

**Village of Hinsdale
Administration and Community Affairs Committee
Minutes of the Meeting On
March 2, 2008**

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

Members Present: Chairman Kevin Conner, Trustee Bob Schultz, and Trustee Cindy Williams, Trustee Michael Smith

Members Absent: None

Staff Present: Dave Cook, Village Manager; Gina Hassett, Director of Parks and Recreation; Tim Scott, Community Development Strategist; Amy Pisciotto, MIS Administrator and Communication Coordinator

Others Present: Finance Commission Chair Kevin Kane

Approval of Minutes

Chairman Conner stated the minutes from the January 5, 2009 ACA meeting were being presented for approval and asked the Committee if there were any questions or comments. Hearing none from the other Committee Members, Trustee Smith moved to approve the minutes from January 5, 2009. Trustee Schultz seconded. The motion passed unanimously.

Treasurer's Report

Mr. Cook presented the Treasurer's Report the ACA Committee and provided information regarding a number of items. Sales tax receipts were down 17% for the month of February and income tax receipts were down 1.5% in January and 16.2% in February. The ACA Committee engaged in a detailed discussion regarding how these numbers were calculated and what the next few months could expect to see.

Mr. Cook stated building permit revenue was steady compared to the previous year with roughly \$80,000 per month. The State Replacement Tax is down roughly 25% from the previous year. The utility tax, fines, and other revenue sources were holding steady each month compared to previous year.

Mr. Cook noted the sale of the old ladder truck was sold without a broker for \$117,000 and has been factored into the updated budget. He also discussed other items in the budget that have been altered such as revenue forecast and operating expenditures after they were recently analyzed with the new information provided.

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Salary expenses will also continue to fall as work hours are reduced and overtime expenditures are closely monitored. Professional Services and legal fees are down over \$600,000 compared to the previous year.

Public Service expenses for snow removal have been reduced recently with the good weather during the month of February by about \$20,000. The ACA Committee discussed the possibility of added street sweepings in an effort to clean up the concrete and asphalt pieces in the streets. Mr. Cook stated April 1st would be the first day of street sweeping but he would look into staggering the schedule in an effort to start street sweeping earlier in March. He also provided information regarding a government grant to possibly fund the Garfield road project, which the Village would find out on March 26th if they would receive the grant. General discussion took place between Committee Members regarding road construction and the quality of Village roads. They also discussed other potential fee programs dealing with fire safety.

Kevin Kane spoke briefly on the details of bonding if the upcoming Sales Tax increase were to be approved. He provided options to the ACA Committee and what type of funds could be expected on each of these and the time frame involved. He stated these funds would be applied to the worst structural streets in Hinsdale. He also stated that this plan is not a solution to fix the infrastructure needs in Hinsdale and more funds would be needed to be sufficient.

Park and Recreation Activity Report

Ms. Hassett stated 22 days of skating were available this winter and financial details would be available at next months meeting. Bids are out on the new pool concessions contract and pool locker room floors. Staff is also looking for ways to reduce operating costs by closing the pool daily at 8 p.m. compared to 9 p.m. She stated savings could result in \$10,000 if this change takes place. Invoices for field use will also be sent out later this month as well as flyers showcasing programs that will be offered this summer by the village. She touched on other events that will come up such as the Bunny Bash and Little League Baseball. The 4th of July Parade will also be rerouted due to construction on Garfield Rd. and other activities will be moved to Burlington Park for this year. General discussion took place over the options for the closing times of the Hinsdale Pool.

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Communications/MIS Report

Ms. Piscitto stated there are now 532 compared to 405 the previous year with an open rate of around 40%.

Community Development Strategists Report

Mr. Scott stated the Economic Development Commission is continuing to work on a variety of tools for the Village to Utilize. The Distinctly Hinsdale website can be reached by its own website and also through the Villages website. He stated new material is continually being uploaded and they are working on it to become even more user friendly. The Holiday promotion events saw an increase of over 25% in attendance from the previous year. Business License Registration is currently at 79% compliance rate. Advertising campaigns are focusing both on shopping local and pulling in outside residents to shop in Hinsdale. The Community Planning Grant will be in front of the next EPS Committee to see if it will be recommended to the Village Board. The Spring edition of the Village Newsletter is currently at press and will be in the mail in the next week.

Consideration of a request from “Off the Vine” to establish a new class of liquor license the sale of higher alcohol content spirits

Representatives from Off the Vine recapped information presented at the last ACA Committee meeting. They gave information on why they were looking for the ACA Committee to reconsider the current liquor licenses. The ACA Committee discussed the chart prepared by Village Staff to see the regulations of surrounding communities and if this would appropriate for Hinsdale. General discussion took place over the details of this proposal and if there would be any alternatives to this request as well as the fee that would be associated with a request such as this. Mr. Cook stated staff would draft an ordinance and prepare it for the next ACA Committee meeting.

Approval of a Recreational License Agreement between the Hinsdale Platform Tennis Association and the Village of Hinsdale for the period of two years

Ms. Hassett presented the license agreement and noted zero changes have been made from the previous contract. Trustee Schultz motioned for approval of a Recreational License Agreement between the Hinsdale Platform Tennis Association and the Village of Hinsdale for the period of two years. Trustee Smith seconded. The motion passed unanimously.

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Approval of a resolution to Adopt Municipal Legislative Positions and Priorities for the 2009 Legislative Session.

Mr. Cook provided information to the ACA Committee regarding this agenda item. Trustee Schultz motioned to approve a resolution to Adopt Municipal Legislative Positions and Priorities for the 2009 Legislative Session. Trustee Smith seconded. The motion passed unanimously.

Approval of an Ordinance Increasing the Municipal Telecommunications Tax as Contained in the Village Code of Hinsdale

Mr. Cook provided information to the ACA Committee and noted a few minor changes were made due to requests from the state of Illinois. Trustee Smith motioned to approve an Ordinance Increasing the Municipal Telecommunications Tax as Contained in the Village Code of Hinsdale. Trustee Smith seconded. The motion passed unanimously.

Approval of an Engagement Letter with Sikich LLP to Perform Audit Services for the Fiscal Year Ended April 30, 2009 for a fee not to exceed \$21,150

Mr. Cook stated the auditors would be coming in soon to finish the year-end work and have been working with the Village for 5 years. Trustee Smith motioned for approval of an Engagement Letter with Sikich LLP to Perform Audit Services for the Fiscal Year Ended April 30, 2009 for a fee not to exceed \$21,150. Trustee Smith seconded. The motion passed unanimously.

Approval of a Resolution Appointing a Delegate and Alternate Delegate to the Intergovernmental Risk Management Agency

Mr. Cook stated the new Assistant Village Manager Director Darrell Langlois would be appointed to this position. Trustee Smith motioned for the approval of a Resolution Appointing a Delegate and Alternate Delegate to the Intergovernmental Risk Management Agency. Trustee Smith seconded. The motion passed unanimously.

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Review of draft FY 2009-10 Budget

Mr. Cook gave a brief timeline regarding the budget and also provided information that to the ACA Committee that other Committees have requested from previous meetings. Mr. Cook provided information to the ACA Committee regarding this section of th

e budget. He gave estimates Village Staff has arrived at for both revenue and expenses the Village was looking to see. He stated this year could compound a 2.3 million dollar change in revenue from the previous year. He presented areas where the budget could be trimmed and questioned if revenues would begin to rise in the coming months. General discussion took place over each section of the budget and how likely the revenue numbers are likely to change with shifts in the market that may take place and also if the contingencies placed in this budget are adequate enough in case revenue continues to fall below forecasts. Mr. Cook also talked about income revenue such as building permit forecasts as well as programs such as impounding and parking fines. Discussion continued on the programs that Hinsdale plans to utilize in this budget and the effect it could have and also the planning process and steps the Village should pursue to prepare for any uncertainty.

Mr. Cook continued to present new changes to the proposed budget and stressed that staff has analyzed every penny in order to come up with the lowest number possible. He touched on Debt Service Funds and Police and Fire Pension Funds and noted the cost of these funds will rise significantly from the previous year. He stated these numbers would continue to change as the budget is refined and resubmitted in the next few months.

Adjournment

As there was no further business to come before the Committee, Trustee Smith motioned to adjourn. Trustee Williams seconded. The motion passed unanimously and the meeting was adjourned at 10:24 P.M.

Respectfully Submitted:

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David C. Cook
Village Manager