

**SPECIAL BOARD MEETING
VILLAGE OF MAYWOOD
WEDNESDAY, APRIL 8, 2015**

ORIGINAL

1. CALL TO ORDER

The April 8, 2015 Special Board Meeting was called to order by Mayor Edwenna Perkins, at 7:04 P.M., in the Council Chambers at 125 South 5th Avenue, Maywood, IL 60153.

2. ROLL CALL

Upon roll call by Viola Mims, Village Clerk, the following answered **Present:** Mayor Edwenna Perkins, Trustee(s) C. Ealey-Cross, A. Jaycox, A. Dorris, M. Rogers, M. Lightford and R. Rivers. **Absent:** None. **There being a Quorum Present, the Meeting was called to order.**

STAFF ATTENDANCE:

David Myers, Acting Village Manager
Valdimir Talley Jr., Police Chief
John West, Public Works Director
Lanya Satchell, Finance Director
Denard Wade, Fire Captain
Michael Jurusik, Village Attorney
JoAnn Murphy, Village Deputy Clerk

3. Special Meeting of the Village Board

A. Discussion of the proposed FY 2015/16 Annual Operating Budget for the Village of Maywood

Mr. Myers presented a preliminary budget for the period of May 1, 2015 through April 30, 2016 to the Board along with a memo that included all the highlighted items he presented below, noting the current years General Fund budget was \$19,614,261 and the St. Charles Rd. Tax Increment Finance (TIF) District is now closed but funds have been placed in escrow for various projects.

- The total operating budget for the Village of Maywood is projected to be \$37,055,326 in expenditures with revenues projected to be \$37,289,526.
- The General Fund revenue for this budget year is projected to be \$22,417,718, while the expenditures are \$22,984,000 (different from numbers in packet), which creates a deficit of \$567,000 (different from numbers in packet). We will need to make some decisions to remove some of the proposals in the Proposed 2015/16 Budget.
- The following is a summary of the 2015-2016 preliminary budget.
 - **GENERAL FUND** Village Manager's Department has oversight of five employees with a total projected salary of \$469,344 to include the Manager's salary as well.
 1. Budgeted \$7,200 for the New Village Manager's Vehicle for lease option.
 2. Human Resource Assistant \$40,000
 3. Replacement of Computers at the Village Hall \$4,200 (correction from packet)
 4. Replacement of the MSI Sever \$5000
 5. Mayor's New Vehicle \$16,000 (Mayor's request)
 6. New Reader Board Sign \$20,000 (Mayor's Request)
 7. Budgeted an additional \$10,000 for Special Events total of \$20,000 for the Maywood Fest (Mayor's Request)
 8. Environment & Beautification Initiatives budgeted \$5000, which includes the following:

- Public Educational \$400
 - Business Environmental Guides \$100.
 - Membership Fees \$500
 - Community Gardens \$250
 - Village Wide-Village Pride \$300.
 - Recycling & Beautification \$200.
 - Latex Paint Recycling \$2750.
9. The Mayor requested the following to be added in the Special Events Budget:
- Turkey Giveaway increase from \$7000 to \$8000
 - Village of Maywood Job Fair \$5000
 - Bucks - Park Pick Up Program \$200
 - Safe Summer Program \$5000
10. The Code Department replacement of a former Building Inspector budgeted at \$43,215.65
11. Code Inspector Training budgeted an additional \$2000 to have the inspectors trained for new 2015 International Codes.
12. Increased Training Materials line item to an additional \$2000 to purchase new 2015 (ICC) International Code Council Books and the 2014 National Electrical Code Books.
13. Increased Animal Control budget by \$1000.00 for supplies and cages.
14. Regular salaries for the Police Department are projected to \$4,578,232, with a total budget of \$ 5,863,196.
15. Police Department is requesting the following:
- 5 New Patrol Officers budgeted at \$214,914
 - 3 New Crossing Guards budget at \$34,442
 - 2 New Lieutenants budgeted at \$182,000
 - 1 Part Time Officer budgeted at \$27,742
 - Police Department is projected to reduce the overtime from \$805,715 to \$420,459. This reduction will be accomplished by utilizing the 12-HR shifts starting January 1, 2016.
 - Budgeted training for the 5 New Patrol Offices \$10,240
 - Budgeted Housing for 5 New Patrol Officers \$ 8000
16. Fire Department is requesting to budget 50% of the cost for a New Ambulance at \$250,000. We would be placing this amount aside and budget an additional \$250,000 in the 2016/17FY budget to purchase the new ambulance in 2017.
17. Fire Department is requesting a new vehicle F250 vehicle to remove snow in case of an emergency in the amount of \$40,000.
18. The Board of Police and Fire Commission requested to increase the Part-Time Clerical Position from 20 hours a week to 35 hours a week. Due to the proposed budget being over budgeted, this item was included in the proposed budget. (The additional hours are NOT included in the Budget – different from what is in Board packet)
19. The Board of Police and Fire Commission requested they wanted to be compensated for attending additional hearings and meetings. This item was not included in the proposed budget. Staff needs direction from the Village Board on this matter.
20. We are proposing a New Public Works Assistant Director Position. We have budgeted the salary at \$65,000. This is a comparable salary for this position.
21. Budgeted \$45,000 for replacement of the HVAC Units for the Police Department.
22. Budgeted \$60,000 for replacement of the HVAC Units for the Multi Purpose

Building.

23. Public Works Capital Proposed Purchases:

- Used forestry truck in the amount of \$73,000
- Chevy 3500 1 Ton Dump Truck \$116,000
- Ford F-250 Truck \$56,000

24. Community Development allocated \$10,000 for the West Cook Collaborative for the Village of Maywood Initiatives.

25. We allocated \$15,000 for the Facade Program for businesses located in the expired St. Charles TIF.

26. In the budget Human Resources allocated \$70,000 for a Summer Youth Program. (Mayor's Request)

○ **MOTOR FUEL TAX FUND**

The Motor Fuel Tax (MFT) Fund revenue for this budget year is \$727,687, and the expenditures are \$727,687, which creates a balance fund. The MFT Fund is used to account for revenue derived from specific taxes or other earmarked revenue sources. The MFT Fund will be used for deep surface repairs (\$100,000) to cover purchasing salt (\$130,000), Asphalt (\$40,000) and Energy (\$25,000).

○ **E911 FUND**

The E911 Fund was established to help with operations and maintain equipment for the Village dispatch center. The E911 Fund revenue for this budget year is projected to be \$318,728 and the expenditures are \$318,728, which creates a balanced fund.

○ **RECREATION FUND**

The Recreation Fund was established to help with operations of the municipal pool for the Village. The Village and West Cook YMCA are working together to ensure that the Village pool will be open this fiscal year. West Cook YMCA is requesting financial assistance this fiscal year in the amount of \$48,000. The Recreation Fund revenue for this budget year is projected to be \$92,500 and the expenditures are \$92,500, which creates a balanced fund.

○ **COMMUNITY DEVELOPMENT BLOCK GRANT FUND (CDBG)**

The CDBG Fund was established to receive, expend and monitor block grants for the Village. Highlights for the CDBG Fund this year are as follows:

- Construction on Washington 6th - 9th Avenue \$400,000 CDBG Grant, Village of Maywood Match for the grant is \$133,000.

○ **FEDERAL GRANT FUND**

The Federal Grant Fund was established to monitor Federal Grants for the hiring of additional police officers for the Maywood Police Department. Highlights for the Federal Grant Fund this year are as follows:

- Salary for two new police officers in the amount of \$200,000.

The Federal Grant Fund Revenue for this budget year is projected to be \$200,000 and the expenditures are \$200,000, which creates a balanced fund.

○ **2005 BOND FUND**

The Bond Fund was established to monitor and make annual payment for the Series 2005 Bonds that were issued in 2005. The Bond Fund revenue for this budget year is projected to be \$2,752,280 and the expenditures are \$2,752,280, which creates a balanced fund.

○ **WATER, SEWER & GARBAGE FUND**

The purpose of the fund is to provide the delivery and operations of water, sewer and garbage collection services to the residents of the Village. Activities necessary to provide such services in this fund include, but are not limited to, operations, maintenance, administration and billing & collections. Highlights for the Water, Sewer & Garbage Fund this year are as follows:

- Pump repair and replacement in the amount of \$80,000 for Capital Improvements
- Water & Sewer repairs in the amount of \$318,980.
- Flood Assistant Pilot Program in the amount of \$50,000.
- New Water Technician in the Part-Time Position in the amount of \$18,722.50.

The revenue for this budget year is projected to be \$9,046,413 and the expenditures are \$9,046,413, which creates a balanced fund.

○ **TAX INCREMENT FINANCE DISTRICT**

Currently, the Village has two TIF Districts (Madison TIF and Roosevelt TIF) to promote economic development within the Village using Tax Increment Financing methods.

- Highlights for the Madison TIF Fund this year are as follows:

- a. Public Drive Improvements \$195,000.00
- b. 5th Avenue Reconstruction \$460,000.00

The Madison TIF Fund revenue for this budget year is projected to be \$850,000 and the expenditures are \$850,000, which creates a balanced fund.

- Highlights for the Roosevelt TIF Fund this year are as follows:

- a. Proposed Substation Phase \$53,295
- b. Façade Program \$50,000

The Roosevelt TIF Fund revenue for this budget year is projected to be \$250,000 and the expenditures are \$250,000, which creates a balance fund.

Mr. Myers thanked Finance Director Lanya Satchell, Public Works Director John West, Human Resource Coordinator Wilhelmina Dunbar, Fire Chief Craig Bronaugh and Police Chief Val Talley for their assistance and hard work with compiling the FY2015/16 budget.

Discussion: Trustee Dorris sought clarification on the compatibility of the Village's computer systems with any new server or technical services, questioned if the Code Department thought about reducing any of the top heavy management positions, and the need for additional trucks in the Public Works Department. Mr. Myers stated the \$4,200 for computers is for the police station, compatibility issues will be addressed with new software, and the Code Department is not in the position to reduce any management positions and would not advise it. Mr. West stated the trucks need to be replaced due to the repair costs exceeding the value of the trucks. Trustee Rogers noted the need to balance the budget and suggested categorizing items into four groups: must have, really want, can reduce, and standby. He requested staff address the difference in the Federal Grant from last year, encouraged the placement of a police sub-station at 17th Ave. and the Illinois Prairie Path utilizing Madison St. TIF funds, and questioned item #01-10-30523 (Income Tax) under Revenues and sought clarification as to what the number represented. Ms. Satchell stated this item is the shared state revenue and \$2,336,730.00 (\$97 per resident – 24,090) is the number provided by the state. Mr. Myers stated the Governor's proposed cuts are from all state revenue sources and these proposed cuts are not reflected anywhere in the budget presented. Trustee Rogers requested to see a plan on how the Village will address the cuts for the Village having been forewarned and we should not be caught off guard. Trustee Jaycox stated these proposed revenue cuts should be reflected in the budget and if the cuts do not happen we are still in good with the budget. She stated she agreed with Trustee Rogers on the need to categorize and

stated, with the additional items, there is a need to show how these figures are determined and where the money would be coming from. Trustee Jaycox also noted the need to show the total cost of any additional positions proposed, the difference between the various versions of the International Construction Code (ICC) books, and details on vehicles regarding mileage etc, so an informed decision can be made on purchasing new vehicles. Mr. Myers stated the funds would come from reducing other items. Trustee Rivers sought clarification that a new pumper truck for the Fire Department was included in the budget, the need for the part-time Police Officer, and concerns about the E911 budget. Ms. Satchell stated the cost of a new truck is in the budget, but it is included over the course of the next two fiscal years (\$250,000.00 each). She also stated that the board packet noted it as a new ambulance in error, and the E911 fund is often not enough to cover expenses and is often supplemented from the general fund. Chief Talley stated due to the new Affordable Care Act requirements, they can no longer utilize the part-timers as they had in the past thereby requiring another person. Trustee Jaycox questioned if the Tax Anticipation Note (TAN) payments are reflected in this budget. Ms. Satchell stated they were. Trustee Ealey-Cross re-iterated the need for the full cost of all new positions be spelled out, requested a total of all vehicle repair costs to see if it may serve the Village to hire a mechanic crew instead, sought clarification of the difference between the projected \$4,578,323 and the proposed \$5,863,196 in the Police Departments budget, suggested Commissions do fundraising for their projects and requested the yearly breakdown of costs incurred under general maintenance items for salt, energy, asphalt, stone and cold patch. Mr. Myers stated the difference in the Police budget is primarily due to the request for additional officers and all the costs associated with it. Trustee Rogers questioned the need for the items under #01-50-51100 (Maintenance Buildings), costs under items #01-50-524000 (Contractual/Prof Services (Eng Cost Wash 6th – 9th, Washington Ave 2nd)), and #12-10-89012 (Street Resurfacing (Deep Surface Repair). He also questioned whether repairs to 13th Avenue from Roosevelt Rd. to Bataan Dr. was included in this budget and asked if the Board would be willing to go through the budget and categorize line items as previously suggested at a subsequent meeting, and opposes the concept of Commissions doing fundraising. Mr. West stated the units are all in disrepair, need to be replaced and are as good as dead, all items should be considered essential, and 13th Avenue repairs were not included in this budget primarily because it has not been determined how to pay for the project due to the area not being in a Maywood CDBG funding area noting it is in one for Broadview. Trustee Jaycox requested what the cost to Maywood would be without grant funding. Mr. Myers stated he would get those numbers from the engineer. Trustee Ealey-Cross asked if the draft budget is available to the public. Mr. Myers stated a copy is online and a hard copy is in the Clerk's office for viewing and recommends (highlighted) the following:

Mayor's New Vehicle \$16,000 - **Hold off and perform repairs**
 New Reader Board Sign \$20,000 - **Hold off but seek grant funding**
 Budgeted an additional \$10,000 for Special Events total of \$20,000 for the
 Maywood Fest - **Budget a total of \$10,000**
 Turkey Giveaway increase from \$7000 to \$8000 – **Budget a total of \$5,000**
 Maywood Job Fair \$5000/Safe Summer Program \$5000 – **Budget for one or the other**
 Code Department Building Inspector budgeted at \$43,215.65 – **Hire toward the middle of the fiscal year
 reducing the budget by apx. \$21,500**
 Code Department Office Remodeling \$8,000 – **Budget a total of \$4,000**
 5 New Patrol Officers budgeted at \$214,914 – **Hire 3 new officers for a reduction of apx. \$85,000**
 1 New Fire Fighter budgeted at \$42,952 – **Hold off**
 4 Public Works Vehicles = 2 Chevy 3500 (\$116,000) and 2 Ford F250 (\$56,000) – **Purchase only one of
 each vehicle for a reduction of \$86,000**
 Summer Work Program (Mayor Youth Program) \$70,000 – **Hold off but utilize other agencies that have
 summer work programs thereby providing summer jobs**

Mr. Myers stated these recommendations would take care of the deficit of \$550,122 presented, but he is still working on final numbers.

Trustee Dorris suggested reducing the amount for a Maywood Job Fair and a Safe Summer program with Trustee Jaycox suggesting no more than \$500 each. Trustee Lightford opposed any cuts in Police or Fire positions and Trustee Ealey-Cross requested crime statistics under the current manpower comparing it to what it could be with any additional manpower. Mayor Perkins stated the Youth Program was utilized to maintain the grounds of Village and foreclosed properties. Mr. Myers stated the line item for Summary Abatement budgeted at \$75,000 is to be used for the purpose of maintaining various properties. Cpt. Wade stated the new firefighter would isolate overtime but the department would still be short-handed, which Ms. Satchell stated the additional position being suggested to hold off on is a reserve position and a replacement hire to alleviate overtime would still be budgeted. Trustee Rogers reiterated the need to consider the probability of the Governor's cuts and suggested a \$15,000 budget for a summer jobs program with the intent to hire interns with needed skills such as (information technology) IT. Ms. Satchell requested any additional thoughts that may come up be emailed to her and in a hypothetical situation should the Governor's cuts be implemented, layoffs are the only answer. Trustee Cross requested outstanding collections be presented along with other fines not collected in various categories, before anyone considers layoffs.

Mayor Perkins, Trustee(s) Ealey-Cross, A Jaycox, A. Dorris, M. Rogers, M. Lightford, R. Rivers, Mr. Myers and Ms. Satchell made additional comments, raised additional questions and/or concerns. Mr. Myers, Ms. Satchell, Chief Talley, Cpt. Wade, Mr. West, Mayor Perkins and Attorney Jurusik responded to questions and concerns. Comments are available upon request in the Clerk's office.

It was the general consensus of the Board that an additional budget workshop meeting not be held on Saturday.

5. PUBLIC COMMENTS:

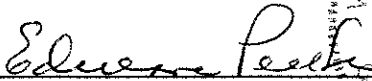
Comments from the Public -- Comments were made by the following individuals: P. Ward, V. Giles-Norris, L. Lange, G. Clay, L. Walker, and B. Barlow. Comments are available upon request in the Clerk's Office.

Response to Public Comments -- Mayor Perkins, Mr. Myers, Trustee(s) Ealey-Cross, Dorris, Rogers and Rivers, Ms. Satchell and Attorney Jurusik responded to Public Comments. Comments are available upon request in the Clerk's Office.


6. ADJOURNMENT

Mayor Perkins and the Board of Trustees adjourned the April 8, 2015 Special Board Meeting with a Motion by Trustee Jaycox and a Second by Trustee Rivers at 11:05 P.M.

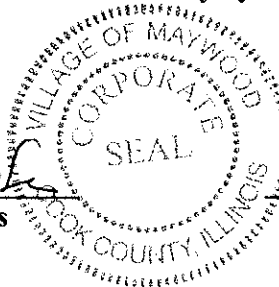
The vote was affirmed unanimously by the Board of Trustees at 11:05 P.M.



Mayor, Edwenna Perkins



Viola Mims, Village Clerk



Cc: Mayor, Edwenna Perkins
Board of Trustees
Village Clerk, Viola Mims
Acting Village Manager, David Myers