

**VILLAGE OF HINSDALE**  
**Administration and Community Affairs Committee**  
**Minutes of the Meeting May 5, 2014**

Chairman Hughes called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on May 5, 2014 at 7:30 PM.

**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; Tim Scott, Economic Development Director

**Also Present:** Kathy Katz, Interim Assistant to the Village Manager; Michael Marrs, Village Attorney's Office

**Approval of Minutes – April 7, 2014**

Trustee LaPlaca suggested a change to the minutes. Chairman Hughes provided an edit to the minutes as presented. Trustee Elder moved approval of the April 7, 2014 minutes as amended. Trustee LaPlaca seconded and the motion passed as amended.

**Monthly Reports**

**Treasurers Report**

Mr. Langlois presented the report. Base Sales Tax receipts for the month of March decreased by \$13,800 and increased 14.9% for April. Sales Tax receipts for the fiscal year totals \$3,064,000, an increase of \$93,000.

Income Tax revenue for the month of March increased by \$4,200 and increased \$8,400 for April. Total Income Tax receipts for FY 2013-14 total \$1,639,000, an increase of 8.1%. This variance is favorable when compared to budget as no increase was assumed for FY 2013-14. The State still is \$257,000 or two months behind the normal payment schedule.

Mr. Langlois reported that the Food and Beverage tax revenue for March amounted to \$28,700 an increase of 64.1%. Year to date Food and Beverage taxes earned for the first eleven months of the year amount to \$314,300, an increase of 7.5%.

Mr. Langlois reported that property tax collections through February amount to \$6,258,456, which is approximately 102% of the Village's tax levy and is over budget by \$115,000.

Mr. Langlois explained that the over budget amount was due to DuPage County having to annually estimate the "burden factor" that allocates our tax levy between Cook and DuPage counties and that this will get corrected next year and will result in lower tax collections.

Combined Gas, Electric, Telecommunications, and Water Utility Taxes for March were \$184,973, which is 1.3% below previous year's receipts. Year to date Utility Tax receipts amount to \$1,934,876, a decrease of \$17,532. 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.

Mr. Langlois reported that Building Permit revenues for March were \$177,683, an increase of 119%. For the first eleven months of the year, total Building Permit revenue stands at \$1,380,113 an increase of 34.8% over the prior year. Based on current projections the end of year result for permit fee revenue is projected to be at least \$152,500 above budget.

Mr. Langlois reported that total legal billings through of March amount to \$245,129, which is over the annual budget amount for the first eleven months of the year 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. Please note that these amounts do not include the March billing from the Village Attorney as the March bill had not yet been received as of the date of this report.

Mr. Langlois reported that water consumption usage is elevated and about 87 million gallons was purchased from the DuPage Water Commission. A leak detection company had been hired and so far found one major leak; monthly water usage is now down to approximately 74 million gallons. The recently found main break was leaking right into the storm sewer so it would not have been found without the assistance of the leak detection company.

### **Park and Recreation Activity Report**

Ms. Hassett presented her report. The summer brochure was delivered on April 14<sup>th</sup> and registration started on April 21<sup>st</sup>. Athletic field maintenance was delayed due to the wet field conditions and maintenance is on-going. The Village purchased an aerator for field maintenance and it performed in-house as staff time allows.

Park maintenance is being completed and public service employees assist on weekends with trash removal. It has been suggested to have security cameras installed to prevent vandalism at Burns Field. Safety audits are going on at the parks.

Ms. Hassett reported that additional Thorguard Lightning systems will be installed. The Women's Club rented the former HCA building and there are some other organizations that have expressed interest in renting it.

A wedding arbor has been added at KLM and some additional plantings will be added. KLM revenue has increased about \$35,000. Staff continues to make efforts for bookings in the winter and during the week.

Opening day for the pool is Saturday, May 24<sup>th</sup> and some repairs are being made. Eight diving blocks are being replaced and paid for by the Hinsdale Swim Club. The sale of early bird memberships ended at the end of April and pass sales are down \$19,700. The decrease of \$8,500 from super pass sales will not be able to be made up due to the lower number being sold. The cold weather has hindered pass sales.

Platform tennis revenue increased \$9,000 and lesson revenue also increased. There will still be some utility expenses but year-end estimates are expected to be about \$5,000 over budget.

The final phases of the Veeck walking path design are in progress. Chairman Hughes asked if there was any new information regarding the walking path. Trustee Elder asked about the light replacements at the paddle courts. Ms. Hassett stated they were replaced with LED lights and were grant funded. Chairman Hughes commented about the agreement with Mary Doten not being the standard revenue sharing agreement. Ms. Hassett stated that there have been discussions with Ms. Doten and no other community treats platform tennis like other recreation programs. Ms. Hassett is going to recommend maintaining the current the 90/10 revenue sharing arrangement.

Trustee LaPlaca stated that staff has required more information with Tom Lockhart and it is a comparable agreement. Ms. Hassett stated that platform is unique and sometimes Ms. Doten does snow removal herself to keep the courts clear.

### **Economic Development Report**

Mr. Scott presented his report. Kings Landscaping has been awarded the Burlington Park wall project. EDC is working on campaign ideas for downtown businesses and a lot of time is being spent with real estate brokers and possible tenants. Gateway Square has a couple of prospects and that elsewhere in the Village there are three potential new restaurants that are in different stages.

Mr. Scott reported that the former Gap Kids store is under construction and also reported on the marketing for the new Garfield Crossing building that is being built.

### **Approval of an Ordinance Amending the Village Code of Hinsdale Relative to Contracting and Purchase Authority**

Ms. Gargano explained the request. The spending limit for the Village Manager would be increased from \$10,000 to \$20,000. Ms. Katz also reviewed this item and stated that the higher amount is not unique to Hinsdale and this will reduce the number of expenditure items that have to be approved by the Village Board. The Committee also reviewed the new Purchasing Policy Manual which formalizes the purchasing procedures and guidelines for Village staff to follow including procedures for emergency purchases.

Ms. Katz explained how the policy manual had been prepared in that much of the procedural requirements that were contained in the Village Code have now been moved to the manual. There was general discussion between Village staff and the Committee about the manual and the proposed re-write of the Village Code section on procurement.

The Village Attorney made some clarifications regarding the Ordinance and noted that some items in the current Village Code will be moved into the Policy manual. Ms. Gargano stated that any changes to the Policy Manual would be brought to the Board but a vote would not be required. Trustee LaPlaca asked why there was inconsistent drafting when comparing items in the proposed Village Code with new Policy Manual, such as procedures with emergency purchases. Ms. Katz and Ms. Gargano gave clarification on the reasons for

the wording differences in that the Village Code establishes legal requirements and the Policy Manual is more of an operations guide.

Chairman Hughes asked for some changes to be inserted in the document and asked the Village Attorney to highlight the changes to be made to the purchases by department heads. Chairman Hughes asked the Village attorney for some clarification in the Ordinance. The attorney stated that most of the language is contained in state statutes.

Trustee LaPlaca moved approval of the Ordinance and Policy Manual. Trustee Elder seconded and the motion passed unanimously.

**Approval of Fiscal Year 2014-2015 Blanket Purchase Orders in the Amount of \$707,942**

Mr. Langlois stated that this is routine and most vendors are the same each year. The only change is the dollar amounts due to the change in purchase amounts given to the village manager.

Trustee Elder moved Approval of Fiscal Year 2014-2015 Blanket Purchase Orders in the Amount of \$707,942. Trustee LaPlaca asked why the listing included several vendors at \$20,000 as the Village Manager would now have spending authority up to \$20,000 and Board approval would not be required. Mr. Langlois explained the process. Trustee Angelo seconded and the motion passed unanimously.

**Award Bid #1562, Burlington Park Community Information Signs to DeSign Group Signage in the Amount of \$53,120 to Provide Sign Fabrication and Installation Services**

Mr. Scott explained the request of replacing the banners in the park. This expense is included in the capital plan. The low cost bidder is DeSign Group. The poles are not included in the cost

Trustee LaPlaca moved approval to Award Bid #1562, Burlington Park Community Information Signs to DeSign Group Signage in the Amount of \$53,120 to Provide Sign Fabrication and Installation Services. 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 8:53 P.M.

Respectfully Submitted:

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Darrell Langlois  
Assistant Village Manager/Director of Finance

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