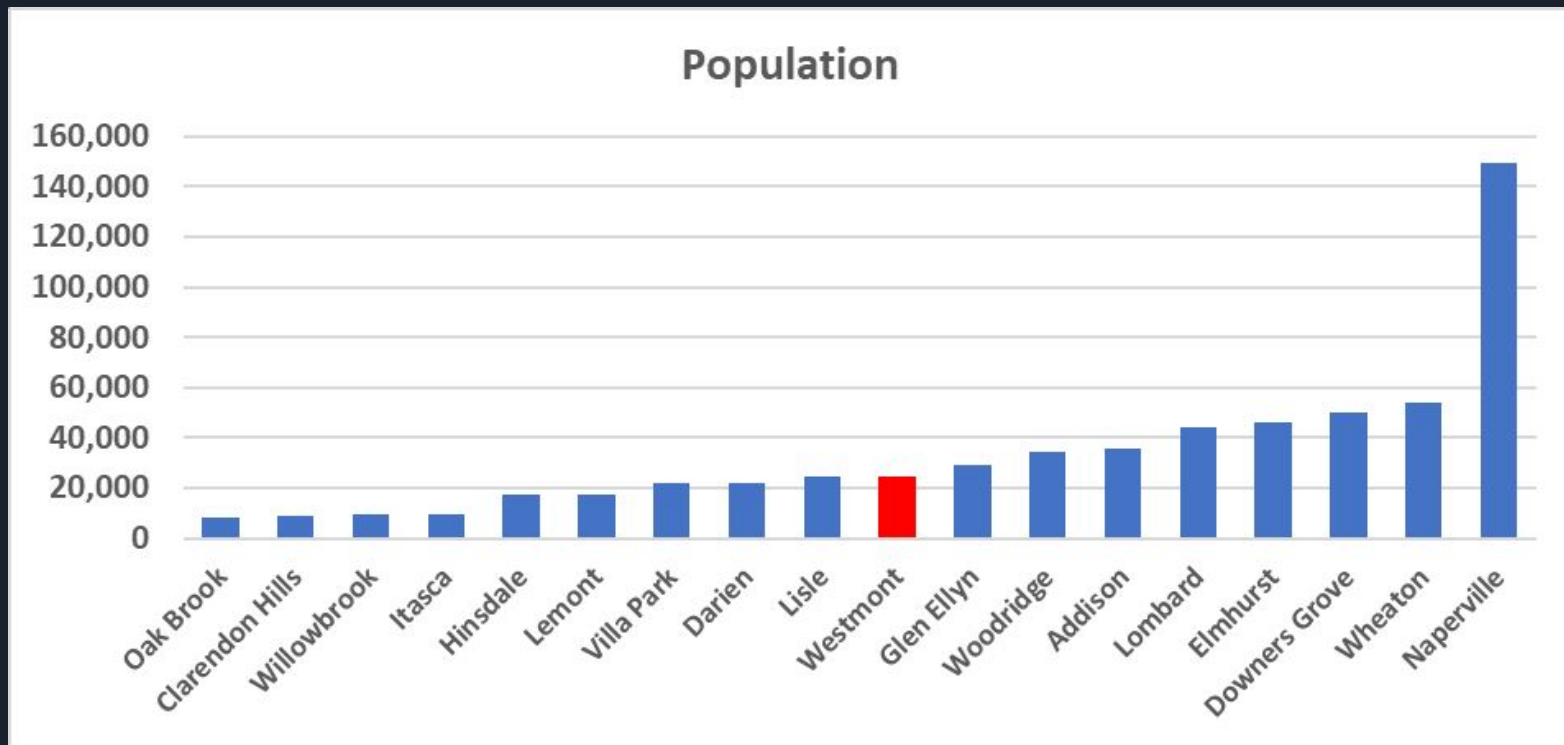
Process - Grouping For Ranges

- Organize Into Categories:
 - Similar Monetary Worth
 - Similar Functions
- Pay Ranges - Look At Market For Positions
 - Minimum
 - Maximum
 - (Actual)

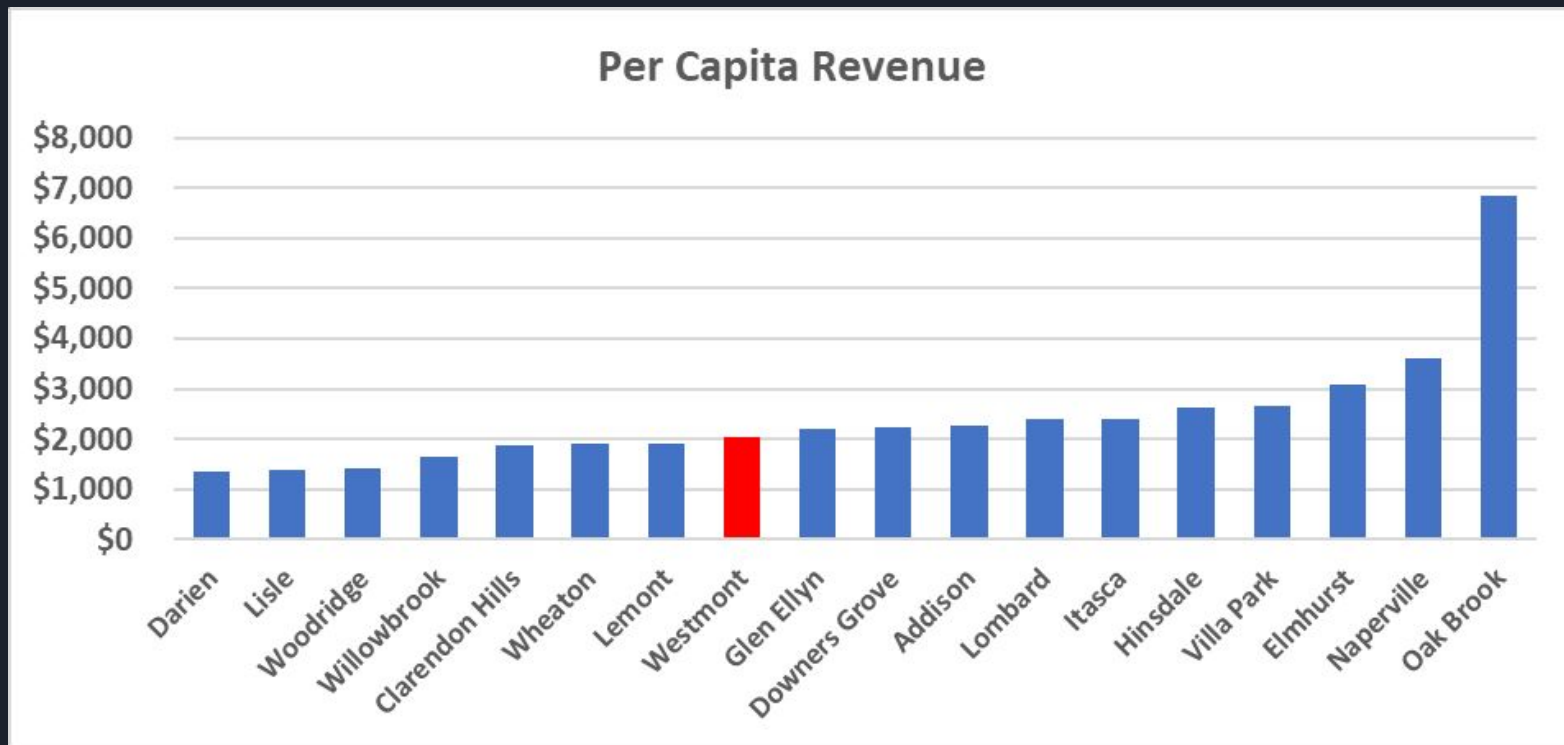
Process - Comparables



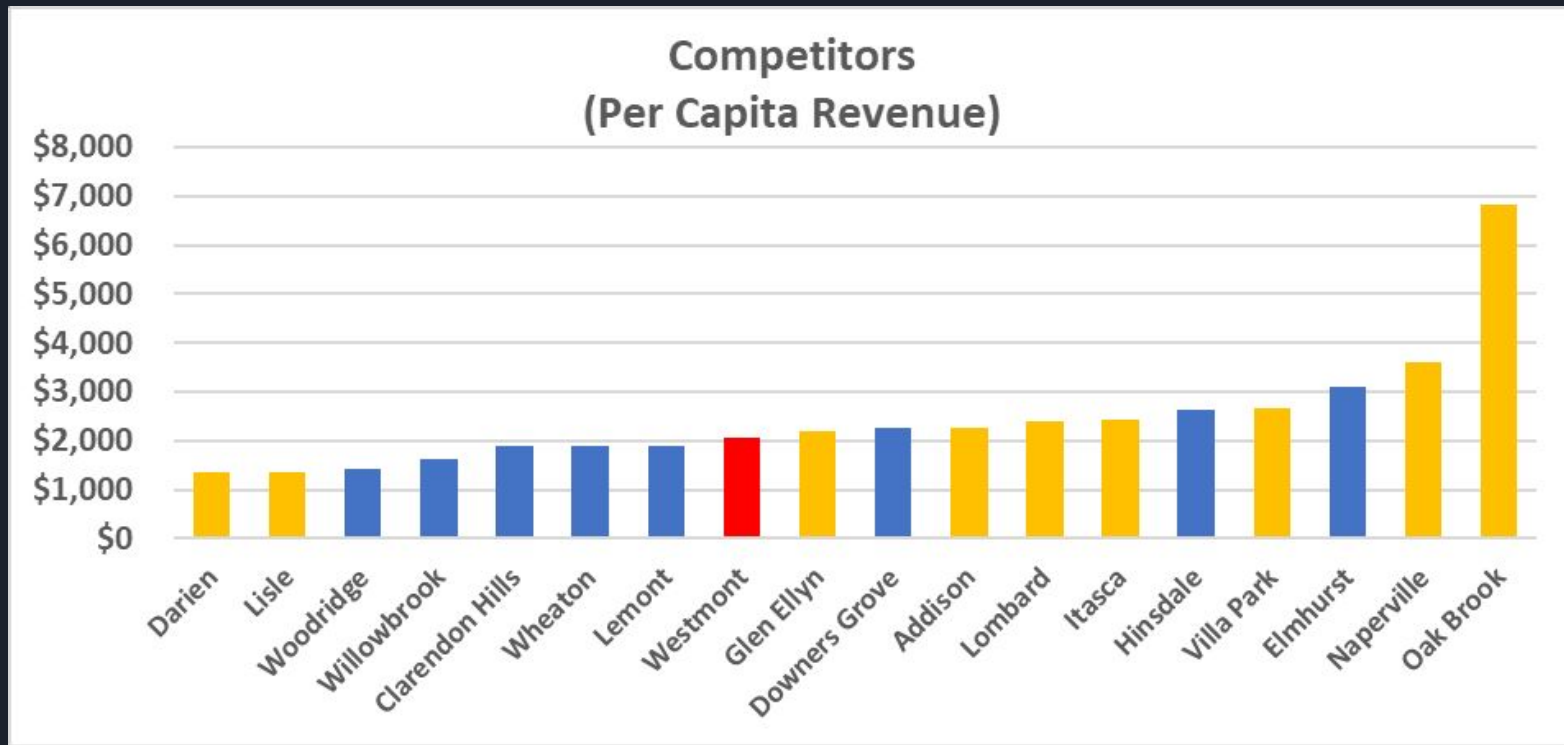
Process - Comparables



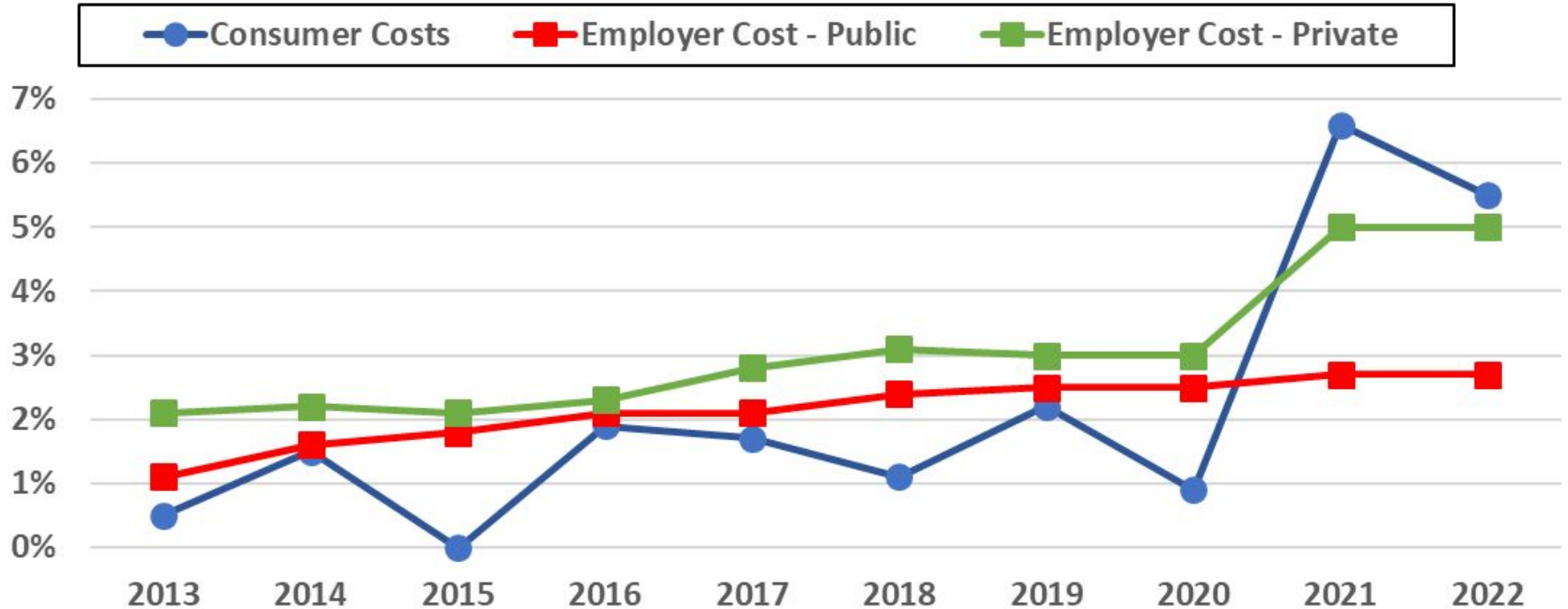
Process - Comparables



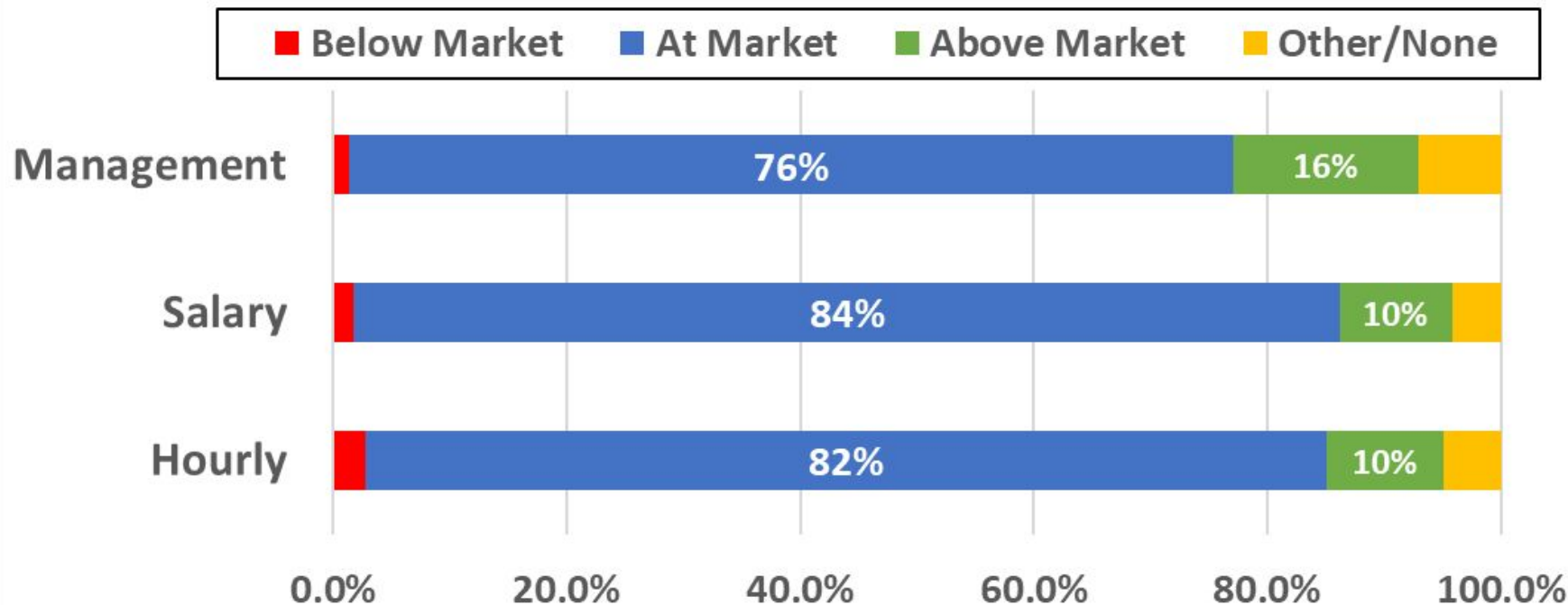
Process - Comparables



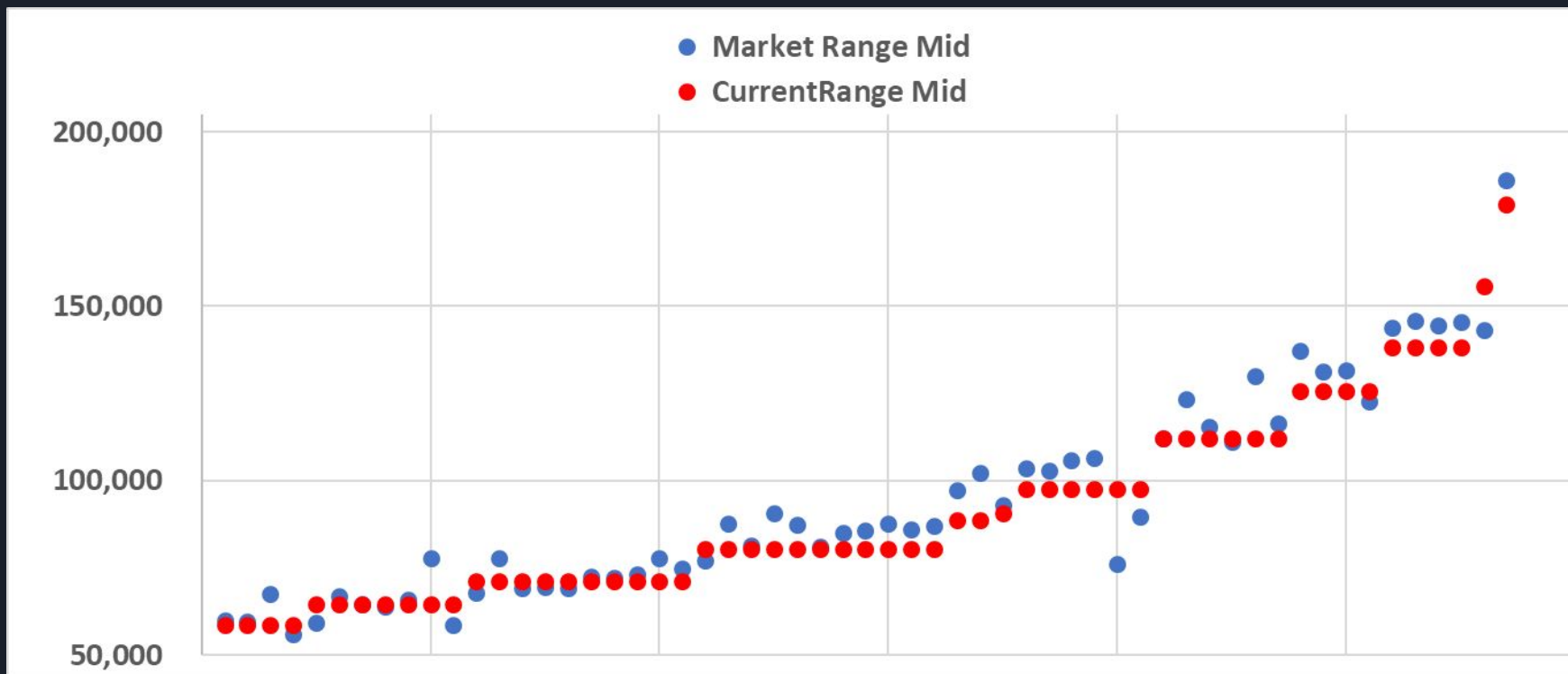
Market Info - CPI & Wages



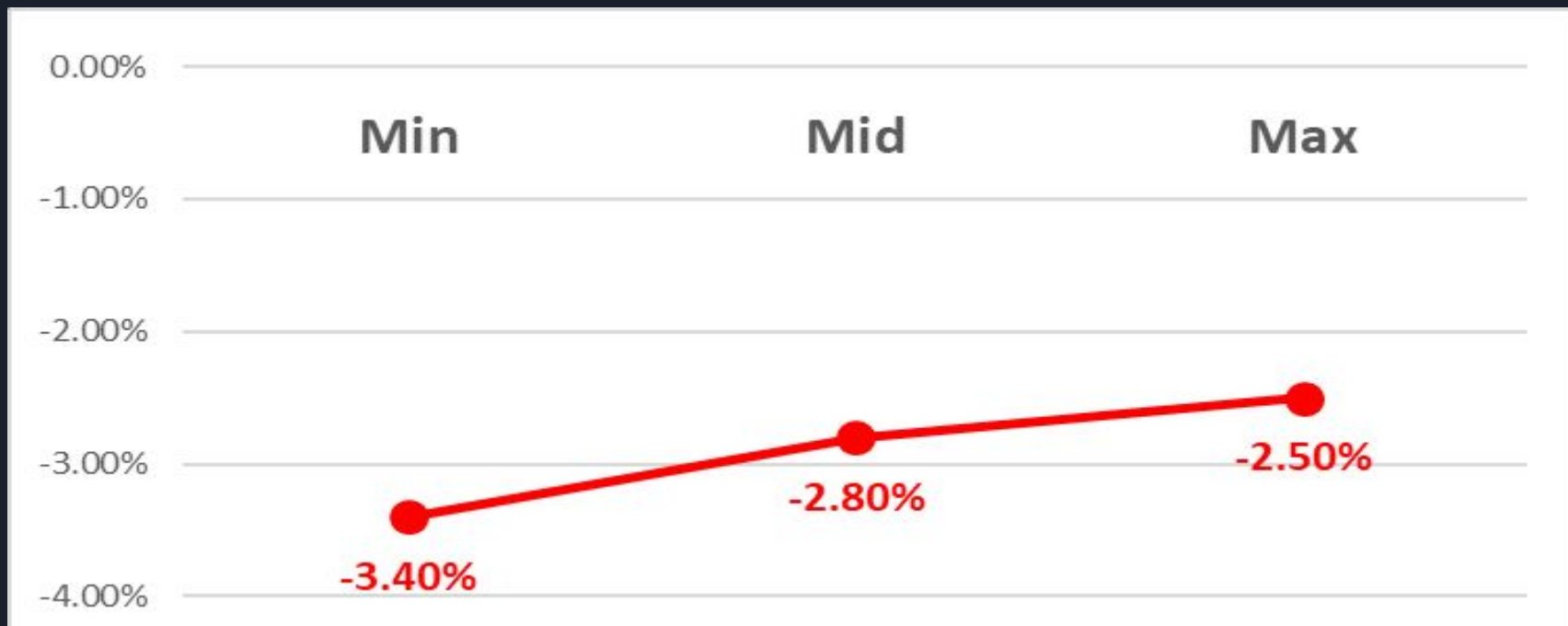
Market Info - Market Philosophy



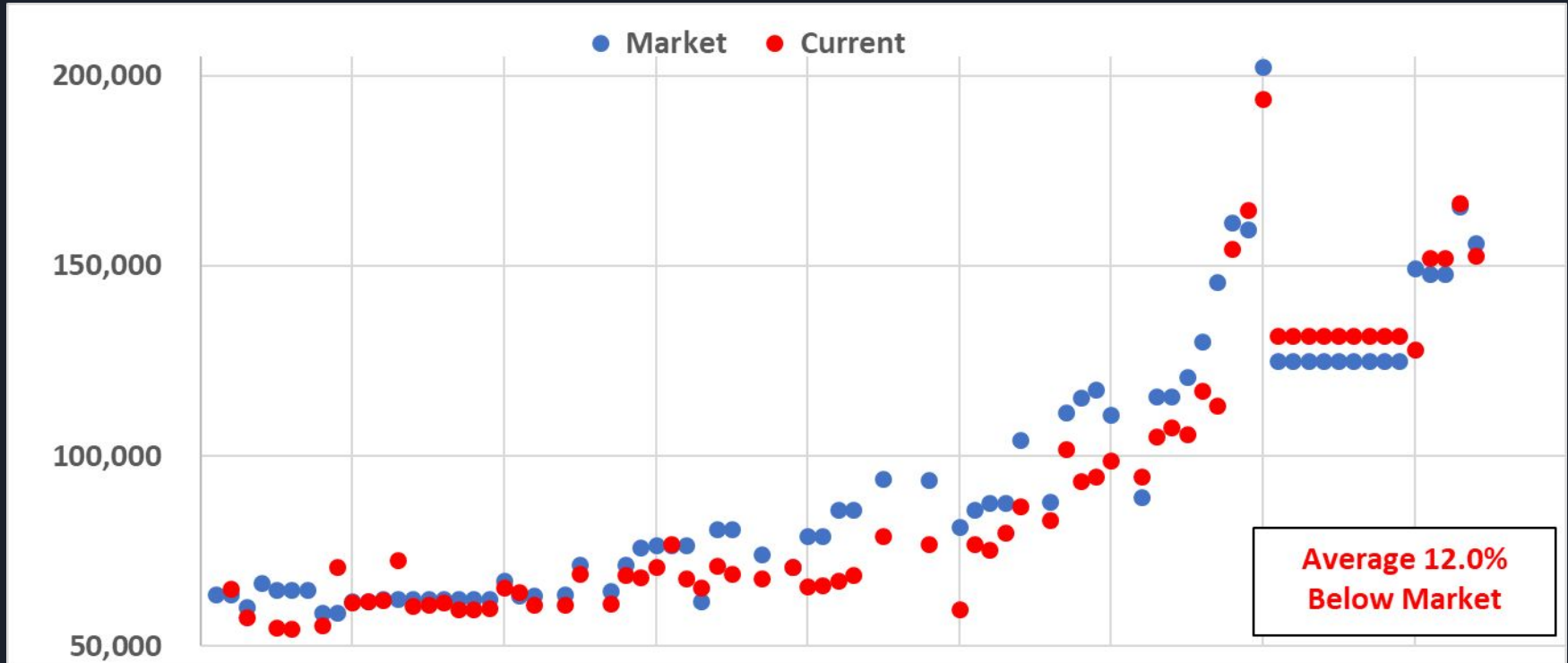
Market Info - Current Ranges



Market Info - Current Ranges



Market Info - Village Actual Pay





Market Info - Misc. Benefits

Vacation

Years of Service	Village Paid Days/Year	Labor Market Avg Paid Days / Year
0 through 4	10	10
5 through 12	15	15
13 through 19	20	20
20+	25	24



Market Info - Misc. Benefits

Other Paid Time Off

Benefit Type	Village Paid Days/Year	Labor Market Avg Paid Days / Year
Sick Leave	12	12
Holidays	10	9
Personal Days	4	3



Market Info - Misc. Benefits

Health Insurance Employee %

Benefit Type	Village	Comparable Communities
Employee	15%	16%
Employee + 1	15%	18%
Family	15%	20%

Ranges - Old v New

Old Village					Village Proposed				
Range	Min	Mid	Max	Spread	Range	Min	Mid	Max	Spread
1	46,758	55,505	64,251		O1	\$45,906	\$57,383	\$68,859	
2	51,418	61,058	70,699	10%	O2	\$50,497	\$63,122	\$75,746	10%
3	56,576	67,163	77,750	10%	O3	\$55,547	\$69,434	\$83,321	10%
4	62,192	73,850	85,509	10%	O4	\$61,102	\$76,378	\$91,653	10%
5	69,826	83,762	97,698	14%	O5	\$67,212	\$84,015	\$100,818	10%
6	76,752	92,123	107,494	10%	P1	\$67,212	\$84,015	\$100,818	0%
7	84,406	101,327	118,248	10%	P2	\$73,933	\$92,417	\$110,900	10%
8	97,094	116,511	135,928	15%	P3	\$81,326	\$101,658	\$121,989	10%
9	106,766	130,811	154,856	14%	P4	\$85,392	\$106,740	\$128,088	5%
10	117,458	143,926	170,394	10%	M1	\$85,392	\$106,740	\$128,088	0%
11	132,725	162,594	192,462	13%	M2	\$93,931	\$117,414	\$140,897	10%
12	151,715	186,295	220,875	15%	M3	\$108,021	\$135,027	\$162,032	15%
					M4	\$124,224	\$155,280	\$186,336	15%
					M5	\$130,435	\$163,044	\$195,653	5%
					M6	\$150,000	\$187,500	\$225,000	15%
					PS1	\$97,864	\$122,330	\$146,796	
					PS2	\$112,544	\$140,680	\$168,816	15%
					PS3	\$129,426	\$161,783	\$194,139	15%



Ranges - Old v New

- Old
 - 1 - 12
- Based on EEO Classifications
 - Operations (admin, maint, tech, para)
 - Professional (theoretical knowledge)
 - Management
- Public Safety



Ranges - Operations

	Current Base Salary	MIN	MID	MAX	Market (Annual)	Range Spread
O1 - Entry Level		45,906	57,383	68,859		
O2 - Intermediate Level	61,389	50,497	63,122	75,746	62,837	10%
O3 - Senior Level	58,211	55,547	69,434	83,321	70,634	10%
O4 - Technical / Trade Level	68,223	61,102	76,378	91,653	79,077	10%
O5 - Lead/Advanced Level	72,131	67,212	84,015	100,818	95,120	10%



Ranges - Professional (Theory)

	Current Base Salary	MIN	MID	MAX	Market (Annual)	Range Spread
P1 - Entry Level	59,553	67,212	84,015	100,818	81,289	0%
P2 - Intermediate Level	77,295	73,933	92,417	110,900	87,038	10%
P3 - Lead/Senior Level	85,805	81,326	101,658	121,989	104,077	10%
P4 - Master Level		85,392	106,740	128,088	88,596	5%



Ranges - Management

	Current Base Salary	MIN	MID	MAX	Market (Annual)	Range Spread
M1 - Supervisor Level	94,510	85,392	106,740	128,088	105,378	0%
M2 - Deputy Director Level	106,166	93,931	117,414	140,897	117,323	10%
M3 - Policy Making Level	115,250	108,021	135,027	162,032	137,812	15%
M4 - Directors - MultiDivision	154,423	124,224	155,280	186,336	161,250	15%
M5 - Executive Level	164,798	130,435	163,044	195,653	159,630	5%
M6 - Executive Director	193,959	150,000	187,500	225,000	202,409	15%



Ranges - Public Safety

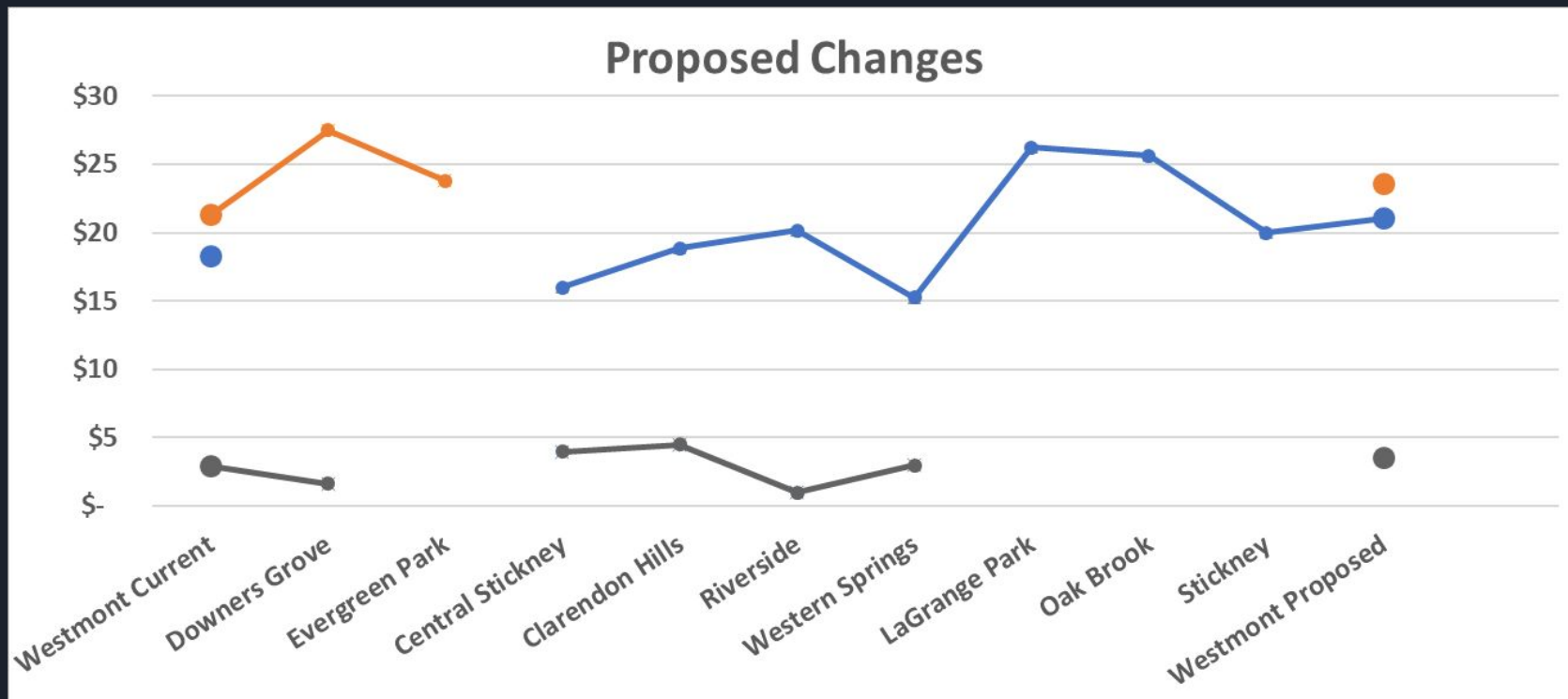
	Current Base Salary	MIN	MID	MAX	Market (Annual)	Range Spread
PS1 - Supervisors	131,468	97,864	122,330	146,796	124,874	
PS2 - Deputy Chiefs	144,071	112,544	140,680	168,816	148,394	15%
PS3 - Chiefs	159,611	129,426	161,783	194,139	160,834	15%



Firefighter Comparison

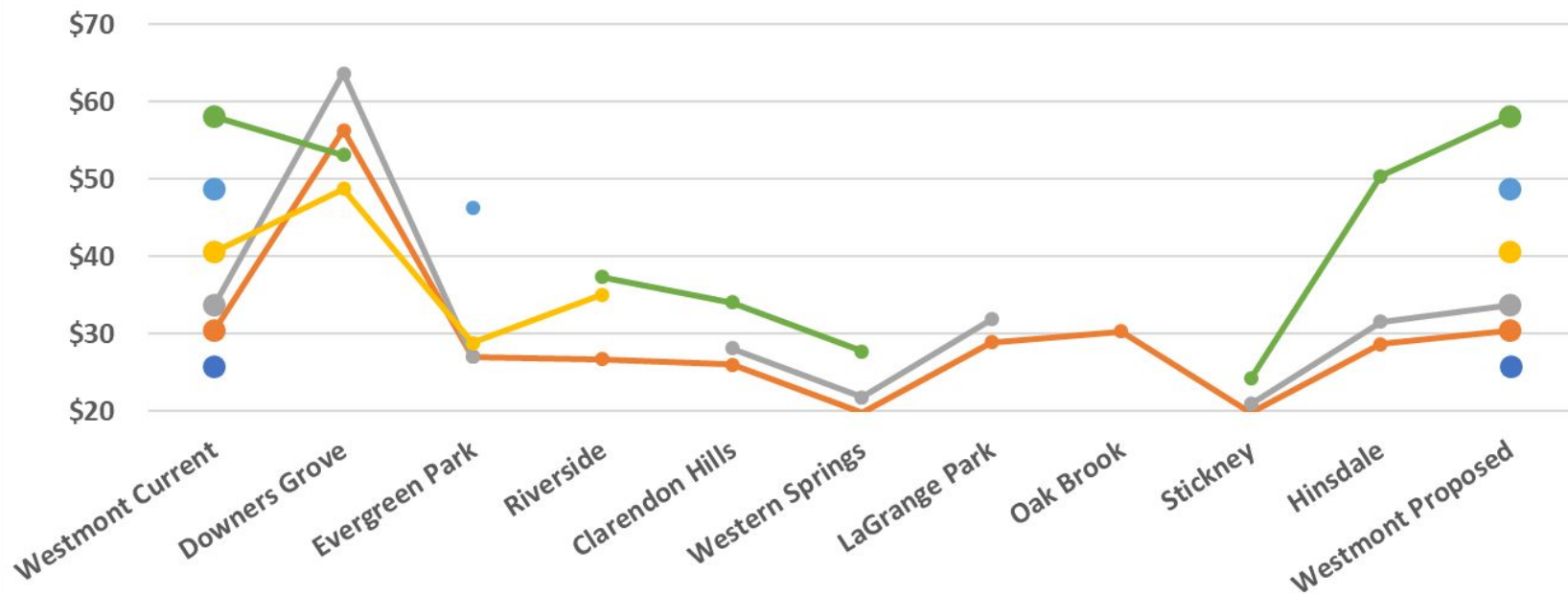
- Recruitment/Retention for Entry-Level & Paramedics
- More Difficult to Define Comparables
 - *Call Volume
 - *Positions
 - *Model
 - *Requirements
 - *Staffing
 - *Other Competitors
- Only Small PT Departments - No Increase
- Blend of FT, PT, Nearby Departments

Firefighter - Comparison



Firefighter - Comparison

No Proposed Changes





Next Steps

- How to Assess Pay for Individuals
 - Philosophy
 - Analysis & Budget Comparison
- Board Approval
- Using To Fill Positions
- Job Descriptions
- Performance Management