



ADMINISTRATION & FINANCE COMMITTEE

Virtual Meeting

Meeting Minutes - May 7, 2020

Draft Approved - June 4, 2020

I. CALL TO ORDER - 4:30pm

II. ROLL CALL

<u>Committee</u>	<u>Staff</u>
Trustee Liddle (as Chair)	Village Manager May
Mayor Gunter	Finance Director Parker
Clerk Szymiski	Attorney Zemenak
Trustee Addington	IT Director Liljeberg (host)
Trustee Barker	Deputy Liquor Commissioner Mulhearn
Trustee Guzzo	Fire Chief Riley
Trustee Nero	Assistant Finance Director Olsson
	HR Director Brainerd
<u>Visitors</u>	Management Analyst Mielcarski
None	Public Works Director Ramsey
	Communications Director McIntyre
	Economic Development Director Forsberg
	Police Chief Gunther
	Community Development Director Sylvester
	Deputy Clerk Richards

III. PLEDGE OF ALLEGIANCE - Due to this being a virtual meeting the pledge was waived.

IV. PUBLIC COMMENTS - Manager May stated that there were no public comments posted.

V. APPROVAL OF MINUTES - A motion by Trustee Nero to approve the April 23, 2020

Administration & Finance Committee was seconded by Trustee Addington.

All Ayes, motion passes.

VI. UNFINISHED BUSINESS - Economic Incentive Options Program was introduced by Manager May. The Ad Hoc Committee has reviewed the various options. Trustee Nero stated that everything has been looked at, there are a lot of various ideas, the committee's goal is to find the right plan to help the most people, and to help the right people. Trustee Addington added that there were a lot of great ideas

from a lot of people.

Director Parker highlighted what we can do immediately and what we can do further down the road. Items reviewed as top choices to spend \$250,000.00 allotment:

- Postpone the water rate increase, which will put the infrastructure revenue 1 year behind.
 - Credits for the commuter parking passes.
 - DuPage Senior Citizen Council funding was on hold, this will go forward to continue the meals program for Westmont seniors and other services.
 - Business License renewals will be credited in 2021 for the time lost.
 - Utilize a grant system that the county is working on for small businesses to potentially piggyback on this program instead of reinventing the wheel.
 - Differ the places for eating tax, restaurants report what is owed - not required to pay for a set amount of time, maybe July or August.
 - There were other suggestions, these were not considered the fairest way to allocate the available funds.
- ❖ Trustee Nero commented that the Senior Citizen's option was looked into and 75 Westmont families are served 5 meals a week from this program for a year. The DuPage County program will have federal funds for small business stimulus and this will have criteria for small businesses and this will enable us to help the companies that need it.

Manager May stated that the DuPage Senior Citizens Council invested \$71,000.00 in Westmont last year.

- ❖ Trustee Barker asked Director Parker to comment on the Economic Trend over the last two weeks. Is it bad news or not?

Director Parker replied that the sales tax numbers will not be available for months yet, as it is always delayed a few months for processing. The places for eating tax sales figures for March are much lower than we had the prior March. There are network/bandwidth issues with Director Parker's connection so he will call in to improve the audio connection.

Manager May stated that it is too early to tell what the trend will be.

- ❖ Trustee Barker said that we were hearing doom & gloom about a recession a few

weeks ago, and yet in other parts of the country car sales are doing well but they are not on lockdown. Will the opening of the country in other areas improve the economic impact or is it going to be worse than we thought. Will there be more bad news coming?

Director Parker connected and stated that Economic Development Director Forsberg had figures that showed it might not be as bad as we thought it might be with regard to car sales figures, yet it is still not good.

- ❖ Trustee Barry commented that as a small business owner things are devastating to most retail industries, outside of grocery stores. The backlash will be huge.
- ❖ Trustee Addington replied that the items that we are looking at are items that can be implemented fairly quickly - yet is only the beginning. There are other items to be looked at and we need to zone in on the small businessman more than the individual resident. Until the Governor reopens the state we will not be able to plan further.
- ❖ Mayor Gunter said that we have the ability to alter funding beyond \$250,000.

Director Parker stated that we can alter the appropriations until we file in July.

- ❖ Mayor Gunter asked if the committee recommends implementing the initial \$550,000.00 we can examine where we are as we go on?

Manager May replied that this is our question for the committee. These six items total \$550,000. While some do not come into play until the fall and others are a loss of revenue or a delay. The \$250,000 is in the inventory, the others are on hold items or delays.

- ❖ Trustee Nero said that he agrees with all the propositions and believes that this is the right way to move forward.
- ❖ Trustee Barker said that he would support it at this time, to review later as the economic outcomes are realized. If this is all we can afford to do going forward then we have helped a broad spectrum of people in town.
- ❖ Trustee Barry asked about the commuter parking refund, wouldn't it be easier to credit it than issue refunds.

Manager May said that was the plan.

Director Parker said that the issue is the permits are purchased in quarters so the April/May/June permit and we have been asked for refunds. So we have told commuters that if they come in with an April/May/June permit we will issue the July/August/September free of charge, unless we have issued a refund.

The decision was made by all trustees to move forward with the six items.

- ❖ Trustee Liddle asked about discussing the item she would like to be brought up.

Manager May stated that the Westmont Centre tenants are nonprofit/government entities. One entity has asked that the common area maintenance payment be waived.

- ❖ Mayor Gunter stated that he would agree to this if the entity froze their spending.

Manager May reviewed the request from restaurants to allow for outdoor seating due to the social distancing requirements from the state. The request from downtown businesses is to use their parking lot areas that they own. To accommodate this we have to work through zoning issues and we will, if the board would like us to move forward to see how we can do this - legally.

- ❖ Mayor Gunter stated that currently we have ordinances on the books that prohibits this.

- Manager May remarked that the seating on non-public property is an option that removes the liability from the Village.

- ❖ Trustee Nero commented that this should be looked into as it is a way to assist, 25% seating is not much and this could increase it to 40% which is better.
- ❖ Trustee Barry said that we are willing to help, right now we have no idea what the rules will be and our hands are tied.
- ❖ Trustee Addington commented that the Governor has the power and we have to abide by the Governor's orders or we will lose any future assistance.
- ❖ Trustee Nero reminded all that the planning to reopen for a business will take time and we need to give them direction so the planning can move forward. It's not like they can be ready right away - it takes time the extra few weeks will be helpful.

- ❖ Trustee Addington stated that the folks that want to do it on their own property there should be no problem with and waiving the maintenance fees for WSEC there should be no problems with either, they will be hurting for a while. None of these things are huge but it might enable a cash flow for some businesses.
- ❖ Mayor Gunter asked Attorney Zemanek if we gave a parking variance can a restaurant use this area for seating or do they have to go back through P&Z?
Attorney Zemanek replied that he would look into it more, but would prefer it to be on a Village wide basis through P&Z and allow for individual restaurants to ask permission under the Village wide program.
- ❖ Mayor Gunter asked Manager May if that could be on the P&Z for June?
Manager May stated that the meeting was 7 weeks away, so our plan should go forward if we can administratively.
- ❖ Trustee Barry asked why P&Z, can we not just go to the Board?
Attorney Zemanek stated that off street parking was a zoning issue and we would be safer to go through the public hearing.
- ❖ Trustee Barker would like to see tables of two allowed on the sidewalk without blocking the sidewalk, is it an option?
Mayor Gunter replied that ADA is a problem with that idea due to handicap/wheelchair accessibility around that.
Manager May stated that individual permitting would allow for review.
- ❖ Trustee Barry proposed that on Thursday, Friday, Saturday we shut down Cass Avenue in the first block and allow the downtown businesses to serve on the street. We could do it on Quincy Street, too. We do it for car shows.
Manager May replied that the Governor's order prohibits groups of 10 or more.
- ❖ Trustee Liddle stated that the businesses have requested this option since Hinsdale is doing it. We can look at the options-open for discussion.
Manager May added that while the Chicago Tribune reported that, it was not happening - it was being looked into just like we are looking into options. Hinsdale has requested permission from the Governor's office to allow this, approval has not been given - so far they have only stated that

it is not in the spirit of the Governor's orders.

- ❖ Mayor Gunter asked Manager May to discuss what DMMC is asking the Governor's office to look into as a plan forward.

Manager May reported that the DMMC is requesting that DuPage County be removed from the Chicago region statistics. Requesting County by County and not larger regions, currently it is 4 regions and DMMC is requesting 11 EMS regions.

- ❖ Trustee Barry stated that this is probably not a reality.
- ❖ Mayor Gunter replied that it could happen, we are trying.
- ❖ Trustee Barry would like the churches open.
- ❖ Mayor Gunter stated that if we pull out of the Governor's order and it could cause a liability issue for the Village.
- ❖ Trustee Barker stated that the Joliet Diocese has submitted a plan to the Governor's office for social distancing arrangements.
- ❖ Mayor Gunter asked Attorney Zemenak what the legal ramifications would be of ignoring the Governor's order?

Attorney Zemenak replied that should be left to the churches and the Village should not be involved in that decision.

VII. NEW BUSINESS

A. Places for Eating - Deferment / New Remittance System - Manager May stated the Director Parker has a presentation on this topic.

- Director Parker reviewed the pieces to this idea of deferment of the tax. Communicate to business that if they do not collect the tax they do not have to pay. If they collect it they have to pay the tax. Payment can be deferred to August 1st. Any longer than that we can harm the business in trying to pay it later. Disclosure needs to be made to the bond holders and will be done through our bond counsel.
- The second piece is to have the business make the payment online through a 3rd party vendor, this was adopted right before the pandemic. The vendor would reach out to the businesses to talk them through the operating instructions. A letter to the businesses would make sense and signing them up through our website would make the most sense instead of a link from a stranger. Is there any objection to the new remittance method and to confirm the deferment.

1. Trustee Barry questioned this as his belief was that there is no places for eating tax being charged right now. No one is eating inside restaurants.

a. Director Parker stated that if the restaurants charging the tax on the take out items then they are required by law to pay the tax to us - it is illegal to collect a tax and keep the money. If they are not charging the tax, then we are not collecting it. We ask that they file the return on sales and that they did not collect.

2. Trustee Barry stated that this is not something that we can verify.

a. Director Parker replied that is why they have to file the return to attest to the fact that they did not collect.

3. Mayor Gunter asked if the restaurant could change their price to keep the cost the same and not have it be a tax?

a. Manager May stated that the cost to have your cash register reprogramed could be a hindrance.

B. Budget Overview - The cash balances are in good shape, higher than last year. The general fund expenditures are budget/actual are in good shape as well, less than the budgeted amount. Sales tax is delayed so the last we have received so far are the January purchases. It will take quite a while to see what April's shut-down will do to this revenue stream. General revenue funds are a little below the budgeted amount currently. The places for eating tax has plummeted compared to last year. Usually we have 80 businesses report and as of now we have only had 60, and the amounts are down. This is one reason for the deferment. Hotel/Motel tax is down, the February & March were both down a lot compared to last year, the lag in reporting and the pandemic economy are not surprising for this overview.

■ Manager May stated that this overview is what we will do every month going forward.

1. Mayor Gunter asked if Economic Development Director/ WCCTB Executive Director Forsberg was on the call.

a. Manager May stated he was in an attendee area and not able to respond in the virtual room.

2. Mayor Gunter stated that the report earlier today is that the car dealers are better than expected.

VIII. REPORTS -

- Manager May gave a report on the employee of the year nominees for the Department areas. There are only 6 people nominated from the departments and the list is given to the Chamber Board to review and choose the Public Servant of the year.
- Manager May also reported that the command staff has done an outstanding job during this crisis, and have included other departments in their meetings so that we have

collaboration throughout the Village.

IX. ADJOURN 5:58 p.m. A motion by Trustee Nero, seconded by Trustee Addington was made. All ayes, and the motion passed. The meeting was adjourned.

Top Economic Relief Considerations for Publication

	Estimated Amount	Individuals	Businesses
Postpone Water Rate Increase	\$286,000	All with water bills	All with water bills
Commuter Parking Quarterly Permit	\$20,000	Commuters	
DuPage Senior Citizen Contribution	\$24,000	Senior Citizens	
Business License Renewal	\$75,000		All Licensed
Small Business Grant/Loan Program	\$150,000		Small Businesses
Defer Places for Eating Tax			Places for Eating
Grand Total	\$555,000		

Draft FY 2020-21 Economic Relief Considerations

	Type Affected	Quantity Affected	Unit Stimulus	Total Stimulus	Suggested By	Fairness Argument	Notes
Currently implementing items							
Water Shut Offs	Unpaid water bills	varies	\$70	varies	Staff	VH closed	Governor's order prevents eviction
Late fees					Staff	VH closed	
PFET remittance					Staff		
Water Bills		varies		\$19,000	Staff		Two months
Parking Tickets							
No commuter enforcement in Ap	Commuters	minimal			Staff	VH closed	
Commuter Parking Quarterly Permits					Staff		
Monthly credit - Commuter Perm	Commuters	232	\$83	\$19,340		unused	This represents 2 months. This is equivalent to permit holder canceling and then getting another pass later.
Defer PFE Tax Payments				Delay	VB		Defering each month is about \$120,000 deferment
Postpone Water Rate Increase	All Water Customers			\$285,000	Staff		Not counted toward \$250,000 in General Fund
Total Cost / Lost Revenue				\$19,340			
Top Considerations; Determine if should be implemented							
DuPage Senior Citizens	Membership Organization	1	\$24,000	\$24,000			Current membership on hold
Rebate/Credit Business Licenses		680	varies	\$75,000	Barker	Many businesses closed during shutdown	\$75,000 is 1 year; 2 months would be \$12,500

Draft FY 2020-21 Economic Relief Considerations

	Type Affected	Quantity Affected	Unit Stimulus	Total Stimulus	Suggested By	Fairness Argument	Notes
Small Business Loan/Grant Program		60	\$2,500	\$150,000	Nero		Could consider leveraging the county's resources by basing our decision to fund on their decision to fund. This amount is based on 60 businesses at \$2,500 each
Rebate/Credit Liquor License Fees			varies	\$145,000		Many businesses closed during shutdown	\$145,000 is 1 year; 2 months would be \$25,000
Waive New Business inspection fees		66	\$100	\$6,600			
Discount/Credit Waste Management Fee							
Residential garbage collection (n Households			\$15		Addington	Bulk items are not being picked up	WM has been contacted and we are formally requesting assistance
Total Counted Towards \$250,000				\$301,600			
Other Ideas for Consideration							
Credit on Water Bill		all		any			Does not appear to be an easy way to apply, but will continue to research
Westmont "Bucks"			\$40	\$440,000			Prevent counterfeiting
Sales Tax Free Saturday	Retailers; Customers			\$50,000	Barry		\$50,000 assumes Village only portion on 1 Saturday. There are several complexities including businesses still having to remit tax to the state, issuing reimbursements, and ability to review/verify documentation.
Some matching program where residents can contribute							

Draft FY 2020-21 Economic Relief Considerations

		Type Affected	Quantity Affected	Unit Stimulus	Total Stimulus	Suggested By	Fairness Argument	Notes
Help Other Taxing Entities						Barker / Addington		
	CUSD201	School	1	\$4,930	\$4,930		none	Absorb Crossing guard increases
	MSD60	School	1		none		none	
	H86	School	1		none		none	
	D99	School	1		none		none	
	Park District	Mun Taxing Body	1		none		none	
	Library	Hybrid with Village	1		none		none	
Helping Other NFP								
	Westmont Chamber	WC Tenant CAM (per month)	1	\$662			Trickles down	Trickles down to business assistance
	Westmont Special Events Corp.	WC Tenant CAM	1	\$461		WSEC	none	
	MSD60	WC Tenant CAM	1	\$1,776			none	
	Rep. Deanne Mazzochi	WC Tenant CAM	1	\$588				
	DuPage Childrens Center	Membership Organization	1	\$4,000	\$4,000			Current membership on hold
	PRC	Regoinal Assistance	1					
Total Cost for Other Ideas					\$498,930			
Other Ideas about Business Assistance								
	Rebate PFE Taxpayers	Restaurants	85	\$1,000	\$85,000	Nero/Staff	Not really a PFE when can't dine in	Rebate would be based on 2019 collection rate

Draft FY 2020-21 Economic Relief Considerations

		Type Affected	Quantity Affected	Unit Stimulus	Total Stimulus	Suggested By	Fairness Argument	Notes
Sales Tax Rebate Grant Program		Retail Businesses	242	varies	\$169,000	Staff - Village of Wilmette	Not fairness; assistance	Based on Willmette's program, with a few other alternatives to discuss if business assistance is suggested.
Services Assistance Grant		Service Industries				Staff - Village of Wilmette	Not fairness; assistance	Annual Revenues between \$50,000 and \$7.5 million are eligible.
Terminate PFE Tax				none	none	DJ's Sports Bar		
Help the Automotive Industry		Dealerships				BMW		
Help the Hotel Industry		Hotels	1	\$10,000	\$10,000	DuPage CVE	Only helps the Hilton (1 of 4)	Hotel Bid fee assistance (previously \$10,000)
Total of Sample Business Assistance Ideas Listed					\$264,000			
Grand Total of All Ideas Listed					\$1,368,870			
1)	Businesses can be set up with either grants or interest free loans to assist them							

Village of Westmont
Administration & Finance Committee
Staff Reports - 2020-05-07

Village Manager

- **Command Staff daily COVID-19 Meeting**
-

Finance

- **Budget Adjustment Process**
 - The Budget Adjustment process is on track. Targets have been identified and departments have begun identifying potential cuts and analyzing their potential impact.
 - **ERP Systems**
 - The Human Resources / Payroll system is up and running internally, though there are more employee and department facing resources we intend to utilize once time permits for configuring those aspects.
 - The Utility Billing implementation is largely on hold due to our current focus on COVID-19-related items.
 - **Customer Service**
 - The change to allow phone based credit card transactions which was implemented a few months ago has seen continued growth this last few weeks with more and more people utilizing that payment method. We have also helped several customers get set up to make online payments.
-

Clerk's Office

-
-

Communications

- **Press Releases in April**
 - Waste Management COVID-19 Update - Call Centers Open, Schedules Maintained, More
 - PRC Promotes Matching Donations Opportunity During COVID-19 Emergency Response Effort
 - COVID-19 Public Transportation Update - Pace Suspending Service Effective April 13 & Metra Schedule
 - COVID-19 Update - Residents Asked to Help Ensure Water Infrastructure is Not Damaged or Contaminated
 - I Love Local Campaign Encourages Residents to Shop Westmont
 - Westmont 2019 Water Quality Report Now Available on Village Website
 - Budget Workshop Scheduled April 16
 - Giving DuPage Days Fundraiser April 14 - May 14
 - County Eviction Court Cases on Hold Until May 15
 - Metra Sounding Horns April 16 to Recognize Essential Workers
 - Watershed Webinars to Share with Residents
 - Westmont First Responders Thank Residents and Businesses for Their Support
 - WorkNet DuPage Provides Opportunities for Workers Impacted by COVID-19
 - Downers Grove Sanitary District Continues Alley Work
 - Westmont Fire & Police Offer Social Distance Celebrations
 - Westmont Encourages Residents to Sign Up for SMART911 to Help First Responders During COVID-19
 - Citizens Reminded to Guard Against Coronavirus Scams
 - Westmont Public Library Expands Virtual Library Experience
 - Westmont Offers First Virtual Citizens Fire Academy
 - State of Illinois Extends Modified Stay-At-Home Order Through End of May
 - Westmont Public Works Reminds Businesses To Flush Water Lines Before They Reopen
 - Late Fees Waived for Property Taxpayers Impacted by COVID-19
 - Village 2020-2021 Budget Approved
 - Public Invited to Take Part in Conservation Foundation Webinars
 - Census Bureau Sending COVID-19 Survey to 13 Million Households
 - People's Resource Center Open During COVID-19 Crisis
 - Protecting Water Quality Webinar May 14
- **Electronic Bulletin Boards** - 3 different messages in April (limited the number due to COVID)

- **PIO Update**
 - Ongoing involvement with COVID planning meetings with FD & PD
 - Continuing monthly training with TALK DUPAGE PIO Group
- **COVID19 RESPONSE**
 - Created web page dedicated to local COVID related information
 - Continuously publishing new press releases with COVID-19 info updates
- **Media Coverage**
 - ABC-TV and WGN-TV - Coverage of Social Distance Celebrations at Aspired Living - <https://abc7chicago.com/westmont-couples-celebrate-anniversary-seniors-wedding-double-senior-living-coronavirus/6119693/>
 - Suburban Life Cover Story - [Trustee Liddle making homemade masks](#)
 - Suburban Life Story - [Fire and Police give parade at Cordia](#)
- **Media Materials**
 - **Neighbors Magazine** - April-May issue completed and delivered with appropriate and accurate COVID-19 response in formation
 - **Westmont Word** - Working on next issue - will be distributed electronically
- **Community Branding Initiative**
 - Unfunded for 2020-2021 - all initiatives will be in-house
 - Village website update in progress - new site unveiling being planned
- **Community Murals**
 - Working with Nancy Bartosz/Miller school, Westmont First & WSEC to coordinate Community Hope Collage Murals - details to be revealed soon
- **Committees**
 - **Westmont First** - Held first virtual meeting - Census Update & Westmont Census Challenge & new Community Hope Collage project
 - **Sister City** - Held first virtual meeting - All 2020 Sister City events cancelled
 - **Public Information** - Held first virtual meeting - Over 12 participants representing community agencies and groups
 - **100th Anniversary** - Planning first virtual meeting within the next month
 - **Holly Days Committee** - Held meeting, many plans on hold due to COVID-19
 - **Downtown Westmont Business Alliance** - Provided updates on community events
- **Internship**
 - Continue to work with Transitions 99 program and assisting with intern placement at Westmont Special Events and the Westmont Chamber
- **Misc:**
 - **Special Meetings re: Community Events** - Working with Mayor and staff to coordinate special meetings to discuss event cancellations/changes with community organizations
 - **Virtual Citizens Fire Academy** - Conceived and designed new structure for CFA via virtual interaction including training of fire staff for virtual meeting - first class scheduled for May 6
 - **Fire and Police Social Distance Showcase** - Conceived and designed new fire and police outreach program in which community signs up for fire and police to visit their special celebration, such as birthdays and anniversaries - over 75 events scheduled in a two week period

Human Resources

- **COVID-19**
 - As is the case with many departments, much of our efforts in the month of April were devoted to COVID-19. We have been working diligently to stay abreast of the employment-related changes - from new laws to state mandates to benefits, determine the best course of action for development and implementation of the associated policies, practices and protocols and then communicate the information to staff in a timely manner. It has been a team effort, and we appreciate the participation and support of the Village staff and elected officials as we continue to navigate uncharted territory.
- **Health & Wellness**
 - The first challenge of the new Health & Wellness Program, LocoMotion, began on April 6 and ended May 3.

- This event encouraged participants to get moving and record 100 minutes of moderate exercise each week for four (4) weeks.
- Based on the Utilization Report received at the beginning of April, we have about 90 participants engaged in the Health & Wellness Program overall, which is great for a first year program and indicates the program is resonating with employees and motivating them to be more proactively involved in their health and wellbeing.
- **Insurance Committee / GIN**
 - 2020 Open Enrollment information will be communicated to staff the first week of May and will run from May 11-22 for anyone interested in making changes to their benefit elections.
 - Any changes made will be effective July 1, 2020. *(NOTE: Because of our 18 month renewal, there will be another open enrollment period at the end of 2020 with a January 1, 2021 effective date to align our health plan with a calendar year cycle, which will be advantageous for coordination with other benefits, such as FSA, HSA and plan deductibles.)*
- **Recruitment**
 - Open Positions
 - Community Development - Code Enforcement Officer hiring has been put on hold .
 - Retirement/Resignations/Separations
 - Adam Mobley - Firefighter - 04/06/2020
 - Jerome Rivette, Jr. - Firefighter/Paramedic - 04/21/2020

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.

Major Projects

- Kickoff of ERP
- 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. All equipment has been received and we are attempting to implement the system without outside assistance due to budget restrictions
- Continued the building rewire at Police, Village Hall and Westmont Centre

Network Administration

- The new Aruba switches have been racked for staging and the core networking has been set up on them
- In the datacenter at PD the network has been reconfigured for traffic to flow through the Aruba switches to the server switches. With that configuration change we have been able to remove the Cisco Small Business switch as a single point of failure and prevent it from making port changes that occasionally had an impact on connectivity
- Many of the workstations on the 2nd floor at PD have been connected to the 2nd floor switch and are no longer home runned to the server room on the 1st floor
- Progress on the upgraded SCADA system for the water control computer is continuing as we work toward the SIP voice alerting that will allow us to shutdown the POTS line. At this point we are waiting on the vendor to continue on the configuration of that system
- Working through a Laserfiche project with Community Development and the Police Department to ensure that they are fully operational
- Coordinate the purchase and shipping of many Network switch project pieces of equipment and supplies
- Continuing to ensure that people are able to work remotely without issues
- Maintaining a prompt response time to all daily tickets that come into the helpdesk queue.

GIS

- Energov History Writer and Spatial Collections configuration in Test Environment for new ERP
- Configuration for 311 (geofence and some other map settings) in the new ERP
- Updating map pdfs to update the maps that are on village website
- Corrections for Dupage County (i.e. property addresses, subdivision, and ROW corrections)
- PZC case map request updates for COmmunity Development

Infrastructure

- Mounted new Switch Rack in Westmont Center for network upgrade
 - Installed 5 new CAT6 lines at Westmont Center and Terminated and Certified each line and removed old CAT5 lines from State Reps office
 - Upgraded cash registers in business office
 - Installed 2nd mic on podium at Village Hall Board Room to improve audio
 - Installed new cable management throughout the second floor at Police Department, Removed all old data and coax cables from 2nd floor at Police Department and installed new CAT6 lines from 2nd floor closet to all offices on 2nd floor. Terminated each line on both ends and certified them. Switched all computers and phones over to new CAT6 lines. Old cabling was falling apart and was installed when the building was built
 - Remove old cables from pipes at Police Department to make room for fiber run
 - Cleaned mechanical room at Westmont Center
 - Created inventory list for all new equipment for IT switch project
 - Finished all Access Control, CCTV and network cabling quotes for new public works facility
 - Prepped new switches for switch replacement project and rack mounted them at Village Hall
 - Installed 3 new docking stations for each iPad in all 3 ambulances used for patient transportation
-

Liquor Commission

All work during the month of April was from home via electronic communication. Visits to the Village Hall were on an as needed basis when a majority of co-workers were not expected to be present. Attendance at all meetings were via video conferencing.

A summary of my activities for the month of April were:

- Completed my part of the background investigation for Code Enforcement candidate
- Began research on liquor license for natatorium at their request. The Park District must approve sale of alcohol on park property before a license can be issued. I am waiting for Park District approval before continuing research w/ village attorney.
- Vincitori, Pappadeaux, Uncle Bubs and PaPa Passeros began home / curbside delivery of alcohol
- A subpoena was issued and involved several actions to gain compliance on the submission of security footage in conjunction with an on-going investigation into activities at Johnny Blitz Bar and Grill, namely being on the premises in violation of village ordinance and the Governor's Directives that were previously issued. Review of the videos are on-going.
- A complaint was received that the Uptown Tavern was selling alcohol to customers and allowing them to remain in the building while drinking alcohol. The complaint was forwarded to Chief Gunther and the Police Department for follow up. One complaint was received in April but no one was drinking when officers arrived. Officers were asked to keep an extra watch on this business.
- Reviewed both Illinois Liquor Control Commission and Illinois Gaming Board's websites for updates.
- Compiled the Illinois Gaming Board monthly revenue report. All terminals were shut down in mid March so revenues were almost half of normal.
- Received inquiries for a liquor store, then a video gaming cage, at the old Spree Mart site at 60th & Cass.
- Observed the Information Committee video conference for updates on upcoming events.
- Checked on the status of the storage container at Absolutely Delicious, Code Enforcement deadline was April 30, 2020.