



FINANCE

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approved - 10/15/2015

Finance Committee - Meeting Minutes Thursday, August 6, 2015 5:00 pm

Call to Order: 5:00 by Trustee Guzzo

Pledge of Allegiance

Roll Call: Committee

Staff

Chair Trustee Guzzo	Steve May
Mayor Gunter	Spencer Parker
Clerk Szymiski	DC Steve Riley
Trustee Addington	Larry McIntyre
Trustee Guzzo	Glen Liljeberg (booth)
Trustee Liddle	Jill Ziegler (5:18p)
Trustee Barry (5:07p)	Larry Forssberg (5:18p)

Guests

- Beth Marchetti, Dupage CVB

Minutes approved July 9, 2015 Regular Meeting Minutes - Addington 1st/Barker 2nd/all ayes

Unfinished Business: None

New Business:

Westmont Lions Club Report on Red, White & BBQ

Trustee Guzzo turned this item over to Trustee Addington. Trustee Addington reviewed the spreadsheet of financial information from the Lion's Club for the RWBBQ event. They are waiting for the financials from the carnival company and negotiating a refund from the tent company for the tent that was not put up properly. The competition portion of the event runs even, pays for itself with the trophies and prizes being covered by the entry fees. The profit comes from the beer tent, carnival, and sales. The numbers are reflective of the good weather, this year the profit is close to \$13,000.00. There were 160 teams competing between the 2 contests. We are one of the biggest and best in the midwest for the competition.

The grant asked for was \$2500.00 to assist with advertising/signage; the request will be for \$2150.00. Always looking for suggestions on improvement. Next year will be the 10th year, to celebrate the anniversary Chief suggested maybe a small fireworks display. Lions are looking for sponsors to make that happen.

Mayor Gunter asked if there were any standards for tent set up, as the Lions event was the second tent we had come down. Deputy Chief Riley said that there are inspections on tents. Manager May said that the weather has an impact. Trustee Addington remarked that we were very lucky that no one was hurt, look at Wood Dale. Public Safety Committee will need to review the guidelines for tents going forward.

The event final report will be submitted when all the checks have been paid out and papers finalized. Trustee Addington is proud that this event has put us on the map, and the hotel rooms generated for this event are outstanding.

Discussion of DuPage Convention Visitor Bureau: Beth Marchetti, the Executive Director of the DCVB presented on the landscape of competition that is faced with meeting planning dollars. Rosemont and Chicago both have bills that guarantee funds for incentives to bring in tourism/convention dollars. Senate Bill 508 is awaiting approval and this legislation will allow municipal owned convention centers that have 40,000 sq ft of meeting space to use state occupancy funds for luring business.

DCVB has a pilot program that they are going to be introducing in the next few weeks geared at competing. It is a matching grant program to the DuPage mayors and managers, and the DCVB has put in a line item in their budget to begin this campaign hoping for municipal support. If there was a group that was comparing Westmont to Rosemont and \$4000.00 in transportation costs could be the deciding factor than the DCVB would put up \$2000 and and Westmont the remaining \$2000 to make it happen and give a Westmont hotel the business.

Executive Director Marchetti presented the current matching grant program aimed at SPIN (Senior Planners Industry Network) to host their fall seminar at Oak Brook Hills Hilton. A \$4000 match is requested. Manager May stated that a \$10,000 grant to the DCVB is what he would like to see, with \$4000 going towards the SPIN event, the remaining at the discretion of the DCVB to use for Westmont events only. The funds often need to be available quickly, so waiting for the process of a board meeting would not work towards being able to offer incentives. Ms. Marchetti stated that there is a 7 page grant request document that the DCVB will be using to assure that the funds are going to promote business.

Mayor Gunter commented that the funds were promotional and having the event would bring us the hotel/motel tax dollar; going full circle. Executive Director Marchetti stated that the fight often came down to transportation. Rosemont and Chicago have premier public transportation. Discussion of the SPIN event ensued. Manager May said that there would be a purchase order on the next board agenda for the \$10,000 to the DuPage Convention and Visitors Bureau. Trustee Addington asked if he needed support to do that? A request for options produced all ayes. Trustee Barry remarked that with the funds stuck at the state level, it is difficult to get behind promising this money, when we don't know what will happen down the road.

The Mayor reminded everyone that the funds came out of the hotel/motel taxes and that money can not be used for general business. This is a way to promote Westmont and bring events here. Executive Director Marchetti stated that the \$10,000.00 will only be used for Westmont not for other areas of DuPage. Trustee Barry asked why this was being voted on now and not being presented at a board meeting? Manager May replied that this was only a recommendation to have the purchase orders placed on an agenda. Trustee Barry said that there would be nothing

to that as then it was the consent agenda and there would be no discussion. Manager May said he would have the amount split into 2 purchase orders and then Trustee Barry could request that they be removed for discussion.

Director Parker proceeded to ask Executive Director Marchetti questions regarding the promotional fund. Would we know how the funds were used? Would we have any say in who received the funds? Ms Marchetti restated that the grant request form would be filled out by the hotel, the village would receive a copy of this form. To receive funds the minimum room rentals would be 150 rooms. The funds only go if the event is actualized. Westmont would have an account with DVCB and only Westmont event requests would come out of the money that we deposit in that account.

Trustee Barry asked how long the program would run, the response was September is the launch and it would run the fiscal year of the DVCB (June 30). Mayor Gunter asked when the SPIN group was coming, the response was November 15-17, 2015. WCCTB Executive Director Larry Forssberg stated support of the pilot program, believing that there would be a return on the investment that would drive our economic growth.

Trustee Addington remarked that the 100th Anniversary of Lions International has been reserved at Oak Brook Hills already. There is a reserved parking sign for the Lions at Oak Brook Hills. Executive Director Marchetti remarked that the international market has opened up again.

Discussion of Purchasing Policy Approval Thresholds: Finance Director Parker reported on the review of the purchasing policy, agreements for purchasing cards, and surveyed other communities on the purchasing limit policy. Attorney Zemanek has commented on the agreements that need to come before the board, believing that this might tie in all together, the amounts of the agreements with the amount of the purchasing authority as to when items need to go before the Board.

Currently the Village is set up with no purchasing power to anyone other than department heads with a purchase order request. Other communities are set up to allow supervisors and front end employees a certain amount of authority for small purchases to streamline ordering supplies based on position. At this time Westmont has limits of \$0-\$1500.00 a department head can approve, \$1501.00-\$5,000.00 requires the Finance Director and the Village Manager to approve, \$5,001.00 and up require Village Board approval. This limits were set in 2006. The results of the survey of other municipalities was reviewed.

Director Parker requested feedback on the results. Manager May stated that the reason \$20,000.00 is common for municipalities is the State of IL threshold for bidding. Trustee Barry asked if it use to be \$2500.00 for the department heads? Director Parker responded that it was \$500.00 and \$2500.00 was for the board. Trustee Barry asked if there were checks and balances so that a vendor could not give 2 smaller invoices so that the approvals weren't necessary? Manager May stated that that was illegal and addressed in the policy. Director Parker stated that when a group of purchase orders are part of a project they are grouped for the board to review as one project no matter if they are below \$5,001.00 so the board is aware of it.

Trustee Barry asked what the thought was for the department heads limit? Manager May said that he believed that \$2500.00 would allow for the daily operation of a department to move along

without delays of approval. \$2,501.00-\$20,000.00 as both the Village Manager and the Finance Director to approve. Over \$20,001.00 would come before the Board. This would reduce the number of purchase orders on the consent agenda. All purchase orders are available in the finance ordinance, just not read aloud at a meeting. Director Parker reviewed the last 6 months 86 purchase orders were on the agenda, and under the new system only 32 would have been read out loud. \$20,001.00 is the state statute.

Trustee Barker stated that it might take more time and he is not trying to micromanage, but he believes it is good to have them read aloud so people are aware. \$5,001.00 might be too low but he believes \$20,001.00 is too high. The more discussion of the finance and where the money is spent is better. Trustee Guzzo said that \$10,001.00 might be a good amount to start with and we can revisit it later.

Director Parker asked if everyone was okay with the \$2501.00 amount for department heads and the designated employees? Trustee Guzzo reported that at a DMMC newly elected official training that she attended in April and they talked about the purchasing cards, stating that municipalities are using this system to streamline. Trustee Guzzo asked if this would be on the next board meeting? Manager May stated it will be a future board meeting, not the next one.

Reports:

Chair/Trustee Guzzo: Nothing

Finance Director Parker: The Village received an update on the status of collecting the money that was fraudulently taken from the investment fund. The sale of the confiscated hotels has been held and brought in more than expected. Negotiation for the liens on the hotels is going forward and hopefully we will have more of a recovery than originally expected.

Mayor Gunter asked if we had received any funds from the DEA undercover police officer? Earned so far is an estimate of \$258,000.00 and we have received about \$8,000.00 so far. The first \$100,000.00 will be used to hire another officer. Remember that we can not use this to go into our general funds but it can be used for police extra funds. The program has restrictions, we do not receive funds until there is a prosecution and guilty finding of the perpetrator.

Next Meeting: September 3, 2015 at 4:00pm and then Public Safety will be after.

Adjourn: 5:52p Trustee Addington 1st/Trustee Liddle 2nd