



To: The Honorable Mayor and City Council
Date: March 13, 2018
Subject: SY2018 Budget Workshop, March 12, 2018

Those attending the March 12, 2018 City Council Budget Workshop included Councilman Barbier, Councilwoman Fitch, Councilman Prendiville, Councilman Rutledge, Councilman Scalzo and Councilman Suess. Mayor Gresk was absent. Also, in attendance were City Manager Dzukan, Assistant City Manager Duguay and Department Heads. The Workshop was held in the Council Chambers, Wheaton City Hall, 303 W. Wesley Street. The meeting began at 7:00 p.m. and concluded at 9:23 p.m.

I. Review of SY2018 Draft Budget

a. Library

Library Director Betsy Adamowski, Library Board Chair Christine Fenne, Board Member Ray Sanguinetti and staff were present. Library Director Adamowski stated other revenue the Library receives is from state grants, fines, and book sales conducted by volunteers. They discussed their mission statement, needs of the community and the many partnerships they have developed which allows the Library to offer great programs.

Director Adamowski provided detail on the many projects occurring at the library. She stated that they have started an endowment and are no longer producing the "hard-copy" newsletter. In response to a Council question, she stated that while fines for books are down, they have no intention of eliminating them at this time. She stated that over the past year, the following areas have increased: Library attendance, Digital check outs and Wi-fi use inside the library. Director Adamowski stated that the café averages 200 customers daily.

Board Member Sanguinetti stated the Library has capital items that will need to be addressed in the near future. He stated that revenues have been flat since 2008 and there is concern regarding staff training and retention.

In response to a Council questions, Director Adamowski stated:

- The starting annual salary for a librarian with an MS degree is approximately \$44,000 and she would provide the salary range to the Council.
- Some staff is leaving because they can earn more money at another library.
- Surveillance cameras are costly but are being replaced methodically.
- According to the agreement, the owners of the café pay \$500/month for the space.

There was general discussion by the Council regarding the business center and its use with the high school "incubator" programs and how the library, in general, is a great resource for the City.

b. Downtown Wheaton Association

Ms. Paula Barrington, Executive Director, presented an overview of DWA activities for the past year. She indicated 13 new businesses opened in the downtown, with 4 additional businesses opening in the coming months. She indicated they have a vacancy rate of about 5%. Ms. Barrington summarized the DWA events held during 2017. She highlighted new events which brought in new revenues to the DWA.

Ms. Patty Sorenson, owner of PS Flowers (125 W. Front Street) described the difficulty of maintaining a retail business during construction. She stated that fall construction work is particularly challenging since for many shops, the 4th quarter is the most important. She requested that the Council support the DWA request for monies to assist with marketing during the construction.

Ms. Barrington stated that the requested money would be spent on many areas, including a mailed marketing piece to 23,000 recipients, signage for parking during construction, promotions and perhaps a valet service. She stated that events will continue through the construction including classic cars, sidewalk sale, bike parade and ice fest.

Mr. Ron Diener, DWA Treasurer, discussed the DWA budget and feels the funds provided by the City serve as an investment in the City. He stated branding and streetscape marketing are key items which would be funded by the additional \$35,000.

Mr. Jim Mathieson, past DWA president, stated that he considers the requested money as an investment in the downtown and a small part of the overall project cost.

In response to a Council question, Assistant City Manager Duguay stated the general construction schedule for the Phase 1 Streetscape project is early April through the end of August.

The consensus of the Council was to support the request and that the DWA does a very good job marketing the downtown and is innovative finding new ways to attract visitors.

c. Fire Department

i. General Fund

Fire Chief Schultz stated that the Department successfully implemented enhancements to the City's Homeland Security efforts with one part-time hire and replacement of a warning siren at Blanchard and President. He also stated that there is continued progress related to the Department's Officer Development Program with an emphasis on mentorship.

Chief Schultz stated his goals for next year: complete the purchasing and in-service process of the replacement ladder truck and negotiate/implement a new collective bargaining agreement with Local 3706.

In response to Council questions, Chief Schultz provided the following answers:

- Firefighter replacement costs remain high mainly due to the challenges associated with workers' compensation.
- Over the past three years, the Department has averaged approximately 2,100 hours of time lost to workers' compensation injuries.

- He is pleased with the benefits of being members of the West Suburban Fire Alliance. He stated that the training opportunities and group purchasing have been particularly very beneficial to the Department.
- There are currently six communities who are part of the Alliance.
- The Department has an excellent relationship with CDH/Northwestern Hospital.
- Technology-related items the Chief would like to add include a drone and upgraded thermal imaging equipment.
- Regarding Workers' Compensation, there is no particular item that could be changed based on their review of each incident. The Department will continue to review and train to safety.
- The new smaller chassis ambulances are working out well and holding up fine. The hydraulic lift stretchers are very helpful and will lessen back injuries when lifting a heavy patient.

ii. Foreign Fire Insurance Tax Fund

The fund has provided monies to support vehicle equipment and station improvements. The Board has been very supportive of the Department and the Chief acknowledged his appreciation.

iii. Capital Equipment Replacement Fund

Chief Schulz stated that the Self-Contained Breathing Apparatus (SCBA) listed in the draft budget were 12 years old.

d. General Government

i. Mayor and City Council

Assistant City Manager Duguay reviewed the Council's accomplishments of providing guidance related to the Strategic Goals and CIP implementation. The Council also approved the Marked Cross Walk Policy, amendments to the Zoning Ordinance (PUD, Front Yard Set Backs and Voting Requirements), and amendments to the Stormwater and Vegetation chapters in the City Code. He indicated the goals were to adopt replacement for the CBD SSA #7 and to continue to provide guidance related to the CIP projects.

ii. Boards and Commissions

Finance Director Lehnhardt stated that the Bike Advisory Commission was added this year with a budget of \$500.

iii. Senior Citizen Programs

Assistant City Manager Duguay reported the Housing Assistance Program no longer has a backlog and the monies budgeted are in line with expenditure over the past few years. In response to Council questions, he indicated residents must meet certain criteria in order to receive assistance. In response to a Council question, he stated that both Ride DuPage and Ride DuPage to Work are well-utilized by participants.

iv. City Manager's Office

Assistant City Manager Duguay stated accomplishments including: presented a funding plan for Streetscape, completed and presented funding report for the Storm Sewer Fund, and implementation of the Human Capital Plan is ongoing with gaps being identified and a plan to address them occurring. Goals included developing an implementation plan for the Streetscape Phase 2 and overseeing an update of the 5-year Financial Forecast and continuing to work to “right-size” the CIP.

v. Legal Services

Director Lehnhardt stated that there were no increases in rates and that Labor Relations was an estimate of costs for SY2018.

vi. Finance

Director Lehnhardt reported accomplishments including: prepared and initiated transition of financial reporting to calendar year, 40% of General Fund operating expenditures in reserve, completed update to Capital Improvement Plan (CIP) and transitioned wireless fire alarm billing in-house, saving \$7,200 annually. They also completed implementation of the Police Department into the payroll timekeeping system (TimePro). Goals included: complete transition to financial reporting to calendar year basis, 40% of General Fund operating expenditures in reserve, develop financing strategies to fund CIP, and complete Phase 1 of parking payment technology implementation.

In response to Council questions, Director Lehnhardt stated that he expects to implement the Purchasing module of the ERP in the next year.

vii. Human Resources

Director of Human Resources Schulz stated they successfully re-negotiated a 3-year Collective Bargaining Agreement with both MAP 450 and 699 in a very timely manner, developed the City’s Human Capital Plan and an action plan to address development of succession candidates and address talent gaps. Goals included executing negotiations for CBA representing IAFF Local 3706, maximize talent acquisition efforts, and executing a salary benchmark study.

In response to Council questions, Director Schulz stated:

- The salary study will compare public entities.
- While it depends on the position, typically new hires for the Police and Fire Departments have minimal or no experience. For other positions in the City, such as the Procurement Officer, we would be looking for significant experience.
- The City’s turnover rate is very low.

viii. Information Technology

Director of Information Technology Michaelis stated they completed the ERP implementation and replaced aging network infrastructure. Goals included implementing and testing Cyber Incident Response Plans and implementing and testing Business Continuity Plans.

In response to Council questions, Director Michaelis stated that the ERP cost was approximately \$2.2MM and that he would provide a list of efficiencies as a result of the implementation.

- a. Technology Replacement Fund – Director Michaelis stated that the majority of the increase resulted from the replacement of very old power devices.

ix. Communications

Public Information Officer Thrower stated they redesigned/redeveloped the City's website which included becoming mobile friendly, and increased video viewership via social media posts. Goals included keeping the public engaged and informed on the Streetscape Project and create a city-wide style guide across print, digital, banners, etc.

In response to Council questions, PIO Thrower stated:

- Staff has noted some areas/links that need correction within the website and it will be reviewed further this summer.
- Time sensitive traffic information, etc. will be sent out via social media.
- She encouraged the use of our website: www.wheaton.il.us/downtownstreetscape for all information regarding the project's utility and streetscape work.
- The City's Facebook page has had extremely little negative commenting.
- The Facebook page allows staff to put out correct and up-to-date information for anyone interested.

x. Planning & Economic Development

Planning & Economic Development Director Kozik stated accomplishments included providing a training session for the Planning and Zoning Board and updating the Zoning Ordinance for front yard setbacks, Planned Unit Developments and parking lot lighting requirements. Goals included completing the SSA #7 renewal and completing a comprehensive plan/market study/zoning ordinance update for the East Roosevelt Road Corridor.

Director Kozik stated that he was requesting additional monies for the Corridor study. He stated that he applied for a grant through the Chicago Metropolitan Agency for Planning (CMAP) and the Regional Transportation Authority (RTA) but they were looking for a more multi-jurisdictional project; perhaps one that would include Glen Ellyn and Winfield also.

In response to Council questions, Director Kozik stated:

- The \$35,000 supplemental dollars for the DWA is already included in the budget.
- The Downtown Property Improvement Program is generally well-utilized with requests coming typically in the springtime.
- SSA #7 replacement must occur prior to December 31, 2018.
- Staff will use the results of the Comprehensive Plan East Corridor study along Roosevelt Road to apply to other areas where appropriate.

- Business owners have provided feedback particularly regarding challenges with small office spaces. The feedback has been that these spaces are very difficult to rent.
- a. Tax Increment Financing (TIF) Districts – Director Lehnhardt provided an overview of the financial status of the TIF districts. He stated that TIF #1 expired on 12/31/2016 and TIF #2 will expire on 12/31/2022.

In response to Council questions, Director Lehnhardt stated that the City may pre-pay debt up until 12/1/2018.

xi. Engineering

Director of Engineering Redman stated they completed the application to Community Rating System for providing discounted flood insurance to residents and completed six stormwater studies in flood prone areas. Goals included performing eight final stormwater studies of selected flood prone areas and performing preliminary intersection design study for Gary Avenue and Prairie Avenue.

In response to Council questions, Director Redman stated:

- A list of road work for 2018 is included in the MFT budget.
- The next time staff presents stormwater studies to the Council, staff will also inform the Council of the total money spent on these studies.
- Staff will review the organizational chart for the Department and provide greater detail on responsibilities.
- Training dollars allocated are sufficient in the budget. Money for training is included in “Training” and “Conferences and Seminars.”

xii. Building and Code Enforcement

Assistant City Manager Duguay advised that the Building Department completed and will make recommendations to Council to adopt a collection of seven codes and NFPA electrical codes for the 2018 ICC Codes. They also successfully transitioned to paperless plumbing inspections and progressed to paperless inspections performed by City Building Inspectors. Goals included updating online guidelines to reflect the 2018 ICC code changes, expand technology by having a third-party inspector utilize digital tablets for inspection results and allow citizens to apply for permits online.

xiii. Buildings and Grounds

Facilities Manager Schefske indicated they completed energy efficient LED lighting upgrades and structural maintenance was performed on both parking garages. Goals included completion of Finance Department renovation and roof replacements at Fire Station 38, 39 and the Water Department.

In response to a Council question, City Manager Dzugan and Manager Schefske stated that the City recoups the money spent on LED Lighting in about 2.5 years and the City will continue to replace lighting as appropriate.

- a. Building Renewal Fund - No comments were provided.

II. Public Comment

None.

III. Council Questions/Comments

Councilman Barbier stated that the Franklin Middle School Dodgeball event occurred March 2-10 and he participated. It was an enjoyable event with proceeds supporting various charities.

IV. Adjournment

The Budget Workshop adjourned at 9:49 p.m.

cc: Mayor & City Council
City Manager
City Clerk
Department Heads