

VILLAGE OF HINSDALE
Administration and Community Affairs Committee
Minutes of the Meeting April 7, 2014

Chairman Hughes called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on April 7, 2014 at 7:45 p.m.

Members Present: Chairman Hughes, Trustees Angelo, Elder and LaPlaca

Staff Present: Kathleen Gargano, Village Manager; Darrell Langlois, Assistant Village Manager/Finance Director; Gina Hassett, Director of Parks and Recreation; Robb McGinnis, Director of Community Development; Dan Deeter, Village Engineer, Amy Pisciotto, IT Coordinator and Tim Scott, Economic Development Director

Approval of Minutes – February 26, 2014

Chairman Hughes provided several edits to the minutes as presented. Trustee Elder moved approval of the February 26, 2014 minutes as amended. Trustee Angelo seconded and the motion passed as amended.

Monthly Reports

Treasurers Report

Mr. Langlois reported that base Sales Tax receipts for the month of February amounted to \$203,000 and March amounted to \$267,000. This represents a decrease of \$74,144 for February and a decrease of \$13,780 for March. As to the large variance in the February receipt, the 2013 amount was unusually high as the average February payment for the prior three years was \$205,000. Total Sales Tax receipts for the first eleven months of the fiscal year total \$2,820,000, a 2.4% increase.

Mr. Langlois reported that Income Tax revenue for the month of February amounted to \$163,966 and March amounted to \$93,651. This represents an increase of \$4,433 for February and an increase of \$4,195 for March. Total Income Tax receipts for the first eleven months of FY 2013-14 total \$1,474,886, an increase of 8.4%.

Mr. Langlois reported that the State of Illinois is still \$258,000 or two months behind the normal payment schedule.

Property tax collections through February amount to \$5,984,893, which is approximately 97.4% of the Village's \$6.14 million tax levy.

Mr. Langlois reported that combined Gas, Electric, Telecommunications, and Water Utility Taxes for February were \$187,953, which is 4.8% above previous year's receipts. Year to date Utility Tax receipts amount to \$1,749,903, a decrease of 0.8%. Receipts from telecommunications and water utility taxes have declined, and based on current projections the end of year results for utility tax revenue are expected to be \$31,000 below budget. Although a decline, when last projected the decline was estimated at \$74,000.

Mr. Langlois reported that Building Permit revenues for February were \$124,323, an increase of 80.1%. For the first ten months of the year, total Building Permit revenue stands at \$1,202,433 an increase of 27.6% over the prior year. Based on current projections the end of year result for permit fee revenue is projected to be \$152,500 above budget.

Mr. Langlois reported that total legal billings through February amount to \$240,829, which is over the annual budget amount due to \$37,000 in reimbursable legal fees being incurred so far this year as well as \$78,000 of costs related to the MIH litigation.

Mr. Langlois reported that the extreme cold weather and the unusually large number of snow and ice events that have occurred during this past winter will result in several negative budget variances. Public Services overtime will be over budget as the year end estimate is \$125,680, which is \$60,680 over the budget amount. Likewise, the budget amount of \$30,000 in account the Chemicals will likely be exceeded by approximately \$62,000 due to the need to purchase additional salt beyond the budgeted amount and at significantly higher prices.

Mr. Langlois reported that staff has updated the estimated end of year amounts in the draft FY 2014-15 Budget. On a net basis, the end of year results project to an end of year operating deficit of \$50,264. This operating deficit is due to recommended discretionary transfers of \$75,000 to each pension fund as well as an unbudgeted transfer of \$325,000 to a newly created "Annual Infrastructure Projects Fund". Absent these items the end of year operating results would have been for an operating surplus of \$424,736.

Mr. Langlois reported that the sale of \$2,070,000 of bonds is expected in order to finance the water meter project. As part of the bond sale both Fitch and S&P re-affirmed our AAA bond rating. As the stock market has declined significantly the last 2 days hopefully will result in a good sale.

Trustee LaPlaca asked Mr. Langlois if the food and beverage taxes being down was weather related. Mr. Langlois commented that he believed that those taxes are down because residents didn't go out as much with the weather being so cold.

Park and Recreation Activity Report

Ms. Hassett presented the report. The summer brochure will be delivered on Monday, April 21st. Non-residents registration begins on May 1st. The turf conditions can be damaged if athletic teams were allowed to start practice so practices have been delayed until the turf is in better condition. The dogs have been relocated to another area at KLM to allow for restoration of that area of the fields. Field closure signs have been implemented at Veeck Park to warn park users when they are not permitted due to poor field conditions.

Mr. Hassett stated that there is a lot of maintenance that needs to be done at the parks and crews are addressing the damages Ms. Hassett commented on the written summary of the ice rinks. The liners were used from two years ago so new liners did not need to be purchased.

Ms. Hassett stated that KLM revenue is over budget and over the prior last year. February to April are slower months, and she noted that the Chamber of Commerce recently held an after-hours event there.

Ms. Hassett stated that the pool has hired a town team coach and head manager. The pump house will need to be repaired due to frozen pipes. Pool memberships have continued to be over last year primarily due to the push for super passes and the early bird rates ending at the end of April. There is a long list of residents on the wait list for super passes.

Ms. Hassett reported that revenue is up \$5,106 for platform tennis. Some expenses will still need to be posted, but there may be some net revenue to apply to the court debt.

Ms. Hassett mentioned that the Parks and Rec Commission talked about charging politicians that participate in the parade. President Cauley invites the officials from the neighboring communities. Ms. Hassett believes that they should be encouraged to make a donation. Currently Wheaton is the only community that charges politicians. Trustee LaPlaca believes that anyone that is campaigning should be charged but not local elected officials already holding office.

Ms. Hassett commented that state elected officials sometimes will attend. Chairman Hughes stated that he would shy away from charging officials. Ms. Hassett stated that donations from residents are solicited through the water bills. The Committee provided guidance to allow elected officials holding office to participate at no charge but candidates for public office would have to pay the appropriate fee.

Trustee Angelo commented on the vandalism at Burns Field. He asked if there is a better way to monitor the park. Ms. Hassett stated that the windows and urinal were broken. There is no internet connection there so monitoring would be difficult. Ms. Hassett stated that when the kids are loitering is when the damage happens. The police have been notified to increase the patrol of the parks. Trustee LaPlaca asked if cages on the windows would help with the vandalism. Ms. Hassett will talk to Public Services and ask about increasing the lighting.

Trustee Elder asked about paddle tennis. Ms. Hassett left out the lighting expenses because it was reimbursable. Ms. Hassett stated that the net revenue should be about \$16,000.

Trustee LaPlaca asked about the hand held scanner for the pool. Ms. Hassett stated that it is already purchased but you do need to be able to see the screen, so a sound file will be added to the computer for non-active passes. Trustee LaPlaca asked what the status is for the Veeck Park walking path. Ms. Hassett will put the bid together and bring the proposal back to the Commission.

Economic Development Report

Mr. Scott presented his report. There are a couple projects out to bid, the Burlington Park wall landscaping and the corner signs. The parking plan for the downtown should be

finished soon. Mr. Scott has attended many meetings regarding new tenants. There are four restaurants in progress.

IT Coordinator Report

Ms. Pisciotto reported that the website visits are trending about the same as last year. E-Hinsdale had a great response primarily due to the weather events.

Approval of the Display of Banners, Street Closures and Customary In-Kind Services Supporting the Hinsdale Chamber of Commerce's 2014 Events

Mr. Scott explained the request. The Chamber is not looking for financial support. Trustee LaPlaca asked how the Home Show went. The attendance was better than expected and most of the success was in the breakout sessions.

Chairman Hughes asked about an Octoberfest event. Mr. Scott explained that it will not move forward for this year.

Trustee LaPlaca moved to approve the request. Trustee Elder seconded and the motion passed unanimously.

Approval of a Community Pool Lease Agreement to C & W Concessions for 2014 in the Amount of \$8,000 and for \$8,200 for 2015 with an option to renew for 2016

Mr. Hassett explained the request. Two proposals were received. The Park and Rec Commission unanimously approved the recommendation of C & W Concessions. They have been providing the pool concessions since 2005 and they understand the operations of the pool. C & W Concessions will add suggestions to the menu.

Trustee Elder approved the request. Trustee Angelo seconded and the motion passed unanimously.

Approval of Offering a Voluntary Employee Paid Vision Benefit Plan with VSP

Mr. Langlois explained the request. One of the issues was to offer a voluntary vision paid benefit. VSP and EYE-MED offered a proposal and VSP was less. It will be offered to employees with no cost to the village. The VSP network has more non-retail providers.

Trustee LaPlaca approved the request. Trustee Angelo seconded and the motion passed unanimously.

Discussion of Personnel Recommendations as Part of the FY2014/15 Proposed Budget

Village Manager Gargano explained the need for a part-time seasonal engineer. There will be a great deal of work in infrastructure over the next year and this person would hold the contractors accountable. The current Village engineers could spend more time devoted to the Oak Street bridge project. Mr. Deeter stated that the staffing was designed with a

\$2,000,000 capital budget and the budget is now \$13,000,000 and they are running out of man hours to handle the work load.

Mr. Deeter explained that commercial and residential work is up to pre-recession levels and that also increases the work load. The time frame for this position would be May to October and the hours would be less than 30 hours per week. Trustee LaPlaca stated that next year will be intense due to the Oak Street bridge project, which is in addition to the normal workload.

The Trustees agreed that additional professional help is needed to keep the projects on track.

Ms. Gargano explained the position of an analyst for the manager's office. There is a temporary person currently working on projects. The community should be turning to the website to purchase vehicle stickers pay water bills etc. One person can't handle the changes that are required. She wants someone to handle projects that she would like to occur. Current staff has other responsibilities and don't have time to devote to these projects.

Ms. Gargano believes that there is enough work for this to be a full-time position. The salary would be around \$60,000. Ms. Gargano is looking for someone with at least 1-2 years of experience.

Trustee LaPlaca stated that there is plenty of work to be done and projects get going but they don't get done because there are not enough people to accomplish them. She thinks many times when staff is reconfigured, it is difficult to move away from the position.

Trustee Elder asked who would be setting the goals. Ms. Gargano would set the priorities and the department would not be directing them with any additional work. Trustee Angelo agreed that an intern would not work for this position.

Chairman Hughes believes that it makes sense to catch up. He is concerned about what the projects are that are being worked on. Ms. Gargano stated that she can provide a report and will monitor what is done.

Ms. Gargano stated that the budget might be changed to a calendar year budget. That could help with the tax levy. Ms. Gargano stated that the title would be management analyst. Trustee LaPlaca suggested other titles to show that this person undertakes projects at the direction of and reports directly to the Village Manager.

Adjournment

As there was no further business to come before the Committee, Trustee Elder motioned to adjourn. Trustee Angelo seconded and the motion passed unanimously. The meeting was adjourned at 8:53 P.M.

Respectfully Submitted:

Darrell Langlois
Assistant Village Manager/Director of Finance

DL/lc