



Village of Westmont VILLAGE BOARD

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Administration & Finance Committee

Thursday, December 19, 2024 -4:30 pm
Village Hall - 31 W. Quincy Street

MINUTES

Call To Order - Trustee Liddle Called The Meeting To Order At 4:30 P.M.

Roll Call - Mayor Gunter, Clerk Szymiski, Trustee Nero, Trustee Barry, Trustee Liddle, Trustee Guzzo, Manager May And Staff; Guest - Henry from Baxter & Woodman.

Pledge Of Allegiance -

Public Comments - None

Minutes - Approval of the October 3, 2024 minutes of the Administration & Finance Committee - Motion made by Trustee Nero & seconded by Trustee Guzzo, all ayes with no adjustments.

New Business -

Mayor Gunter and Trustee Guzzo performed a swearing in for Stephanie Grimm of the Fire Department to the rank of Captain.

IT Director Liljeberg and Asst. Network Administrator Brian Johanpeter gave a presentation on GIS along with the Baxter & Woodman contractor that has been working on the Village system. Director Liljeberg reviewed the details of GIS, in 2019 our online mapping was a group of PDFs. He showed the statistics of usage for the online public system. Administrator Johanpeter presented using the Village Website GIS links to show the progress from 2019 when the project began. Administrator Johanpeter used the website to move through all the maps that are available and used by both the public and all departments. Henry from Baxter & Woodman discussed training the Public Works staff and CDD staff to allow for ease with online permitting. The sanitary districts have both been easy to work. The variety of options to review with the GIS include fire hydrants, sewers, lots, and buildings.

Manager May reviewed his idea to create a Technical Review Committee. This will allow the Economic Development Committee to focus solely on Economic Development with this review committee will be a place to review things not of a more far reaching level. A scope and mission statement will be written and brought back to the board for approval.

Personnel Policy changes in 2024 and the changes required by the newly enacted laws taking affect 1/1/2025 were reviewed at Committee, with an ordinance on tonight's Board agenda. Discussed that the fact that our personnel policies are codified and take time to move forward between staff, the attorney, and municode to have them available. Optimally we would remove them from the code and have a new personnel handbook for staff. We are the only village out of the 17 comparable villages from our compensation study that use this process. Asked that this be considered at a future time. Eight policies were updated and reviewed. Then the Legislative policies were reviewed. These will be on tonight's agenda.

REPORTS

Village Manager reviewed the Fire Department headquarters discussion from last meeting and stated that the Finance Department was working on reviewing the options to pay for updating/rebuilding. Mayor Gunter commented on the grocery sales tax and the 0.5% increase that will also be legal for a non-home rule tax. This would be a comfortable revenue stream for debt service repayment. Finance Director Altic spoke on his conversations with debt service companies, a building at \$18 million would be 1.3 million on debt service every year for 20 years. Mayor Gunter stated that we looked into this because the opportunity is there with this tax ability for non-home rule. Director Altic reviewed the legislation and the deadlines. Mayor Gunter said that if we don't do it we lose it with the grocery tax.

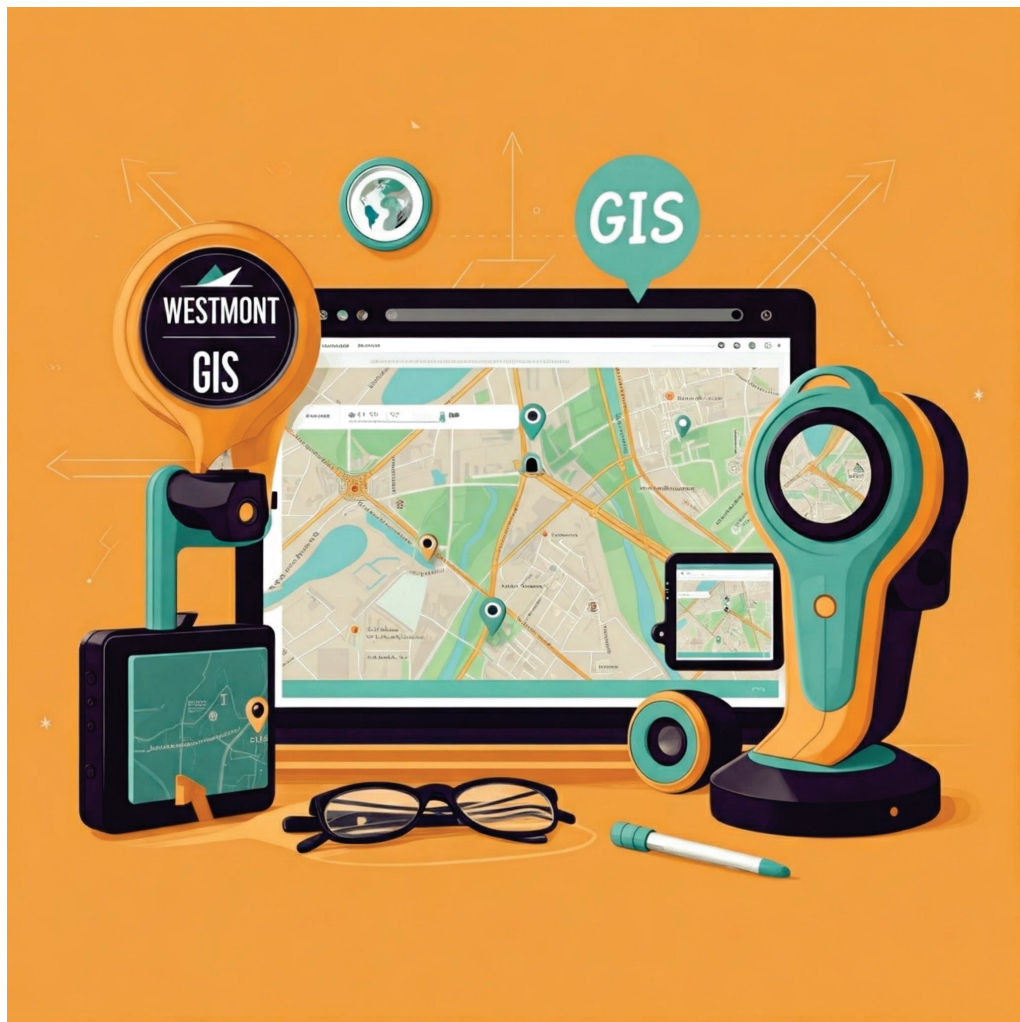
MISCELLANEOUS

Trustee Barry asked questions about the leases at Westmont Centre. Manager May reviewed the leases and the restrictions for the next two years. Discussion ensued.

Mayor Gunter announced that all local businesses passed the tobacco checks! No one failed.

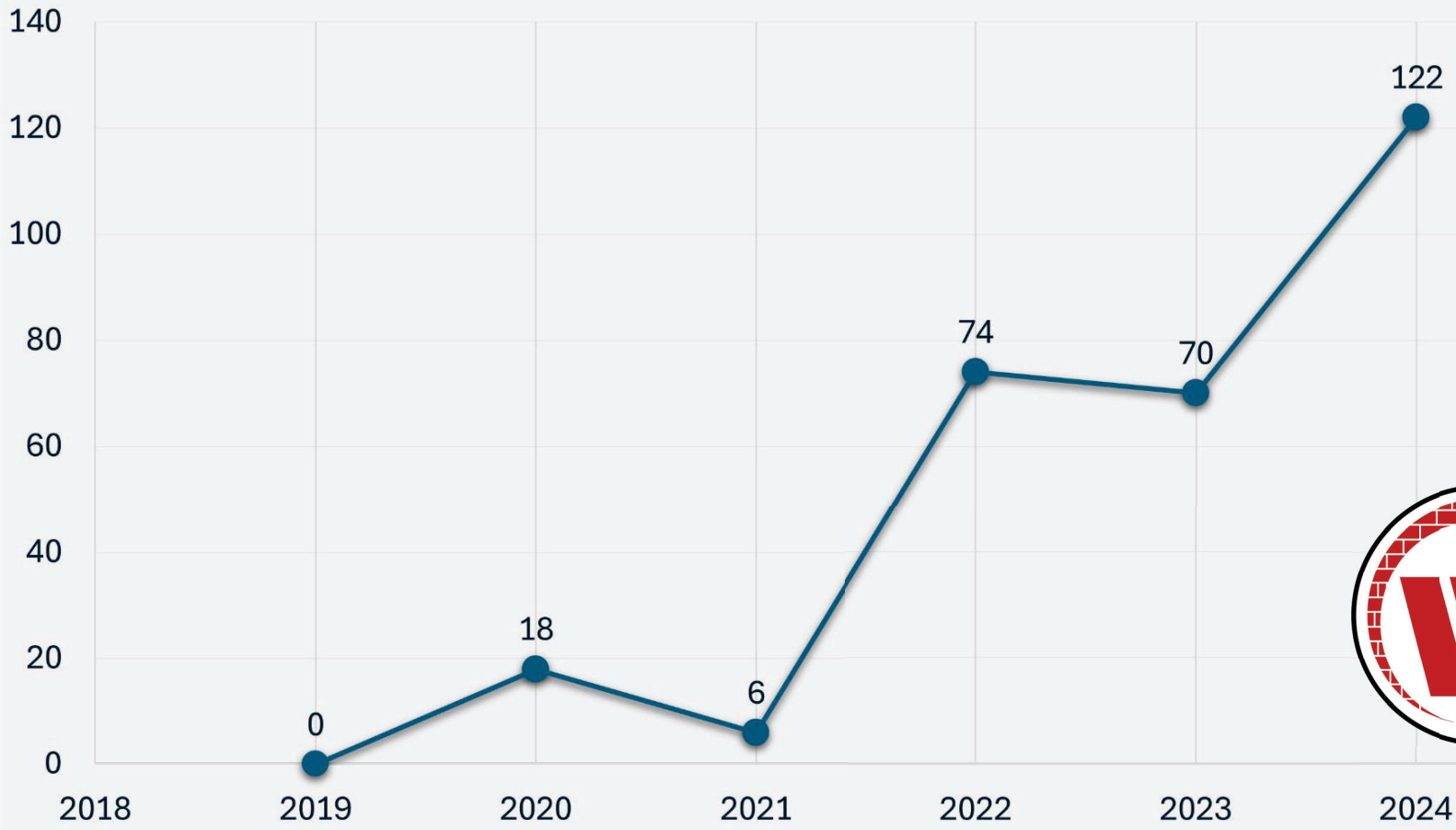
Manager May attended the Village of Downers Grove review of the old radio station development proposal.

ADJOURN (next meeting is scheduled for January 9, 2025)



GIS 20

Number of ArcGIS Online Items Created or Modified



Usage details for the period:

January 1, 2024 - December 18, 2024

Custom Date Range

Set a Custom Date Range

Start Date:

1/1/2024

End Date:

12/18/2024

Update Report

Item Views this Period

1,324

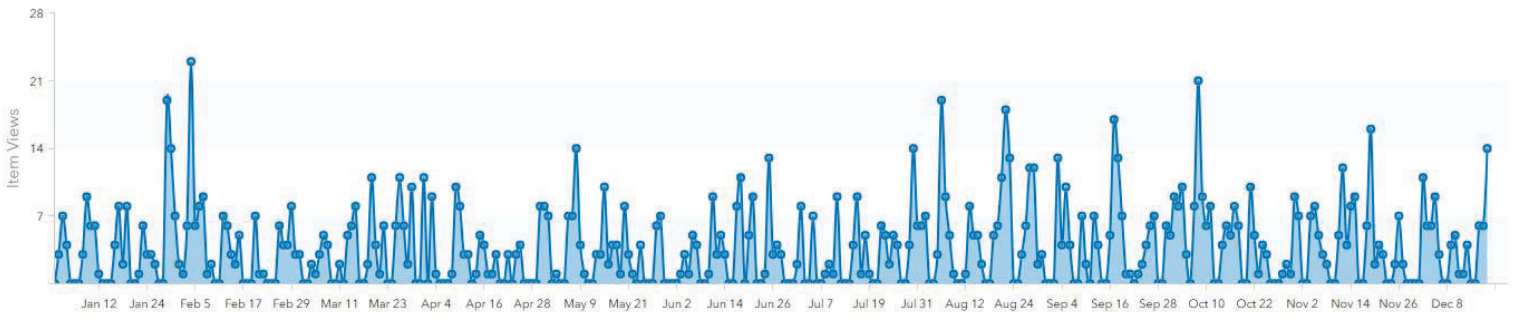
Avg Item Views Per Day

3.75

Logins this Period

184

Usage Time Series



Usage details for the period:

January 1, 2024 - December 18, 2024

Custom Date Range

Set a Custom Date Range

Start Date:

1/1/2024

End Date:

12/18/2024

Update Report

Item Views this Period

11,793

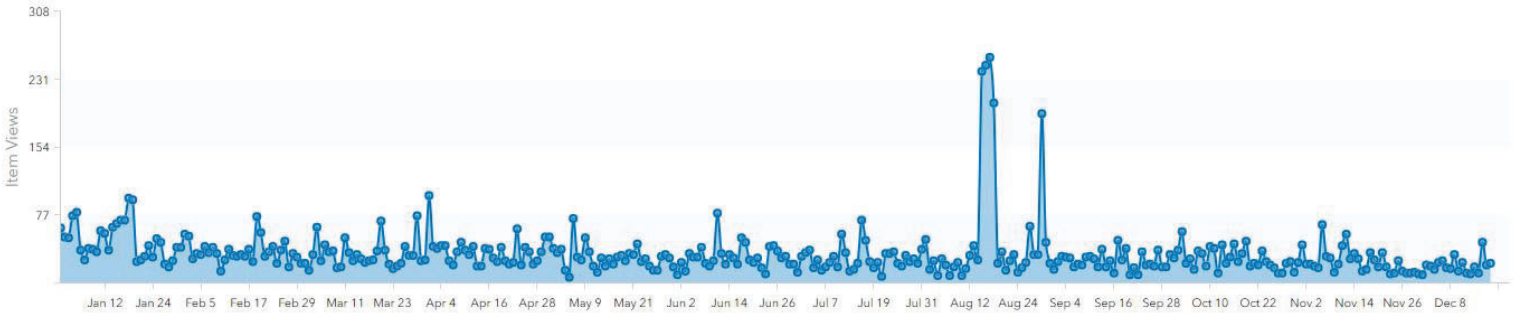
Avg Item Views Per Day

33.41

Logins this Period

0

Usage Time Series






GIS 20



Policy Updates

December 19



2024 was a busy year.....

- Administrative
 - 22 Policies, including 1 NEW (*highlighting 7*)
 - Plus clean up from 12/14/2023 revisions (9)
 - Policy to match practice; memorialize practice
 - Provide clarity and give guidance
 - Address departmental issues/concerns
- Legislative
 - 7 Policies, including 2 NEW (*highlighting 2*)
 - Illinois Equal Pay Act
 - Illinois Human Rights Act
 - Personnel Records Review Act



Introduction

- Generally wait to amend Code until year 1
 - Onerous process for codification
 - Would be ideal to remove from code:
 - Uncommon to have comprehensive personnel policies in code (Internal vs. Public)
 - Of 17 comps, none have a full personnel code codified; 8 have a handful of policies in code
 - Enhanced ability to adapt to changes
 - Eliminates additional step for attorney
- Continue to update the Board on revisions



Administrative Policy Highlights

- Sec. 62-75 - Drug-free Workplace
- Sec. 62-77 - Information Technology
- Sec. 62-78 - No Weapons Policy
- **Sec. 62-85 - Use/Return of Village Property**
- Sec. 62-92 - Hours of Work
- Sec. 62-94 - Public Works Standby
- Sec. 62-105 - Part-time Paid Time Off



Sec. 62-75 - Drug-free Workplace

- Replaced specific term “Uber” with more generic “ride share service”
- Added requirement to contact PD for an accident with a Village vehicle
 - Law - Bodily injury, death, property damage over \$1,500 (or \$500 if uninsured)
 - Err on side of caution rather than debate
 - 2nd trained observer (*reasonable suspicion*)
 - Also added to 62-212 - Safety



Sec. 62-77 - Information Technology

- Added language to clarify that records and other information collected, created, stored connected to work are Village property and must be handled according to law and policy
 - Set expectations for file management
 - Safeguard against departing EEs deleting



Sec. 62-78 - No Weapons Policy

- Common practice for PW EEs to carry/ their own tools, especially pocket knives
- Updated policy to match practice, using guidance from PD on acceptable knives
 - EEs must ensure tools are:
 - in good condition
 - allowed under policy
 - Personal tools will not be replaced by V



Sec. 62-85 - Use/Return of Village Property

- No current policy for care and return of Village-issued property
- Sets expectations for use and responsibility
- Allows Village to recover costs for repair and/or replacement
- Requires return upon separation
 - Payroll deduction or collection



Sec. 62-92 - Hours of Work

- Added a section addressing no call, no show
 - Standard employment policy
 - Must report at least 30 minutes before
- 3 consecutive work days of unreported absence is considered voluntary resignation
 - Common employment criterion
 - Extenuating circumstances considered



Sec. 62-94 - Public Works Standby

- Changed “bonus pay” to “inconvenience pay”
 - Clarified that standby EEs do not receive bonus pay
- Detailed expectations for attendance and response time
 - Full work week, except legal and medical absences
 - Respond to call within 15 minutes
- Standby is a job requirement; deleted language about removal from rotation



Sec. 62-105 - Part-time Paid Time Off

- Operational challenges with PLFAW Act
 - Pay out accrued, unused time vs. carryover
 - Yes as long as agreement between ER & allow full 12 month period to accrue and
 - Carryover for 2024 into 2025
 - Eff. 01/01/2025, pay out accrued, unused first pay period in February
 - Legal requirements for accrual and use
 - Administrative ability
- Clarified max accrual is 40 hrs/calendar year



Legislative Policy Highlights

- Sec. 62-61 - Performance Management
- Sec. 62-144 - Pregnant Workers Fairness



Sec. 62-61 - Performance Management

- Audit - IDHS (*Tobacco Grant*)
 - Identified need for policy about annual performance evaluations
- Created policy requiring at least one formal documented performance conversation
- Flexibility for changes to performance

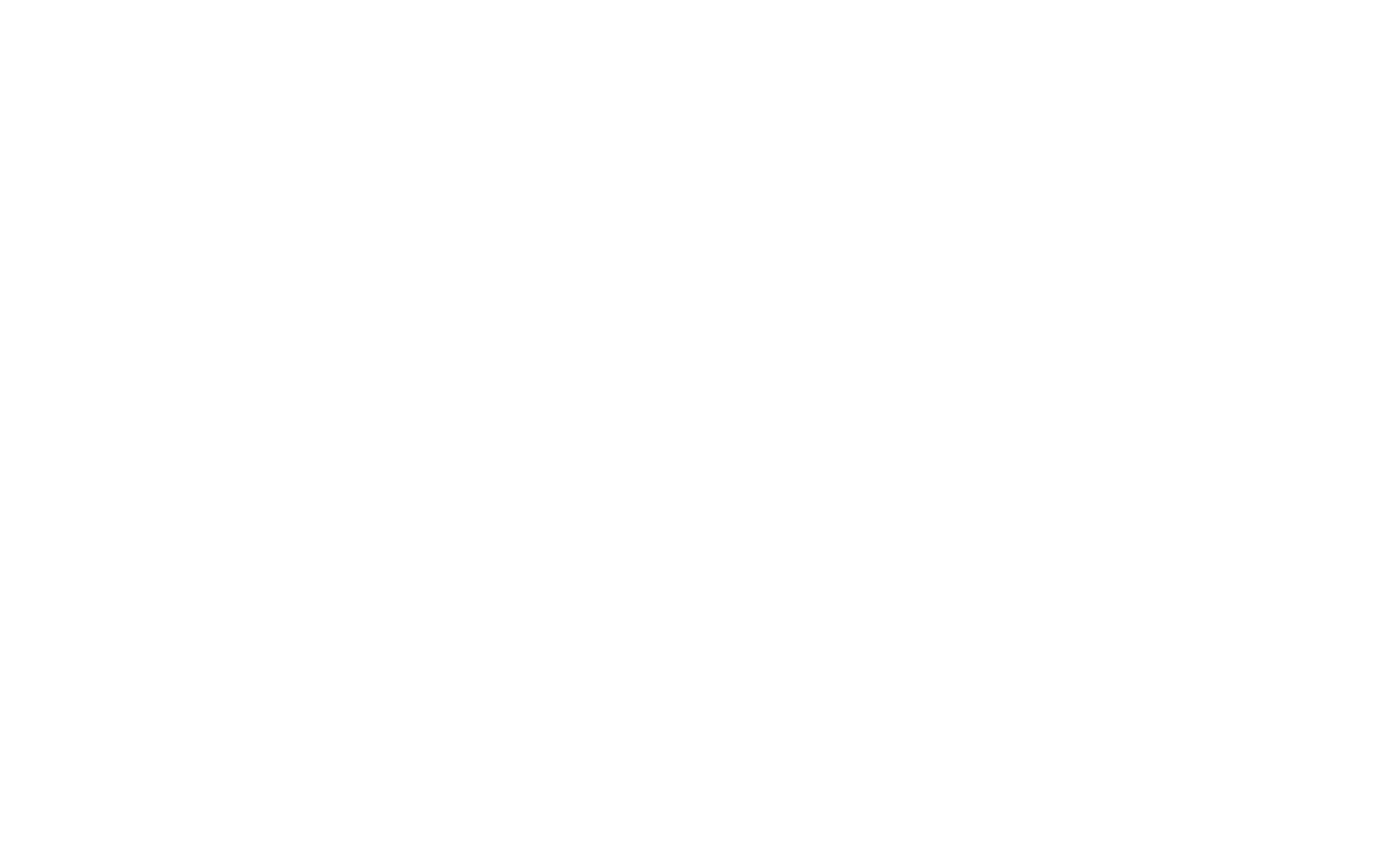


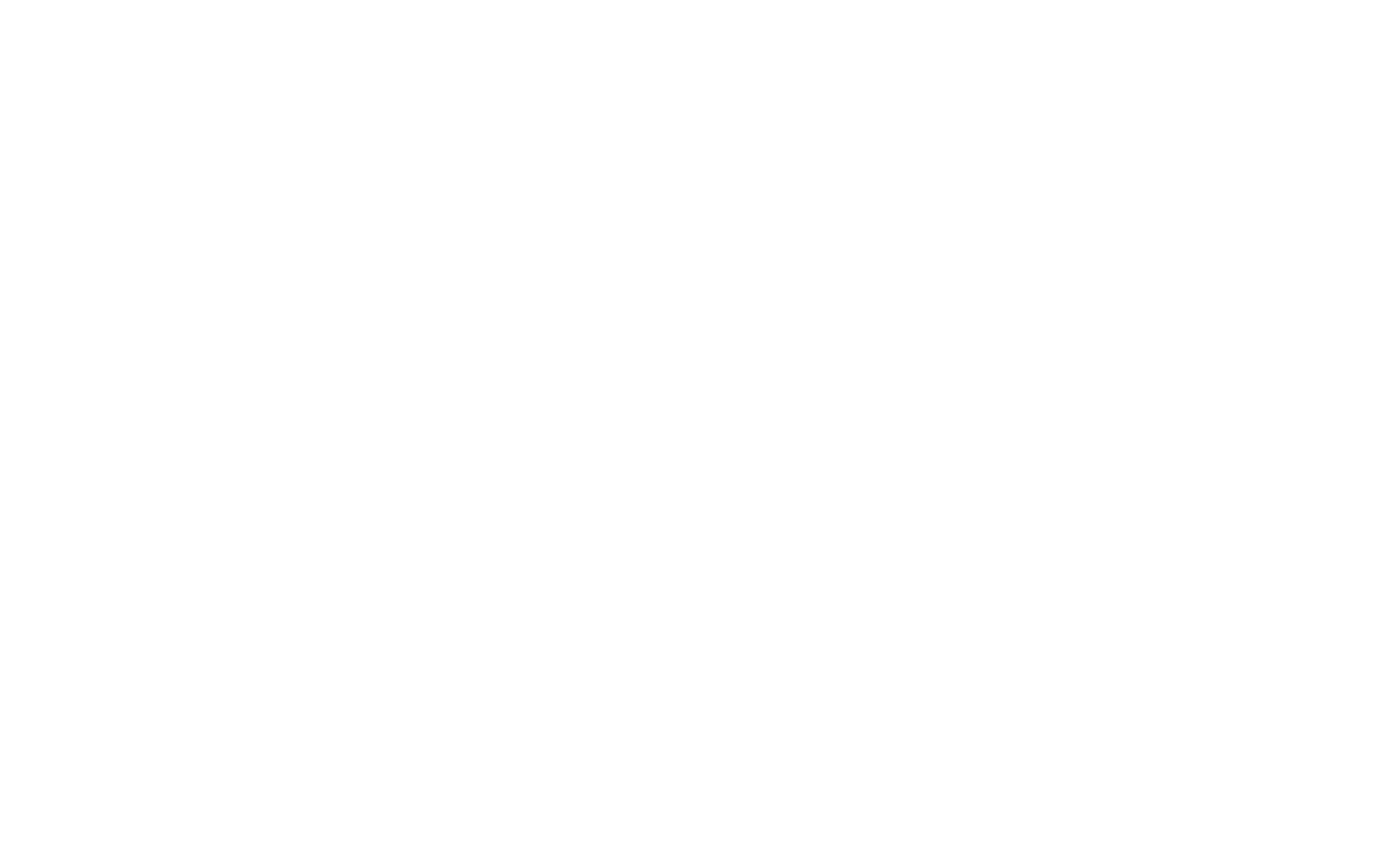
Sec. 62-144 - Pregnant Workers Fairness

- Existing policy covers IL Pregnancy Accommoda
 - Both require accommodations for pregnancy and a carve out for “undue hardship”
- Federal law eff. 06/27/2023 provides additional protections (*final regulations 06/18/2024*):
 - Generally less scrutiny than other accommodations
 - Broader range of accommodations, including temporary
 - PWFA is more limited in ER seeking documentation

Questions?









Overview

- Uncommon to have comprehensive personnel in code
 - Of 17 comps, none have a full personnel manual codified.

Itasca (5)

Lombard (4)

Willowbrook

Lemont (3)

Naperville (12)

Woodridge

Lisle (2)

Wheaton (6)

- Enhanced ability to adapt to changes if separate



Overview

- Amendments
 - Administrative - 22
 - Includes:
 - 1 new policy
 - 9 corrections from 12/14/2023 review
 - Highlighting 7
 - Legislative - 7
 - Includes 2 new policies
 - Highlighting 2