

ADMINISTRATION & FINANCE COMMITTEE

Virtual Meeting

Meeting Minutes - June 29, 2020

Draft Approved - August 13, 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 (host) Deputy Clerk Richards HR Assistant Lebak Management Analyst Mielcarski Executive Director Forssberg Police Chief Gunther Fire Chief Riley</p>
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- III. **PLEDGE OF ALLEGIANCE** - Due to this being a virtual meeting the pledge was waived.
- IV. **OPEN FORUM** - None
- V. **APPROVAL OF MINUTES** - June 4, 2020 Administration Finance Committee - Trustee Nero made a motion to approve and Trustee Guzzo seconded the motion.
- VI. **NEW BUSINESS**
- VII. **Budget Update/Status** - Trustee Liddle invited Assistant Village Manager Parker to begin the Budget Presentation and budget trimming suggestions from staff. Asst. Manager Parker reviewed the packet/presentation that was sent to the board earlier in the day, and shared his screen with the same information on the various scenarios that the Village faces going forward. The base budget cuts that staff have identified and the timeline for board quarterly reviews and the timeline for enacting the cuts, in addition to where the Village currently stands was reviewed. Currently, revenues are down \$878,000.00 and not \$1.5 million. The projections were reviewed and until we are a little farther along we will not know how accurate these were or where we stand. There were no questions on the projections.

The proposed cuts were reviewed, with a big thank you and an acknowledgement to

Assistant Finance Director Olsson's discovery of an error that assisted in lightening the gloom of projected cuts. The levels and categories of the budget cut possibilities were reviewed. The changes determined will show that there will be less for future one time projects over the next few years as we maintain service to residents during this time of low revenue. Items that have been changed, less conservative items, and insourcing of items were presented. The levels of priorities and breakdown of services were generalized. Specific items were pointed out and the items currently on hold. There were no questions at this time.

Personnel was covered next, the General Wage Adjustment was not given to staff, contractors were terminated, seasonals were not hired, and open positions were put on hold. Small and large expenses pointed out, the larger ones were the cost of the Neighbor Magazine, TIF subsidies, and tree planting. Moving forward staff furlough 10% was reviewed, a suggestion that board compensation of a 10% reduction as well - remember that board financial changes can only happen at election time.

1. Mayor Gunter asked regarding the GWA what percent were you using?
 - a) Response, it was to be a 2%
2. Mayor asked if that includes the FOP adjustment?
 - a) Response, the FOP has received their GWA as the FOP is under contract.
3. Mayor asked about the Police overtime cuts.
 - a) Response, it is reorganizing staff schedules, adjusting hours, to cut back on overtime.

Assistant Manager Parker moved on to review the small dollar amounts, as these might seem small but could have an effect on services such as notary licensing, eliminating meeting food, and mailbox replacements. As further cuts are needed, more items have been listed, including a 20% furlough for staff. In looking at everything that has been laid out, if shortages required all to be made we are identifying a total of possible cuts at \$3.2 million possible and another \$2 million in reserves. These are not good cuts, it will change service to residents in a big way, but they are possibilities. There are savings at all levels. Even if all the cuts aren't made there are money savings.

1. Mayor Gunter asked if the wage adjustment couldn't be given as the totals required to cut are reached before this line item?
 - a. Response, it was we are good at going to the line item and it

would be a good point to reach. There are cuts to be made today if you want to go to that item. We will know more in August.

2. Mayor Gunter asked about the total listed at the wage adjustment item and asked if it included the cost in backdating it to the beginning of the fiscal year.
 - a. Response, yet it did.
 - b. Manager May said that just because it is listed further down, we made the decision to not apply it at all at this time.
3. Mayor Gutner repeated his question that if we decide to move forward and award the GWA it is retroactive to May 1st and the total shows that amount?
 - a. Response, that it did include that.
4. Mayor Gunter stated that he believed the GWA is something that we look at awarding if the revenue is not as low as we projected.
5. Trustee Liddle asked if the Police Department and the Fire Department auction materials total estimate known?
 - a. Response, it is not known at this time.
6. Trustee Barker stated that he agreed with the Mayor about the GWA line item.
7. Trustee Nero agreed as well, and asked if there were any estimates for the CoVid related reimbursements from the federal government through the county.
 - a. Response, these figures do not include any estimates of CoVid related expenses.
8. Mayor Gunter asked if we knew yet if salaries will be covered?
 - a. Response, from what we have heard from the County that they are willing to cover commodities and grants to businesses. Salaries are not 100% coverable, only those that can prove a definite response to CoVid.
 - b. Manager May stated that the CARES Act allotment for the Village of Westmont will max at \$1.3 million, it is a per capita amount and we have to account for everything that we submit. We can submit monthly until the end of the calendar year. As long as we do not

go over.

9. Mayor Gunter asked Assistant Manager Parker what the minimum estimate of the reimbursement might be?
 - a. Response, \$600,000.00
10. Mayor Gunter asked if we gave out more grant money would it be reimbursed?
 - a. Manager May stated that as the County has a Small Business Loan program so it might be unacceptable.
11. Mayor stated that if it is reimbursable we need to help all our businesses, not just the foodservice industry.
12. Trustee Nero agreed, and asked to review the DUI prosecutor item, stating that the contract could be revisited due to the pandemic. Would hate to not renew this contract and lose the revenue in the future.
 - a. Mayor Gunter replied that the prosecutor should be contacted to see if we have options, maybe to hold payments while not working..
 - b. Response, we can pull it out of the step C cuts and contact him to see what can be done.
 - i. Manager May stated the cuts are things on hold/freezing all of this. We could move this item to already been changed if we can modify this in the short term. Anything can be moved. It's not a cut until we hit the end of the year and still have it on hold.
 - ii. Response, we can always move things.
13. Manager May asked if the Board is asking that we begin the process through Step C at this time or wait to see what the numbers are at the August meeting leaving things on hold right now?
 - a. Mayor said he would like to give the GWA to employees, is willing to wait until August to see where we are financially.
 - b. Trustee Barker stated that there is no harm in waiting until August to see if we have bottomed out and things are turning around.
 - i. Response, we could move forward with Step A and Step B then review Step C in August.

- ii. Manager May stated that it is all on hold right now, nothing will move forward.
 - c. Mayor Gunter asked if the 2.0 GWA was inline with the FOP contract?
 - i. Response, Yes.
 - d. Trustee Barker would like to give Ruth a trophy-her audit revealing funds is a big deal, Trustee Liddle said Jinny should bake her a cake. Jinny stated she would gladly bake Ruth a cake, as Ruth is wonderful.
14. Assistant Manager Parker asked if we are looking at making changes today, do we want to go to Step B, or any other options?
 - a. Manager May replied that what he heard was Step A & B tonight and to review again in August before moving to Step C. Asking the GWA be moved to Step E.
 - b. Discussion of the costs of vacant positions and the option of changes to the steps. Everything will be reviewed at the August 13 meeting.

VIII. REPORTS

- Chairperson - Trustee Liddle thanked staff for the hours of work put in on this, Manager May replied that staff has done a great job of identifying cuts and working towards keeping services while trying to minimize the costs.
- Village Manager - Manager May discussed two phone calls received from residents:
 - A resident would like to have the Village consider weekly recycling, it is difficult to fit two weeks of recycling in the tote.
 - Discussion of the recycling versus garbage on a weekly basis and the requests of residents to have recycling more often.
 - Mayor Gunter asked if this was due to people being home more right now? Manager May responded that it was possible, we keep a record of these calls.
 - Trustee Barker reported that the EIC receives comments often that recycling should be a weekly pick up and garbage collection, if not for the odor, should be biweekly.

- Mayor Gunter asked about the food scrap totes, when will it begin?
 - Manager May reported that it would commence in the future.
 - Trustee Barker stated that the EIC will be meeting in person in August if things go well and he will be able to have an update after that.
- A resident, that has a property with too small a driveway for the number of cars the family owns, would like to park overnight on the street. We do not allow overnight parking, as all Northeast IL municipalities do not allow it. This is a comment, there is no response phone number or request from the resident more than stating we should change the ordinance.
- Trustee Liddle asked if the Liquor Commissioner's report was confirmed with video gaming starting?
 - Manager May said there would be a Liquor hearing this week.
 - Mayor Gunter responded that it was Wednesday, there were two violations and it would be an in person hearing.
- Trustee Liddle asked if video gaming started on Friday?
 - Mayor Gunter said that we were informed today that the State of IL would not turn on the machines until Wednesday, July 1st.
- Mayor Gunter reviewed the policy on outdoor entertainment and the businesses allowed to have this during the reopen, which now will be moving inside. Asked for opinions on the policy, stating that he will review it at the end of the year.
 - Manager May reviewed the past policy for the location at Cass near residential areas. Townhouses by Clique would like the business to not be allowed to use the patio at all, certain residents prefer the quiet when it was shut down by Taphouse leaving.

IX. ADJOURN - 5:48pm A motion to adjourn the meeting from Trustee Addington and seconded by Trustee Nero.

(next meeting is scheduled for August 13, 2020)

Budget Cut Identification

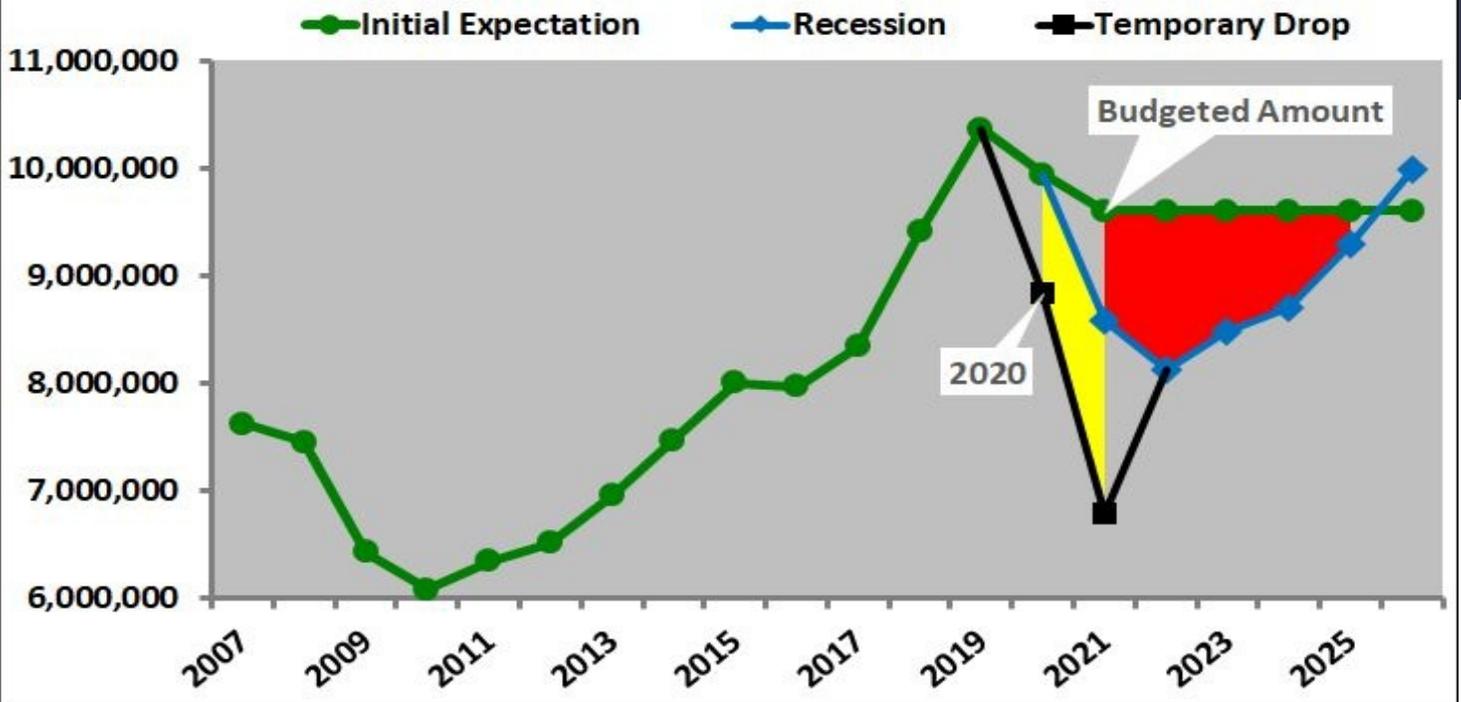
FY 2020-21



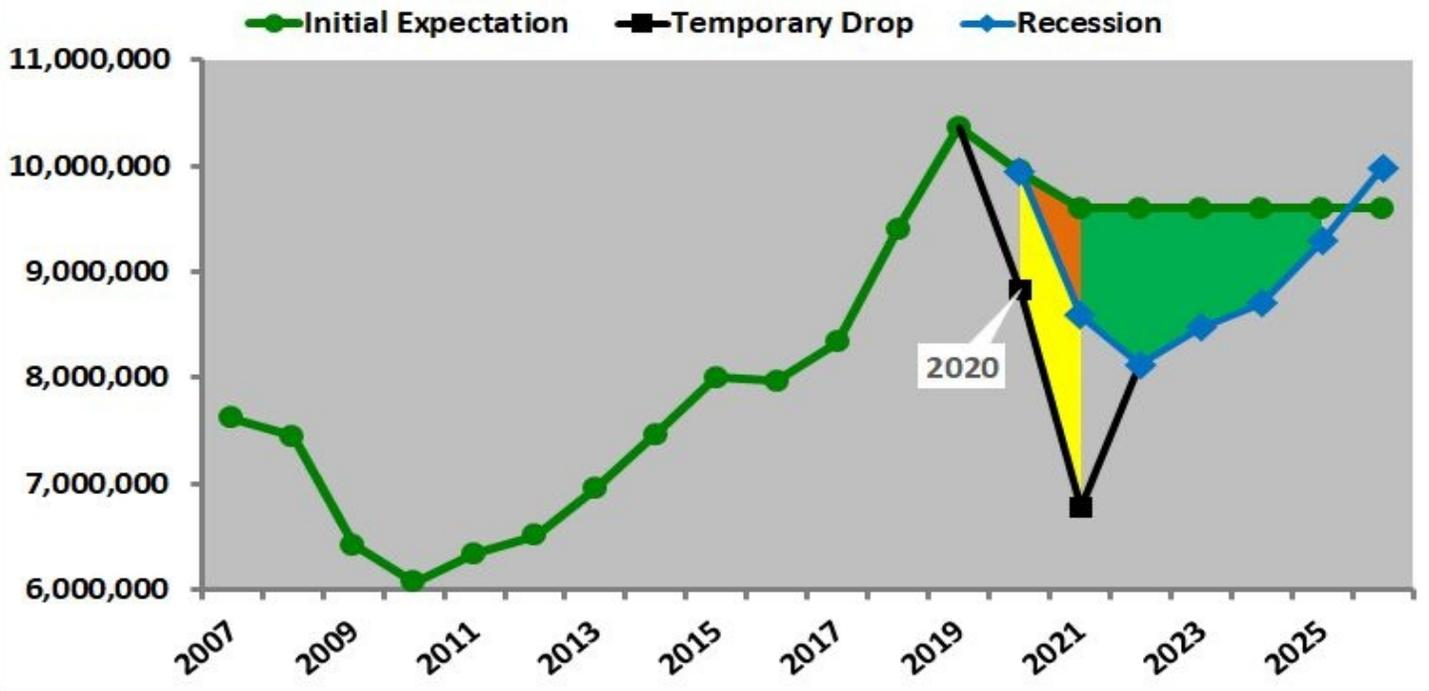
Overall Plan

- 1. Our Plans from April**
- 2. Where We Stand**
- 3. Potential Cuts**
- 4. Reference Material**

Sales Tax - Example



Sales Tax - Example - Better Case



Timeline

1. March/April - Base Budget
2. June/July - Identify Cuts
3. July/August - Maybe Identify Increase
4. August - Quarterly Review - Decide
5. November - Quarterly Review - Decide
6. February - Quarterly Review - Decide

Plan from April

1. Hold \$3 M of Reserves
2. Plan in June to Identify \$1-1.5 M Cuts
 - a. Possibly some small cuts in June
 - b. Larger cuts if needed later
 - c. Review and consider quarterly

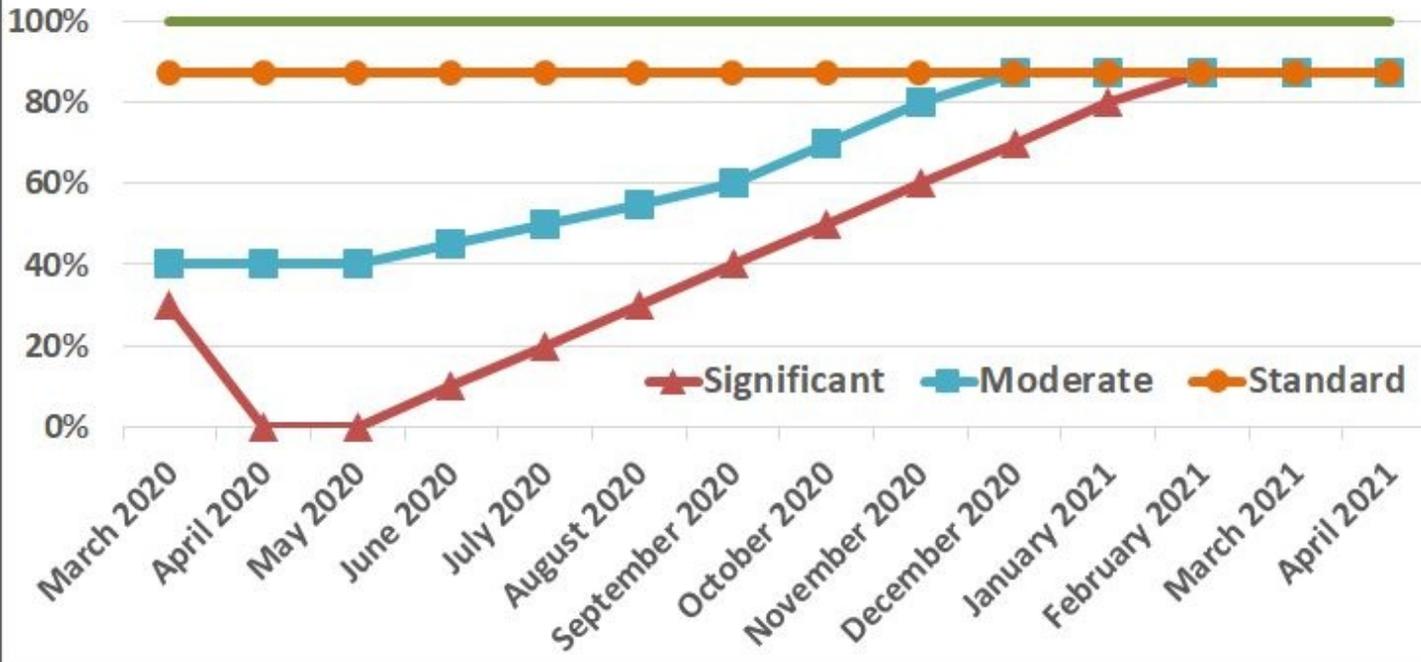
Revenue Assumptions

- **Significant**
 - **Video Gaming**
 - **Hotel/Motel**
- **Moderate**
 - **Sales Tax**
 - **Income Tax**
 - **Places 4 Eating**

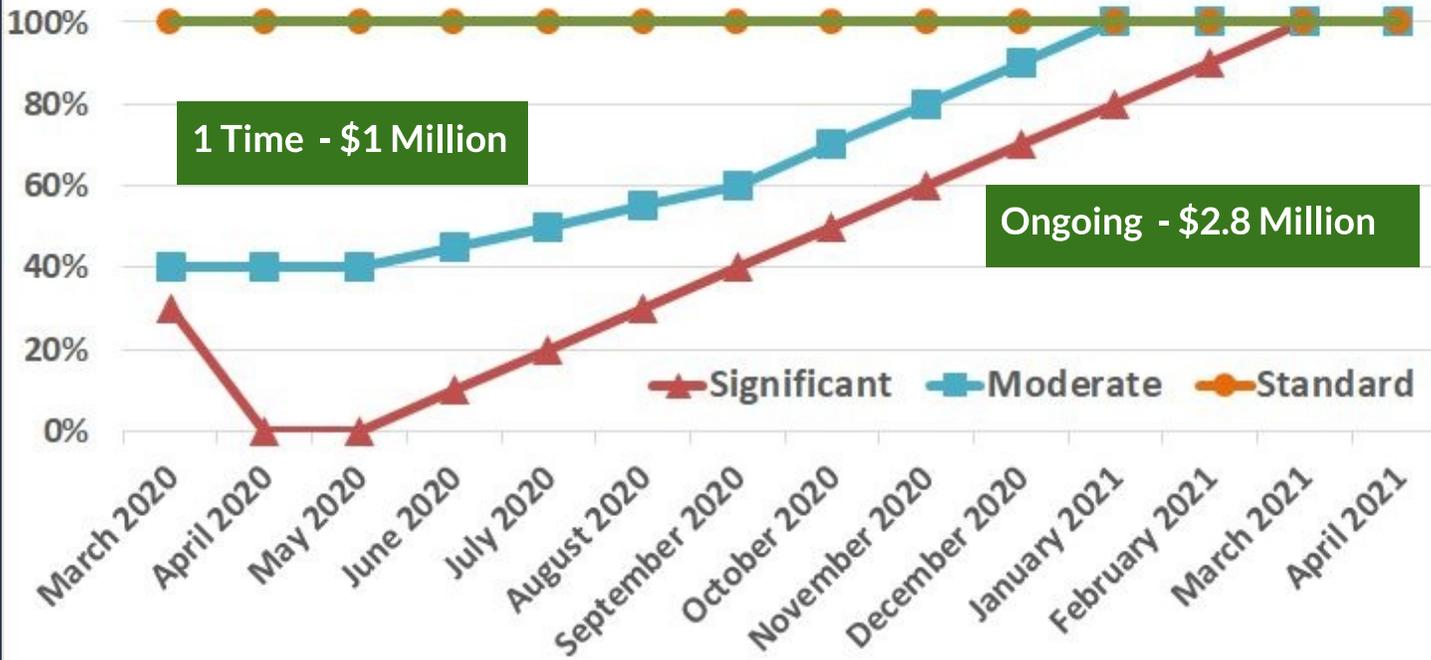
Current Status

Month	Actual Down	Projected Down	Better than Projected
Mar-20	(367,825)	(824,690)	456,865
Apr-20	(161,098)	(301,987)	140,890
May-20	(349,091)	(362,792)	13,701
Total	(878,014)	(1,489,469)	611,455

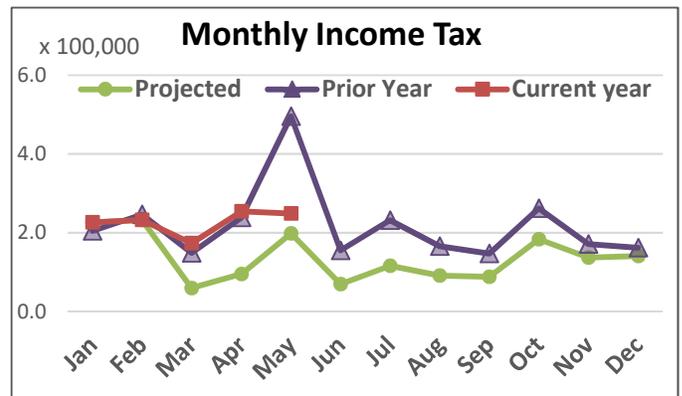
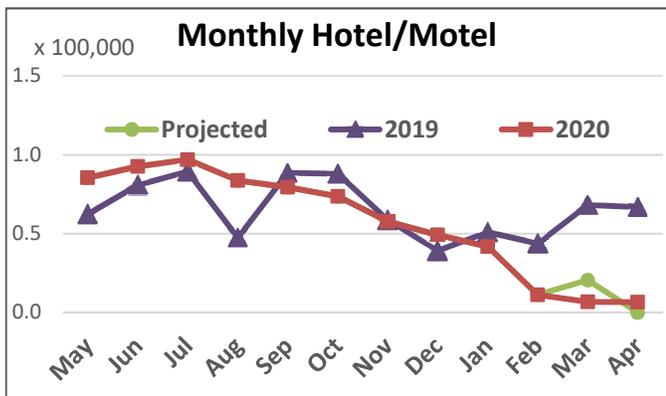
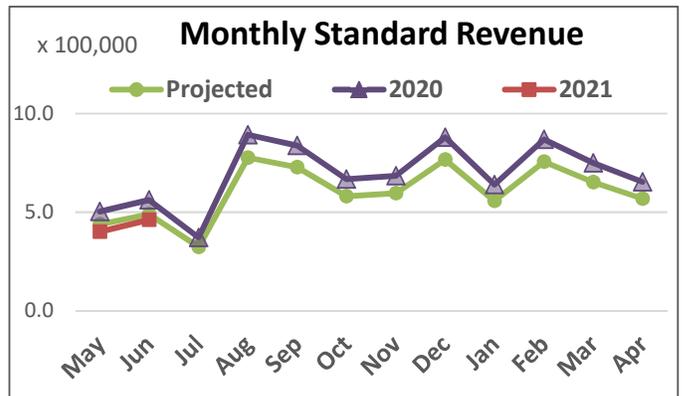
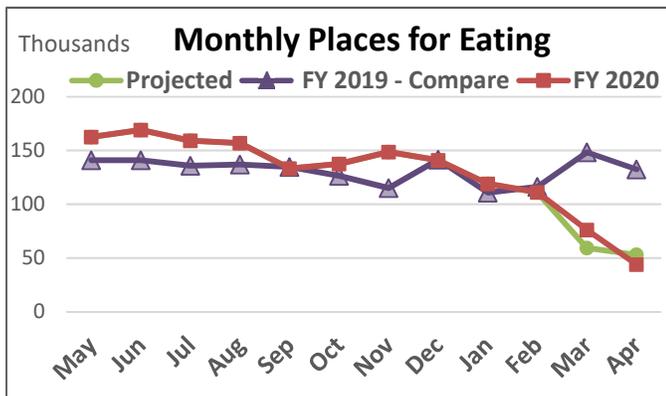
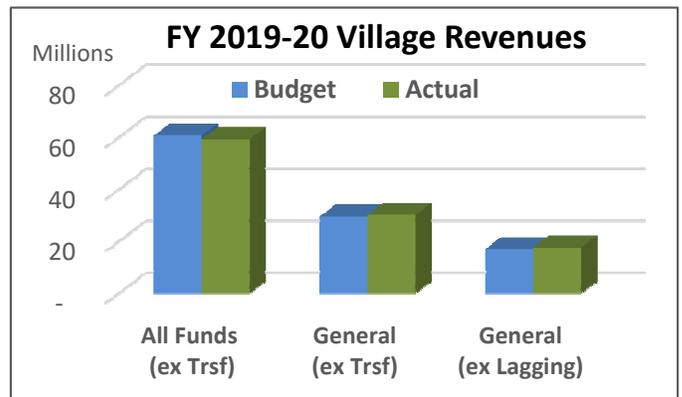
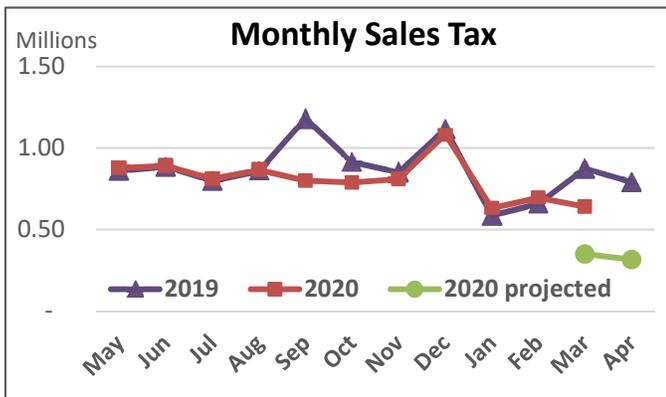
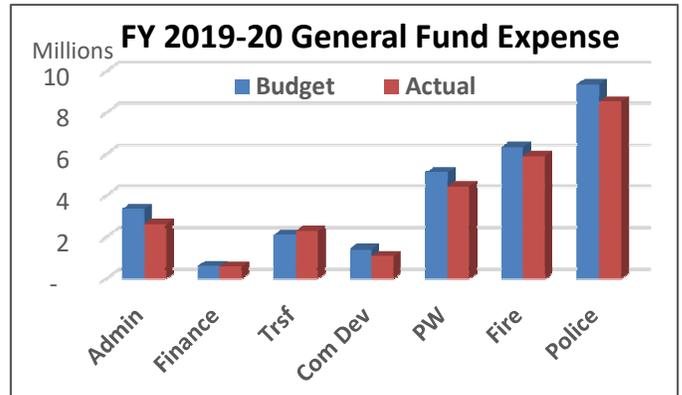
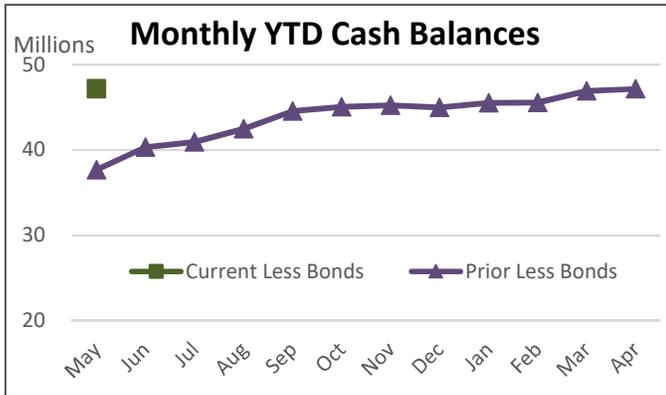
Revenue Estimates - Bad Case



Revenue Estimates - Better Case



6/29/2020 - Financial Status Dashboard



Steps for Adjustments to FY 2020-21 Budget

Budget Projection - \$2.8 Million Ongoing (but could use some reserves)

Better Projection - \$1 million One Time (but could use some onging)

			General Fund Ongoing		Other Funds / 1 Times	
Step	Expense Cut Level	Impact	Savings / (Increase)	Cumulative	Savings / (Increase)	Cumulative
A		Revenue Error Fix	689,120	689,120		-
A		Water Expense Fix		689,120	(55,000)	(55,000)
A		Extra for COVID Supplies	(20,000)	669,120		(55,000)
B	1	__Already Changed	44,361	713,481	-	(55,000)
B	1	Less Conservative	36,650	750,131	40,000	(15,000)
B	1	Insource	2,000	752,131	30,000	15,000
C	1	-Other Community Safety	1,500	753,631	-	15,000
C	1	-Other Governance	43,370	797,001	7,000	22,000
C	1	-Other Identity & Image	-	797,001	-	22,000
C	1	-Other Infrastructure	-	797,001	-	22,000
C	1	-Other Safe Routes to School	-	797,001	-	22,000
C	1	Branding	12,500	809,501	-	22,000
C	1	Community Events	950	810,451	56,500	78,500
C	1	Continuing Education	33,385	843,836	-	78,500
C	1	Contribution	28,000	871,836	-	78,500
C	1	Development Grant	30,000	901,836	-	78,500
C	1	DUI Prosecutor	26,000	927,836	-	78,500
C	1	Employee Engagement	10,000	937,836	-	78,500
C	1	General IT Service	800	938,636	-	78,500
C	1	Police OT	117,130	1,055,766	-	78,500
C	1	Public Outreach	7,330	1,063,096	-	78,500
C	1	Richmond Garden	-	1,063,096	20,000	98,500
C	1	Sister City	-	1,063,096	10,000	108,500
C	1	TIF Subsidy	5,000	1,068,096	-	108,500
C	1	Trees		1,068,096		108,500
C	1	Wayfinding Signs	-	1,068,096	300,000	408,500
D		Seasonals	41,280	1,109,376		408,500
D		Police Patrol Officer Assumption	166,906	1,276,282		408,500
D		Currently Vacant Code Enforcement	76,236	1,352,518		408,500
D		Curently Vacant - IT Contractor	80,000	1,432,518		408,500
D		GWA	210,150	1,642,668		408,500
E	2	Insource	6,000	1,648,668	20,000	428,500
E	2	Less Conservative	62,300	1,710,968	27,800	456,300
F	2	-Other Community Safety	5,500	1,716,468	-	456,300
F	2	-Other Governance	36,790	1,753,258	2,000	458,300
F	2	-Other Identity & Image	25,120	1,778,378	-	458,300
F	2	-Other Infrastructure	19,700	1,798,078	-	458,300

F	2	-Other Safe Routes to School	16,000	1,814,078	-	458,300
F	2	Community Events	10,200	1,824,278	-	458,300
F	2	Continuing Education	31,780	1,856,058	2,200	460,500
F	2	General IT Service	1,550	1,857,608	-	460,500
F	2	Neighbors	22,100	1,879,708	-	460,500
F	2	Public Outreach	2,800	1,860,408	-	460,500
F	2	TIF Subsidy	10,000	1,870,408	-	460,500
F	2	Trees	63,400	1,933,808	-	460,500
G		Furlough 10%	427,832	2,361,640		460,500
G		Board Comp 10% Reduction	2,340	2,363,980		460,500
H	3	__Already Changed	3,480	2,367,460	-	460,500
H	3	Less Conservative	69,250	2,436,710	32,750	493,250
H	3	Insource	1,800	2,438,510	-	493,250
I	3	-Other Community Safety	14,640	2,453,150	-	493,250
I	3	-Other Governance	55,190	2,508,340	2,000	495,250
I	3	-Other Identity & Image	23,750	2,532,090	3,000	498,250
I	3	-Other Infrastructure	14,000	2,546,090	103,000	601,250
I	3	-Other Safe Routes to School	2,000	2,548,090	-	601,250
I	3	Brine System	-	2,548,090	10,000	611,250
I	3	Budget Meeting Food	1,200	2,549,290	-	611,250
I	3	Community Events	10,500	2,559,790	-	611,250
I	3	Continuing Education	13,355	2,573,145	500	611,750
I	3	Fin-GFOA Budget	330	2,573,475	-	611,750
I	3	Fin-Notary	30	2,573,505	-	611,750
I	3	General IT Service	-	2,573,505	-	611,750
I	3	Health & Wellness	25,000	2,598,505	-	611,750
I	3	Holiday Decorations	-	2,573,505	-	611,750
I	3	Mailbox Replacement	500	2,574,005	-	611,750
I	3	Neighbors	-	2,574,005	-	611,750
I	3	Plaza Fountain	2,500	2,576,505	-	611,750
I	3	Public Outreach	4,875	2,581,380	-	611,750
I	3	Rain Barrels	-	2,581,380	2,000	613,750
I	3	Rug Service	7,000	2,588,380	-	613,750
I	3	Staff - Special Services	10,920	2,599,300	-	613,750
I	3	TIF Subsidy	15,000	2,614,300	-	613,750
I	3	Trees	54,965	2,669,265	-	613,750
J		Furlough 20%	579,040	3,248,305		613,750
J		Board Comp 20% Reduction	2,340	3,250,645		613,750
K		Use VRP Excess Surplus		3,250,645	1,000,000	1,613,750
K		Use General Excess Surplus		3,250,645	1,000,000	2,613,750

Items for Consideration from Board

General / Other	Hotel/Motel	Total	Item	Notes	Hold?
			Other Items - Ongoing		
63,000		63,000	GWA - FOP	Contractually Required	
65,000		65,000	GWA - Fire fighters	Include in Base Budget, but delay implementation	Hold
145,150		145,150	GWA - Other	Include in Base Budget, but delay implementation	Hold
83,200		83,200	Other Dues & Subscriptions		
946,310		946,310	VRP Annual Set Aside	Should continue or make specific changes	
			Total Other Items Ongoing		210,150
			Other Items - One time		
367,100		367,100	VRP Scheduled Purchases Carry/Over [one time]	Already ordered; need to keep	
1,726,010		1,726,010	VRP Scheduled Purchases Next Year		Hold
1,000,000		1,000,000	VRP Excess Reserves	Could transfer to other reserves	
			Total Other Items - One Time		1,726,010

Capital Project Status FY 2021

Project	Limits	Total Cost	Fund	Carry Over	Status	Partner
Street Resurfacing	various	\$1,045,000	MFT	\$680,000	HOLD	
Williams Connector	57th to James	\$230,000	CAP		HOLD	
57th St. Storm Sewer	Cass to Adams	\$90,000	Storm		HOLD	
Parkway Dr. Reconstruct	Liberty to Washington	\$1,400,000	CAP / MFT	\$80,000	HOLD	
SW Public Sidewalk	Misc. Eng.	\$100,000	CAP	\$100,000	HOLD	
SW S. Wilmette	Quincy to 55th	\$38,000	CAP		HOLD	
SW Vandustrial Dr.	61st to 63rd	\$12,000	CAP		HOLD	
Alley-C	200 blk West-side	\$990,000	CAP / SW	\$950,000	AWARDED	
Traffic Signal Upgrades	CBD	\$36,000	CAP			ICC
Burlington Reconstruction	S-Curve	\$2,100,000	CAP / TIF	\$1,800,000		Burlington Station
Lincoln Public Parking	Lincoln/Irving	\$1,966,000	TIF	\$1,156,000		Burlington Station
Alley-D	000 blk East-side	\$950,000	CAP / Storm		HOLD	Burlington Station
Alley-G	000 blk South	\$165,000	CAP / Storm			Quincy Station
Park St. Improvements	at Ogden	\$50,000	CAP			Developer
Commuter Platform/Stairs	Depot	\$840,000	CAP / MFT	\$100,000		BNSF & Metra
RxR ROW Landscape	BNSF	\$200,000	CAP	\$145,000	HOLD	BNSF
Ogden Median	Oakwood to Pasquinelli	\$550,000	CAP	\$550,000	AWARDED	IDOT (construction)
Ogden Median Features	various	\$335,000	CAP / HOT	\$335,000	HOLD	IDOT (permit issued)
Gateway Signs	4 locations	\$160,000	CAP	\$155,000	HOLD	IDOT (permit issued)
Cass Median & Gateway	35th Street	\$90,000	CAP / HOT	\$30,000	HOLD	
Streambank Stabilization	61st St. and Cumnor	\$764,000	Storm	\$764,000	HOLD	
Deer Creek Detention	Deer Creek	\$465,000	Storm	\$46,500		DG
Ashford Detention	61st and Richmond	\$311,000	GRANT/CAP	\$260,000		DuPage \$51k GRANT
Ashford Pond Stabilization	at 63rd St	\$950,000	Storm	\$1,000,000	HOLD	
Ashford Gateway	at Richmond	\$65,000	CAP	\$55,000	HOLD	DuDOT (permit only)
FDHQ Detention	balance	\$150,000	Storm	\$150,000		Kensington
Richmond-Grant SW		\$300,000	Storm	\$300,000	HOLD	
Linden-Norfolk SW		\$95,000	Storm	\$95,000	HOLD	
Wilmette Reconstruction	55th to 56th				HOLD	
Richmond Reconstruction		\$53,000	CAP	\$53,000	HOLD	Mack Subdivision

Capital Project Status FY 2021

Project	Limits	Total Cost	Fund	Carry Over	Status	Partner
Storm Sewer GIS	updates	\$25,000	Storm		HOLD	
Warwick Resurfacing	Burlington to Chicago	\$100,000	CAP		HOLD	watermain
WM N. Warwick Eng	Burlington to Chicago	\$110,000	Water	\$60,000	HOLD	resurfacing
WM E. Des Moines Eng	Linden to Oak	\$50,000	Water	\$50,000	HOLD	
WM S. Linden Eng.	Richmond to Des Moines	\$50,000	Water	\$50,000	HOLD	
WM N. Washington	Burlington to Naperville	\$920,000	Water	\$920,000	HOLD	
North Water Tower	WHS	\$750,000	Water	\$750,000		CUSD201
Generator upgrades	Water Plant	\$75,000	Water		HOLD	
VFD Drive	Water Plant	\$25,000	Water	\$25,000	HOLD	
Well #13 Demo	Well #13	\$50,000	Water	\$50,000		
Hydrant Repl Prog	various	\$30,000	Water		HOLD	
Valve Repl. Prog	various	\$30,000	Water		HOLD	
Meter Repl Program	various	\$100,000	Water		HOLD	

Items for Consideration from Board

General / Other	Hotel/Motel	Total	Item	Notes	Hold?
Specific Board Identified Items					
			Community Events		
	10,000	10,000	Contributions to WSEC		Hold
	7,500	7,500	WSEC PT Staff		Hold
	24,000	24,000	WSEC Potential Additional for staffing	Potential set aside only; not part of any current arrangement with WSEC	Hold
	2,000	2,000	WSEC Office Improvements	WSEC office - remove carpet, install tile - Bldg Impr	
1,500		1,500	WSEC Volunteer Event		Hold
	44,700	44,700	Special Events Wages in Hotel/Motel	Fire, Police, & PW	
	6,950	6,950	Community Events Wages	PW	
	5,000	5,000	Special Events Grants - Park District		Hold
750		750	Special Events Grants - Memorial Day Parade		Hold
	25,000	25,000	Additional Hotel/Motel Grants for Events		Hold
2,250	125,150	127,400	Total Community Events		
			Downtown Beautification		
	16,500	16,500	Downtown Flowers	Base (15,000) + Increase (3,000) + CBD planters (1,500)	
	39,410	39,410	Downtown Flower Watering	FT & Seasonal Wages	
	16,400	16,400	Downtown Flower Watering - Weekend		Hold
	15,000	15,000	Mural [1 time]	C/O	Hold
15,000		15,000	Life Safety Grants - Downtown	Grant	Hold
	25,000	25,000	Downtown Development Grants	Grant	Hold
	15,000	15,000	Tree Lights-Year Round	Base (15,000) + Increase (10,000)	
15,000	127,310	142,310	Total Downtown Beautification-related Items		
			Other Contributions		
15,000		15,000	Retail Development Grant	Grant	Hold
	20,000	20,000	Richmond Educational Garden/Apiary		Hold

Items for Consideration from Board

General / Other	Hotel/Motel	Total	Item	Notes	Hold?
24,000		24,000	DuPage Sr Citizen		Hold
4,000		4,000	DuPage Chlidren Center		Hold
	10,000	10,000	Hotel Bid Fee Assistance - through Dupage CVB	DuPage Convention Visitors Bureau	
43,000	30,000	73,000	Total Other Contributions		
Payments to Organizations for Services / Memberships >\$20,000					
	40,700	40,700	DuPage Convention Visitors Bureau Dues	DuPage Convention Visitors Bureau	
26,000		26,000	DuPage Mayor's & Managers	Looking to hold dues payment until Aug/Sept	
20,800		20,800	DUMEG		
	24,000	24,000	Westmont Automile		Hold
	41,750	41,750	Westmont Chamber External Funding (41,000 ish)		
18,000	70,585	88,585	Westmont EDP		
1,500	1,500	3,000	WEDP - Community Marketing		Hold
66,300	178,535	244,835	Total Payments to Organizations for Services / Memberships >\$20,000		
Other High Visibility Programs					
	10,000	10,000	Sister City Program	Misc Services - Base (10,000) + Request for Travel/Lodging/Student Exchange/Events/Taste (15,410)	
	300,000	300,000	Gateway Wayfinding Signs		Hold
	41,700	41,700	100th Anniversary		
	20,000	20,000	100th Anniversary-Video Segments		
	50,000	50,000	100th Anniversary-Additional Request		Hold
0	421,700	421,700	Total Other High Visibility Programs		
126,550	453,995	580,545	Total Specific Items Identified - Ongoing		220,150
126,550	0	126,550	If we leave DuPage CVB - Amout we could apply towards general/capital funds		
126,550	\$120,000	246,550	If we keep DuPage CVB - Amout we could apply towards general/capital funds		
0	428,700	428,700	Total Specific Items Identified - 1 Time		365,000

Village of Westmont
Administration & Finance Committee
Staff Reports - 2020-06-29 -07-02

Village Manager

- Customer Service
 - We received a comment from a resident that they wish Waste Management provided recycling service weekly instead of biweekly. We have added them to our list to contact when the contract is up for renewal.
 - We received a call from a resident interested in regularly parking on the street in front of his home. He indicated that his driveway is too small to hold all the cars his family has, so he parks one of their vehicles on the street every night. The Village's current policy, consistent with the other villages that run through the Addison Dispatch center, is that we allow up to 5 days per month when vehicles can get permission to park on the street. This means that he might get a ticket up to 25 nights per month. The resident is requesting that we amend our ordinance to allow residents to have a permit that allows them to park on the street every night.
-

Finance

- Software Changes
 - The Payroll/HR side of Munis has been implemented on the back end and we are moving forward with adding accruals and allowing some decentralization to the program.
 - Our method for processing credit card payment will be changing at the end of the month. The online payment portal will be different for our residents. One change will be that our new system does not currently allow for an ebill showing the water usage. We will likely be working with another vendor to try to address this, but in the interim all residents on ebill will get a paper bill so they can at least see their usage.
 - Grants
 - For the Restaurant Outdoor Seating Grant, we have received 10 grant applications totalling about \$10,000 of estimated Grant payments.
 - We had initially allocated up to \$76,000 for the grant and noted in the grant documentation that amounts not applied for by 6/30 may be reallocated to other grant programs.
 - One of the applicants had revenues exceeding our \$1.5 million threshold. If we do not fully expend all of the \$76,000, we may want to consider offering an extension of a couple of weeks that could include those who do exceed the revenue amount.
 - There is a strong possibility that these Grant programs may be reimbursed by the County's CARES funding.
-

Clerk's Office

- Tobacco License will be granted to Falcon Pantry.
 - Block Party applications are still on hold.
 - Applications for Business License, Block Parties, & Solicitors will be updated to include more information pertinent to the license / permission.
 - Las Palmas was issued their business license in June.
 - We are continuing to use the Energov system to release licenses and permits in the Clerk's Office.
-

Communications

- PIO Update
- Media Coverage
 -
- Media Materials
 - Neighbors Magazine

- Westmont Word
- What's Happening In Westmont
- Community Branding Initiative
 -
- Community Mural Project
 -
- Committees:
 - Westmont First
 - Sister City
 - Public Information
 - 100th Anniversary
- Misc:
 -

Human Resources

- **COVID-19**
 - Initially, June marked the beginning of a decrease in resources devoted to COVID-19 responsibilities; however, we continued to assist staff with questions, disseminate information related to benefits and participate in biweekly peer group calls and weekly internal planning calls related to the pandemic response. That said, June is ending with a resurgence of COVID-19 attention required pertaining to employment matters, such as policy interpretation, policy revision and leave requests.
- **Health & Wellness**
 - Recently, we learned that our health and wellness vendor, Interactive Health (*IH*), closed their doors and filed for bankruptcy without warning on Sunday, June 14. This was shocking news since IH had been in business since 1992 and was a known and respected vendor in the health and wellness industry.
 - Staff is partnering with our broker, Assurance, to review and select a replacement wellness vendor to maintain continuity of the health and wellness program, which is important in promoting employee engagement in their overall health - mental, physical, emotional - which can translate to reduced absenteeism and stress and improved health and morale. This is generally important but particularly so given the current state of the things (*COVID, civil unrest, etc.*).
 - Additionally, Assurance is working to obtain participant data from the software vendor who runs IH's secure platform in the hopes of transferring this data to a replacement program in the near future.
- **IRMA / Safety and Risk Management**
 - IRMA released their annual State of the Membership report for calendar year 2019, and Westmont ranked #1 in the Large Member Category and #3 Overall (out of a total of 70 IRMA members) based on the following criteria:
 - 5 year member claims experience based on severity (*how much money was spent on our claims*)
 - 5 year claims to member contribution ratio (*how much was paid in claims vs. what we paid into the risk pool*)
 - Most recent IMAP (*IRMA Management Assessment Program*) rating, which is designed to evaluate factors associated with a successful risk management program
 - Westmont achieved a rating of 100% and ranked #1 out of all IRMA members in this area.
- **Recruitment**
 - Open Positions
 - Community Development - Code Enforcement Officer hiring has been put on hold .

Information Technology

- Network upgrade is going in along with the new switches.

- Antenna at Fire HQ that was hit by lightning was replaced.
- The new website has launched and departments are confirming updates to individual pages.
- Zoom meetings are still being hosted, transitioning to hybrid style slowly with Phase 4.

Liquor Commission

Listed below is a summary of my activities for the month of June 2020

- Planning and preparation with Special Liquor Prosecutor Ann Marie Lamparillo-Perez for a Liquor Hearing on Wednesday, July 1, 2020, at 1:00 p.m. at the village hall. Agenda includes Johnny Blitz (Diana Sub Inc.) Bar and Grill loud music and operation/being open past State and Local closing times which occurred in March of 2020. Also, Fremont Grill's violation of the Mayors direction on having a Casino Night activity in January of 2020.
- Over the month a lot of time was spent on The Restore Illinois Phase 3 & 4 plans with local businesses. Several conference calls were conducted involving review, approval and implementation of outdoor seating areas. These areas will be permitted to continue if desired by the local business until October 16, 2020. We migrated to Phase 4 on Friday June 26, 2020, which allows for indoor seating but is subject to social distancing guidelines set by the State of Illinois.
- Permitted Clique Sports Bar & Grill outdoor live entertainment on two (2) Saturdays in June. Both performances resulted in complaints from neighbors on music, presence of the tents, and people in the outdoor area talking too loud. All police responses indicated that all noise/music was within the village's guidelines which is music/noise not to exceed 70 decibels at a minimum of 70 feet from the property line. Outdoor music permission ended when we moved to Phase 4 and indoor entertainment is available.
- Approved indoor entertainment for Johnny Blitz Bar and Grill and for Clique.
- Approved outdoor seating area for Whiskey Hill Brewing per the Phase 3 & Phase 4 village plans/permission.
- Received a thank you for Fire & Code Enforcement from Whiskey Hill on addressing and obtaining compliance from neighboring businesses on local parking issues. Every property management is now enforcing the rules and a few fellow business owners have expressed thanks.
- Responded and submitted paperwork for a FOIA from a Suburbanite Bowl owner referencing outdoor seating.
- Reviewed and approved a tobacco license for Falcon Pantry. This business was a pre-existing tobacco licensed business but has gone through many ownership changes. New owners have gutted the interior with all new shelving, counters etc.
- Received information that Johnny Blitz Bar & Grill was staying open past the authorized Phase 3 closing times as outlined in the Village's Phase 3 outdoor seating plan and a liquor license addendum. A police response verified this information. Management was notified and indicated confusion due to his overhead doors and the Phase 3 permissions. Management was warned and has been in compliance since.
- Permission for Fremont Grill to hold a family memorial event involving the loss of a member of the management's family.
- Approved change in Prestige's Tasting Room's hours of operation due to the change in hours by Prestige Liquors (entire store).
- Participated in June Administrative and Finance Committee meeting
- Approved Las Palmas Restaurants outdoor seating area and the business re-opened in mid-June
- Clique Sports Bar requested and was denied ambient music in the outdoor area. This is prohibited in the liquor license issued in October 2019. This subject will be reviewed later in the year.
- Video Gaming resumed when we migrated to Phase 4 of the Restore Illinois Plan. Partitions must be placed between machines if they are less than 6 ft apart. Most businesses are making the change and will be ready to re-open their video terminals.
- I was contacted by an Illinois Gaming Board Inspector (Illinois State Trooper) who is completing the background check on Neat Kitchen and Bar's application for video gaming.
- Fire Chief informed me that Margie's Beef and Gyros has their video gaming area installed and will begin operation on Friday, June 26, 2020.