

VILLAGE OF HINSDALE
Administration and Community Affairs Committee
Minutes of the Meeting April 2, 2012

Chairman Geoga called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on April 2 at 7:30 P.M.

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

Staff Present: Darrell Langlois, Assistant Village Manager; Gina Hassett, Director of Parks and Recreation; Amy Pisciotto, IT Coordinator; Timothy Scott, Economic Development Director and Sandy Mikel, Administration Manager

Approval of Minutes – March 5, 2012

Trustee Elder moved approval of the minutes. Trustee Angelo seconded and the motion passed unanimously with one clerical change requested by Chairman Geoga.

Citizen Comment on the Draft FY 2012-13 Budget

Chairman Geoga noted that the FY 2012-13 Budget has been made available for a number of weeks now and that at the meeting tonight this was another opportunity for the public to comment. The budget will be formally considered for adoption on April 17. There were no citizen comments regarding the budget.

Monthly Reports

Mr. Langlois reported that base Sales Tax receipts for the month of February increased by 5% and for March increased by 10.8%. Total Sales Tax receipts (including local use taxes) for the first eleven months of the fiscal year total \$2,595,332, an increase of 6.7%.

Mr. Langlois reported that during March the Village received its sixth tax distribution of the new 1% Non-Home Rule Sales Tax. The amount received for February was \$139,803 and for March was \$166,355. Year-to-date collections are \$846,363, which is approximately 62.3% of the base sales tax amount for the same six month period and is lightly over budget.

Mr. Langlois reported that Income Tax revenue for the month of February decreased by \$11,759 and for March increased by \$17,793. Total Income Tax receipts for the first eleven months of FY 2011-12 total \$1,234,829 as compared to \$1,268,062 for last fiscal year. This variance is unfavorable when compared to budget as an increase of 2% was assumed in the FY 2011-12 Budget. The State did not make any income tax payment during February but did make a payment in March and remains four months in arrears or \$443,158 behind the normal payment schedule.

Mr. Langlois reported that combined Gas, Electric, Telecommunications, and Water Utility Taxes for February were 1.02% below previous year's receipts. Year to date utility tax collections are \$1,770,697, which is 0.1% above the prior year.

Mr. Langlois reported that building permit revenue for February totaled \$72,038, which is 30.3% above the amount received during the same period last year. Year to date permit revenue is \$935,588, which is above the straight line budget allocation for this revenue source. Staff expects permit revenue for March to be over \$200,000.

Mr. Langlois reported that through February 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 February amount to \$160,015, which is tracking below budget for the first ten months of the year. Of this amount, approximately \$45,000 is reimbursable from outside parties. Although we have experienced significant declines in the cost for legal services over the last few years, these amounts will likely start to trend upward due to the costs of collective bargaining.

Mr. Langlois reported that water and sewer fees for the month of January totaled \$493,367 as compared to \$498,111 for the prior year. Year-to-date water and sewer fees for the first ten months of the year total \$5,521,092, which is an increase of 2%. As noted in prior reports, staff has been tracking significant declines in the amount of water purchased from the DuPage Water Commission. For the first ten months of the year the quantity of water purchased has declined by 7.2%, mostly due to seasonal factors.

Mr. Langlois reported that the year to date performance of water and sewer revenue, when taking into account the DWC usage decline, is encouraging. Staff does expect that much of this positive result is due to strides made in water billing, especially due to work done on identifying slow and stopped meters. In January, another 300 letters were sent out and staff is in the process of changing and testing another 20 older meters to ascertain meter accuracy. Staff 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 Mr. Langlois' 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 stated that in conjunction with the FY 2012-13 budget process, staff has updated the estimated end of year amounts for all revenues and expenditures. On a net basis, the end of year results project to an end of year surplus in the General Corporate Fund of \$565,833, which is greater than the amount of \$59,192 assumed in the FY 2011-12 Budget. Since the estimated amounts include FY 2012-13 draft budget recommendations to make discretionary police and pension contributions as well as additional contribution to the Capital Projects Fund, the actual budget surplus is approximately \$600,000 greater than reported.

Park and Recreation Activity Report

Ms. Hassett presented the report. She reported that this weekend will be the Easter egg hunt. The 5K race will be held on April 22nd. The summer brochure will be delivered on Monday, April 9th. Ms. Hassett reported that she, Darrell Langlois and Kurt Lindemann met with the Hinsdale swim club to discuss the fees for next year.

The parade applications have gone out to former participants and the contracts will go out in the next few weeks. The plaque at Brook Park will be installed in the next few weeks. Hinsdale Little League has asked for a recycling program for the bottles and cans.

The field maintenance is ahead of schedule due to the early warm weather. There was a setback at the pool that the support beams for the diving board have rusted through and a stainless steel platform will be installed. The fence bid specs are being prepared. Chairman Geoga stated that he has received comments on the condition of the fence.

Mr. Hassett stated that the Gateway Association is in the budget process and they are working on streamlining the fiscal responsibilities.

Chairman Geoga stated that volunteers from the Finance Commission are ready to engage on discussions on the commercialization of the Lodge.

Trustee Angelo asked Ms. Hassett if the other boards at the pool have been checked. Ms. Hassett stated that the others were fixed five years ago. She explained the mechanics of getting the boards down and how difficult that will be. Trustee Elder asked about the pool pass revenue. Ms. Hassett explained that a big amount of that revenue comes in at the end of April when the early bird rate ends. Trustee LaPlaca asked about the snow fence that AYSO is requesting. Ms. Hassett stated that we have not traditionally put up snow fences. Trustee LaPlaca asked if the windows were replaced at Burns Field. Ms. Hassett stated that half of them have been replaced and half will be in the new budget.

Economic Development Director Report

Mr. Scott presented his report. He explained the May 4 and 5 retail spring event promotion. The theme for this year is the "Shop Small Business" event. Mr. Scott reported that a new retail map and directory is being updated and gave a report on tenant updates. There are two that will be opening in the next couple months. Now open downtown are Frill, an upscale resale boutique and Verizon Wireless in the Foster building.

Mr. Scott reported on the First Street walkway wall and Burlington Park. He commented that working in conjunction with ComEd and the Public Services, a plan to bring additional power to the park is being developed.

Trustee LaPlaca asked about the small business event and what happens to the businesses that are not small. Mr. Scott explained the event.

Information Technology Coordinator Report

Ms. Pisciotto gave her report. She stated that the website is used frequently for the July 4th parade participants and she has done some cleanup of the website.

Approval of a Payment of \$17,863.50 to the DuPage Mayors and Managers Conference for Payment of the Remaining Debt Service Obligation from 2001

Chairman Geoga asked Mr. Langlois to explain the request. Mr. Langlois explained that the debt was financed over a 20 year period. Mr. Langlois stated that he believes it is better to pay off the debt with the surplus funds that are in the FY 2012 budget than to continue paying interest accruing at 6%.

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

Approval of the Revised Village of Hinsdale Personnel Policy

Ms. Mikel stated that there are some changes to the Personnel Policy that IRMA has suggested regarding language that needs to be included.

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

Discussion of Revisions to the Village of Hinsdale Personnel Policy and the FY12/13 Pay Scale

Chairman Geoga explained the discussion regarding steps that are necessary for expenditures regarding the employee salary increases. The budget reflects a combination of a smaller annual adjustment together with some milestone adjustments.

Approval of the 2012 Event Calendar of the Hinsdale Chamber of Commerce

Trustee LaPlaca asked about the Farmers Market and if everything remained the same as in previous years. Trustee LaPlaca moved approval of the request. Trustee Elder seconded the request and the motion passed unanimously.

Approval of Free Parking Downtown on May 4th and 5th

Mr. Scott explained the request. Chairman Geoga asked if the parking meters were for flow control or revenue. Trustee Angelo stated that the meters are for flow control and believes that this could be offered to the merchants. Trustee Angelo made a motion to approve the request. Trustee Elder seconded the request. Trustee LaPlaca suggested that this also includes waiver of the two hour limit. The Trustees unanimously approved the amended request.

Approval of the Use of Two Parking Spaces Adjacent to Savory Spice Shop at 42 S Washington for their Seasonal Special Event

Mr. Scott explained the request from Savory Spice Shop to conduct a small barbeque in two on-street parking spaces. Trustee LaPlaca asked why he doesn't do this on May 5th in conjunction with the small business day. She is also concerned with the health concerns of food being served when it's not a restaurant. Mr. Scott commented that DuPage County Health would issue a one day license.

Trustee LaPlaca stated that she believes it should be done on a case by case business and not as policy. Trustee Angelo was concerned with the hot grills being next to vehicles and children running around. Manager Dave Cook mentioned that there would be traffic horses provided and a certificate of insurance would be required.

Chairman Geoga stated that this is an experiment and the Trustees should wait to make a policy. Trustee La Placa moved approval of the request with the addition of recommending the date of May 5th for this event. Trustee Elder seconded and the motion passed unanimously.

Approval of an Ordinance Amending Title 2 (Boards and Commissions), Chapter 12 (Historic Preservation Commission), Chapter 13 (Economic Development Commission) and Chapter 14 (Finance Commission) Relative to Term Limits of Commission Members

Chairman Geoga explained the request that originating with Village President Cauley. The first suggestion is to amend the Ordinance to eliminate term limits for Boards and Commissions excluding the Plan Commission. The second part would be to bring the Boards and Commissions in a format to review the time limits.

Trustee Angelo stated that the term limitations do need modification. Trustee LaPlaca also believes that it is a good idea since there are certain people that should be able to serve without a term limit.

Mr. Cook stated that the text amendment would need to go to the Plan Commission for their review. Trustee LaPlaca moved approval of the request with the one change that was noted. Trustee Angelo seconded the request and the motion passed unanimously.

Adjournment

As there was no further business to come before the Committee, Trustee Angelo motioned to adjourn. Trustee Elder seconded and the motion passed unanimously. The meeting was adjourned at 8:20 P.M.

Respectfully Submitted:

Darrell Langlois
Assistant Village Manager/Director of Finance