

VILLAGE OF HINSDALE
Administration and Community Affairs Committee
Minutes of the Meeting March 5, 2012

Chairman Geoga called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on February 6 at 7:35 P.M.

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 and Timothy Scott, Economic Development Director

Approval of Minutes – February 6, 2012

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

Monthly Reports

Mr. Langlois reported that Base Sales Tax receipts increased by 11.4% during January and increased by 5% during February. Year-to-date base sales tax receipts for the first ten months of FY 2011-12 total \$2.1 million, an increase of 6.9%. 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 ten months of the fiscal year total \$2,297,723, an increase of 6.4%.

Mr. Langlois reported that during February we received our fifth tax distribution of the new 1% Non-Home Rule Sales tax. The amount received for January was \$136,963 and for February was \$139,803. Year-to-date collections are 62.3% of the base sales tax amount for the same five month period, which is slightly ahead of budget projections.

Income Tax revenue for the month of January decreased by 1.1% and decreased by 7.7% for February. Total Income Tax receipts for the first ten months of FY 2011-12 total \$1.4 million, a decrease of 4.3%. This variance is unfavorable when compared to budget as an increase of 2% was assumed in the FY 2011-12 Budget. Mr. Langlois reported that the State is four months behind the normal payment schedule.

Mr. Langlois reported that Food and Beverage tax revenue for January amounted to \$28,713 as compared to the prior year amount of \$28,406, an increase of 1.1%. Year to date, Food and Beverage taxes earned for the first nine months of the year amount to \$241,553 as compared to the prior year amount of \$220,003, an increase of 9.8%. 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 January amount to \$5,549,260, which is approximately 96% of the Village's \$5.76 million tax levy.

Mr. Langlois reported that the combined Gas, Electric, Telecommunications and Water Utility Taxes for December were \$207,755, which is 23.1% above previous year's receipts. Year to date utility tax collections are \$1,569,935, which is 0.2% above the prior year. Staff is aware that the January telecommunications tax payment that will be reported next month is \$42,278 or 59.3% over the prior year.

Building Permit revenue for January totaled \$54,583, which is 37.8% below the amount received during the same period last year. Year to date permit revenue is approximately \$864,000, which is \$122,750 above the straight line budget allocation for this revenue source.

Mr. Langlois reported that total legal billings through January amount to \$147,873, which is tracking below budget for the first nine months of the year. Of this amount, approximately \$45,650 is reimbursable from outside parties. Although we have experienced significant declines in the cost of legal services over the last few years, these amounts will likely start to trend upward due to the costs of collective bargaining.

- Water and sewer fees for the month of January totaled \$459,780, an increase of 28.9%. Year-to-date water and sewer fees for the first nine months of the year total \$5,027,726, which is an increase of 2.3%. Mr. Langlois reported that staff has been tracking significant declines in the amount of water purchased from the DuPage Water Commission, which will likely result in eventual declines in billing. Based on a comparison with several Villages, it would appear that much of the decline is seasonal as 2011 was the second wettest year on record. The year to date performance of water and sewer revenue, when taking into account the DWC usage decline, is encouraging. Mr. Langlois reported that much of this positive result is due to strides staff has made in water billing, especially the work done on identifying slow and stopped meters. Staff is in the process of changing and testing 20 older meters to ascertain meter accuracy and is also testing some commercial meters. All of this work is being done to improve our "unaccounted for" water. Within the next 45 to 60 days staff expects that we will report more comprehensively on this work along with a recommendation on how we proceed with metering and billing in the next three to five years.

Mr. Langlois reported that approximately three months ago, staff had updated the estimated end of year amounts for a number of revenue accounts. On the expenditure side, we also updated our estimates on most personnel accounts, gas and oil projections, and known savings on capital projects that have already been bid/awarded. On a net basis, the end of year results project to an end of year surplus in the General Corporate Fund of \$165,833, which is greater than the amount assumed in the FY 2011-12 Budget. A second and more comprehensive update of the year end projections will be completed in the next 30 days in conjunction with the FY 2012-13 Budget process.

Vehicle sticker renewals have been sent out in the mail and those payments will start to be received in early March.

Park and Recreation Activity Report

Ms. Hassett presented the report. She stated that spring field painting has started. The summer brochure will be going to print by next week. Ms. Hassett and Dave Cook will be meeting with Little League regarding their revenue shortage. KLM park cleanup is scheduled for later in the month. Interviews for seasonal part time staff are in process and staff is working on completing various capital items. She is hoping to replace the pool fence during the next budget year.

Ms. Hassett stated that Gateway is discussing their budget and is hoping for a budget increase below 1.5%. She stated that the new KLM lodge manager has been hired and she will be involved in the upcoming "Wedding Walk". Platform tennis is wrapping up their season.

Ms. Hassett updated the Committee members on the upcoming 5K race that is being held on April 22. The coordinators of the event would like 400 participants and currently there are about 120.

Trustee Angelo asked about the lights at KLM platform tennis courts. Ms. Hassett stated that the platform tennis players thought the lights on the older courts were not as bright as the new ones. She explained the situation and how difficult they are to replace. The bulbs were not burned out but they have been replaced along with some of the ballasts. No one from HPTA has stated that there has been any difference. The ballast replacement is more difficult and costly to replace. She stated that these are the same lights that have been there. The timers will be set to be sure that they can't be turned on in the summer.

Economic Development Director Report

Mr. Scott presented his report. He is doing some field work regarding the Burlington Park wall and is also working with ComEd on the possibility of increasing electrical capacity in the park. A sales promotion is planned for the first weekend in May. He stated that there will be some new tenants in town, particularly Fox's pizza in Gateway Square.

Trustee LaPlaca asked Mr. Scott about the electric in Burlington and if it was a village funded project or EDC. Mr. Scott stated that ComEd stated that some capacity can be added without too much trouble.

Consideration of an Ordinance Amending Title 3 (Business and License Regulations), Chapter 3 (Liquor Control), Section 3-3-5 (Local Liquor Licenses) of the Village Code of Hinsdale to Revise the Requirements of Class A5 Drugstore License and Amending Subsection 3-3-5K Related to License Fees

Chairman Geoga commented on the request from Walgreens. There was a lack of consensus by the Trustees to support the request at the last meeting. Chairman Geoga commented on the proposed safety measures and the revenue that could be generated.

The draft Ordinance was sent to Walgreens and Walgreens was invited to join the meeting. There was no representative there from Walgreens. Trustee Elder commented that he did not see a need to approve the request. Trustee Angelo commented on the objections that Walgreens had in the draft Ordinance. He also does not see the need for it.

Trustee LaPlaca didn't think that the small incremental revenue was significant and feels that other establishments would want to sell hard liquor as well. She would stand firm on the need to restrict access and believes that is very important. She doesn't think the request should move forward to the Board. Chairman Geoga also stated that there doesn't seem to be a strong demand for this from the residents.

The Trustees unanimously agreed to not forward this request to the Board.

Discussion of the Board and Commission Structure

Chairman Geoga reviewed the memo and the history of the terms and term limits. Trustee Angelo stated that the Plan Commission term should be 5 years. The Trustees discussed the issue. Trustee LaPlaca stated that she believes that the Chairman of any Committee should have an extended term limited because it helps to know what is going on in the Committee.

Chairman Geoga asked the Trustees to discuss the issue and then give a recommendation to the Board in April.

Authorize Staff to Execute a Five-Year Lease Extension with the Community House for the former Public Works Barn at 225 Symonds Drive

Chairman Geoga explained the request. The Village pays utilities and maintains the HVAC systems at a cost of approximately \$5000 per year. The Community House pays \$1 per year in rent for the Youth Center facility.

Trustee LaPlaca asked what the facility was before the Community House took it over and wanted to know if other organizations can use it. Mr. Cook explained how the building has been used by the school district. Trustee LaPlaca stated that the Humane Society also uses the building for training purposes.

Chairman Geoga suggested that there should be a rental rate for all of the organizations that use Village facilities. Ms. Hassett explained the difference between the Youth Center, HCA and KLM.

Trustee Angelo stated that he would like to see who uses the facility and for what. Mr. Cook commented that he has asked for that statistical information from the Community House.

Trustee LaPlaca asked if the building is being used for programming and if so are other groups using it when The Community House doesn't use it. Ms. Hassett stated that she doesn't believe it is used frequently because of the issues with parking. Chairman Geoga asked why the Community House uses it. Mr. Cook stated that in 2007 the youth center and Community House board merged and that is when The Community House took it over.

If the lease is not renewed, the Village would still have to pay the utilities and maintain the building. One of the options is for the Community House to pay the electricity. Chairman Geoga is in favor of extending the lease. Trustee Angelo moved approval of the request. Trustee LaPlaca 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 8:28 P.M.

Respectfully Submitted:

Darrell Langlois
Assistant Village Manager/Director of Finance