

**VILLAGE OF HINSDALE**  
**Administration and Community Affairs Committee**  
**Minutes of the Meeting February 7, 2011**

Chairman Geoga called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on February 7 at 7:31 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 – January 3, 2010**

Trustee Schultz moved approval of the January 3, 2011 minutes. Trustee Saigh seconded and the motion passed unanimously.

**Consideration of a Request from Stagedoor Fine Arts to Display a Banner in Burlington Park**

Chairman Geoga suggested moving the banner request at Burlington Park up on the agenda. Trustee Schultz moved approval of the request. Trustee Williams seconded and the motion passed unanimously.

**Monthly Reports**

**Treasurer's Report – December 2010**

Mr. Langlois presented the December 2010 Treasurer's Report, which covers the eighth month of the 2010-11 fiscal year (66.67% on a straight-line basis). Staff has comprehensively updated the end of year estimates for the General Corporate Fund as of October 30 based on year to date results as well as what is currently expected for the remainder of the year. Mr. Langlois stated that staff expects to have a second update of the estimated end of year amounts in conjunction with the issuance of the FY 2011-12 Draft Budget, which will also be included in the January 2011 Treasurer's Report.

Sales Tax Receipts continue to be favorable as indicated by increases of 14.1% for December and an increase of 8.6% for January. This marks the thirteenth consecutive monthly increase since posting an average monthly decline of 13% for the previous year, and for the last twelve month period receipts in the aggregate have increased by 8.6%. This variance is favorable when compared to budget as this revenue source was projected to be unchanged in the FY 2010-11 Budget. Total Sales Tax receipts (including local use taxes) for the first nine months of the fiscal year increased 9.4%.

Mr. Langlois reported on the income tax receipts. Income Tax revenue for the month of December increased 43.4% and a decrease of -7.0% for January. 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 nine months of FY 2010-11 total \$1,039,917 as

compared to \$1,062,120 for last fiscal year, a decrease of 2.1%. This variance is favorable when compared to budget as a decrease of 5% was assumed in the FY 2010-11 Budget.

The Village received two income tax distributions in January, which reduces the past due amount the State owes to \$458,791 or four months. We are hopeful that the budget resolution in Springfield that resulted in the increase in the State income tax will enable the State to catch up in the near future. Although the State has increased the overall income tax rates, municipalities will not share in the increased revenue.

Mr. Langlois reported that the Food and Beverage tax revenue for December increased by 6.6%. Year to date, Food and Beverage taxes earned for the first eight months of the year amount to \$191,597 as compared to the prior year amount of \$166,922. This variance is favorable when compared to budget as no increase was assumed in the FY 2010-11 Budget.

Mr. Langlois reported that approximately 90% of the Village's property tax base is located within DuPage County. Property tax collections through December amount to \$5,077,183 which is approximately 91.1% of the Village's \$5.57 million tax levy.

Combined Gas, Electric, Telecommunications, and Water Utility Taxes for December were \$158,630, which is 7.5% above previous year's receipts. Year to date utility tax collections are 8.8% 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 and increased receipts on the utility tax on electric due to the 14% tax rate increase and the warm summer weather. We continue to see weakness in utility tax receipts on natural gas due to depressed natural gas prices as well reduced collections on telecommunications taxes.

Building Permit revenues for December totaled \$58,673, which is an increase of 5.6% above the prior year. Year to date permit revenue is 76.5% above the prior year and it is expected that will end the year well over budget. Much of this variance is due to receipt of permit revenue related to the Hinsdale Hospital expansion.

Park and Recreation Fees totaled \$734,710 as compared to \$694,573 for the prior year, which is an increase of 5.8%.

Mr. Langlois reported that total legal billings through December amount to \$111,545, which is tracking well below budget for the first eight 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. 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. Overtime costs in the Police Department are projected to end the year over budget due to meeting minimum manpower requirements as well as an increase in "reimbursable overtime", which 100% is paid for by grants and billings to other agencies.

The winter storm may have some impact on the end of year numbers however should a disaster be declared there is the potential for grant funds to offset overtime costs. The 1999 storm did receive federal grant monies.

Trustee Geoga asked Village Manager Cook about the Capital bill. Mr. Cook stated that the Appellate court overruled the legislation that funded the Capital Bill. The Supreme Court will review the case. Some projects have already received funding and it is unlikely that distributions already made would have to be refunded

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

Ms. Hassett gave an overview. The KLM shelter plans will be going to the Plan Commission and staff is still waiting for the OSLAD grant announcement. The 5K race is delayed until 2012. The Parks and Rec Commission will review the dog ordinance at the February meeting. Trustee Schultz will attend that meeting.

Ms. Hassett stated that advertising space has been acquired for the summer brochure. Ms. Hassett stated that there were many items on the agenda for the evening that will be discussed further.

### **Approval to Waive Bidding and Authorize Entering into a Contract with Danmar in the amount of \$16,190 for Replacement of the Dance Floor at KLM**

Chairman Geoga suggested moving up Item 5 regarding the ballroom floor. Ms. Hassett explained the unique situation of the ballroom floor and how it has been refinished several times. This would be a full removal of the floor including the concrete. Trustee Williams asked if it was really necessary to replace the floor. Ms. Hassett stated that it has been put off and deferred for many years. Trustee Williams stated that she thought it would be more profitable to put the money into the pool.

Chairman Geoga stated that this project is capital and is a question of when and not if it needs to be replaced. Trustee Schultz stated that if KLM is not generating revenue, maybe we shouldn't use KLM anymore. He wants an analysis of how much revenue is brought in. Trustee Geoga stated the question is whether or not the facility is making the money that it should. He will ask the Finance Commission to review the fees and possibly make suggestions. Trustee Geoga stated that the lodge is budgeted to run with a profit. Ms. Hassett stated that if capital expenditures are not made, it is difficult to market. Discussion continued regarding the capital improvements that are needed.

Trustee Saigh asked about Ms. Hassett's comfort level with the vendors' that gave bids and asked if Wightman's price was negotiable because he thought there proposal was better and included three finishes rather than two. Trustee Schultz moved approval of the motion. Trustee Saigh seconded and the motion passed unanimously.

### **Approval of 2011 Season Pass Rates and Related Fees for the Hinsdale Community Pool**

Chairman Geoga moved discussion on Item 8 – season pass rates for the pool. Chairman Geoga stated that the Parks and Recreation Commission recommended fees. ACA had previously deferred action on this recommendation pending the outcome of a Finance

Commission review. The recommendation was modified to take into account some adjustments from Ms. Hassett. The Task Force recommendation was approved by the Finance Commission but the friendly neighborly rate recommended by Ms. Hassett was not part of the plan.

Chairman Geoga stated that Ms. Hassett was concerned about the non-resident rates and stated the friendly rate could be extended to neighboring communities in order to improve marketability to non-residents, at least from a pricing standpoint. Trustee Schultz stated that the fees have been raised almost every year. Ms. Hassett explained the neighborly rate concept. She suggested that the non-resident rates can continue to be reviewed, but approval is needed for residents for the upcoming brochure.

Chairman Geoga stated that \$100,000 capital is required for the pool and this would generate about \$30,000 revenue. If rates are increased too much, memberships will continue to go downward. Trustee Schultz commented on the non-resident rates and if they are taken away, there would be a lot of revenue lost. He felt that if the rates were lower, we might sell more. Trustee Saigh stated he believes that we are at a ceiling for membership rates. Chairman Geoga stated that the bargain patrons got in the past was because the Village was subsidizing the pool facility. Trustee Saigh commented on the pool audit and the favorable life left on the pool.

Chairman Geoga stated that the average yearly maintenance for the pool is \$40,000 but there are some years when it will be more. A Task Force will continue to look at the utilization of the pool and how the major capital funds down the road will be met. Trustee Saigh believes that the pool is going to need subsidies from the village and cannot generate enough revenue for capital expenses. Trustee Williams moved approval of the membership rates. Trustee Schultz seconded and the motion passed unanimously.

#### **Approval of a Two Year Extension in the Contract to Provide Concession Services at the Hinsdale Community Pool to C & W Concessions**

Trustee Schultz moved approval of the two year extension to provide concession services at the pool. Trustee Williams seconded and the motion passed unanimously.

#### **Approval of License Agreement with Hinsdale Tennis Association**

Trustee Schultz moved approval of the License Agreement between Hinsdale Tennis Association and the Village of Hinsdale. Trustee Williams seconded and the motion passed unanimously.

#### **Approval of a Request from Hinsdale Hospital Auxiliary for a Special Use Permit at Burlington Park on April 10, 2011**

Trustee Schultz moved approval of the request from the Hinsdale Hospital Auxiliary. Trustee Williams seconded and the motion passed unanimously.

#### **Economic Development Director Report**

Mr. Scott reported on the EDC meeting. He explained the collective marketing that is being planned and he hopes to raise the participation level of downtown businesses. The sign policy is still being refined and the language is being clarified.

Mr. Scott reported that the amount of interest is high for new businesses and there is interest in available space. There could be some “pop up” events at some of the open spaces. Mr. Scott explained that there has been discussion with the Oasis about removing the no entrance sign on the frontage road to generate more access.

Mr. Scott stated that there is some interest in a potential outdoor advertising structure at Veeck. The downtown task force met to express the key issues.

Trustee Schultz asked Mr. Scott if the Village is losing business by not offering an incentive for businesses. Mr. Scott stated that there have been two businesses that did not come here because there have been no incentives. Mr. Scott stated that this has become very common with other towns.

Trustee Saigh asked Mr. Scott if there was any feedback on the letters to landlords. Mr. Scott reported that he has had a few comments. The Committee thanked Mr. Scott for his report.

Although not on the agenda, earlier in the evening staff had provided documentation regarding a recommended personnel policy change related to comp time that would be on the next Board agenda. Chairman Geoga noted that the proposed change would hopefully result in a reduction in overtime costs and asked Mr. Cook to comment on policy revision. Mr. Cook stated that our personnel policies were detracting from taking comp time due to the requirement that all comp time has to be used by the end of April or it has to be paid out. Mr. Cook is asking to amend the personnel policy to allow earned comp time to be carried over to the next fiscal year. Mr. Cook requests that this be moved to the board and asked the Committee for their comments.

Trustee Saigh asked how many staff would be affected and would there be enough staff to cover when they take time off. Mr. Cook stated there are about 20 and in the summer there is extra staff to cover those on vacation.

### **Adjournment**

As there was no further business to come before the Committee, Trustee Schultz motioned to adjourn. Trustee Williams seconded. The motion passed unanimously and the meeting was adjourned at 8:30 p.m.

Respectfully Submitted:

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Darrell Langlois  
Assistant Village Manager/Director of Finance