

**VILLAGE OF HINSDALE**  
**Administration and Community Affairs Committee**  
**Minutes of the Meeting June 4, 2012**

Chairman Geoga called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on June 4 at 7:32 P.M.

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

**Member Absent:** Chris Elder

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

**Also Present:** John Karstrand

**Approval of Minutes – May 7, 2012**

Trustee Angelo moved approval of the minutes. Trustee LaPlaca seconded and the motion passed unanimously with corrections requested by Chairman Geoga.

**Monthly Reports**

Mr. Langlois reported that Base Sales Tax receipts increased by \$26,067 for March and \$21,903 for April. This marks the twenty-eight consecutive monthly increase since posting an average monthly decline of 13% for the previous twelve months. For FY 2012-13, total base sales tax receipts ended the year at \$2,557,000, an increase of 7.7%.

Mr. Langlois reported that during FY 2012 we received seven tax distributions of the new 1% Non-Home Rule Sales tax totaling \$968,849, which is approximately 62.5% of the base sales tax amount for the same seven month period.

Mr. Langlois reported that Income Tax revenue has increased 23.4% for March and 11.4% for April. Although not yet reported, receipts for May were strong with an increase of 26.6%. Total Income Tax receipts for FY 2011-12 totaled \$1,380,353, a decrease of 1.3%. This variance is unfavorable when compared to budget as an increase of 2% was assumed in the FY 2011-12 Budget but is better than the 5% decline expected due to the change in Hinsdale's population.

The State did not make an income tax payment during February but did make a payment in both March and April. As of the end of April, the State remained four months in arrears. However, during May the State did make two payments and as of this writing was three months behind schedule.

Mr. Langlois reported that Food and Beverage tax revenue for April amounted to \$28,000, an increase of 14.9%. For the year, Food and Beverage taxes amounted to \$317,217, an

increase of 11.5%. 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 for the year amounted to \$5,914,013, which is approximately 102.6% of the Village's \$5.76 million tax levy. This is due to the Village realizing much of the 1% loss factor added on by the counties and an adjustment of \$50,000 to the DuPage levy due to "truing up" of the Cook County levy.

Combined Gas, Electric, Telecommunications, and Water Utility Taxes for April were \$177,312, which is 10.1% below previous year's receipts. Total utility tax collections for the year were \$2,124,606, which is 0.1% below the prior year. On the positive side telecommunications taxes, which had declined over the last several years, did post a year over year increase of 2.2%

Building Permit revenue for April totaled \$99,921, which is 117% above the amount received during the same period last year. Year to date permit revenue is not comparable to the prior year due to the Village receiving significant non-recurring permit revenue from Hinsdale Hospital related to its expansion project in the summer of 2010. Total permit revenue for the year was \$1,253,670, which is 27.1 above budget.

Mr. Langlois stated that for FY 2011-12 most operating expenditures for all Departments ended the year within budgetary expectations. He reported that total legal billings for FY 2011-12 amounted to \$188,174, which is below the budget of \$225,000. Of this amount, approximately \$45,000 is reimbursable from outside parties.

Water and sewer fees for the month of April totaled \$421,947, an increase of 13.6%. Water and sewer fees for the year total \$6,236,390, which is an increase of 1.75%. The year to date performance of water and sewer revenue, when taking into account the DWC usage decline, has improved.

Mr. Langlois reported that on a net basis, based on this preliminary close the end of year results indicate an end of year surplus in the General Corporate Fund of \$782,824, which is greater than the amount of \$565,833 assumed in the FY 2012-13 Budget. This favorable performance is due mostly to actual revenues exceeding our most recent projections. These results include \$200,000 in discretionary Police and Fire Pension contributions as well as an additional contribution of \$400,000 to the Capital Projects Fund. Of the surplus of \$782,824, \$400,000 has been designated as initial funding for capital reserve account with the General Fund, with much of it budgeted to be spent in FY 2013 on a number of capital items. As the fiscal year closing process is completed, staff expects the amount of the surplus to be reduced somewhat but still in excess of what was projected during the recent budget process.

The Trustees asked a few questions and thanked Mr. Langlois for his report.

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

Ms. Hassett presented her report. The proceeds from the 5K race amounted to \$9,371.60. She stated that the local swim clubs will be coming together to try to serve all of their

needs. There were 15 submissions of artwork for the t-shirts for July 4<sup>th</sup> that can be purchased on-site. Ms. Hassett stated that there will be an Army Reserve band in the parade for no charge.

Ms. Hassett reported that Veeck Park is done with a few complications with the irrigation system. AYSO and Falcon Football will be billed for their portion of the project. Staff is working on the disc golf course and will be going out to bid on the other project items in the near future.

Ms. Hassett reported on the pool and noted that the 10 visit pass revenue is up. The swim programs begin June 18. The gutters have been inspected and they will need to be painted or repaired. The Lodge usage is increasing with wedding season. The sub-committee will be meeting later this month.

### **Economic Development Director Report**

Ms. Scott presented his report and discussed the advertising themes that have been presented. A survey was sent out regarding the spring retail promotion for feedback. Mr. Scott commented on a new tenant that is in for plan review. It would be for an organic coffee store as the owners own their own coffee plantation.

Mr. Scott updated the issue with Fox's at Gateway Square. Air Fitness will be retail and demonstration based training for fitness. Mr. Scott explained about the outdoor advertising structure by I-294.

### **Information Technology Coordinator Report**

Ms. Pisciotto presented her report. Website visits are slowly trending upwards and there will be a spike in June and July due to the Parks and Recreation summer programs and pool memberships. She is working on a pool page so residents get any information on pool closures etc.

Chairman Geoga asked if it is possible to update the website regularly with current events. Ms. Pisciotto stated that it would be time consuming, but could be done.

### **Approval of an Ordinance Authorizing Transfers of Appropriations within Departments and Agencies of the Village for the Fiscal Year May 1, 2011 to April 30, 2012**

Mr. Langlois explained the request to re-appropriate funds. Trustee Angelo moved approval of the request. Trustee LaPlaca seconded the request and the motion passed unanimously.

### **Approval of an Ordinance Making a Supplemental Appropriation for the Fiscal Year ending April 30, 2012**

Mr. Langlois explained the request. Trustee Angelo moved approval of the request. Trustee LaPlaca seconded the request and the motion passed unanimously.

### **Approval of a Payment of \$12,955.03 to the DuPage Mayors and Managers Conference for Membership dues for the 2012-13 Fiscal Year**

Chairman Geoga asked Mr. Cook to explain what the benefits are for this membership. Mr. Cook stated that they have been successful with getting grants for the village infrastructure.

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

**Approval of a Resolution Approving a Second Amendment to Loan Agreement, Notes and Bonds between the Village of Hinsdale, the Community House, Inc. The Northern Trust Company and Harris Bank Hinsdale N.A.**

Mr. Cook explained the motion. The Community House wants to pay off the notes on July 1, 2012 so the loan agreement would need to be modified. The Community House would need to reimburse the Village for any expenses.

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

**Approval of Special Use Permit for Hinsdale Community Services for the use of Burlington Park on Saturday, October 6, 2012 for their 75<sup>th</sup> Anniversary Event.** Chairman Geoga stated that he didn't like the idea of having a tent set up in Burlington Park where liquor would be served. He suggested that KLM should be used for this type of event.

Chairman Geoga asked Ms. Hassett why they wanted this event at Burlington Park. Ms. Hassett stated that this is a private event and would be a fund raiser and the date requested KLM is not available. Ms. Hassett stated that this is not an appropriate use of the park.

The Trustees unanimously decided to suggest that KLM be used.

**Consideration of an Economic Development Commission Annual Budget Policy for Account #1016-7710**

Chairman Geoga opened the item for consideration stating that there are two memos in the packet relative to this matter. There is a memo from Finance Director Langlois that includes historical food and beverage income and a memo from Director of Economic Development Tim Scott regarding the timing of the budget process and the capital expenses and promotional expenses. Trustee LaPlaca explained the draft proposal that she believes is a workable compromise stating the budgetary allowance for EDC would be capped at 50% of the Food and Beverage taxes collected annually or \$150,000, whichever is lower. The \$150,000 is based on historic spending of the EDC. Further, 40% of the amount would be allocated to capital expenditures and 60% would be used for promotional expenses. These numbers are also based on historical spending. However, if the EDC in any given year would like to adjust these numbers, they can come to the Board with their request. All expenditures are and would continue to be reviewed and approved by the Village Board. Mr. Karstrand responded that the EDC has no problem with proposing their annual budget in conjunction with the Village budgeting process. However, he feels that the creation of these percentages handcuffs the Commission in light of variable initiatives that come

forward throughout the year. He noted that the EDC could not arbitrarily spend the money without Board approval anyway. Trustee Geoga feels the percentages provide guidance value and would not be comfortable giving the EDC \$150,000 without this guidance. Further, he reminded Mr. Karstrand that these are not hard and fast numbers. Trustee Angelo agreed that the EDC would still have some flexibility and could come to the Board at any time with a request to adjust these caps. Trustee LaPlaca reiterated that she believes this is a fair compromise with serves the Village, the EDC and the business community.

With respect to the Economic Development Commission membership ordinance, Trustee Geoga stated that the changes proposed remove the student member and remove the residency requirement for the institutional members of the EDC. Mr. Scott confirmed.

Trustee LaPlaca moved approval of the **Economic Development Commission Annual Budget Policy for Account #1016-7710**. Trustee Angelo seconded the request and the motion passed unanimously.

Trustee Angelo moved **Approval of an Ordinance Amending Title 2 (Boards and Commissions) Chapter 13 (Economic Development Commission), Relative to the Economic Development Commission Membership**. Trustee LaPlaca seconded the request and the motion passed unanimously.

#### **Confirmation of the Monday, July 2, 2012 Meeting Date**

Chairman Geoga asked if the Trustees would need this meeting. If there is a light agenda, the issues will be brought to the Board meeting or if a meeting is required, the meeting could be held on Monday, July 16.

Ms. Hassett stated that there will be bids that will need to be approved. Chairman Geoga stated that they could be approved at the Board meeting.

#### **Adjournment**

As there was no further business to come before the Committee, Trustee Angelo motioned to adjourn. Trustee LaPlaca seconded and the motion passed unanimously. The meeting was adjourned at 8:45 P.M.

Respectfully Submitted:

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Darrell Langlois  
Assistant Village Manager/Director of Finance