

VILLAGE OF HINSDALE
Administration and Community Affairs Committee
Minutes of the Meeting October 3, 2011

Trustee Geoga called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on October 3 at 7:30 PM.

Members Present: Chairman Doug Geoga, Trustees Laura LaPlaca, Chris Elder and Kim Angelo

Staff Present: David Cook, Village Manager, Darrell Langlois, Assistant Village Manager; Gina Hassett, Director of Parks and Recreation; Timothy Scott, Community Development Strategist and Amy Pisciotto, Information Technology Coordinator

Approval of Minutes – September 6, 2011

Trustee Elder moved approval of the minutes. Trustee Angelo seconded and the motion passed. Chairman Geoga abstained since he did not attend the September 6th meeting.

Monthly Reports

Mr. Langlois presented the Treasurer's report. Base Sales Tax receipts for the last two months increased by 3.8% for August and 0.4% for September. This marks the twenty-first consecutive monthly increase since posting an average monthly decline of 13% for the previous twelve months. Year-to-date base sales tax receipts for the first five months of FY 2011-12 total \$1,007,000 as compared to \$950,000 for the same period last fiscal year. This variance is favorable when compared to budget as this revenue source was projected to increase 4% in the FY 2011-12 Budget. Total Sales Tax receipts for the first five months of the fiscal year total \$1,112,217 as compared to \$1,042,987 for last fiscal year. This week we expect to receive the first distribution on our new non-home rule sales tax of 1%, which was effective July 1, 2011. 100% of the new tax will be used to fund infrastructure improvements.

Mr. Langlois reported that Income Tax revenue decreased by \$3200 for September. Total Income Tax receipts for the first five months of FY 2011-12 totals \$572,890 as compared to \$581,126 for last fiscal year, which is a decrease of 1.4%. This variance is unfavorable when compared to budget as an increase of 2% was assumed in the FY 2011-12 Budget but is still holding strong considering a potential decline of 5% due to changes in the per capita formula.

The State did make the June income tax payment in September, keeping the delay at three months. The State remains \$305,612 in arrears on payments owed to Hinsdale.

Mr. Langlois reported that the Food and Beverage tax revenue for August amounted to \$34,306, an increase of 37.7%. Collection of past due balances account for approximately \$7,000 of this variance. Year to date, Food and Beverage taxes earned for the first four months of the year amount to \$104,493, an increase of 13.0%. This variance is favorable when compared to budget as an increase of 2% was assumed in the FY 2011-12 Budget.

Mr. Langlois reported that property tax collections through August amount to \$2,718,850 which is approximately 47.2% of the Village's \$5.76 million tax levy. There will be significant distributions in September as the second installment from DuPage County is due. Combined Gas, Electric, Telecommunications, and Water Utility Taxes for August were \$192,505, which is 4.2% below previous year's receipts. Year to date utility tax collections are \$699,006, which is 1.1% below the prior year.

Mr. Langlois reported that Building Permit revenue for August totaled \$158,072, which is 35.1% above the amount received during the same period last year. Year to date permit revenue is \$428,168, which is \$101,068 above the straight line budget allocation for this revenue source. Year to date permit revenue is not comparable to the prior year due to the Village receiving significant non-recurring permit revenue from Hinsdale Hospital related to its expansion project in 2010.

Mr. Langlois reported that through August most operating expenditures for all Departments are still well within budgetary expectations. Staff will continually monitor departmental expenditures, including overtime, and the Village Manager continues to stress the need for proper fiscal management by each department.

Total legal billings through July amount to \$71,957, which is tracking below budget for the first four months of the year. Of this amount, approximately \$24,000 is reimbursable from outside parties.

The severe storms occurring in June and July will likely result in unbudgeted costs in excess of \$110,000 contained in a number of various line items in the Public Service Department. We have indentified a number of positive variances so far this year that will offset this cost without the need to utilize the \$200,000 contingency.

Water and sewer fees for the first four months of the year total \$1,830,706 as compared to the prior year amount of \$2,104,725. The primary cause of this variance is a decrease in consumption due to the wet spring weather. This decrease is supported by a decrease in gallons purchased from the Du Page Water Commission; April gallons purchased declined by 16.68% and May gallons purchased declined by 14.33%. Beginning in June, 2011 we have been vigorously pursuing a number of accounts that we believe have slow and stopped meters that so far has resulted in over 125 meters being changed and we still have a number of other accounts to address. We expect this to have a noticeable change in water billings over the remaining eight months of the year.

As we are now through the first four months of the year, staff has updated the estimated end of year amounts for a number of revenue accounts. On the expenditure side, we have updated our estimates on most personnel accounts (including expected IMRF savings and current staff vacancies), gas and oil projections, and known savings on capital projects that have already been awarded. On a net basis, the end of year results project to an end of year surplus in the General Corporate Fund of \$216,662, which is greater than the amount assumed in the FY 2011-12 Budget.

Mr. Langlois reported that staff is proceeding with the bond sale to refinance the IMRF ERI liability. Staff expects to award the sale at the second October meeting.

Mr. Langlois reported that five telephone system proposals have been received. Over the next month we plan on doing an evaluation, including several on-site demo's, and staff expects to have an award recommendation at the November ACA meeting.

Park and Recreation Activity Report

Ms. Hassett reported on the KLM shelter. The footings have been laid and staff is hoping for completion by the end of October. Ms. Hassett reported that she has contacted Design Perspectives regarding the balance of the OSLAD funds. Chairman Geoga asked what happens if we are over budget on the projects. Ms. Hassett stated that it would our expense for any other expenses. The platform tennis project is 50% complete. There has been a delay in getting the new electric meter installed by ComEd. There have been additional costs for the project attributed to the gas and electric service that were not contemplated at the onset of the project. Village staff is working on a repayment arrangement with HPTA. Chairman Geoga has drafted a letter to HPTA for that agreement. There have been \$130,000 in lifetime memberships sold to date. The expense to HPTA will be about \$30,000.

Most of the dirt at Veeck Park has been removed and the restoration construction has gone out to bid. AYSO has funds to help to improve the soccer fields. The tennis courts have been resurfaced at Brook Park. Ms. Hassett reported on the company Poo Free parks. This company provides receptacles with trash bags for the dogs at no charge by offering sponsorships to companies.

Ms. Hassett reported on funding options for the July 4th parade. Falcon football wants to install a new scoreboard at Brook Park and they will pay for it. Ms. Hassett reported that there are five sponsors of \$100 so far for the Fall Festival to offset the costs.

Chairman Geoga asked about the decrease in Lodge revenue and increase of expenses. Ms. Hassett explained that there have been some major improvements and more marketing and the number does not include capital. Ms. Hassett stated that more people are bringing in their own food instead of using caterers. The rental numbers are about the same, but groups are using less time; she also noted that since there is no elevator this does have an impact on rentals.

Ms. Hassett reported that pool expenses were under budget and that staff has been very frugal. Ms. Hassett stated that Kurt Lindemann is doing a great job with managing expenses.

Trustee Angelo asked if the poo free receptacles give the wrong message to the dog walkers. Ms. Hassett stated that they will only be at KLM where dogs are allowed and they are currently installed. Trustee LaPlaca asked if any thought was given to charging a fee for rentals that bring in their own food. Mr. Cook stated that revenues have steadily declined over the past three years. Chairman Geoga stated that internet access might be something that should be looked at for the weekday rentals.

Director of Economic Development Report

Mr. Scott presented his report. He reported on the bid for the retaining wall. The bid specs were sent to 14 companies and only one bid was received and the request is on the RBA. The masonry work is within reason but the demolition and hauling away was much more expensive than expected.

Trustee Elder moved approval of a contract with J.S.L. Masonry for \$49,467.80 for Rehabilitation of the Masonry Wall of the Elevated Walkway on First Street. Trustee Angelo seconded and the motion passed unanimously.

Trustee LaPlaca asked Mr. Scott about the noise and disruption to the two businesses that would be involved. Mr. Scott commented that the company will do what they can to keep the noise down and Mr. Scott will personally talk to the restaurants involved.

Mr. Scott is receiving estimates for the holiday lighting. The vendors ranged in price from \$19,000 to \$50,000. The biggest expense is the lift for installing lights on the trees.

Mr. Scott reported on the new businesses that will be coming. Savory Spice is opening in about a week and they have been advertising and have approval for their sign. There will be a toy store for the holidays in the old Foster store.

Information Technology Coordinator Report

Ms. Pisciotto reported that websites remain consistent and eHinsdale subscribers continue to increase. Chairman Geoga commented on areas on the website that are outdated and some items that should be removed.

Trustee Angelo also commented that the calendar section comes up to August. Ms. Pisciotto will check out these issues.

Recommendation to Approve the Village's Comprehensive Annual Financial Report and Management Letter

Mr. Langlois gave an update and it is customary for the Board to approve this. The auditor will be at the Board meeting if any Trustees have questions. There were a few questions from the Trustees that Mr. Langlois addressed. Trustee LaPlaca moved approval of the recommendation. Trustee Elder seconded and the motion passed unanimously.

Approval of an Ordinance Authorizing the Disposal of Personal Property owned by the Village of Hinsdale

Ms. Pisciotto commented on the equipment that needs to be disposed of.

Trustee Elder moved approval of the recommendation. Trustee LaPlaca seconded and the motion passed unanimously.

Water Billing Policy Discussion - Malfunctioning Water Meters

Mr. Langlois reported on the issue with malfunctioning water meters and the billing discrepancies. It was clear that there were 350 – 400 meters stopped working. Staff does need to go into the home to inspect the meter. As a result, 150 meters have been changed, 108 homes are vacant or foreclosed and 75-100 accounts have no response.

The age of the meters is part of the problem and they slow down and stop with age. Public Service believes that half of the meter stock is 15-20 years old. Mr. Langlois explained that there needs to be a better time commitment to do a better job. There is only one staff person to do all the water billing issues.

With the change to the new meters, the residents have had substantial increases to their water bills. If the Board is inclined to recover some of the money, staff is recommending a surcharge for the meters that were malfunctioning in lieu estimating bills retroactively.

Chairman Geoga stated his opinion and suggestions on this situation. The Trustees gave their opinions on the options. It was the consensus to take this issue up with the entire Village Board at its next meeting.

Waive Bidding and Award a Contract for Four Custom Windows at the Burns Field Warming House

Ms. Hassett explained that there is \$7500 in the capital allocated for the windows. One of the windows has to be replaced because it was broken. Staff is requesting the additional funds to come from operating expenses. The remaining windows would be replaced when the budget allows.

Trustee LaPlace moved approval of the recommendation in the amount of \$12,400. Trustee Angelo seconded and the motion passed unanimously.

Approval of a Change Order for George's Landscaping for the KLM South Shelter Site Furnishings Project

Ms. Hassett explained the changes for the shelter project. The change order amount for the footings is \$6580 for the footing and \$150 for the increased drain piping change.

Trustee LaPlaca asked if this amount would take the project over budget. Ms. Hassett stated that the budgeted amount was \$150,000. She will ask Lyons Township for the difference. The Change Order will bring the project \$3,664 over budget.

Trustee LaPlace moved approval of the Change Orders. Trustee Elder seconded and the motion passed unanimously.

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 8:41 P.M.

Respectfully Submitted:

Darrell Langlois
Assistant Village Manager/Director of Finance