

VILLAGE OF HINSDALE
Administration and Community Affairs Committee
Minutes of the Meeting October 7, 2013

Chairman Hughes called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on October 7, 2013 at 7:31 p.m.

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

Staff Present: Kathleen Gargano, Village Manager; Darrell Langlois, Assistant Village Manager/Director of Finance; Gina Hassett, Director of Parks and Recreation, and Amy Pisciotto, IT Coordinator

Approval of Minutes – September 3, 2013

Trustee Angelo moved approval of the September 3, 2013 minutes. Trustee LaPlaca seconded and the motion passed unanimously.

Monthly Reports

Treasurers Report

Mr. Langlois presented the report. Base Sales Tax receipts for the month of August increased by 10.2% and decreased by 1.6% for September. Year-to-date base sales tax receipts for the first five months of FY 2013-14 total \$1.41 million, an increase of 2.6%. This variance is slightly negative when compared to budget as this revenue source was projected to increase 3% in the FY 2013-14 Budget. Total Sales Tax receipts (including local use taxes) for the first five months of the fiscal year total \$1,251,000, an increase of 2.8%.

Income Tax revenue for the month of August increased by 3.7% and increased by 1.9% for September. Total Income Tax receipts for the first five months of FY 2013-14 totals \$717,000, an increase of 11.4%. Mr. Langlois reported that the State is still \$183,000 or two months behind the normal payment schedule.

Property tax collections through August amount to \$3,243,458, which is approximately 52.8% of the Village's \$6.14 million tax levy. September is the next major collection month.

Mr. Langlois reported that Utility Taxes for August were \$213,122, which is 9.9% below previous year's receipts. Year to date Utility Tax receipts amount to \$692,051, a decrease of \$57,772 or 7.7%. Receipts from telecommunications taxes continue to decline, and revenue from the utility tax on electric service has declined on average of 13.3% over the last three months.

Building Permit revenues for August were \$70,817. For the first four months of the year, total Building Permit revenue stands at \$378,404, an increase of 19.4%. Mr. Langlois reported that the EPS Committee has reviewed a staff request that will result in spending approximately \$24,000 over the budgeted amount for tree and stump removal due to an increase in the number of tree impacted by emerald ash borer. This additional cost will be offset by savings in other areas of the Public Services budget.

A number of months ago, the Village Board authorized staff to proceed with a project that will result in changing out most of the Village's water meters as well as implementing an automated meter reading system. At the time of the authorization, Village staff estimated the cost of the project at \$1.9 million.

Due to the scope of the project, it took a number of months for staff to prepare a request for proposal (RFP). The RFP was issued at the end of August, and proposals have been received for the project; most responses are within the \$2 million project budget. Staff has started work on updating the Five Year Departmental Capital plan; we expect to begin meeting with individual departments in the next couple of weeks.

Park and Recreation Activity Report

Ms. Hassett presented her report. The OSLAD grant projects are finished and once the final invoices are received, it can be submitted for reimbursement.

The board awarded the contracts for the road resurfacing and sealcoating to be done at KLM and the pool parking lot. The park will be closed for dog hours during the sealcoating project. The Fall Festival will be held on October 19 at Burlington Park. If weather is inclement, it will be held at the Middle School. Staff attended a recent Metropolitan Water Reclamation District meeting and received an award for use of bio solids on athletic fields.

Ms. Hassett reported that gardens have been installed behind KLM and during the winter staff will look at installing pergola. The platform tennis season is beginning and staff will work with HPTA to ensure that all players have a membership. There has not been much interest in new lifetime memberships that would be used to accelerate paying back the platform court construction debt.

Trustee Angelo asked who attends the Water Reclamation District meeting. Ms. Hassett stated that Dan Deeter and George Franco also attended. The attendees are generally public works and engineering personnel. This is the first time that they hosted the event. Chairman Hughes asked Trustee LaPlaca regarding the Veeck Park walking path. Ms. Hassett stated that the Engineering Department is working on a site survey.

Economic Development Report

Mr. Scott was not in attendance. Ms. Gargano stated that Mr. Scott is looking at new vendors for the downtown lighting. Ms. Gargano highlighted some of the issues in Mr. Scott's report.

Information Technology Coordinator Report

Ms. Pisciotto reported that the website hits are trending consistent with last year. E-Hinsdale subscribers are increasing and Channel 6 content is still being worked on. Chairman Hughes asked about District 181 information. She has received two board meetings and she will follow up with them to see if the District still wants them to be aired.

Chairman Hughes asked if there has been any resident reaction regarding the 181 meetings. Ms. Pisciotto reported that there has been no feedback.

Approval of the Village's Comprehensive Annual Financial Report and Management Letter for the Year Ended April 30, 2013

Mr. Langlois explained the request. Mr. Langlois reported that reserves exceed the 25% level and this will complete the services with the current audit firm. The library will no longer be included in the Village audit reports so Mr. Langlois stated that he hopes that the same firm can be used for both the library and the Village.

Mr. Langlois stated that staff and a Finance Commission/ACA subcommittee should start in November to determine which direction to go to select a firm to use for the next audit engagement. He feels that the current audit fees paid are very reasonable.

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

Authorization to Proceed with Replacement of the Village's File and Print Server, Domain Controller, Back-Up Solution and Network Switches in an Amount not to Exceed \$59,134.78

Chairman Hughes stated that this item will be deferred to the next meeting to allow more time for analysis. Chairman Hughes wants to know about the benefit, need and alternatives. Ms. Pisciotto explained what needs to be incorporated together. Trustee Elder stated that he would like to be involved in discussions with the vendors.

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 8:06 P.M.

Respectfully Submitted:

Darrell Langlois
Assistant Village Manager/Director of Finance

DL/lc