

Minutes of An Adjourned Public Hearing and Special Meeting Of The Board Of Trustee For The Village Of University Park, Will And Cook Counties Illinois, Held Thursday, June 2, 2011 At #90 Town Center Drive In The Village of University Park

A. CALL TO ORDER

Mayor Covington called this adjourned public hearing/special meeting/of the Board of Trustees to order at 7:46 p.m.

B. ROLL CALL

Mayor:	Vivian E. Covington	Present
Trustees:	Elizabeth Williams	Present
	Oscar H. Brown, Jr.	Absent
	Milton C. Payton	Present
	Keith Griffin	Present
	Joseph E. Roudez, III	Present
	Larry B. Brown	Present

Also present were Interim Village Manager/Finance Director David Sevier, Village Attorney Forest Miles, Village Treasurer James Ellis, Executive Liaison Johnna Townsend, Public Works Superintendent Jerry Townsend, Parks & Recreation Director Keely Childress, Cable Studio Manager Eddie Pearson, and Village Clerk Dorothy R. Jones.

C. PUBLIC HEARING – FY 2011/2012 BUDGET

Mayor Covington voiced her pleasure that a quorum was present, and stated that the purpose of this meeting was to hear public comments on the proposed 2011/2012 budget, and those individuals not conducting themselves in a proper manner would be dismissed from the council room, because this Board is here for a purpose.

Interim Village Manager/Finance Director David Sevier gave a presentation on the proposed budget for 2011/12, and pointed out that there had been no changes since first reading of this ordinance, and as posted on the website. He explained the "The Managerial Tool", and apologized that due to equipment failure, he was unable to make his power point presentation.

Mr. Sevier stated that the Managerial Tool included a timeline for preparation of the budget, and he explained the process, noting that over a five month period, he and the department heads met to formulate the budget, and the finance committee has met and reviewed the budget as presented. He also stated that the revenues have exceeded the revenue projection for the past seven years, and expenditures are in line with revenues; he explained the sources of revenue including those revenues through departments, state, county, federal, other funds and the amount of this budget is \$9,165,146.00 for all funds. Mr. Sevier also stated that he is presenting a balanced budget, and most of the tax dollars goes to Police, Fire and Parks & Recreation Departments, and that the Village has a 99% collection ratio of taxes on vacant or foreclosed properties, because either the owner or the lending institution pays the taxes.

Trustee Roudez asked if the budget is amendable.

Mr. Sevier responded that the budget is amendable, and can be amended at the pleasure of the Board.

Mayor Covington stated that the budget is a template and that it can be adjusted at the pleasure of the Board at any time.

PUBLIC COMMENTS:

Mrs. Gloria Barnett-Brookins stated that she noticed that the proposed budget does not represent a tax increase, and voiced her concerns on how some of the funds are allocated. She asked if funds are allocated for the purchase and/or repair to public works trucks.

Interim Village Manager/Finance Director David Sevier responded that he is looking into tapping into TIF Allocations to purchase a truck for public works for the industrial park, since we use our vehicles to plow there, and most of the breakdowns occur in that area. However, there is no allocation in this budget, but with Board approval, the funds could come out of surplus TIF Funds.

Mrs. Gloria Barnett-Brookins asked if funds are allocated for the purchase of new police squad cars.

Interim Village Manager/Finance Director David Sevier responded that we are on a tier system for vehicle replacement within the police department, but did not purchase vehicles last year in order to purchase two trucks for public works, and because the police department wanted to purchase some other surveillance equipment, so they traded off last year. However, funds are allocated in this budget for new squad cars, they will resume the program of replacing two to three vehicles per year.

Mrs. Gloria Barnett-Brookins commented that the budget reflects one hundred thousand dollars allocated for the Resource Center, but she heard Trustee Payton state that as far as he was concerned, it is a dead issue, therefore she is asking if the Resource Center is still in the budget, or if it is a dead issue. Referring to Parks & Recreation's budget she asked why is only \$15,000.00 allocated for football when \$30,000.00 was spent last year.

Interim Village Manager/Finance Director David Sevier responded that last year other expenses associated with football were included such as a new sprinkler system was installed last year.

Mrs. Gloria Barnett-Brookins referred to page 22 and noted that last year approximately \$16,000.00 was allocated for parks & recreation programs, and \$6,500.00 this year.

Mr. Sevier responded that this year most programs are broken out into other programs such as before and after school daycare, and that most of those employees were not employees of the village in the beginning, but were contractors, but they were later added as employees, so the cost is split between the salary and the program which represents the \$6,500.00.

Relating to Information Technology cost, Mrs. Gloria Barnett-Brookins referred to allocation to Net book Administration for \$9,500.00 and website \$8,500.00 and asked if these are for outside contracts since we were paying Civic Plus approximately \$4,000.00 per month.

Mr. Sevier responded that they are contract because they are the Host for our websites, and that both the Village and the Golf Course are with the same Host for the website, and cost for networking has increased due to the increase in the type of equipment needed to sustain the needs of the Village.

Relating to cell phone usage Mrs. Brookins stated that a review of bills for six months suggest that approximately five thousand dollars per month is spent for cell phones, but only thirty thousand dollars is allocated in this budget, and asked if this is realistic.

Mr. Sevier responded that the Village is expecting approximately \$22,000.00 in credit from the carrier, because it was discovered that we were being incorrectly billed.

Mrs. Brookins also voiced her concern that based on information she received under FOIA, there are 101 cell phones issued, with 14 Events phones, she questioned the need since six employees in Parks & Receptions have cell phone and push-to-talk phones.

Public Comments- continued:

Mr. Sevier responded that the IT Department assigns cell phones to Department Heads and supervisors so they can have direct and immediate contact with the youths working with our kids; and for special events. Additionally, one person, such as the department head might be assigned more than one phone, that phone can be given to a worker, but the department head is held responsible.

Mrs. Brookins voiced her concern and questioned the need for twenty-two Emergency phones, which she was told are as mandated by federal law. She also stated that if this is as a result of Katrina and the disaster plan updates, she does not see the need since in disaster situations, most cell phones don't work.

Mr. Sevier responded that he cannot give her a specific answer for the number of emergency phones, but in his experience when we did experience a tornado, and during the last snow storms disastrous situation when regular cell phones did not work the twenty-two emergency phones were used for direct and immediate contact with the Board, Police, Fire, Public Works and other Department Heads.

Trustee Payton stated that in his other life, in corporate america , he conducted disaster drills and discovered that the largest problem was with cell phone communication, and that he feels that in emergency situations communication is essential.

Mrs. Brookins voiced her concern and questioned the number of employees with cell phones, and that one employee in the IT Department has bills of \$1,600.00 per month and one former employee is assigned a phone even though that employee has not worked for this village for more than a year.

Mayor Covington stated that she would look into the concerns of Mrs. Brookins.

Trustee Griffin asked if MFT Funds could be used to purchase new trucks for public works. Mr. Sevier responded that we could not use MFT funds for truck purchases.

Mr. Robert Travis referred to page 7 of the proposed budget and ask for clarity on the \$25,000.00 for training for the IT Department.

Mr. Sevier responded that the IT Department received a grant in the amount of \$36,000.00 that is earmarked for training.

Mr. Travis asked if the golf club budget is still under review.

Mayor Covington responded that it is, and that she has asked Trustee Payton to work with the golf club in an attempt to get a handle on the financial situation.

Trustee Payton stated that he has been reviewing data and has concerns with actual and budget amounts and that he questions allocation for events; golf club, food, pro-shop and the driving range. However, he does not have actual data to support any changes at this time. Therefore, he recommends that we make no changes now, but to use the 2010/11 budget figures until a complete analysis is done. He asked the public to be patient. He also stated that the 2011/12 budget shows a negative four hundred forty seven thousand dollars, and that we must now focus on the strengths of the golf club. He also stated that he would take a scapel or knife to that budget if he had to do so.

Mr. Robert Travis asked Trustee Payton how he would communicate this information to the Golf Club Advisory Committee.

Trustee Payton stated that he feels that the committee should not be comprised of individuals without business background, and that the former Mayor was on the committee and that the General Manager felt that he was required to take action as he was instructed by the former Mayor.

Mayor Covington stated that all committees and commissions are advisory with no decision authority.

This Public Hearing ended at 8:20 p.m.

D. SPECIAL MEETING

D-1: **Third Reading – An Ordinance Adopting The Budget For All Corporate Purposes Of The Village Of University Park, Will And Cook Counties, Illinois, In Lieu Of The Appropriation Ordinance For The Fiscal Year Commencing On The First Day Of May, 2011 And Ending On The Thirtieth Day Of April, 2012**

Trustee Payton moved, Trustee Larry Brown seconded a motion that the Board approves third reading of this ordinance.

Trustee Griffin asked if changes would be incorporated into this budget.

Mayor Covington commented that they had a proposed fiscal year 2011/12 budget for the Board's consideration that also included additional funds for parks & recreation programs, and youth programs.

Trustee Payton moved, Trustee Larry Brown seconded a motion that the Board approves to amend the main motion to include the addition of a proposed FY 2011-12 Budget Changes, Version 6-2-11 as presented by Trustee Payton.

D-1 –continued:

Roll Call To Amend Main Motion:

Ayes: Trustees Payton, Griffin, and Larry Brown.
Nays: Trustees Williams, and Roudez.
Absent: Trustee Oscar Brown.

Motion To Approve Carried.

Trustee Payton stated that it takes a village to raise a child, and he feels that more funds should be invested into such programs, and that this is a proposal that he was requested to prepare.

After reviewing the proposed budget changes, Trustee Roudez asked for clarity on Pre-football, and stated that he has concerns with the way funds are being proposed for allocation, and that he feels that most of this is to fulfill campaign promises, and voiced his concern with a proposed running track around the football field.

Trustee Payton responded that he was not aware the proposal included Pre-football, but would look into the issue. He also stated that he is proposing programs to involve kids, because we as a community have an obligation to help create programs, other than athletic programs such as an Academic Olympic and that the fees would include a stipend for the instructor. He explained the justification for each line item. A copy of the proposed budget changes is attached and made part of this official document.

Relating to Information Technology and the need to stay in step with today's demands, Mayor Covington stated that she has someone who is willing to move back into the Village of University Park to work with that program, and that she would like to see youth golf teams year round.

Mrs. Gloria Barnett-Brookins asked to know the bottom line for the additions and changes to the budget.

Trustee Payton responded that everything listed, is subject to further review, and that what are presented are concepts for more detail process for future budget cycles. He also stated that monies being infused into parks & recreation programs is to ensure that all children will be allowed to participate in programs, whether they can afford to pay or not.

Mr. Robert Travis asked to know the time frame for in-cooperating these changes, and requested a copy of the new proposals.

D-1 – continued:

Mrs. Jolanda White stated that she is a fourteen year member of the community and Youth Athletic Committee, and commented that we need to focus on programs that we have and not duplicate those that work. She stated that they appreciate what the Board is proposing, but she has concerns with implementation. Lion Football program is the least expensive in regional programs. However, parks & recreation department and programs need help. Ms. White asked to know why is pre-football included in the budget when they already such a program, and relating to children whose parents cannot afford the fees for them to participate, she stated that they have a “No Child Left Behind” policy to address that issue.

Trustee Payton suggested that Ms. White should take the new offer back to the committee and tell them that if they do not want the additional funds, that they can be used elsewhere.

Parks & Recreation Director Keely Childress reported that the Parks & Recreation Advisory Committee meets every month and that they have developed procedures for allowing financially disadvantaged kids to participate in programs; feel at the pool are lower than other pools in the area; some of the items proposed are already being addressed. She stated that they are ready to proceed with the summer edition of the newsletter, and asked if she should hold off or proceed.

Mayor Covington asked Ms. Childress if there were funds allocated in her budget for her programs. Ms. Childress responded that they are included in her budget, but they can definitely use additional funds.

Finance Director David Sevier asked Trustee Payton if he had identified where the funding would come from for these additions.

Mayor Covington asked Mr. Sevier if computers had been purchased for the previously proposed Resource Center.

Mr. Sevier responded that none had been purchased, because the program must first have a job training component. He also stated that if the funds for the Resource Center are reallocated, they must pull out \$120,000.00 because certain TIF Funds cannot be reallocated.

Trustee Payton commented that if Mr. Sevier could find one million dollars to renovate the fire department so that one female firefighter could have a separate bathroom with no increase in revenue, he is sure funds can be found for these programs to benefit our kids. He stated that these projects would take time to implement, and that the village has consistently exceeded the anticipated budget in certain areas. He expounded on the items presented in his budget request, which is detailed on page 3 of the proposed budget that he presented.

D-1 –continued:

Ms. Sandra Heard commented on the number of programs, and questioned the increase to the budget versus funds; asked if there is any new revenue; stated that the residents were not aware of a fill gap. She also asked if there are any cuts to the golf club budget in this amended budget.

Trustee Payton responded that the plan is to keep the 2010/2011 budget at the golf club to allow time to analyze data, stating that there is an unknown factor in both revenue and expenditure at the golf club.

Mrs. Taylor stated that she is a resident of this village, and knows that grants are available for many of the programs proposed; she agreed to work on a Grant Writing Committee once the committee is formed; and voiced her concern that it took three attempts to hold this meeting, due to lack of a quorum.

Mayor Covington commented that all committees were not addressed in this budget, however the Toastmasters Program will be free to the public, because of her high level involvement in the organization, and that she will be looking into creating a grant writing committee.

Trustee Larry Brown commented that he recently attended a grant writing seminar, and will work on that committee, once it is formed.

Ms. Druaeda Henry commented that she too would like to work on the grant writing committee, stating that there is an excess of \$500,000.00 in grants available to communities for programs. She also stated that she knows someone who can help bring funds into the Village of University Park for a multi-million recreation center, and she would for the Mayor and Board to meet with that individual. She also stressed the need for all sports personnel to be certified in CPR.

Roll Call On 2011/12 Budget, As Amended To Include The Addition Of A Proposed FY 2011-12 Budget Changes, Version 6-2-11 As Presented By Trustee Payton.

Ayes: Trustees Payton, Griffin, and Larry Brown.
Nays: Trustees Williams, and Roudez.
Absent: Trustee Oscar Brown.

Motion To Approve Carried

Ordinance Number O2011 – 10.

Please Note: Those Amendments, With A Total Of \$1,061,250.00 Are Attached To This Document Following This Page, With Page Numbers 1 - 3, And Made Part Of This Official Document.

**Proposed FY 2011-2012 Budget Changes, Version 6-2-2011
Summary**

Proposed FY 2011/2012 Budget Changes

		Total Budget
Parks & Recreation Added Programs		
1	Academic Olympians	\$ 7,250
2	Information Technology Juniors	\$ 6,250
3	Golf Team - Youth	\$ 17,500
4	Gymnastics Team	\$ 16,500
5	Cheer Squad	\$ 11,000
6	Martial Arts	\$ 6,250
7	Junior Achievement (Partnership with the Business Community)	\$ 3,250
8	Boys & Girls Club (Development)	\$ 250
9	Arts & Crafts (Intergenerational)	\$ 6,000
10	Community Gardens (Intergenerational)	\$ 2,000
11	JEWELS (Females)	\$ 8,500
12	Kids Fitness Club	\$ 37,500
13	Music - Drum & Bugle Core	\$ 19,250
14	Music - Band & Orchestra	\$ 14,250
15	Music - Vocal/Group/Choir	\$ 7,750
16	Freestyle Dance Crew	\$ 7,750
17	Young Toastmasters	\$ 2,500
18	"Scholarships" - All Parks & Recreation Fee Programs	\$ 7,500
19	"Scholarships" - Day Camp	\$ 5,000
20	"Scholarships" - Aqua Center	\$ 5,000
		Totals \$ 173,750

Other Programs and Projects		
1	Police Department Youth Cadets Program	\$ 3,000
2	Fire Department Youth Cadets Program	\$ 3,000
3	Committee, Commissions & Community Group Meeting Related Support	\$ 10,000
4	Community Beautification	\$ 2,500
5	Hickory Bridge Repairs/Re-construction	\$ 175,000
6	Repairs and Renovation for Riegel Farm (Contractual Costs)	\$ 200,000
7	Repairs and Renovation for 90 Town Center	\$ 30,000
8	Renovation of Mayor, Trustees and IT Offices	\$ 7,500
9	Towncenter External Appearance Upgrade	\$ 65,000
10	Relocation and Remodeling of IT Offices and Cable Station	\$ 25,000
11	Cable Studio Equipment Upgrades for Towncenter Board Room and Young Broadcasters Program	\$ 35,000
	Golf Course replacement of portable floor with a permanent floor and repair or replacement of conference room chairs	\$ 15,000
12		\$ 15,000
13	Separation of Economic Development and Code Enforcement - Salary Adjustments	\$ 15,000
14	Add Internal Investigations Police Officer that Reports to the Mayor & Board of Trustees	\$ 60,000
15	Local Transportation Services Partnership with Pace and Will County	\$ 75,000
16	Community Communications and Public Relations: Under Village Manager - Other Expenses	\$ 60,000
17	Police Department Training (Internal & Community)	\$ 40,000
18	Police New Vehicle Equipment	\$ 45,000
19	Police Department - Ammunition	\$ 30,000
20	Young Adults - Community Member Summer Employment Program (Village Manager's Budget)	\$ 40,000
		Totals - Other Programs and Projects \$ 887,500

Grand Total \$ 1,061,250

**Proposed FY 2011-2012 Budget Changes, Version 6-2-2011
Summary**

Proposed FY 2011/2012 Budget Changes

		\$ Change
Other Budget Changes		
1	Increase Commissions and Committees Police and Fire Advertising to \$20,000 from \$10,000 due to historical requirements	\$ 10,000
2	Increase the scholarships from \$1,000 to \$3,000 to the Educational Advisory Committee - Page #2	\$ 2,000
3	Change "Village Festivals" to Community Events and increase from \$33,000 to \$50,000: Family Fling, Block Clubs, Farmers Markets, Etc.	\$ 17,000
4	Increase Preschool Baseball to \$7,000 from \$3,500	\$ 3,500
5	Increase Preschool Football to \$35,000 from \$15,000	\$ 20,000
6	Increase Preschool Basketball to \$7,000 from \$3,500	\$ 3,000
7	Change total lobbyist costs to \$30,000 from \$180,000	\$ (130,000)
8	Increase Postage to \$12,000 from \$2,000	\$ 10,000
9	Increase printing to \$30,000 from \$15,000	\$ 15,000
Total Other Budget Changes		\$ (49,500)

Reallocation of Resources

1	Reduction of Lobbyist funding and reallocation to other programs and project priorities	\$ 130,000
Resource Center (Previously Approved Renovation and Computer Purchases/Rental):		
2	Reallocation to other programs and project priorities	\$ 210,000
3	Water Study funding: Reallocation to other programs and project priorities	\$ 250,000
4	Parks & Recreation - Resource Center: Reallocation to other programs and project priorities	\$ 100,000
Total Reallocation of Resources		\$ 690,000

Net Budget Impact \$ 420,750

1 It is expected that an improved more focused grant writing program will yield additional funds for some program and project priorities.

2 It is expected that additional savings will be realized from the implementation of total quality management techniques and practices.

3 It is expected that overtime savings will be realized from improved scheduling and management of resources.

4 Due to the likely calendar implementation of new programs and projects; the impact of actual expenditures will probably less than budget amounts.

**Proposed FY 2011-2012 Budget Changes, Version 6-2-2011
Summary**

Proposed FY 2011/2012 Budget Changes

Other Budget Notes:

- 1 Repeat the FY2010/2011 Golf Course budget as the FY 2011/2012 Budget until financial and strategic analysis is completed.

- 2 Create a separate Performance Bonus System for all non-contractual employees of \$ 39,000 removing automatic 2.5% pay and longevity increases. Adjust benefits accordingly. See separate schedule

- 3 Separation of Economic Development and Code Enforcement: Change the Economic Development Administrative Assistant proration to 25% from 50% and adjust benefits allocation accordingly

- 4 Separation of Economic Development and Code Enforcement: Change the Code Enforcement Administrative Assistant proration to 75% from 50% and adjust benefits allocation accordingly

- 5 Need details on the Capital Projects Budget

- 6 Need details for the TIF III, IV and V Operations budgets

- 7 Get details on the TIF "Reimbursed Expenses" See Revenue Page #2

- 8 It is expected that overtime savings will be realized from improved scheduling and management of resources.

- 9 Attempt to balance the budget by making more accurate and less conservative revenue estimates

- 10 Scheduled implementation of programs and projects will be determined after certification of the Village's cash flow and verification of available funds.

D-2: Motion Removing The Acting Village Manager And Appointing An Interim Village Manager

Trustee Payton moved, Trustee Griffin seconded a motion to approve removing The Acting Village Manager And Appointing An Interim Village Manager.

Trustee Roudez asked to know who the Interim Manager would be.

Mayor Covington responded that they had someone interested, and that they were appointing Mr. Trevor Davis as Interim Manager.

Trustee Payton distributed the resume' of Mr. Trevor Davis to the Board and Clerk, and stated that the new permanent Village Manager would be on board in approximately three weeks.

Trustee Williams asked to know why would they decide to pull Mr. Sevier from the position when the new manager would be on board in three weeks; she asked when was this decision made, and who made the decision.

Mr. Sevier asked if he and staff could be excused from the remainder of the meeting.

Mayor Covington responded to the concerns of Trustee Williams, stating that there were two other special meetings scheduled that Trustee Williams and two other Trustees decided not to attend, even after Trustee Oscar Brown stated he would attend the meeting on Saturday, and that She, Trustees Payton, Griffin, and Larry Brown made the decision, even though Trustee Larry Brown was not allowed to attend the meetings electronically.

Ayes: Trustees Payton, Griffin, and Larry Brown.
Nays: Trustees Williams, and Roudez.
Absent: Trustee Oscar Brown.

Motion To Approve Carried.

D-3: First, Second and Third readings Of An Ordinance Authorizing The Execution Of An Employment Agreement For The Position Of Village Manager Between The Village Of University Park And Lafayette Linear

Trustee Griffin moved, Trustee Larry Brown seconded a motion that the Board approves first, second and third readings of this ordinance.

Trustee Roudez asked to know why this ordinance was on for three readings when we had not received results from his background.

D-3 – continued:

Attorney Miles stated that there was a provision in the ordinance that addressed the concern of Trustee Roudez.

Trustee Payton stated that Mr. Linear was well qualified for the position, and noted that he has served as Village Manager for the Village of Matteson, and is currently Finance Director for Hanover Park.

Trustee Roudez stated he would like to see first reading only tonight.

Trustee Roudez moved, Trustee Williams seconded a motion that the Board approves first reading only of this ordinance.

Ayes: Trustees Williams, and Roudez.
Nays: Trustees Payton, Griffin, and Larry Brown.
Absent: Trustee Oscar Brown.

Motion To Approve Failed To Carry.

Roll Call On Main Motion:

Ayes: Trustees Payton, Griffin, and Larry Brown.
Nays: Trustees Williams, and Roudez.
Absent: Trustee Oscar Brown.

Motion To Approve Carried

Ordinance Number O2011 – 11.

E. ADJOURNMENT

Trustee Griffin moved, Trustee Larry Brown seconded a motion to adjourn this special meeting/public hearing of the Board of Trustees at 9:55 p.m.

Motion to Adjourn Carried By Voice Vote.

Respectfully Submitted,

Dorothy R. Jones, CMC
Village Clerk

/drj