

VILLAGE OF HINSDALE
Administration and Community Affairs Committee
Minutes of the Meeting February 4, 2013

Chairman Geoga called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on February 4, 2013 at 7:32 PM.

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

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

Approval of Minutes – December 3, 2012

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

Monthly Reports

Mr. Langlois presented the report. The report covers the eighth month of the 2012-13 fiscal year. Mr. Langlois reported that Base Sales Tax receipts for the month of December amounted to \$224,000 and for January amounted to \$199,000. This represents a decrease of \$765 for December and a decrease of \$15,019 for January. This marks the third consecutive monthly decline, which is likely due to declines in gasoline prices. Year-to-date base sales tax receipts for the first nine months of FY 2012-13 total \$1,945,000. Total Sales Tax receipts for the first nine months of the fiscal year amounted to \$2,135,000, an increase of 3.7%.

Mr. Langlois reported that Income tax revenue for the month of December increased by 6.3% and increased by 10.9% for January. Total Income Tax receipts for the first eight months of FY 2012-13 total \$1,111,000, an increase of 11.0%. This variance is favorable when compared to budget as no increase was assumed in the FY 2012-13 Budget. The State of Illinois still remains three months or \$328,000 behind the normal payment schedule.

Building Permit revenues for December were \$94,977, an increase of 14.6% above the prior year. Year to date Permit revenue is \$739,600, which is a decrease of 8.6% from the prior year.

As December is the eighth month of the fiscal year, 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 December amount to \$103,598, which is tracking well below the prior year and is tracking below budget.

Mr. Langlois reported that for the first eight months of the year total water and sewer billing revenue was tracking at \$6.3 million, which is \$1.7 million over the prior year and \$725,000 over budget, due mostly to the dry and hot summer. For the month of December, water and sewer revenue was \$97,016 above the prior year. The cause of the revenue increase is due to a large consumption increase due to the dry summer months, creating a significant positive impact on water revenues.

Park and Recreation Activity Report

Ms. Hassett commented that the new recreation supervisor will start next week. Ms. Hassett commented on the following:

- The grading of KLM will occur in the spring and the County has agreed work can be done there.
- The summer brochure is nearly complete.
- Due to warm weather there is no ice at Burns Field. The Parks and Rec Commission will consider options using smaller ice areas at other parks for future years.
- The turf tracker has been ordered.
- Staff attended the IPRA conference downtown.
- Pool staff will be hired soon.
- KLM is hosting a three day business meeting and our programming will be moved to the old HCA building.
- Jennifer will present her KLM report at the next Parks and Rec Commission meeting later this month.

Paddle Tennis

Ms. Hassett reported that paddle tennis revenue is approximately \$8,000 over budget. HPTA is still having a campaign for more lifetime memberships for next fall.

Chairman Geoga commented about the bookings at KLM and the corporate meetings. Ms. Hassett explained that some of the non-profit companies that have used KLM in the past have complained about the new rates. Chairman Geoga commented on the Wi-Fi access and Ms. Hassett stated that the building poses challenges. A large screen would not work and quality portable systems were suggested. Some of the improvements will be phased in and the current speaker system is poor.

Ms. Hassett commented that some events may come back like an Oktoberfest. Trustee LaPlaca asked Ms. Hassett if she knew about paddle tennis courts being built in LaGrange. Ms. Hassett stated that anyone in a league does need to have a membership and staff can check memberships with HPTA league information.

Economic Development Report

Mr. Scott presented his report. There has been some tenant movement in the downtown area. Fox's Restaurant is still moving forward although there are some issues with the landlord.

A cost effect design for the Burlington Park wall project has been completed; a bid award is expected in March. If the bid results are too high, there is backup plan that may be considered to come in line with the \$200,000 budget amount.

The C-map parking group had an open forum and the project will be mostly analysis and parking counts.

Information Technology Coordinator Report

Ms. Pisciotto presented her report and the website usage is consistent with last year. Trustee Angelo asked Ms. Pisciotto about videos from older meetings that were not available on the website. Ms. Pisciotto stated that we switched providers for video hosting, so some video may have transitioned over. All videos are archived at the Village so it would still be available.

Approval of the 5th Amended Articles of Agreement of Gateway Special Recreation Association

Chairman Geoga explained the changes that were requested. Mr. Hassett stated that five of eight communities have already said yes and only Elmhurst has voted no.

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

Approval of Bid #1534 for Landscape Maintenance to Zenith Landscaping in the Amount of \$78,360 for a Term of One Year

Ms. Hassett explained the request and noted that nine bids were received. Since the low bid is lower than our current landscaping contract, staff has investigated Zenith Landscaping's references. Trustee Angelo noted that Zenith Landscaping is a not a local firm. Ms. Hassett stated that she has talked to the Public Works staff and they seem confident that Zenith is qualified. Trustee LaPlaca was concerned about the lower price and that they are not from the community. They are \$5,000 less than the next bidder.

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

Discussion of the Economic Development Commission's 2014 Budget Request

Chairman Geoga explained the budget guidelines for the EDC budget. Mr. Scott explained the capital and promotion expenditures; the capital budget request for next year of \$66,000 exceeds the target allocation by \$6,000. This overage will be fully offset by a reduction in the marketing and promotion budget. Although only \$6,000 over, Mr. Cook commented that the policy states that anything above 40% or \$60,000 requires approval by the Board. Mr. Scott commented on the proposed project. The Trustees had a discussion regarding the issue and all agreed to allow the variance in the FY 2013-14 Budget.

Discussion of Title 2 Chapter 14 of the Village Code related to the Finance Commission

Chairman Geoga stated that the Finance Commission currently has a nine member board and they have had trouble getting a quorum for meetings. The quorum problem is compounded by the fact that over the last three years there have been numerous vacancies on the Commission. After discussion with chairman of the Finance Commission, it is recommended that the ACA Committee consider reducing the number of Finance Commission members to seven.

Chairman Geoga also noted that the Finance Commission section of the Village Code is vague in describing their powers and duties. Among those specific duties that could be considered include a quarterly review of the Treasurer's Report, as well as assistance with the budget and the various capital plans.

Trustee LaPlaca stated that she believes that their duties should be limited and that seven members would be enough. They should not be able to pursue things without specific Board direction.

Trustee Elder stated that the Finance Commission has been viewed as an independent body and should have some level of autonomy in determining the issues that the study. Trustee Elder and Trustee Angelo agreed that seven members were enough. Staff will consider all comments and present a formal ordinance for consideration at the next ACA meeting.

Discussion of Programming and Content on Government Access Channel 6

Chairman Geoga explained the issue and summarized that funds are limited for making improvements. Trustee LaPlaca asked Ms. Pisciotto if people can be charged for advertising content. Trustee LaPlaca asked about budget constraints and about working with the school.

Trustee LaPlaca asked if a summer intern could help with opportunities. Mr. Cook stated that the issue is editing and converting to video and the editing equipment is very old. Chairman Geoga asked how much it would cost to replay a sporting event from the high school.

Ms. Pisciotto stated that a two hour game would have to be screened and could take six hours to review. Mr. Langlois stated that from a salary perspective, it would cost about \$100, but then you have to have someone review and edit it. Chairman Geoga stated that there could be a modest allowance in the budget. Ms. Pisciotto stated that there are 168 hours of programming to fill and asked what the guidelines would be.

Chairman Geoga asked Ms. Pisciotto to explain to the Commissioners about the equipment. She explained that the audio issue is the age of the microphones and the usage. She will follow up regarding the video equipment.

Adjournment

As there was no further business to come before the Committee, Trustee LaPlaca motioned to adjourn. Trustee Elder seconded and the motion passed unanimously. The meeting was adjourned at 8:33 P.M.

Respectfully Submitted:

Darrell Langlois
Assistant Village Manager/Director of Finance