

VILLAGE OF HINSDALE
Administration and Community Affairs Committee
Minutes of the Special Meeting February 26, 2014

Chairman Hughes called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on February 26, 2014 at 7:32 PM.

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

Staff Present: Kathleen Gargano, Village Manager; Chris Webber, Assistant Finance Director; Gina Hassett, Director of Parks and Recreation; Robb McGinnis, Director of Community Development and Tim Scott, Economic Development Director

Approval of Minutes – February 3, 2014

Chairman Hughes provided several edits to the minutes as presented. Trustee Elder moved approval of the February 3, 2014 minutes as amended. Trustee Angelo seconded and the motion passed. Trustee LaPlaca abstained since she was not present at the meeting.

Monthly Reports

Treasurers Report

Mr. Webber presented an overview of the report. This report covers the ninth month of the 2013-14 fiscal year, which is 75% on a straight-line basis.

Sales tax revenue continues to post positive results. Base sales tax revenue for December increased by \$2,000. For January collections were up \$29,000. Total Sales Tax receipts for the first nine months of the fiscal year total \$2,283,000, an increase of 6.9%. These results are favorable when compared to budget as we used an increase of 3% in the 2014 Budget.

Mr. Webber reported that in general tax payer specific payment data is confidential and is not shared by the Illinois Department of Revenue. Now that we impose the non-home rule sales tax, this now allows certain Village management employees access to specific payer payment data for a number of state revenue sources. We recently received two years of payment data for sales tax, non-home rule sales tax, and telecommunications taxes. Once the data is compiled and categorized, in the next couple of months we will be able to begin enhanced reporting by categorizing sales tax receipts such as by geographic areas, “top ten taxpayers”, restaurants and grocery stores, etc. Information will be made available from the State on a quarterly basis going forward.

Mr. Webber reported that Income Tax revenue for the month of January increased by 14.3% and for February increased by 2.8%. Total Income Tax receipts for the first ten months of FY 2013-14 total \$1,381,000, an increase of 8.7%. This variance is favorable when compared to budget as no increase was assumed in the FY 2013-14 Budget.

Regarding the delay in income tax payments from the State of Illinois, the State still is \$318,000 or two months behind the normal payment schedule.

Mr. Webber reported that property tax collections through January amount to \$5,874,694, which is approximately 95.6% of the Village's tax levy. Property tax revenue should end the year very close to budget.

Utility Taxes for January were \$184,000, which is 13.5% above previous year's receipts. Year to date Utility Tax receipts amount to \$1,562,000, a decrease of 1.1%. Receipts from telecommunications, electric, and water utility taxes have declined, and based on current projections the end of year results for utility tax revenue are expected to be \$74,000 below budget.

Building Permit revenues for January were \$40,998, a decrease of \$93,014. The comparison with the prior year is somewhat misleading in that the prior year number was unusually high and note that January permit revenue averaged \$67,000 from 2010-2012. For the first nine months of the year, total Building Permit revenue stands at \$1,078,110 an increase of 23.4% over the prior year. Based on current projections the end of year results for permit fee revenue is projected to be \$135,000 above budget.

As January is now the eighth month of the fiscal year, most operating expenditures Departments are still within budgetary expectations.

Mr. Webber reported that the Treasurers report shows total legal service billings at \$194,000. The Treasurer's report did not include the January bill for legal services as it was not received by the Village until yesterday. The amount of the January legal bill was approximately \$19,000, which brings the year to date total to \$213,000. Legal services are tracking above budget for the first eight months of the year due to over \$28,000 in reimbursable legal fees being incurred so far this year as well as \$65,000 of costs related to the MIH litigation.

Mr. Webber reported that the unusually large number of snow and ice events that have occurred in December, January and February will result in several negative budget variances. Public Services overtime will be over budget as through January 31, 2014 total overtime costs are approximately \$106,000 of which approximately \$95,000 of this amount is attributable to snow and ice removal. The budget amount for this account is \$60,000, so it is likely that this account will end the year \$50,000 to \$70,000 over budget. Likewise, the budget amount of \$30,000 for chemicals will likely be exceeded by \$60,000 to \$75,000 due to the need to purchase additional salt beyond the budgeted amount. Actual spending in this account through February 21, 2014 is \$86,422.

Mr. Webber reported that work is steadily progressing on the budget. The Five Year Departmental Capital Plan is nearly complete, and once distributed you will find a number of improvements in the presentation, most significantly the inclusion of pictures for many of the items scheduled to be replaced. On the budget, departmental meetings will be completed this week and we will be distributing the draft budget in mid-March. The review schedule contemplates Finance Commission review at their March meeting (currently scheduled for March 27), Village Board review on April 8, and Village Board approval on April 29.

Chairman Hughes asked about the sales tax number. We did not have access to the data until two years ago when the village became non-home rule.

Trustee LaPlaca stated that on TV that morning there was a commentary on pension reform. The commentator made a point that it was not just a problem for the state or city of Chicago, but also for the municipalities and Hinsdale was mentioned.

Park and Recreation Activity Report

Ms. Hassett presented the report. Programming had to be adjusted due to weather and the summer brochure is at the designer. Delivery will begin on April 21st.

The ice rink is currently closed. The rink needs major repairs, so it could be closed for the remainder of the season. Trustee LaPlaca asked about the status of the other rinks. Ms. Hassett stated that the Melin rink is open, but the residents at Brook Park did not create the ice rink they had requested. Chairman Hughes asked about the Harding rink at Dominic O'Neill's house. Ms. Gargano stated that they are still working on the liability issues, but the rink is up.

Ms. Hassett reported that the January KLM rental revenue was \$8,200 over the same period last year. The year-end revenue is projected to exceed budget by \$11,559 and this will be the first time since 2009 that the revenue will exceed \$150,000. Prices have been received for a wedding arbor for \$6,900 that will be installed before May 1st. Chairman Hughes asked why the donation funds took so long to be used. Ms. Hassett explained the background on the donation. The total donation was \$30,000. Ms. Hassett explained that the lodge will be hosting a Chamber of Commerce after-hours event in the near future. The annual caterer license renewal letters will be sent out to all current caterers during March.

Ms. Hassett explained about repairs that are needed for the pool, noting some deterioration on the walls and some tiles that are missing from the end markers. As part of the repair process some of the tiles will be removed, sanded and patched and then painted on. The pool concession RFP has gone out and a recommendation will be brought to the April ACA meeting. The number of pool "super passes" was limited to 100 this year with all being sold in the first three days. Clarendon Hills will reevaluate whether to allow the sale of additional super passes based on how their membership numbers come in, so staff is compiling a waiting list until they decide if more can be sold.

Chairman Hughes asked about the process for the super passes and why there was such a difference in the revenue to date. Ms. Hassett stated that staff is still selling regular passes and some residents are very upset that they couldn't get the super pass.

Ms. Hassett stated that platform tennis is wrapping up and she will have a recap next month. She will be checking out the Salt Creek heaters to see if they can be implemented here.

Economic Development

Mr. Scott presented his report. He updated the Commission on design work for planned improvements to Burlington Park, which included landscaping and irrigation of the new

masonry wall and the community event signs that would replace the vinyl banners in the northeast and northwest corners of the park. Trustee LaPlaca asked about the irrigation for the beds and wanted to know if that was being packaged together for the bid with the downtown landscaping.

Mr. Scott commented on the idea of a community fall event at Burlington Park. Mr. Scott noted that feedback is being sought from Trustees on the alternative parking management strategies proposed by the Chicago Metropolitan Agency for Planning. Mr. Scott underscored efforts to attract tenants, status of planned restaurants and prospects for planned and potential development.

Trustee Angelo asked when the Santa house will be removed. It has been mentioned to Public Works and he will follow up to see when it will be removed. Trustee LaPlaca commented about the graphics for the Oak Street Bridge and wanted to know if there was a vacant parcel to display them. Mr. Scott will find out if there is a tenant that would display them. Ms. Gargano explained that they are displayed in the lobby and downstairs of village hall.

Approval of a Recreation Agreement with the Hinsdale Tennis Association

Ms. Hassett explained the Agreement. Since 2008 there has been an agreement with HTA for use of the tennis courts. Staff evaluated the program and decided that having the program advertised in the summer brochure would help the program. It will be the standard 80/20 split. Mr. Lockhart has 5 or 10 players that are competitive and he trains them. This agreement is for those competitive players. Ms. Hassett stated that about 60% of registrations will be on-line so it should not significantly impact administrative staff. The revenue comes to the Village and then he is paid 80% of the revenue.

Trustee Angelo asked how staff arrived at the \$1500 rate. Ms. Hassett stated that not all players pay directly and Mr. Lockhart will provide registration numbers for the competitive players.

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

Approval of a Recommendation to Increase the Village Manager's Spending Authority from \$10,000 to \$20,000

Ms. Gargano explained the request. She explained the memo from Kathy Katz who is helping on special projects in the Village Manager's office. The current spending limit of \$10,000 is low compared to other communities and a limit of up to \$20,000 is allowed by State law. Any spending over that would be approved by the Village Board.

Emergency purchases such as salt would be included and she believes it is a more efficient use of time to have this higher limit for routine purchases. Trustee Elder stated some concerns that he had with the increase in spending possibly resulting in more purchases becoming routine. Ms. Gargano expressed sensitivity to the issue and remarked that it would be addressed in more detail in Manager's notes.

Trustee LaPlaca commented about the change order policy and backup documentation for them. She wants staff to be aware of multiple items for the same issue and particularly in infrastructure.

Ms. Gargano commented on the text in the policy manual to put in a purchasing manual. There would be written guidelines for each dollar tier. Chairman Hughes asked if a new Ordinance would be necessary and if there would need to be new policies.

Approval of an Amendment to the Personnel Policy of the Village of Hinsdale to Grant the Village Manager Authority to Make Administrative Changes/Modifications to the Personnel Policy

Ms. Gargano explained the memo dated February 26. She noted that currently amendments to the Personnel policy can only be made by the elected officials. Discussion centered on what the current language allowed and how the amendment would clarify the ability of the Village Manager to make changes to personnel policy. Trustee LaPlaca asked for clarification on the requested changes regarding being able to amend procedures.

Trustee Elder made a motion to approve. Trustee Angelo seconded and the motion passed unanimously.

Discussion Regarding Staffing Changes in the Community Development Department

Village Manager Gargano explained the request. She stated that she has asked all department heads to look at staffing levels when anyone leaves. Mr. McGinnis stated that former Code Enforcement Officer was an asset to the department. When he looked at the core services he stated that plan review is what takes the longest. He looked at the salary for the full time code enforcement and what was being paid to a third party. He believes keeping plan review in-house would result in reduced review times, which currently can take up to 6 weeks.

Mr. McGinnis also recommended adding a part time clerical position which would result in increasing the number of service hours at a cost of less than \$24,000. Ms. Gargano noted that in addition this proposal would allow the lower level to be open between noon and 1 pm. This would also enhance the service delivery to the residents.

Mr. McGinnis stated that this could reduce plan review time and key personnel can focus on more important tasks. Mr. McGinnis stated that some of the Assistant Building Commissioner's time could be used to help police jobs instead of concentrating on plan review. He stated that it is a waste of resources to pay his salary to answer phones and cover the counter. The plan is to replace the full time code enforcement officer with a part time position. He would also hire a full time plan reviewer and a part time secretary to help at the counter and help the Village Engineer.

Ms. Gargano stated that people would be cross trained and an outside party would still handle the difficult plan reviews.

Trustee Elder asked about cutting the fee for outside consultants. Mr. McGinnis stated that Tim Ryan would be able to spend time on the street and help with some plan reviews if needed. Ms. Gargano stated that if the revenues don't sustain themselves, the staffing levels would go back to current levels.

Chairman Hughes asked Ms. Gargano how this would work in the new Committee plan. Ms. Gargano is also looking in the village hall hours. If the meetings begin at 6 pm, then village hall should be closed earlier so there is time between the meetings. Mr. McGinnis stated that staff is monitoring phone calls and walk-in traffic between 4:30 and 5 pm in order to formulate a recommendation for Village Hall hours.

Adjournment

As there was no further business to come before the Committee, Trustee Elder motioned to adjourn. Trustee LaPlaca seconded and the motion passed unanimously. The meeting was adjourned at 8:56 P.M.

Respectfully Submitted:

Darrell Langlois
Assistant Village Manager/Director of Finance
DL/lc