



ADMINISTRATION & FINANCE COMMITTEE

Electronic Attendance Only - 4:30 p.m.

Meeting Minutes -April 9, 2020

Draft Approved - April 23, 2020

I. CALL TO ORDER - 4:30pm

II. ROLL CALL

<p><u>Committee</u> Trustee Liddle (as Chair) Mayor Gunter Clerk Szymiski Trustee Addington Trustee Barker Trustee Guzzo Trustee Nero</p> <p><u>Visitors</u> None</p>	<p><u>Staff</u> Village Manager May Finance Director Parker IT Director Liljeberg (office) HR Director Brainerd</p>
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III. PLEDGE OF ALLEGIANCE - Waived due to virtual experience.

IV. PUBLIC COMMENTS - None

V. APPROVAL OF MINUTES - A motion to approve by Trustee Nero was seconded by Trustee Barker, all ayes and the motion passed.

A. March 12, 2020 Administration & Finance Committee

A motion to approve by Trustee Guzzo was seconded by Trustee Nero, all ayes and the motion passed.

B. April 2, 2020 Administration & Finance Committee

VI. NEW BUSINESS - Manager May adjusted the agenda to have the first presentation be the FCRA followed by the Budget Overview.

A. Families First Coronavirus Response Act (FFCRA) - Manager May introduced HR Director Renee Brainerd that presented the Village Policy that was written in response to this federal mandate. The current changes that are being required and the Village response that will be implemented due to these changes. The expansion of FMLA guidelines that have been amended with the

FFCRA mandate and the Village response to this was explained. The Village Board had no questions for Ms. Brainerd on the federal mandates or the Village response. The Mayor thanked the Village Attorney and staff for creating this policy into a format consistent with the personnel manual.

B. Budget Discussion - Director Parker began his presentation on the forecasting of sales tax revenue in 2021 going forward in response to the pandemic and shelter in place orders. He used the 2007 and 2008 year recession as a basis for forecasting, explaining that since this time we have forecasted based on estimating a little lower than the previous year sales tax received and placing the funds into reserves.

Director Parker then proceeded by looking at each fund, showing a deposit to the various funds from reserves of \$2,500,000.00 that will help to get through the first year of the recession. He discussed a May budget, reviewed in June, and again in August.

- The Hotel Motel tax fund is estimated to still have a shortage of \$11,000.00.
- The General Fund will still have a loss of \$3,000,000.00 each year possibly for the next four or five years in addition to a \$2,500,000.00 one time loss.
- The Excess Reserve Fund balances have amounts for committed projects that have to be paid; it will have a balance of \$3,000,000.00 however the shortfall of \$3,000,000.00 is not a one time shortage but will be felt for three or four years so using all the reserves in one year will just deplete the reserves and not solve the issue long term..
- Trustee Barker asked for clarification on the recession versus a pandemic.
 - Director Parker responded that the pandemic has created the recession earlier than expected. The stimulus possibly could support the revenue to not go into recession, we have to prepare for it in either case. If it is a single drop we can add things back into the budget in August.
 - 3 items to be added were reviewed:

- The prosecutor for DUI enforcement at \$26,000.00 - discussion of the revenue possibilities and savings that are based on spending this amount.
- Full-time Fire Testing at \$100,000.00- The cost to create testing for full-time fire personnel.
 - Fire Chief is okay with delaying this item.
 - Trustee Guzzo is worried about this getting lost in the shuffle and not being done.
 - Trustee Addington is worried that this is a problem when we have fire staff being called back to their full time departments.
 - Manager May stated that these items will be in the budget in a frozen state until we are sure what could be considered.
- Crossing Guard increase \$5,000.00 - The school percentage at only 25% was to be considered to increase to 50% as it is not an expense that is part of the Village requirement it is done as a courtesy. Do we want to ask the schools to pay the full \$5,000.00 increase.
 - Trustee Addington asked if the crossing guards were getting paid right now?
 - Manager May stated that Chief Gunther replied that they were getting paid. Asked Spencer if it was 50/50 yet? Spencer stated that it was not at 50/50 yet.
 - Trustee Guzzo asked if we had always been in cost sharing with the schools? Manager May replied that we used to pay at 100%.
 - Trustee Addington states that this is like our own employees and we shouldn't touch it right now. The schools and parks are all losing money and we

are all in this together.

- Trustee Barker asked if the federal program is available to other taxing bodies? The answer was local government is excluded and that is as much as we know.
- Mayor Gunter stated that we should continue as we have been for now, we are responsible for the safety of the whole community so we can continue to do so now. Even though, we rely on sales tax and the schools rely on property tax which might not be affected. Until we know how things play out, we should stay as we are.
- The Capital Projects were reviewed, everything is on hold except for items that are reasons that we have to proceed based on other entities going forward or funds required to be paid based on agreements.
- The GWA, the Vehicle Replacement program, and Trustee requested items were discussed.
 - Legal requirements of hotel/motel funds were discussed.
 - Memberships over 20,000.00 were listed, and the reason for the memberships were discussed.
 - Decisions on cuts are not to be decided tonight, this is food for thought going forward.
 - Questions regarding this information:
 - Trustee Nero remarked that this information is what is being looked for to be able to make this decision.
 - Mayor Gunter stated that Director Parker is extremely conservative when looking at revenue forecasting. So, note that the need for \$3,000,000.00 can be looked at as \$1,000,000.00 now and wait and see if it comes back quickly. This could be a way to not have to look at staff cuts.

- Trustee Barker asked if flower watering could be lessened? Manager May replied that this is being looked into, and discussion of the flowers ensued.
 - Trustee Liddle asked about the Sister City program and discussion of these costs and cuts ensued.
 - The funds left for the 100th Anniversary will be looked at with no additional funds committed.
- Mayor Gunter thanked Director Parker for the hard work in gathering the information.
 - Director Parker stated that his staff worked hard on putting it all together, and the other departments answered all the questions at the last minute.
- Mayor Gunter remarked that we have a \$3,000,000.00 shortage every year if we don't make some cuts.
 - Trustee Barker said that the Natatorium will be open and 63rd will be done as well. New income.
 - Director Parker reminded everyone that the cannabis tax is not included as we do not have a retail outlet.
- Trustee Nero stated that this is just a pause button, not a give up of things forever.
- Director Parker asked the Board to consider assistance programs for our small businesses as some other communities are setting up. Not to design the program right now, more an idea of how much to allocate. A new capital budget item.
- Mayor Gunter said that the county is looking at ways to assist the residents. Everyone is looking to help.
- Director Parker stated that the Bond council has been notified to request information on how we could assist with the places for eating tax retailers, and we await an answer.

VII. REPORTS

- A.** Village Manager May reported on the packet materials that were delivered to the

trustees in advance at the meeting.

- Mayor Gunter asked Manager May to discuss the P&Z meeting concerns with a virtual meeting.

1. Manager May explained that a Board meeting is a meeting that allows for open forum but it is not an open meeting for interaction. P&Z is a meeting that requires testimony and swearing in of people that present information. This would be difficult by virtual meeting. Possibly, the meeting will be delayed a month for June to open it for public participation in the building-Hopefully.

VIII. ADJOURN (next meeting is scheduled for May 7, 2020)

A motion to adjourn by Trustee Addington was seconded by Trustee Nero, all eyes and the motion passed, meeting adjourned.

Village of Westmont
Administration & Finance Committee
Staff Reports - 2020-04-09

Village Manager

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Finance

- Purchase Order (PO) 20201449 in the amount of \$27,525 for purchase of trees was approved at the 11/17/2019 Board meeting. While most tree-purchase POs include both the cost of the trees and the cost of labor to plant them, this PO only included the cost to purchase the trees. The labor to plant them is estimated to cost \$12,668. This is under the limit for Board approval, but we wanted to inform the Board since it involves the same project already presented to the Board.
 - A resident asked if there are plans to allow recycling every week. I informed him that at this time there are not currently any plans to do so. In 2011 the Village of Westmont made a conscious decision to increase the size of the recycle container and change the pickup to every-other week. The fees charged are based on the service provided, so doubling the recycling would likely increase the fee substantially. I informed him I would pass on his comment to the Village Board. If we receive similar requests, we will keep you informed.
 - We have moved to our new Payroll System this month. While we are still in the process of finalizing some pieces of this, the report that is part of the finance ordinance has changed. If there is anything the report does not show that you wish it did, please let me know and we can see what alternatives we have.
 - Waste Management Updates
 - Bulk items are not being picked up
 - Their call center was down, but is now back up and running remotely
 - Collection times may vary, so please put your containers out the night before collection, and don't worry if they haven't picked it up early in the day.
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Clerk's Office

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Communications

- **Press Releases** - 17 press releases published in the month of March:
 - Westmont Fire Dept. Reminds Residents Change Your Clocks - Change Your Batteries
 - EMA Severe Weather Training in Westmont
 - Fire Department Training and Equipment Saves Lives
 - Free Leaf Collection April 13-17
 - 2020 Brush Pick-Up & Yard Waste Programs Resume April 6
 - Westmont 2020 Construction Projects
 - Residents Encouraged to Take Steps to Prevent Spread of Coronavirus
 - COVID-19 Update - Village of Westmont Offices Closed March 17-30
 - Westmont Becomes Official Dementia-Friendly Community
 - Be Connected With Your Village
 - Waste Management COVID-19 Update - Bulk Item Pick-ups Suspended
 - Westmont Encourages Residents To Take Census TODAY -Online Census Form Makes Getting Counted Easier
 - Westmont Schedules First Virtual Village Board Meeting for March 26
 - UPDATED MARCH 24 - Canceled Programs and Events - Village Cyber Meetings Being Considered
 - COVID-19 Update - Village of Westmont Offices Remain Closed
 - Westmont Census Challenge Encourages Community to get Involved with Census Promotion
 - **Social Media Posts** - 25 social media posts
- **Electronic Bulletin Board Posts** - 4 in the month of March

- **Neighbors Magazine** - Working on April/May issue, focus will be on COVID-19 & 2020 Census
- **Westmont Word** - Working on the April/May letter.
- **Community Branding**
 - **Arts Initiative - On going from previous report**
 - Continuing to evolve the concept of working with local artists to establish a regional art league to promote and support local artists - planning summer schedule with Cruisin' Nights and Taste of Westmont
 - Continuing to consider developing Westmont's first ever juried art show, to kick off in January 2021 to coincide with the 100th Anniversary
 - Researching viable locations for art league to have an established home
- **Banners**
 - **Horizontal Outdoor Banners** - Continue to hang in town
 - **Census 2020 Complete Count Committee**
 - March & April Water bill inserts went out in all water bills
 - Created Census Challenge Press release
 - **Westmont First**
 - Next meeting TBD
 - **Sister City**
 - **Student Exchange**
 - Sent note to Maercker School District regarding student exchange
 - **Dementia Friendly Community Initiative**
 - VOW Communications assisting with publicity and education effort with: 1) social media posts, 2) press releases, 3) planning website resource page/info
 - Had Susan Frick and Mary Ferguson to board meeting to promote Westmont as the first, official dementia-friendly community in DuPage County
 - **100th Anniversary** - Group met in February to consider options for the 100th Anniversary
- **Community Events** - Work on hold with Park District on HOPE mural to promote Mental Health

Human Resources

- **Families First Coronavirus Response Act (FFCRA)**
 - The federal government has passed several laws in response to the Coronavirus pandemic, one of which is the Families First Coronavirus Response Act (FFCRA). The primary provisions of this act are the Emergency Paid Sick Leave Act (EPSLA) and the Family and Medical Leave Act (FMLA) Expansion, which require private employers with less than 500 employees and government employers to provide paid sick leave to employees for specific COVID-19 related absences - assuming the employee cannot work or telework.
 - Emergency Paid Sick Leave Act (EPSLA)
 - Provides employees with up to two weeks (*80 hours max*) of paid leave for certain COVID-19 related absences.
 - Reasons #1-3 relate to the employees own care; these absences are compensated at full salary.
 - Reasons #4-5 pertain to care for others; these absences are compensated at ⅔ salary.
 - Reason #6 is related to substantially similar conditions as specified by the Secretary of Health and Human Services; these absences are to be compensated at ⅔ salary.
 - Family and Medical Leave Act (FMLA) Expansion
 - Provides employees with up to twelve weeks of leave (10 weeks paid at ⅔ salary) for care of a child whose school or place of care is closed or otherwise unavailable due to a public health emergency.

- Due to the critical services provided by sworn law enforcement and firefighter/paramedics (i.e. - emergency responders), the FFCRA provides for exclusion of emergency responders from certain provisions of the Act, including those detailed above.
 - Initially, our interpretation of the law was that we had to either include emergency responders in all provisions or exclude them from all provisions.
 - Based on this understanding and after internal conversation and discussion with both Chief Gunther and Chief Riley, we concluded that it was in the best interest of public safety for our community to implement the exclusion of emergency responders from the EPSLA and FMLA Expansion. The primary reasons for this recommendation were that there wasn't an accurate way to predict future usage of this leave or its related impact on community safety and the determination that we cannot safely function without the full operational capacity of these vitally important staff members and the associated duties they perform.
 - Because of the recommendation for the exclusion and to bring some equity to emergency responders in light of this exclusion, a policy was created to compensate first responders for specific COVID-19-related situations.
 - This policy provided 75% compensation, excluding the first missed shift, for employees with a fever of 100.4 F or greater and those who were experiencing COVID-19 symptoms and were seeking/waiting for results of a test.
 - The policy also provided 100% compensation for all scheduled shifts for up to 14 days for employees who were advised by a health care provider to self-quarantine.
 - The Mayor approved these recommendations based on the Notice of Local State of Emergency executed on March 20.
- As additional clarification on the FFCRA continues to be released by the Department of Labor, we are keeping abreast of changes and adapting our internal policies and protocols. Some recent clarification indicates that we can actually exempt emergency responders from certain portions of the Act rather than having them totally included or totally excluded.
 - After discussion, including with both Chiefs, we now have an updated recommendation to allow emergency responders to access Emergency Paid Sick Leave for their own care (*reasons #1-#3*) due to COVID-19 but continue to exempt them from care for others under both the EPSLA (*reasons #4 & #5*) and FMLA Expansion.
 - This will provide them a greater benefit than is currently offered while helping to ensure we can continue to operate at full capacity.
 - Additionally, if the Department of Labor decides to allow government employers access to tax credits for leave paid under the FFCRA (*currently they are only available to private employers*), allowing emergency responders to be included for portions of this leave would give the Village access to the tax credits as well.
- **FMLA Expansion and Paid Time Off**
 - As mentioned above, the FMLA Expansion portion of the FFCRA requires employers to compensate employees at $\frac{2}{3}$ of their pay for weeks 3-12 of this type of leave. At first, guidance seemed to indicate that employers could not require employees to take paid time off (PTO) in conjunction with leave taken under the FMLA Expansion, which is not consistent with "traditional" FMLA that allows employers to require that employees use PTO in conjunction with FMLA until exhausted. However, under the FFCRA, employees could choose to take the additional $\frac{1}{3}$ not compensated under the FFCRA from their PTO bank to receive full pay.
 - Recently, the Department of Labor has suggested on their FFCRA Q&A page that employers CAN, in fact, require employees to use existing paid time off concurrently with weeks 3-12 of FMLA Expansion leave but that employees must be paid the full amount to which they are entitled under leave policies. If paid time off is exhausted before FMLA Expansion leave ends, the employer would be required to continue compensation at $\frac{2}{3}$ pay.

- After consultation with the Village Attorney and in keeping with current Village policy regarding PTO and FMLA, staff is recommending that we remain consistent with existing policy and practice and require employees to use PTO concurrently with FMLA Expansion leave until PTO is exhausted. If PTO is exhausted before FMLA Expansion leave, the remainder of leave would be compensated at ⅔ pay as dictated by the FFCRA.
- **HR/Payroll Module (MUNIS)**
 - We have migrated to the MUNIS HR/Payroll module and processed our first live payroll last week.
 - Usage has not yet been rolled out beyond Payroll and Human Resources staff as we still have a couple components to finalize before allowing other users into the system.
- **Insurance Committee/GIN**
 - Our renewal was favorable this year with an increase of 5% for medical HMO plans, 2.6% for medical PPO plans and 12.5% for dental. *(NOTE: Vision and life are under rate guarantee until 07/01/2022 and 07/01/2021, respectively.)*
 - Because of the favorable renewal, the GIN Board opted to approve an 18 month renewal to move the plans to a calendar year rather than July 1-June 30, which will better align the plans with both the deductible and out of pocket maximums as well as supplemental benefits, such as AFLAC and Flexible Spending.
 - Roughly 2% of the increases noted above are attributed to the 18 month vs. 12 month renewal as well as the addition of adult orthodontia to the dental plan.
 - We will be offering the same medical, dental, vision and life options in 2020-21.
 - Open enrollment is tentatively scheduled from May 11-22. Since we are keeping the same medical/dental/vision plans and there are minimal changes (*\$100 increase to deductible for HDHP (from \$2,700 to \$2,800) and the addition of adult orthodontia to dental*), this will be a passive enrollment, which means participants only have to complete a form if they are making a change.
- **Recruitment**
 - **Open Positions**
 - Community Development - Code Enforcement Officer hiring has been put on hold .
 - **Retirement/Resignations/Separations**
 - Nicholas Glynn - Detective - 03/09/2020
 - Mary Kusmirek - EMA Volunteer - 03/27/2020
 - William Kelly - Firefighter/Paramedic - 04/01/2020
 - Kevin Sievert - Battalion Chief - 04/01/2020

Information Technology

Due to COVID-19 and the Work From Home opportunities that have been made available that not only were we better prepared for this event than other communities we were able to execute on our plans with minimal additional effort and great success. This success was due to the vision of the IT Department and the Village's commitment to applying technology in a manner that strives to improve the work environment in a cost effective way.

- Training on Zoom meetings for all staff, committees and commissions
- Hosting all public Zoom meetings for Village, Library, Chamber, Commissions
- Working on implementing new network monitoring system for cyber security
- Continued planning for the New Public Works Building
- Continued with the Switch Stack Replacement Project. Most equipment has been received and waiting on final shipment.
- Continued the building rewire at Police, Village Hall and Westmont Centre

Network Administration

- Installed new system log connector to aggregate network messages, meet compliance requirements and gain deeper insight to resource utilization

- Decommissioned old Virtual Desktop Infrastructure servers and repurposed components to upgrade shared workstations to provide increased longevity at a low cost to the village
- Updated firmware on virtual server hosts and datacenter switches to improve performance and security
- Test configuration that will be applied to the next revision of the network to provide improved port security and access control
- Diagnose and apply performance improvements to the firewall configuration to address the changing environment as presented by COVID-19 adjustments to business needs
- Evaluate and monitor systems and Citrix environments and facilitate Work From Home where needed
- Plan physical networking location and distribution improvements
- Remove obsolete equipment to make room for new networking equipment
- Providing assistance to users outside of the regular work schedule for public safety needs
- Coordinated a recent version upgrade for Financial system software
- Contributed to the EnerGov "go live" by expediting specific IT tasks leading up to the "go live" date
- Expedited the provisioning of 3 new patient area iPads for FD ambulance vehicles to improve efficiency
- Worked with the onsite Tyler consultant to ensure a smooth transition to the new VH & PD cash registers
- Worked with outside consultants to ensure their ability to access our system prior to EnerGov "go live"

GIS

- Finalized parcel (7931 count), address points (13240 count), and other GIS layers for Energov purposes. Ran a script on address points to determine any duplicate Unique IDs and found only 1 pair that was corrected.
- Assisted in Energov Go Live Event changing configuration and layers on the fly as needed
- Attended a Migrating from ArcMap to ArcGIS Pro Webinar
- Reviewed and updated annual park district maps
- Reviewed and updated annual police protection maps
- Reviewed and updated annual fire protection maps
- Continued coordination with DuPage County on GIS corrections

Infrastructure

- Removed all non-usable data and phone lines from Police Department
- Installed new camera at Westmont Public Library
- Replaced camera on exterior west side of Westmont Centre
- Completed Access Control, Data, and CCTV design for New Public Works Facility
- Installed network lines for new Credit Card Machines at Village Hall and Police Department
- Installed new iPad docking/charging stations in all 3 ambulances

Liquor Commission

Below is a summary of my activities for the month of March 2020:

- Conduct background review for open Code Enforcement Officer position
- Resolve loud music complaint at Clique - spoke to owner about the complaint
- Review tobacco license application for Vape Zone on East Ogden Avenue. Several Community Development issues must be addressed first. Issues involve vape regulations/requirements.
- Background review conducted for Taste Greek Street Food and Del Carmen Restaurants. Board later voted to increase each license by one.
- Review Class 23 application for Absolutely Delicious. This review included a motion to reconsider the Class 23 license request by the Village Board. The Village Board later approved a six (6) month waiting/probation period on items surrounding this request before reconsidering approval of the license. (owner notified of extension)

- Process several entertainment requests for Walsh's Bar & Grill
- Confirmed Scallywags Brewing Co. is closed. License was declared forfeited by the Liquor Commissioner and the board reduced the number of available licenses in this class by one.
- Review tobacco license for Falcon Pantry. License is not approved at this time
- Attended March Administrative and Finance Committee meeting
- Prepared Illinois Gaming Board monthly video gaming revenue report.
- As of March 13 all work is being conducted from home (remotely) daily until the conclusion of the COVID-19 national health crisis.
- Notified of potential violations at Johnny Blitz Bar and Grill involving loud music and personnel on the property at 4 a.m. An investigation is on-going including a subpoena being issued by the Liquor Commissioner.
- Processed several calls of businesses being able to sell and deliver alcohol via home and curb-side deliveries. State of Illinois changed their rules leaving the decision to local liquor commissioners. Liquor Commissioner Gunter allowed this practice provided several conditions are met by participating restaurants. Later, the sale and delivery of Growlers by restaurants was allowed by the state & liquor commissioner. Both permissions are temporary pending the end of the COVID-19 national health crisis.
- Regularly review the Illinois Liquor control Commission website for updates and pass that information onto participating businesses.
- Conducted a site visit to confirm a tobacco licensed business was closed. Business was located at 60th Street & Cass Avenue.
- Participated in the March 26, 2020, video conference village board meeting to present Taste Greek Street Food and Del Carmen liquor license applications.
- Conducted a site visit in reference to Absolutely Delicious Class 23 liquor license application.
- Processed Whiskey Hill's verbal request asking if a still can be installed. This would require the creation of a distillery liquor license classification. There are several Community Development and Fire Dept. concerns that need to be addressed. Whiskey Hill was directed to contact Community Development before the village can create a distillery license class. Their request involved using the still to create hand sanitizer during the COVID 19 crisis.
- The Natatorium being constructed on Plaza Drive is seeking a beer and wine liquor license. Research is needed to determine if an existing liquor license can be amended to address their needs or will a new liquor license class be needed, created and approved so they can apply for a liquor license.