

**VILLAGE OF HINSDALE**  
**Administration and Community Affairs Committee**  
**Minutes of the Meeting January 3, 2011**

Chairman Geoga called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on January 3 at 7:34 P.M.

**Members Present:** Chairman Doug Geoga, Trustees Bob Saigh, Bob Schultz and Cindy Williams

**Staff Present:** David Cook, Village Manager; Darrell Langlois, Assistant Village Manager; Gina Hassett, Director of Parks and Recreation and Tim Scott, Community Development Strategist

**Approval of Minutes – December 6, 2010**

Trustee Saigh moved approval of the December 6, 2010 minutes as corrected. Trustee Williams seconded and the motion passed unanimously.

**Monthly Reports**

**Treasurer's Report – November 2010**

Mr. Langlois presented the November 2010 Treasurer's Report. This report covers the seventh month of the 2010-11 fiscal years (58% on a straight-line basis). Base Sales Tax receipts for the month of November increased 6.2% and December increased \$26,069 or 14.1%. For the most recent twelve month period receipts have increased 8.2% compared to a decline of 13% for the previous twelve months. Total sales tax receipts for the first eight months of the fiscal year total \$1,713,029 as compared to \$1,571,482 for last fiscal year, an increase of 9%. No increase was assumed in the budget.

Income Tax revenue for the months of November increased 1.9% and 43.4% for December. Based on information from the Illinois Municipal League, some of the large December increase is due to receipts from the State amnesty program and a statutory reduction in the amount set aside for refunds. Total Income Tax receipts for the first eight months of FY 2010-11 totals \$916,722 as compared to \$929,670 for last fiscal year, a decrease of \$12,948. This variance is favorable when compared to budget as a decrease of 5% was assumed in the FY 2010-11 Budget.

Regarding the delay in income tax payments from the State of Illinois, on December 27 we received our July payment, which was first income tax distribution since September. The State remains five months or \$512,028 behind, which reverses the progress they had made during the summer months when the delay had been shortened to three months.

Food and Beverage tax revenue for November amounted to \$25,989 as compared to the prior year amount of \$18,644, an increase of 34.03%. Year-to-date, Food and Beverage taxes earned for the first seven months of the year amount to \$168,725 as compared to the prior year amount of \$145,472, an increase of 16.0%. This variance is favorable when compared to budget as no increase was assumed in the FY 2010-11 Budget.

Mr. Langlois reported that property tax collections through November amount to \$4,842,472 which is approximately 86.9% of the Village's \$5.57 million tax levy. Utility Taxes for October were \$139,905, which is 11% below previous year's receipts. Year-to-date utility tax collections are \$1,286,999, which is 8.6% above the prior year. Most of the monthly and year-to-date increase is due to higher receipts from the utility tax on water as a result of the 31% rate increase that took effect at the beginning of the fiscal year, increased receipts on the utility tax on electric due to the 14% tax rate increase and the warm summer weather.

Building Permit revenues for November totaled \$57,183. Year-to-date permit revenue is \$923,319, which is 84.4% above the prior year and it is expected will end the year well over budget. Much of this variance is due to receipt of permit revenue related to the Hinsdale Hospital expansion.

Mr. Langlois reported that as of the end of November, most operating expenditures for all Departments continue to be within budgetary expectations. Total legal billings through November amount to \$96,301, which is tracking well below budget for the first seven months of the year. Salary costs for some public safety programs are slightly above the year-to-date budget amount due to separation payments being made on some employees who terminated at the end of FY 2009-10. These variances are expected to level off as the year progresses. Overtime costs in the Fire Department will likely end the year over budget due to two extended sick leave situations and one employee resignation necessitating frequent overtime coverage in order to maintain minimum manpower requirements.

As indicated on the Summary of Corporate Fund Expenses, the year-to-date percent expended for Public Safety of 64.8% exceeds the straight line allocation of 58.33%. This variance is due largely to the cost of Police and Firefighters' Pension, which is recognized as property taxes are received (primarily June and September) and do not follow a straight line spending pattern.

As indicated in the Corporate Fund Budget Summary, the end of year estimated amounts for revenues in total have been increased by \$260,412 due to current year projections. In addition, we currently project expenditures to be \$344,389 below budget, much of it due to the assumption that the Village will not need to utilize the \$300,000 Contingency amount due to the positive revenue variance. In total we currently project that revenues will exceed expenditures by \$604,802. We will continue to refine these estimates as we work through the budget process.

The Trustees had no questions about the Treasurer report.

### **Park and Recreation Activity Report – November 2010**

Ms. Hassett commented on the OSLAD presentation that staff made in Springfield. All presentations are limited to three minutes in length. Traditionally the funds are awarded before the IPRA Conference at the end of January. Design Perspectives has been retained for the KLM shelter renovation. Ms. Hassett commented on the race with RML Hospital. Ms. Hassett commented that Breakfast with Santa went well and all the holiday events have ended.

Staff is working on proposals for fixing the skate park and interviewing staff for the pool. Platform tennis revenue is over the same period last year. KLM Lodge is in the slow season, but December was busy. Ms. Hassett stated that the pool audit was included in the ACA packet and that the pool is in relatively good shape but it does need some larger cost repairs. The report estimated that the remaining useful life of the pool was approximately 20 years.

Trustee Saigh commented that he was pleased that the pool audit gave a strong overall picture of the pool.

### **Economic Development Director Report**

Mr. Scott commented on the holiday activities. The newspaper ads were reduced and used the space for the activity. The sign policy will be discussed at the next Plan Commission. There has been progress on new tenants in the downtown and the interest has been higher.

### **Approval of an Ordinance Amending Title 3 of the Village Code to Establish a Non-Home Rule Municipal Retailer's Occupation Tax and a Non-Home Rule Municipal Service Occupation Tax**

Trustee Geoga explained the Approval. Trustee Schultz moved approval of the Ordinance. Trustee Williams seconded the motion and the motion passed unanimously.

### **Approval of an Ordinance Placing a Referendum on the April 5, 2011 Consolidation Election Ballot Regarding Whether the Village Clerk should be appointed by the Village President with the Advise and Consent of the Board of Trustees rather than Elected**

Trustee Geoga explained the Referendum. Village Manager Cook stated that it has never been a contested position and this position has been vacant since 2009. Trustee Saigh asked if the state statute stated that it has to be an elected position. Mr. Cook stated that the statute requires that the Village has to have a village clerk and the clerk can be changed to an appointed position if the voters approve this change by referendum. Mr. Cook stated that in the past, there has been difficulty with the clerk doing the work and that staff does 98% of the work.

Trustee Williams stated that the current system is working and wondered why it should be changed. Mr. Cook stated there has been difficulty with the clerk in the past with attending meetings, generating timely minutes, and the position has been vacant since 2009. Trustee Saigh stated that he was in favor of the restructuring. Trustee Geoga asked Mr. Cook if there would be other items on the ballot. Mr. Cook was not aware of any other referendums on the April ballot. Trustee Williams asked if this was a paid position. The position pays \$400 per month. Trustee Schultz asked what authority the Village President would have and why does it need to go to a referendum. Mr. Cook stated that the Village President could appoint a temporary clerk until the next election. Trustee Williams stated that residents should have the right to run for this office if they so choose.

Trustee Geoga referred this issue to the board meeting since there was not a consensus with the Trustees.

**Consideration of a Request from Hinsdale Platform Tennis Association to Solicit for Donations and to Sell Lifetime Memberships in Order to Generate Funds for two Additional Platform Tennis Courts at KLM**

Trustee Geoga commented on the report and that there is an understanding with the Village of Burr Ridge and HPTA. The request will now go to the Plan Commission with the understanding that if something goes wrong, the funding will be returned.

Trustee Schultz commented on the limit of 75 lifetime memberships. Trustee Geoga asked Ms. Hassett where the 75 membership number came from. Trustee Schultz stated that he believes that additional courts will draw more memberships. Ms. Hassett stated that some years the revenue is more than enough to cover the cost but other years there will be more expenses for maintenance. Trustee Schultz suggested 120 lifetime memberships would be a better number as the maximum or to add a clause of up to the cost of construction.

Trustee Geoga suggested amending the request to say that the amount of lifetime memberships would be sold would not exceed the funding needed for construction. Trustee Schultz approved the motion. Trustee Williams seconded the motion and the motion passed unanimously.

Trustee Saigh asked if there is a formal agreement between the Village and HPTA. There will be an agreement in the form of an extension of the license. Trustee Geoga believes that the term is five years with a five year renewal.

Trustee Saigh asked who would be responsible for any restoration of courts in the future. Trustee Schultz stated that the courts are an asset and doesn't believe that the sport will lose enthusiasm anytime in the near future. Ms. Hassett stated that the courts belong to the Village, not HPTA and would be the Village responsibility. Trustee Geoga stated that HPTA hopes to be able to purchase used courts, which would save considerable money.

Trustee Schultz asked Ms. Hassett about reviewing the dog policy for the parks. Ms. Hassett stated that the Parks and Recreation Commission didn't meet in December and it will be on the agenda for the January meeting.

**Adjournment**

As there was no further business to come before the Committee, Trustee Saigh motioned to adjourn. Trustee Williams seconded. The motion passed unanimously and the meeting was adjourned at 8:06 P.M.

Respectfully Submitted:

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Darrell Langlois  
Assistant Village Manager/Director of Finance

