

ADMINISTRATION & FINANCE COMMITTEE

Meeting Minutes - July 14, 2022

Draft Approved -August 25, 2022

CALL TO ORDER - 4:30pm

I. ROLL CALL

<u>Committee</u>	<u>Staff</u>
Trustee Liddle (as Chair)	Village Manager May
Mayor Gunter	Assistant Manager Parker
Clerk Szymski	IT Director Liljeberg - Online
Trustee Guzzo	Finance Director Cunningham
Trustee Barker	HR Director Brainerd
Trustee Nero	Management Analyst Mielcarski - Online
Trustee Simonovich (online)	Executive Director Forsberg-Online
	Police Chief Gunther
	Fire Chief Riley - Online

II. PLEDGE OF ALLEGIANCE -

III. OPEN FORUM - None

IV. PUBLIC COMMENT - None

V. APPROVAL OF MINUTES - The May 19, 2022 meeting minutes were approved by Motion Trustee Nero and seconded by Trustee Guzzo.

VI. NEW BUSINESS

A. Inflationary Adjustment - AVM Parker presented on the inflationary pay increase line item in the budget (presentation attached). Discussion of the general wage adjustment, inflation at 9% currently, and even if it lowers somewhat it is still well over the GWA.

1. Mayor Gunter asked if the FOP had 2.5 already in the contract?
 - a) The response was yes per AVM Parker, and Police Chief Gunther explained that the contract was set to expire last year and an additional year, this year, was negotiated. So the contract negotiations will start soon.
2. AVM Parker discussed a lump sum payment of \$540.00 per employee to be looked at in October, with data through September. This would give everyone something and not just more to the employees that make the highest salary.

3. Trustee Barker asked if the \$540 was with deductions?
 - a) AVM Parker stated that it is before taxes, which would be closer to \$400 after deductions.
4. Mayor Gunter asked if this would include the Union Employees?
 - a) AVM Parker replied that it would have to be cleared with the union that union employees would receive anything.
5. Mayor Gunter stated that doing it across the board and not a percentage.
6. Trustee Nero commented that he is for it, however it really isn't much help to the employees.
 - a) AVM Parker stated that as a lump sum payment we can put aside funding over the years to look at this again.
7. Trustee Barker remarked that 9% is really high inflation, but next year it should be down to 4% which is easier to deal with for people.
 - a) AVM Parker replied that if it doesn't go down, we need to look at salaries more closely.
 - b) Manager May stated that this is done in the budget process; the key takeaway is that the percentage should not be the method but a lump sum would be fairer for employees at the lower pay scale.
8. Mayor Gunter commented that next year if inflation stays high we could move towards a higher percentage to allow for employee salary growth for pension purposes.
9. Trustee Barker said we should just wait for the police department to tell us what the percentage should be.
10. Police Chief Gunther said that the union contract is in the last year and the negotiations will start in September. Arbitration to date is the 2.5% - 3% range; hiring issues notwithstanding. Staff and Union increases do mirror each other.
 - a) Mayor Gunter asked about the salary steps in the contract.
 - (1) Chief Gunther said that there was a six step salary base.
11. Trustee Nero replied that competitiveness might need us to look at the larger percentage due to stay competitive.
12. Mayor Gunter remarked that the compensation study is important this year.

13. Trustee Nero asked if DMMC had done that?

- a) Manager May replied that there were email surveys, not a major compensation study.

14. Mayor Gunter asked about the bonus for law enforcement officers hired with experience.

- a) A bonus was discussed, and a step increase.

B. Banking - Finance Director Cunningham explained that the First Midwest Bank has combined with Old Second National and their best practices have changed, only allowing for one signature on accounts. Security protocols require two signatures. We have other accounts at both Byline Bank in Berwyn and Clarendon Hills Bank (Wintrust family). Director Cunningham proposes that all Westmont accounts be merged at this time to Clarendon Hills Bank to allow for their security options for municipalities: lock boxes, security streamlines, and check scanning. Hoping to consider this option.

1. Mayor Gunter stated that Clarendon Hills Bank satisfies all the auditing requirements, and has municipal experience with security and staff specializing in municipal government banking. Mayor believes it is the right step.

- a) Trustee Nero stated that it made sense.

2. Trustee Barker asked former Finance Director Parker to explain why we had accounts at multiple banks.

- a) AVM Parker stated that Byline Bank was chosen due to the location which had been right across the street , making deposits easy. Midwest Bank was to allow for “spread the wealth” throughout the community per the board at that time so a small a/p account was opened there and then a couple of years ago we deposited a higher account to support a local business. It is not best practice. Now with the unsecurity of one signature, it would be best to move the funds especially with our history.

(1) Trustee Nero stated that it made no sense for the bank to do away with the security feature.

(2) Mayor Gunter replied that with one signature the bank was moving away from the municipal market.

3. Trustee Liddle asked about the FDIC insurance.
 - a) Director Cunningham replied that WinTrust has a web of branches and each is insured to the fullest extent. AVM Parker stated that this is why such a good rate can be given.
 - (1) Trustee Guzzo stated that there were 15 charters for Wintrust. She is employed by Wintrust so when the item comes before the board, she will abstain from the vote.
4. AVM Parker stated that he would have to check if this would require an ordinance to move forward. Director Cunningham replied that the Village has a contract with Wintrust already in place. If the fees/terms were to change it would have to come before the board, however with the contract in place it should be allowable.
5. Mayor Gunter asked about the previous RFP.
 - a) AVM Parker stated it was done in 2013 and Director Cunningham replied that an RFP was also done in 2015. AVM Parker replied that it was for a small piece of the financials.
 - b) Mayor Gunter asked about doing it again.
 - (1) AVM Parker said that if banks quote better rates than Wintrust would be the time to look into another RFP.
 - (2) Director Cunningham reminded everyone that the costs and staff time to connect all the vendors into a financial system can be an investment that you wouldn't undo/redo without a major incentive.

C. Capital Thresholds - Finance Director Cunningham stated that most municipalities have thresholds that match the State of Illinois and asked if it was of interest to raise the threshold for Village Board approval to match the State of Illinois threshold. This would be done by an ordinance.

- 1) Mayor Gunter said that this would be for the audit.
 - a) AVM Parker stated that there are two pieces to this. The capital asset threshold for the audit and the approval purchasing policy by staff. The purchasing should be \$25,000.00 to match the State of IL.
- 2) Manager May asked if this meant raising the limits on other lines of the

purchasing approval policy?

- a) Director Cunningham replied it did not, the concern was only with the Board approval level.
- 3) The second piece is the capital purchase threshold which is low, currently it is at \$10,000.00 for vehicles and you cannot buy a vehicle at that price. These would also follow the State of IL guidelines and match the procurement of goods with inflation. Ratings of \$50,000.00 for vehicles & machinery, \$100,000.00 for building improvements & \$200,000.00 for land and infrastructure. This does not require board approval, it is for your information.

D. Facility HVAC Improvements - Manager May discussed the problem with the power/hvac at Village Hall. There is a purchase order for almost \$200,000.00 on tonight's agenda. This is a maintenance contractor and not a full rebuild.

1. Mayor Gunter asked if ComEd would be liable due to the outages?
2. Trustee Barker said that would be hard to approve. The amps are a guaranteed range, the bounce doesn't matter. Even if the bounce ruins electronics. You need to prepare for the HVAC future as things change.
 - a) Manager May responded with the information on the filtration system and the recycling of air. Discussion of virus control ensued.

VII. REPORTS

A. Village Manager

1. Discussion of Traffic Control - Yield signs are to become stop signs on Linden, Warwick & Wilmette; this is on tonight's agenda. The ordinance is very out of date, and makes this more difficult. A future change to the ordinance to make this easier to maintain going forward.
 - a) Mayor Gunter asked Chief Gunther about the requests for stop signs. Manager May stated as the Traffic Engineer he would answer that, proceeding to report on the federal and state guidelines that are in place that specify the criteria.
 - b) Chief Gunther replied he has data for the calls received and the actions taken to monitor traffic/speed by resident request so that when Manager May receives a complaint, he already has a response. The data can be mapped out and the statistics.

(1) Manager May stated that the emotion has to be removed and the data will show what is needed in that area.

Discussion of speed determinants ensued, and the lawful ability to control traffic.

2. Discussion of HR policies-

a) Manager May discussed the two years of work on a teleworking policy. A master policy is now ready and has been distributed. Our work is public service and no one should be working from home full time. This is not a benefit, per se, it is a case by case basis for all positions. In addition, the personnel manual is in need of updating/rewriting and this is a large project for HR. Some policies cannot wait for the master revision, this is one that needs to be distributed right away.

b) Director Brainard stated that the pandemic made telework a part of public service, however, public service means you are here to support the positions that can not be performed remotely even if your position can be performed remotely. Now however we are competing with the private sector for Finance and Administration so we need to offer this option to stay relevant in the labor market. Overhaul of the personnel manual is no small task. Currently the personnel manual is in the code of ordinances. Would like to un-codify the personnel manual as codifying it is very time consuming and requires Attorney Zemanek to highlight and strike through all the changes every time a law is changed. It would be easier if we just leave it to HR to handle and not have it as part of our ordinances. This would make it easier when we have to adjust. This is not being done to subvert the Board.

(1) Manager May stated that it is not left to HR it is left to the Village Manager.

(2) Trustee Barker said working remotely isn't safe for the government files. How can it leave the controlled environment of Village Hall? Someone could be working at Starbucks - that can't be secure?

- (a) Manager May stated that the government files are in the cloud, under security - not paper files.
Thanks to IT Director Liljeberg we are electronically prepared to work remotely for disaster drills and day to day. Our IT system is impressive.
 - (b) Director Liljeberg explained that most files are digitized, under secure systems without a vpn. We have a secure web portal/virtual machine that you can access from anywhere, into our network with nothing being stored on the local computer or server.
- (3) Trustee Barker said that is the IT side, what about the paper?
- (a) Manager May said the goal is to have everything digitized.
 - (b) AVM Parker stated that the teleworking policy covers the use of necessary paper files. The Village has the right to track thoses and require recording of taking these files.
- (4) Trustee Barker stated that even the White House had problems a few years ago.
- (a) Director Liljeberg responded that the issue is private laptops with information stored on a laptop. Our system does not allow that, which is why we use chromebooks. All the data is stored at the Village Hall electronically.
- (5) Trustee Nero remarked that working from a phone is the easiest way.
- (6) Trustee Barker thanked IT Director Liljeberg for being the unsung hero.

VIII. MISC

- A.** Mayor Gunter asked Chief Gunther what could be done to stop the panhandlers from the corners at 63rd & Cass. Why are they not required to have permits?

1. Chief Gunther explained that it was a constitutional right to solicit a handout on public property. It is considered free speech.
2. Trustee Barker said that we have permits for solicitors at homes, why does the municipality care who comes to my home?
 - a) Chief Gunther explained that door to door was monitored for scams and safety of residents from thieves.

B. Mayor Gunter asked Chief Gunther about any gaming problems?

1. Chief Gunther replied that there have been no issues at any of the locations. In the years since gaming was passed, we have only had two incidents and both were incidents that were not related to gaming and could have been at any business.
2. Trustee Barker asked about El Delphine closing, and forfeiting their liquor license.
 - a) Mayor Gunter replied that the owners had 30 days to appeal.
Once the liquor license is removed, the state takes the gaming.
3. Moskau Cafe is on tonight's agenda as Dolce is moving in there.

IX. ADJOURN 5:49 - Motion to adjourn by Trustee Guzzo and seconded by Trustee Nero.
(next meeting is scheduled for August 25, 2022)