



WHEATON CITY COUNCIL BUDGET WORKSHOP SESSION MINUTES

MAYOR PHILIP J. SUESS

COUNCILMAN MICHAEL BARBIER | COUNCILWOMAN ERICA BRAY-PARKER | COUNCILWOMAN SUZANNE FITCH
COUNCILWOMAN LYNN ROBBINS | COUNCILMAN JOHN RUTLEDGE | COUNCILMAN CHRISTOPHER ZARUBA

WHEATON CITY HALL, COUNCIL CHAMBERS, 303 W WESLEY STREET, WHEATON, ILLINOIS 60187

Monday, November 9, 2020

1. Call to Order

The Wheaton City Council Budget Workshop Session was called to order at 7:00 p.m. by Mayor Suess. The following were:

Physically Present: Mayor Suess
Councilman Barbier
Councilwoman Bray-Parker
Councilwoman Fitch
Councilwoman Robbins
Councilman Rutledge
Councilman Zaruba

Absent: None

City Staff Present: Michael Dzugan, City Manager
John Duguay, Assistant City Manager
Robert Lehnhardt, Finance Director
William Murphy, Police Chief
William Schultz, Fire Chief
Betsy Adamowski, Library Director
Jim Kozik, Director of Planning & Economic Development
Holly Schultz, Director of Human Resources

I. Budget Overview

City Manager Dzugan reviewed the proposed budget for 2021, which is to be adopted December 21, 2020. He stated the calendar year budget lends itself well to allow staff to develop a financial approach, including a budget framework, a draft capital improvement plan and draft property tax levies which have all been reviewed by the Council. He advised the budget framework is based upon a \$3.2MM General Fund deficit with \$22MM budgeted for capital improvements.

City Manager Dzugan indicated the goals of the draft budget are to use one time expenditure reductions in renewal funds, perform contracted services inhouse, increase certain charges, such as ambulance fees, fund capital projects at the same level, with no increase in existing taxes or new taxes and no decrease in services.

City Manager Dzugan stated cost drivers for the General Fund include approximately \$600,000 in pension costs, as well as \$400,00 in wages. Noteworthy changes he reviewed were the addition of a full-time social/mental health facilitator utilized by all City departments, including the Library, an increase in the City's liability insurance, expenses for body cams for the Police Department, a decrease in the City's health insurance, funds from the 2nd year of the Rebuild Illinois Program, an increase in annual MFT funds, and the internet sales tax. City Manager Dzugan confirmed the City has healthy fund balances.

Finance Director Lehnhardt stated that the 2021 budget includes an estimate of General Fund Revenue loss of \$1.8 to \$4.5MM, mainly due to the continuing economic impact of the pandemic. He stated that the City's reserve balances are at target or above.

Finance Director Lehnhardt reviewed each of the City's revenue and expenditure funds for the 2021 budget. In response to Council questions regarding grant funding, he stated while the City has not been given a specific date the grant funds will be awarded, he anticipates receiving them next year. Finance Director Lehnhardt advised the CY2021 budget is estimated to be \$44.4MM. He stated challenges facing the City include the uncertainty of the duration and economic impact of the COVID-19 pandemic, as well as the uncertainty of Federal and State financial assistance.

II. Review of Calendar Year 2020 Draft Budget

A. Municipal Band

Ms. Dottie Mackie, Chair of the Band Commission, stated 2020 was the first time in 90 years the band was unable to perform in public, although they aired an 8-part series of past performances. She expressed their appreciation for the new bandshell and stated they hope to perform at Edman Chapel later this year.

Mr. Don Cavalli, Wheaton Municipal Band Business Manager, advised the band's budget was reduced by \$11,000, by reducing membership from 88 to 87 members, Director Bruce Moss not taking his contractual raise this year, cancellation of the Jazz Band concert and deferring the raise for announcer Pete Friedman for another year. He also indicated the Friends of the Band have assumed \$3,200 in music expenses for the band.

B. Library

Library Director Adamowski reviewed the Wheaton Public Library's mission statement, which drives their budget, strategic priorities, and operations.

Library Director Adamowski stated the proposed budget includes a slight deficit, but stated the Library has healthy reserves. She reviewed the challenges the Library has faced this year and the steps they have taken to continue providing services to residents.

In response to questions/comments from Council, Library Director Adamowski stated the Library has had 40,000 less visitors, there are no plans to reduce staff, the business center on the second floor continues to be utilized, the Library is not currently offering notary services, they have not seen a reduction in operating expenses when the Library was closed as staff continued to work remotely and many expenses are contractual, the Library will continue its *Grab and Go* and curbside service, they plan on going forward with their construction project and she hopes the Café on the Park can reopen once Phase 5 is reached.

C. Police Department

i. General Fund

Police Chief Murphy reviewed the department's accomplishments which included using *Data for Decisions* to identify seven possible patrol beat iterations to ensure efficient and effective use of resources, as well as the creation of an Officer Wellness committee and curriculum of four training courses focused on officer wellness and resiliency. He stated some department employees have tested positive for COVID, but the department has continued to work with no long-term issues.

Police Chief Murphy stated the department's goals include ensuring the department remains a modern, professional organization and strengthening community partnerships through greater police department transparency and educating the public as to what the department does. Police Chief Murphy stated the department will be seeking accreditation and part of that effort is to put more information out to the public.

In response to Council questions/comments, Police Chief Murphy stated there is no resistance on the part of the police officers for body cams, costs for storage and maintenance of footage from the body cams has been included as part of the purchase package, they have seen an increase in opioid use and overdoses, he feels the department has the tools it needs to do their jobs effectively, the department has undergone additional training regarding cannabis laws, they have identified programs and had discussions on how to get back into the schools, he will review and share data on how and if the pandemic has resulted in an increase in overdoses, suicides or other issues.

ii. Forfeiture Funds

Finance Director Lehnhardt stated two funds have been created – a Federal Forfeiture Fund and a State Forfeiture Fund, each of which are restricted funds with specific reporting requirements. In response to Council questions, Police Chief Murphy stated the department receives a certain percentage when assisting in federal fines and seizure of property cases.

iii. Police Pension Fund

Finance Director Lehnhardt stated this fund is defined by state statute. He stated the Police Department has had 18 retirements since 2016.

D. Fire Department

i. General Fund

Fire Chief Schultz reviewed the department's accomplishments for 2020, including the purchase of replacement hydraulic/pneumatic equipment, completion of the EMS/Billing contract renewal with new provider, Metro Paramedic Services, and continuing the department's focus on maintaining a high level of training and providing uninterrupted service under extreme conditions which included a pandemic and civil unrest.

For its 2021 goals, the department will continue to participate as a full partner in the West Suburban Fire/Rescue Alliance, purchase two replacement ambulances and continue progress with the department's organizational structure with team/committee activities and furthering human capital planning and development.

ii. Wireless Alarm Network

Finance Director Lehnhardt advised there has been no change from the prior year.

iii. Foreign Fire Insurance Tax Fund

Finance Director Lehnhardt stated this is a special revenue fund which is restricted in how the funds can be spent.

iv. Fire Pension Fund

Finance Director Lehnhardt stated this fund is defined by state statute and the City will see a \$60,000 increase.

In response to Council questions, Fire Chief Schultz stated the department currently has a Level 2 classification rating. He stated additional staffing and an increase in apparatus, as well as other things, would be needed to achieve a Level 1 classification. Fire Chief Schultz does not feel it would be money well spent to pursue the Level 1 classification. He also responded that the department usually has approximately 6,000 calls for service annually, 55% of which are medically related, with the remainder being responses to gas leaks, traffic accidents, and fire alarms. Fire Chief Schultz stated the City has experienced a low number of structural fires. He stated there was a drop in calls in March and April, but since that time the department has seen an uptick in calls and spikes in COVID activity.

E. General Government

i. Building and Code Enforcement

Building & Code Enforcement Director Schultz reviewed the department's accomplishments for 2020, including adopting the 2018 ICC codes, the performance of a trial online permit session which was unsuccessful due to current system limitations and contracting with a new company for elevator inspections which includes delivery of billing services to achieve administrative efficiencies.

For its 2021 goals, the department plans to complete an analysis of permit fees and implement updates if needed to comply in meeting 80% of operating costs, complete an internal review process of department operations and implement changes to gain efficiencies, particularly with permit processing and ensure staff completes a minimum of one hour of customer service training.

In response to Council questions/comments Building & Code Enforcement Director Schultz stated they will continue efforts for an online permit application program, they have a standardized process and good communication with the Engineering and Planning Departments with regard to plan review but feels additional technology is needed to expediate the process, the department currently has one vendor for inspection services and he would like to use multiple vendors for these services.

Finance Director Lehnhardt stated the department's budget has decreased \$146,000 – the director position has been eliminated and a part-time property inspector position has been added.

ii. Planning & Economic Development

Director of Planning & Economic Development Kozik reviewed the department's accomplishments for 2020, including a Zoning Ordinance amendment relating to short-term rentals and management of the Retail Grant Program to attract new business and motivate existing business to expand and improve in the Downtown. He stated the Planning & Zoning Board has been conducting virtual meetings and he feels there has been no impact on the public's ability to participate. He indicated the \$80,000 Retail Grant Program is funded with \$50,000 from the General Fund and \$30,000 from TIF 2 funds.

For its 2021 goals, the department plans to finalize the Roosevelt Road Comprehensive Plan amendment, determine appropriate Downtown parking changes for the Council's review and identify and promote development opportunities throughout the City to the brokerage and development community.

In response to Council questions/comments, Director of Planning & Economic Development Kozik stated a draft update for the Roosevelt Road study has been completed, and he is working on a

potential timeline and a website portal and the consultant is working on a community survey. He advised issues with the parking technology software have been resolved but there is not sufficient data at this time due to COVID. He provided information on current vacancies and development efforts and stated many small businesses have been successful in obtaining funding from the County. He has worked with the DWA and the Chamber of Commerce to provide information on available funding.

Finance Director Lehnhardt noted a 2% reduction in the department's budget.

iii. Human Resources

Director of Human Resources Schulz reviewed the department's accomplishments for 2020, including successful negotiations for collective bargaining agreements with both MAP 699 and 450, the implementation of a lateral Police Officer hiring process, and the development and implementation of workforce policies during the COVID-19 pandemic.

For its 2021 goals, the department will negotiate collective bargaining agreements with both IAFF 3706 and Local 150, conduct a dependent audit for health insurance plans and implement a new Learning Management System to enhance and track employee training.

In response to Council questions/comments, Director of Human Resources Schulz stated some of the training will be conducted in person and OSHA training offered the ability to go online.

Finance Director Lehnhardt noted a 3% reduction in the department's budget.

- **Liability Insurance Fund** – Finance Director Lehnhardt noted a 15.4% increase which includes \$20,000 for new software for safety training.
- **Health Insurance Fund** – Finance Director Lehnhardt noted a 2.2% decrease and feels the City will continue to see reductions.

III. Public Comments

Mr. Tom Teune, 2009 Sherwood Place thanked the City for the new curbs and sidewalks in his neighborhood and asked if the budget was available on the City's website. Finance Director Lehnhardt replied it could be found on the Finance Department webpage. Mr. Teune commented on the number of empty storefronts and feels the City should allocate more funding for economic development and a rethinking of the use for some of the buildings.

IV. City Council/Staff Comments

Mayor Suess thanked City staff for their work on the budget and expressed his appreciation for the ability to interact with the various departments.

City Manager Dzugan stated that with the new COVID limitations imposed by the Governor, next Saturday's Budget Workshop will not be open to public attendance, but those interested may join online.

V. Adjournment

The meeting was adjourned at 10:00 p.m.

Submitted by Sharon Barrett-Hagen, City Clerk