



# WHEATON CITY COUNCIL BUDGET WORKSHOP SESSION MINUTES

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MAYOR PHILIP J. SUESS

COUNCILMAN MICHAEL BARBIER | COUNCILWOMAN ERICA BRAY-PARKER | COUNCILMAN SCOTT BROWN  
COUNCILWOMAN SUZANNE FITCH | COUNCILWOMAN LYNN ROBBINS | COUNCILMAN SCOTT WELLER

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

Monday, Nov. 14, 2022

## I. Call to Order

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

Physically Present:

Mayor Suess  
Councilman Barbier  
Councilwoman Bray-Parker  
Councilwoman Robbins  
Councilman Weller

Absent:

Councilwoman Fitch  
Councilman Brown

City Staff Present:

Michael Dzugan, City Manager  
John Duguay, Assistant City Manager  
Department Heads  
Betsy Adamowski, Library Executive Director  
Kinga Konkol, Assistant Director of Information Technology  
Jolanta Moryl, Assistant Director of Finance  
Princeton Youker, Deputy Chief of Police  
Ryan Conway, Deputy Chief of Police  
Andrea Rosedale, City Clerk  
Halie Cardinal, Public Relations Coordinator

## II. Municipal Band

Dorothy (Dottie) Mackie, Commissioner of the Wheaton Municipal Band Commission, reviewed the Municipal Band's accomplishments in 2022 and 2023 goals. She stated that the band was at full capacity for the Patriotic Concert and many others throughout the year, and that in 2023 the band plans to begin livestreaming capabilities for virtual access to concerts. Don Cavalli made a funding request of \$117,000 which represents a \$9,000 increase from the prior year. He stated that the primary drivers for the budget increase are contractual labor and inflation.

## III. Library

Laurie Metanchuk, President of the Wheaton Public Library Board, reviewed the Wheaton Public Library's (WPL) accomplishments in 2022. She stated that in 2022 the library completed a master plan, executed a community survey, developed data analytic tools to compile all library data, launched a new WPL website and app, joined the Find More Illinois consortium, created a comprehensive hybrid programming platform, conducted a study to replace the Chillers, developed a comprehensive financial plan, and wrote an Economic Development Initiative Grant for the West

Side Plaza rebuild. Additionally, all program attendance increased by 8.7% with an 18.3% increase in issued library cards.

Christine Fenne, Treasurer of the Wheaton Public Library Board, made a funding request of \$4,664,965. Library Director Betsy Adamowski reviewed the Wheaton Public Library's 2023 goals, which include enhancing library user experience, increasing public awareness of library services, increasing the effectiveness of the library as an organization with a focus on fundraising opportunities, and improving the planning and maintenance of existing infrastructure.

In response to Council questions, Library Director Adamowski stated that in 2022 all program attendance was 61,966 and that in-person library walk-ins are approximately 90 to 100 patrons per hour and approximately 1,000 to 1,200 patrons per day.

#### **IV. Budget Overview**

City Manager Dzugan reviewed and provided an overview of the 2023 Budget. He stated that the Budget Transmittal Letter as prepared by the City's Director of Finance Robert Lehnhardt illustrates the full scope of the City's expenditures and revenue. He stated that the main components of the budget include the budget framework, the capital improvement plan, property tax levies, department operations achieving strategic priorities through specific action items, department performance and workload measures, and 5-year position adjustments.

In response to Council questions, City Manager Dzugan stated that the Grant Coordinator's function is being kept by the Financial Analyst.

City Manager Dzugan stated that the City is financially strong but to be mindful of future expenses, especially related to capital improvement projects and operations costs, given inflationary pressures, cost of services, contracted infrastructure costs, and labor costs.

In response to Council questions, City Manager Dzugan stated that expenditures for capital infrastructure projects total approximately \$22,000,000 with a handful of those projects rolling over from 2022.

#### **V. Review of Calendar Year 2023 Draft Budget**

##### **A. General Government**

##### **i. Mayor and City Council**

Assistant City Manager Duguay reviewed the City Council's accomplishments in 2022, which included monitoring the City's financial position and completing review of the Boards & Commission structure. He stated 2023 goals include review analysis of the parking fund, reviewing a stormwater rate analysis, and implementing the Roosevelt Road Corridor Plan.

##### **ii. Boards and Commissions**

Director of Finance Lehnhardt stated that the overall total budget for Boards and Commissions has increased by \$40,000.

In response to Council questions, Director of Finance Lehnhardt stated that the budgeted numbers are estimated to the end of the year. City Manager Mike Dzugan stated that of the projected numbers, approximately through September, the expenses have already occurred and are actual.

iii. Senior Citizen Program

Assistant City Manager Duguay stated the usage for some of the Senior Citizen programs have changed since COVID-19, including a decrease in the ride share programs, and an increase in the senior meal programs. The overall total budget for Senior Citizen Programs has increased by approximately \$5,000.

iv. City Manager's Office

Assistant City Manager Duguay reviewed the City Manager's Office accomplishments in 2022 which included supporting the implementation of strategic goals including reporting on goal attainment, substantial completion of Phase 4 of the Downtown Streetscape, and reviewing data for decisions. He stated 2023 goals include driving Strategic Plan actions and overseeing implementation of the building and code enforcement digital permitting system.

v. Legal Services

Director of Finance Lehnhardt stated there is an increase of \$79,000 with the creation of the Legal Services Department.

In response to Council questions, Director of Finance Lehnhardt stated that the \$137,000 in charges and services related to the City attorney are all of the legal services that are contracted out, including the labor, prosecutor, DUI prosecutor, and litigation. He stated that the City is currently incurring these charges.

vi. Finance

Director of Finance Lehnhardt reviewed the Finance Department's accomplishments in 2022, which included securing \$1.2 million in grants, achieving reserve policy target goal of 40% of General Fund operating expenditures in reserve, and preparing the Capital Improvement Plan and five-year projections for major operating funds. He stated 2023 goals include completing an analysis of the Parking Fund and Storm Sewer Fund, developing a Pension Funding Policy, and preparing a formal Long-Term Financial Forecast document.

Director of Finance Lehnhardt stated that the overall total budget for the Finance Department has decreased by \$52,000.

In response to Council questions, Director of Finance Lehnhardt stated that the Popular Annual Financial Report is a document that is intended to convey the financial results of the City's operations to the stakeholders of the City that do not necessarily have a background in public finance.

vii. Human Resources

Human Resources Director Holly Schulz reviewed the Human Resources Department's accomplishments in 2022, which included negotiating a collective bargaining agreement with IUOE Local 150, undergoing a comprehensive job classification analysis for all positions within the City and

preparing an implementation plan, and establishing criteria to identify the highest priority services for each Department.

In response to Council questions, Human Resources Director Schulz stated that the bargaining agreement with IUOE Local 150 is a 5-year contract.

She stated 2023 goals include negotiating collective bargaining agreements with MAP 699 (Police Patrol) and MAP 450 (Police Command), implementing a campaign for employees to understand the City's core values and how to demonstrate those values in the work they do, and incorporating master training plans, networking goals, and core values into performance reviews.

In response to Council questions, Human Resources Director Schulz stated that the core values are accountability, serving the community with pride, fairness, fiscal responsibility, honesty, innovation, respect, and transparency.

In response to Council questions, Human Resources Director Schulz stated that there are currently 10 open positions. She also stated that when tracking the amount of days it takes to fill a position, the count starts from the day of approval to the new employee's initial start date.

**1. Liability Insurance Fund**

Director of Finance Lehnhardt stated that the Liability Insurance Fund Increased by approximately \$164,000.

**2. Health Insurance Fund**

Director of Finance Lehnhardt stated that the overall budget for Human Resources is a 5% increase in PPO and a 5% in HMO.

viii. Information Technology

Information Technology Director Patrick Keegan reviewed the Information Technology Department's accomplishments in 2022, which included responding to 19 security incidents, improving disaster recovery readiness, replacing poorly performing and out-of-date equipment, deploying new security cameras in Central Business District, and increasing the impact and reach of data analytics. Assistant Information Technology Director Kinga Konkel stated 2023 goals include researching technologies that allow the City to add more public and private cameras, replacing the server virtualization environment, upgrading the ERP system and cashiering system, improving the electronic service request system, and continuing to apply data analytics to support the City's strategic priorities.

In response to Council questions, Information Technology Director Keegan stated that compared to prior years, 19 security incidents are average annually.

Information Technology Director Keegan stated that as the department evaluates the online permitting system and other online services, the team is consistently reviewing the market and available products that allow for a more efficient, effective user experience for the residents. City Manager Dzugan stated that when evaluating these improved online systems, the initial priority will be building permits.

Director of Finance Lehnhardt stated that the overall total budget for the Information Technology Department has increased by \$719.

ix. Communications

Public Information Officer Susan Bishel reviewed the Communications Department's accomplishments in 2022, which included communicating new City initiatives, implementing new ways to gather community feedback, and using the City's communications platforms to highlight the City's sustainability efforts. She stated 2023 goals include implementing annual content calendar to ensure regular communication about a wide variety of topics, exploring new ways to engage the community through communications related to safety, and assisting departments in developing surveys and feedback mechanisms that help evaluate effectiveness of identified goals.

In response to Council questions, Public Information Officer Bishel stated that QR codes have been implemented and are used to gather direct feedback from residents via surveys.

In response to Council questions, Public Information Officer Bishel stated that regarding the cable television viewership, the Communications Department cannot track that data. She did state, however, data via the website and social media is accessible.

Director of Finance Lehnhardt stated that the overall total budget for the Communications Department appears to be an increase of about \$90,000 from the 2022 projected total, but that is due to two positions that were vacant for a significant part of the year.

x. Planning and Economic Development

Planning and Economic Development Director James Kozik reviewed the Planning and Economic Development Department's accomplishments in 2022, which included the adoption of the Roosevelt Road Comprehensive Plan Amendment in August, providing sign grants to several Downtown Wheaton businesses, and coordinating development approval process for several redevelopment and rehabilitation opportunities throughout the City. He stated 2023 goals include working with the City Attorney to prepare an update of the Zoning Ordinance in accordance with the Roosevelt Road Comprehensive Plan Amendment, preparing appropriate Downtown parking changes for City Council consideration, and conducting Broker Walks for the Downtown and other commercial areas.

In response to Council questions, Planning and Economic Development Director Kozik stated that the developer for the project to redevelop the former Wheaton Bowl to a Thornton's Convenience Center is currently working on permit drawings and plans to submit this year to begin construction in the first quarter of next year.

Director of Finance Lehnhardt stated that the overall total budget for the Planning & Economic Development Department has decreased by \$2,400.

**1. TIF #2 Fund**

Director of Finance Lehnhardt stated that TIF District #2 will expire on December 31, 2022. He stated that approximately \$500,000 will carry over to 2023.

In response to Council questions, Director of Finance Lehnhardt stated that he conducts an annual report for the TIJ Joint Review Board which analyzes and documents the success of TIF #2. He stated that the report can be expanded to include a list of the projects and where the EVA started out and how it stands today.

## **2. TIF #3 Fund**

Director of Finance Lehnhardt stated that TIF District #3 will expire on December 31, 2028. He stated that the 2023 budget includes \$726,000 in expenditures, \$700,000 for the water building exterior renovation.

In response to Council questions, Director of Finance Lehnhardt stated on page 296 of the proposed budget document there is information which relays that the TIF District #3 balance is projected as \$7,100,000.

## **3. Special Service Area #8 Fund**

Director of Finance Lehnhardt stated that the Special Service Area #8 Fund will have an increase of \$275,000.

### **xi. Engineering**

Director of Engineering Joseph Tebrugge reviewed the Engineering Department's accomplishments in 2021, which included completing the majority of the 2022 Road, Sewer, and Water Rehabilitation Program, completing the Streams Lakes Meander Feasibility Study, completing the design, and bidding for the Dorset Flood Control Project, and completing the design of 11,570 feet of sidewalk and installation of 10,000 feet of sidewalk. He stated 2023 goals include overseeing consultant design of new sidewalks and constructing new sidewalks for the 2023 Spring and Fall Sidewalk Programs, completing construction for the Dorset Flood Control Project and the Cadillac & Wakeman Flood Control Project, and completing the engineering for the Basin 3 & 4 Discharge Improvement Project.

In response to Council questions, Director of Engineering Tebrugge stated that the Basin 3 & 4 Discharge Improvement Project involves the Sanitary 3 & 4 Discharge. He stated that currently the sanitary main does not go downhill but rather has a rise in a flat area which causes it to not flow well and causes debris and sediments to build up in the area. He stated that goal is to build an interceptor that will cause an increase in capacity and make the infrastructure self-cleaning and avoid reoccurring maintenance.

Director of Finance Lehnhardt stated that the overall total budget for the Engineering Department has increased by \$104,000, which is a 1.4% overall increase to the budget.

### **xii. Building and Code Enforcement**

Director of Building and Code Enforcement Thomas Corrigan reviewed the Building and Code Enforcement Department's accomplishments in 2022, which included improving service delivery through process improvements and data analysis, using employee training to improve job

performance and customer service, and reducing the City's carbon footprint. He stated 2023 goals include initiating and establishing an online building permit procedure, improving the current process for demolition of structures, and improving existing procedures involving enforcement and maintenance of vacant structures.

In response to Council questions, Director of Building and Code Enforcement Corrigan stated that single-family home additions were previously managed by an outside vendor, which caused the process to take approximately 30 days. He stated that now with the full-time Residential Plan Examiner, these times have been reduced to approximately 12 days with the overall goal of a 10-day turnaround time. This process is specifically for the initial review to be complete as opposed to the actual permit itself.

Director of Finance Lehnhardt stated that the overall total budget for the Building and Code Department has increased by \$286,000.

xiii. Building and Grounds

Assistant City Manager Duguay reviewed the Building and Grounds Department's accomplishments in 2022, which included replacement of 9 rooftop units at the Public Works facility to new higher efficiency units, replacing 22 overhead doors and operators, completing structural repair of Wheaton Place and Willow Avenue Garages, and improving the energy efficiency at both parking garages with LED fixtures. He stated 2023 goals include continuing to provide adequate routine maintenance programs for all City buildings, facilities, and parking garages, coordinating renovation of the City Council Chambers, Administration office and Detectives area, improving the energy efficiency of all City facilities, and coordinating installation of Annex RTUs, City Hall Flat Roof.

Director of Finance Lehnhardt stated that the overall total budget for the Building and Grounds Department has increased by \$37,000.

**B. Police Department**

Chief of Police William Murphy reviewed the Police Department's accomplishments in 2022, which included deploying body-worn cameras (BWC) to all sworn officers 19 months before mandated, increasing community engagement efforts, increasing the number of certified Senior Service Officers to 4, and deploying police service surveys during Neighborhood Roll Call events. He stated that 2023 goals include conducting combined training with the Glen Ellyn Police Department and the Carol Stream Police Department to improve preparedness for high-risk incident response, researching the implementation of an Automated License Plate Reader program, researching the implementation of an Automated License Plate Reader program, and improving the efficiency of handling digital evidence through the addition of Axon Pro Licenses.

i. General Fund

1. Local Administrative Adjudication

1. Director of Finance Lehnhardt stated that the Local Administrative Adjudication budget for the Police Department increased by \$22,000.

- ii. Forfeiture Funds
  - 1. Director of Finance Lehnhardt stated that the Federal Forfeiture Funds for the Police Department are \$720,000 for bank fees budgeted for 2023. The State Forfeiture Funds for the Police Department are \$63,500.
- iii. Police Pension Fund
  - 1. Director of Finance Lehnhardt stated that the Police Pension Fund for the Police Department has force transferred assets on August 1, 2022.

In response to Council questions, Chief of Police Murphy stated that the Police Department instituted an online crime reporting tool in September with approximately 35 calls per month through this system. He stated that they aim to get 5-6% of 911 calls to this system. He also stated that the types of crimes reported through this system can vary and at this time have minimal submission restrictions in terms of the type of the crime.

Director of Finance Lehnhardt stated that the overall total budget for the Police Department decreased by \$26,000.

In response to Council questions, Director of Finance Lehnhardt stated that in regards to investment income, it is generally estimated due to multiple factors changing each year such as interest earned on investments and market value.

**VI. Public Comments**

There were no public comments.

**VII. City Council/Staff Comments**

Mayor Suess expressed his congratulations to St. Francis High School's women's volleyball team, which won the state tournament. He thanked the American Legion Post 76 for the group's Veterans Day Ceremony this year.

Mayor Suess stated that the next City Budget Workshop Session is to be held 9 a.m. on Saturday, Nov. 19.

**VIII. Adjournment**

The meeting was adjourned at 9:30 p.m.