

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MARCH 11, 2013 AT 6:00 P.M. IN THE VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, ILLINOIS.

**1. CALL TO ORDER**

The meeting was called to order by Trustee Davi at 6:00 p.m.

**2. ROLL CALL**

Those present at roll call were Trustee Umberto Davi, Interim Finance Director Carrie Dittman, and Management Analyst Garrett Hummel.

**3. APPROVAL OF MINUTES**

Minutes of the Regular Meeting of the Finance & Administration Committee held on Monday, January 14, 2013 and Minutes of the Special Joint Meeting of the Municipal Services, Finance & Administration, and Public Safety Committees held on Wednesday, February 13, 2013 were reviewed. Motion to approve made by Trustee Davi. Motion carried.

**4. Discussion - Village Employee Flexible Spending Plan - Contract with Discovery Benefits, Inc.**

Director Dittman began by explaining the Village's adoption of an Internal Revenue Code Section 125 Cafeteria Plan ("125 Plan") for eligible employees. The plan allows employees to make an annual election to deduct a portion of their payroll check, pre-taxed, to be placed into a separate Flexible Spending Account (FSA). The funds can then be used to pay for eligible medical and dependent care expenses. The Village previously contracted with AFLAC to assist in the program administration of the plan. Last summer, the Village was notified of pending changes to the AFLAC program which would have required the Village to contract with yet another third-party vendor to administer the plan. At the time, the Village Attorney reviewed the draft contract document and noted objectionable language within. Although a meeting was held with AFLAC representatives in an effort to work through the language issues, in January 2013 the Village received notification from AFLAC that their services provided to us would end after February 28, 2013. In order to finish out the plan year for the employees that are currently participating in the program, the Village needed to obtain a new third-party plan administrator. The Village sought proposals from several vendors, and Discovery Benefits, Inc. (DBI) was identified by the Village's current health insurance provider (IPBC). DBI offered the lowest proposal (\$4.90 per participant, with a minimum of \$50 per month) to assist in administration of the program. Trustee Davi inquired if Attorney Hennessy reviewed the document. Director Dittman responded that he did and had no objection to the proposed terms. Director Dittman explained the contract would be voted on at tonight's meeting of the Village Board of Trustees. Trustee Davi stated he supported staff's recommendation to approve the contract.

**5. REPORT - Monthly Reports - January & February 2013**

The Committee reviewed and highlighted the items below for the months of January & February.

- Payroll - \$325,687 & \$273,907

- Total cash outlay for all Village funds - \$934,883 & \$717,507
- Ave. daily outlay of cash for all Village funds - \$30,158 & \$25,625
- Ave. daily expenditures for the General Fund - \$24,115 & \$18,062(fiscal year to date average) \$19,359

**6. REPORT - Sales Tax, Utility Tax, Income Tax, Places of Eating Tax, Fines, Building Permits, Water Revenues, Hotel Motel Tax and Motor Fuel Tax (year to date through February 2013)**

- Sales Tax receipts - \$3,022,390 up 3.47% from the prior year  
Director Dittman stated the State of Illinois is considering keeping the increases in income tax over the prior year's amount.
- Income Tax receipts - \$645,315 up 11.61% compared to the prior year  
Trustee Davi inquired as to why the Income Tax receipts were coming in so high compared to the budgeted numbers. Director Dittman responded that the budgeted numbers are based on conservative projections made by the Illinois Municipal League (IML).
- Utility Tax receipts - \$960,731 up 0.90% from the prior year
- Places of Eating Tax receipts - \$391,367 up 6.50% compared to the prior year
- Fines - \$119,703 down 10.52% compared with the prior year
- Red Light Fines - Collected \$461,288 down 9.53% compared with the prior year
- Building Permit receipts - \$181,497 up 42.56% compared with the prior year
- Water Sales receipts-\$2,026,558 up 27.73% compared **to** the prior year
- Hotel/Motel Tax receipts - \$54,416 down 2.23% compared with the prior year
- Motor Fuel Tax receipts \$212,361 down 2.87 % compared with the prior year

**7. VISITOR'S BUSINESS**

There were no visitors present at the meeting.

**8. COMMUNICATIONS**

There were no communications received.

**9. ADJOURNMENT**

Motion to adjourn was made by Trustee Davi.

The meeting was adjourned at 6:27 p.m.

(Minutes transcribed by: Garrett Hummel, 4/1/13)