

**CITY OF WARRENVILLE
PUBLIC SAFETY AND FINANCE
COMMITTEE OF THE WHOLE
REGULAR MEETING
Monday, September 27, 2021 at 7:00 p.m. at City Hall
28W701 Stafford Place**

In accordance with Governor Pritzker’s Disaster Proclamation, Section 7(e) of the Illinois Open Meetings Act, 5 ILCS 120/7(e), and a determination by Chairman Leah Goodman, this meeting was held virtually.

MINUTES

A. CALL TO ORDER

Chairman Goodman called to meeting to order at 7:00 p.m., explaining the virtual meeting protocol according to the Open Meetings Act, 5 ILCS 120/7(e), and the Governor’s Disaster Proclamation.

B. ROLL CALL

Physically Present: None
Virtually Present: Chairman Leah Goodman, Mayor David Brummel, and Aldermen: Jay Anderson, Stu Aschauer, Clare Barry, Kathryn Davolos, Jeff Krischel, Bill Weidner, and Robert Wilson
Absent: None
Also Physically Present: City Administrator John Coakley, Assistant City Administrator Cristina White, Finance Director Kevin Dahlstrand, and Police Chief Ray Turano
Virtually Present: Executive Assistant and Deputy City Clerk Dawn Grivetti
Also Absent: City Clerk Julie Clark and City Treasurer Ann Behrens

C. PLEDGE OF ALLEGIANCE

Chairman Goodman led the Pledge of Allegiance.

D. PUBLIC COMMENTS

There were no comments from the public.

E. OFFICIALS AND STAFF COMMENTS

Mayor Brummel announced Plan Commissioner John O. Davis passed away today. Mayor Brummel stated that he had contributed 40 years of service to the community through the Commission. He offered his and the City’s condolences to Mr. Davis’ wife and family. Several Aldermen offered their condolences and individual memories of Mr. Davis as well.

F. BUSINESS OF MEETING

1. Informational Update by DCVB Executive Director Beth Marchetti

Beth Marchetti, Executive Director of the DuPage Convention and Visitors Bureau (DCVB), gave a presentation on the coronavirus pandemic's effect on tourism, travel, and the hospitality industry in DuPage County. She commented on the importance of the tourism industry, which provides a large amount of tax revenue and jobs throughout the state. She highlighted the DCVB's recent marketing campaign and events for the year, including the upcoming USA Cycling Cyclocross National Championship event hosted by Cantigny in December 2021.

Director Marchetti stated American Rescue Plan Act (ARPA) funds are available for marketing expenses, and suggested the City allocate \$30,000 in ARPA funds to the DCVB for continued marketing of local hotels and hospitality, as well as an additional \$10,000 for grants to offset COVID related expenses for hotels and entertainment venues within the City.

There was discussion regarding the downturn of business travel throughout the country, and the impact it has had on local hotel revenue. Director Marchetti replied it may be 2024 before business travel comes back to pre-COVID levels, therefore, the DCVB is focusing more on sporting events and leisure travel.

There was a consensus of support for the DCVB, the upcoming events, and the revenue they will bring to the City and region.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

2. Consideration of Long Range Financial Planning workgroup recommendations on the allocation of American Rescue Plan Act (ARPA) funding

Finance Director (FD) Dahlstrand stated the City will receive \$1,790,929.02, over the next two years in ARPA funding. He added, the Long Range Financial Planning (LRFP) workgroup recommends the following uses for the first round of funding, which comply with the guidelines from the United States Treasury Department:

- 1) \$30,000, to hotel and travel business recovery through the DuPage Convention and Visitors Bureau (DCVB)
- 2) \$180,000, to the Hotel Tax fund to replace lost revenue
- 3) \$15,000, to the DuPage Senior Citizen Council, to provide additional funding to serve Warrenville seniors
- 4) \$670,464.51, to the Water and Sewer Fund, to fund water and sewer infrastructure projects, fund the ongoing Inflow and Infiltration (I&I) project costs, and reduce future rate increases.

There was discussion regarding the Treasury option to replace lost revenue to other budgetary funds and how the workgroup determined the proposed allocation of the funds. FD Dahlstrand replied the Long Range Financial Planning workgroup wanted to focus funding recovery on funds that have fewer revenue sources and those that will assist more residents. He added, the Capital Maintenance and Replacement Fund

receives revenue from multiple sources unlike the Hotel Tax Fund that has only one revenue source.

Chairman Goodman offered further explanation as to why the LRFP workgroup recommends putting 75% of the ARPA funds into the water and sewer enterprise fund, noting the specific limitations regarding enterprise fund revenues and expenses, and the current infrastructure needs of the City. She also added, the City has more flexibility with money in the Hotel Tax Fund that can be reallocated at the Council's discretion, where enterprise funds cannot.

There was discussion of the specific use of funds offered to the DuPage Senior Citizen Council. FD Dahlstrand reminded the Committee that the City annually provides funds to the organization, however, there has been no discussion as to how the proposed additional funding would be used. He added, there is an understanding that the Senior Citizen Council's need for funding doubled last year due to COVID-19.

ALDERMAN BARRY MADE A MOTION, seconded by Ald. Aschauer, to recommend City Council accept the recommendation from the Long Range Financial Planning workgroup and authorize use of the first tranche of the American Rescue Plan Act (ARPA) funding during FY 2022 as follows: 1) \$30,000, to hotel and travel business recovery through the DuPage Convention and Visitors Bureau (DCVB), 2) \$180,000, to the Hotel Tax fund to replace lost revenue, 3) \$15,000, to the DuPage Senior Citizen Council, to provide additional funding to serve Warrenville seniors, and 4) \$670,464.51, to the Water and Sewer Fund, to fund water and sewer infrastructure projects, fund the on-going Inflow and Infiltration (I&I) project costs, and reduce future rate increases.

ROLL CALL VOTE:

Aye: Alds.: Goodman, Anderson, Weidner, Wilson, Krischel, Barry, Aschauer, and Davolos

Nay: None

MOTION CARRIES

3. Informational presentation and demonstration of Body-Worn Cameras

Police Chief Turano introduced Sergeant Maxwell, who gave a presentation of the functionality and demonstration of the use of the body-worn cameras, purchased for all officers of the Police Department. PC Turano stated the Department started using the cameras today. He reminded the Committee members that body-worn cameras are mandated by State law for use by 2025, but the City is one of the first of its size to implement use of the cameras before that time.

There was discussion regarding the department's video retention policy, and the ability to classify and reclassify retained video for future reference and training. Sgt. Maxwell stated the retention policy and the specific incident recorded determine the retention length. He added, there is an overwhelming acceptance of the cameras by department officers.

Sgt. Maxwell also noted one of the features of the devise software is the ability to accept videos from citizens. Members of the Committee commended the department for being proactive in protecting both citizens and officers in the City.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

4. Informational update on Strategic Plan – Diversity Goal

Assistant City Administrator (ACA) White presented the Inclusion, Diversity, Equity, and Awareness Commission’s (IDEC) recommended changes to the Objectives statements listed under the 2015 Strategic Plan Diversity Goal, which was recently revised in 2020. Although this item was presented as informational, ACA White asked the Committee for a recommendation for the Council to approve the changes.

ALDERMAN DAVOLOS MADE A MOTION, seconded by Ald. Barry, to recommend the City Council adopt the revised objectives for the 2015 Strategic Plan Diversity Goal.

ROLL CALL VOTE:

Aye: Alds.: Wilson, Davolos, Barry, Krischel, Goodman, Anderson, Weidner, and Aschauer

Nay: None

MOTION CARRIES

5. Consideration of Diversity Statement

ACA White stated IDEC is recommending the City adopt a Diversity Statement to be published on the City website and various printed materials, in order to provide the community with a better understanding of the importance of inclusion, diversity, equity, and awareness. This statement is supplementary to the mission vision and values statements previously approved by City Council.

ACA White stated, members of IDEC would like to attend the upcoming fire district’s open house on October 6, and distribute the diversity statement on postcards to members of the community. ACA White asked the Committee to authorize staff to move forward with the printing of the postcards in advance of the Council’s final approval. There was no objection from Committee members to this request.

ALDERMAN DAVOLOS MADE A MOTION, seconded by Ald. Weidner, to recommend the City Council approve the Diversity statement as recommended by IDEC.

ROLL CALL VOTE:

Aye: Alds.: Anderson, Krischel, Davolos, Weidner, Aschauer, Wilson, Barry, and Goodman

Nay: None

MOTION CARRIES

6. Consideration of Long Range Financial Planning workgroup recommendations for Financial Advisor Services

FD Dahlstrand stated that, earlier in the year, the City issued a request for proposals for firms to serve as financial advisors to the City in determining the best options for financing infrastructure improvements, initially for those needed in TIF District #4.

FD Dahlstrand stated, after interviewing three of the five firms that submitted proposals, the Long Range Financial Planning workgroup is recommending Speer Financial to service as the City's Financial Services Advisor. Chairman Goodman added, Speer Financial was chosen based on their qualifications and their ability to describe financial concepts to the Council and staff in easy-to-understand language.

ALDERMAN DAVOLOS MADE A MOTION, seconded by Ald. Wilson, to recommend City Council accept the recommendation from the Long Range Financial Planning workgroup, and recommend the City Council direct staff to negotiate a professional services agreement with Speer Financial, to serve in the capacity of financial advisors for the City of Warrenville.

ROLL CALL VOTE:

Aye: Alds.: Weidner, Aschauer, Anderson, Barry, Davolos, Krischel, Goodman, and Wilson

Nay: None

MOTION CARRIES

7. Informational update on the status of the ERP implementation

ACA White gave a presentation on the implementation status of the Enterprise Resource Planning (ERP) program. She noted, of the Core Dynamics 365 component, the general ledger, accounts payable, human resources, payroll, purchasing, Mazik cashiering, and projects and grants modules are mostly complete; while utility billing, accounts receivable, fixed assets, performance management, and integration with Mazik City are yet to be completed. She also indicated that the core components, permits, licensing, and planning and zoning modules of the Mazik City component are mostly complete, while preventative maintenance, ARC/GIS integration, citizen portal, inventory and assets, and work order modules are incomplete. She noted, staff will take a slow approach to implementing the citizen portal to ensure it works as simply and efficiently as intended.

ACA White stated the completion target date for Core D365 and Mazik City is December 2021, although implementation of the utility billing module is on hold due to changes in Mazik programmers. FD Dahlstrand added that the utility billing module is very detailed and was not originally part of the plan; and that Mazik's main resource programmer left the company, delaying the implementation of the module.

There was discussion regarding the cost to implement the system given the extensions. ACA White stated the contracted payment schedule is based on completed modules and components, therefore, there is no change in the set price of the contract due to delays. However, FD Dahlstrand noted, there is a considerable amount of additional staff time needed to complete the project.

Several members of the Committee expressed their disappointment with the contractor and the extra time it has taken to implement this ERP program. They thanked staff for all their efforts and continued support of the project.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

8. FY 2022 September 2021 Financial Update

FD Dahlstrand presented the FY 2022 Financial Update report of major revenue sources in the General Fund, Capital Maintenance and Replacement Fund, and the Hotel Tax Fund through August 2021. He noted, the report includes both bar graphs of month-to-month receipts, and straight-line graphs showing 12-month rolling averages. In most cases, the graphs show an upward trend of increased revenues surpassing amounts from one year ago.

FD Dahlstrand stated, the Food and Beverage Tax has made significant strides in recovering almost to pre-COVID levels from 2019. However, the Amusement Tax has not fully recovered, and due to the prior venue closures, recovery could take a long time. FD Dahlstrand reported the funding sources for the CMRP, including the Electric Utility Tax, Natural Gas Tax, and Motor Fuel Tax, are stable. Additionally, the Hotel Tax graphs show a significant decline in revenues in May 2020, but the recovery has been steady since then, almost to pre-COVID levels of 2019. Overall, FD Dahlstrand stated the City's economy is not back to normal, but is recovering nicely.

There was discussion regarding the long-term effects of the economic recovery. FD Dahlstrand stated he is strongly encouraged by the Sales Tax recovery, but is still concerned about the slow recovery of the Food and Beverage and Amusement taxes.

Several members of the Committee thanked staff for their continued efforts in providing the detailed financial reports and expressed appreciation for the graphs.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

9. Consideration of Fiscal Year 2023 Budget Preparation and Adoption Timeline

FD Dahlstrand presented the Fiscal Year 2023 Budget Preparation and Adoption timeline. He noted the annual City Council Budget Workshop is proposed for Saturday, March 12, 2022, and departmental presentations will begin in February and continue into March 2022. He added, there will be time allocated for individual Council members to meet with staff before and after the workshop.

ALDERMAN DAVOLOS MADE A MOTION, seconded by Ald. Wilson, to recommend City Council approve the Fiscal Year 2023 Budget Preparation and Adoption Timeline as presented, including a City Council Budget Workshop on Saturday, March 12, 2022.

ROLL CALL VOTE:

Aye: Alds.: Krischel, Goodman, Wilson, Anderson, Weidner, Aschauer, Davolos, and Barry

Nay: None

MOTION CARRIES

10. Consideration of calendar year 2022 City Council and Committee of the Whole meetings schedule

Executive Assistant and Deputy City Clerk Grivetti presented the City Council and Committee of the Whole meeting schedule for calendar year 2022. Alderman Barry requested a change for the date of the October 10, 2022, Public Works and Infrastructure Committee of the Whole meeting to September 26, 2022; and the date of the September 26, 2022, Public Safety and Finance Committee of the Whole meeting to October 10, 2022 to accommodate vacation schedules.

ALDERMAN BARRY MADE A MOTION, seconded by Ald. Davolos, to recommend City Council approve the Calendar Year 2022 City Council and Committee of the Whole meeting schedule with the exception of the Public Works and Infrastructure Committee of the Whole meeting moving to September 26, 2022; and the Public Safety and Finance Committee of the Whole meeting moving to October 10, 2022.

ROLL CALL VOTE:

Aye: Alds.: Davolos, Barry, Goodman, Aschauer, Anderson, Weidner, Wilson, and Krischel

Nay: None

MOTION CARRIES

11. Consideration of City Holiday schedule for calendar year 2022

Executive Assistant and Deputy City Clerk Grivetti presented the City Holiday schedule for calendar year 2022. There were no questions or comments.

ALDERMAN DAVOLOS MADE A MOTION, seconded by Ald. Anderson, to recommend City Council approve the 2022 City Holiday Schedule.

ROLL CALL VOTE:

Aye: Alds.: Goodman, Anderson, Weidner, Wilson, Krischel, Barry, Aschauer, and Davolos

Nay: None

MOTION CARRIES

12. Informational updates on Administration, Finance, and Police Department FY 2022 Work Plans and Decision Packages

The Administration, Finance, and Police Department FY 2022 Work Plans and Decision Packages were presented for review. There were no questions or comments.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

G. MISCELLANEOUS

1. Commendations

CP Turano presented commendations and letters of thanks sent to the department in recognition of assistance received.

H. CLOSED SESSION

I. ADJOURN

ALD. WILSON MADE A MOTION, seconded by Ald. Aschauer to adjourn.

MOTION ADOPTED VIA UNANIMOUS ROLL CALL VOTE.

The meeting adjourned at 9:25 p.m.

Approved: _____

Dawn R. Grivetti, Executive Assistant/Deputy Clerk