

Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Dennis Baker

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES –
 - a. May 13, 2013 Regular Meeting of the Finance and Administration Committee

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

4. DISCUSSION – Electronic Archive File Storage Project, Datamation Imaging Services Co., Inc.
5. REPORT - Monthly Disbursement Reports –
May 2013
6. REPORT - Sales Tax, Income Tax, Utility Tax, Places of Eating Tax, Fines, Red Light Fines, Building Permits, Water Revenues, Hotel/Motel Tax and Motor Fuel Tax

Village Administrator

Tim Halik

Chief of Police

Mark Shelton

7. VISITOR'S BUSINESS
8. COMMUNICATIONS
9. ADJOURNMENT



Proud Member of the
Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY MAY 13, 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, Mayor-elect Frank Trilla and Interim Director of Finance Carrie Dittman. Management Analyst Garrett Hummel joined the meeting at 6:15 pm.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance/Administration Committee held on Monday, March 11, 2013 were reviewed. Motion to approve made by Trustee Davi. Motion carried.

4. REPORT - Monthly Reports - March and April 2013

The Committee reviewed and highlighted the items below for the months of March and April.

- Total cash outlay for all Village funds - \$682,961 & \$692,627 (fiscal year to date is \$10,623,278)
- Ave. daily outlay of cash for all Village funds - \$22,031 & \$23,088 (fiscal year to date is \$29,085)
- Ave. daily expenditures for the general fund - \$15,749 & \$17,418 (fiscal year to date is \$18,897)
- Ave. payroll for active employees including all funds - \$142,432 (payroll year to date is \$3,703,225)

5. REPORT - Sales Tax, Income Tax, Utility Tax, Places of Eating Tax, Fines, Red Light Fines, Building Permits, Water Revenues, Hotel/Motel Tax and Motor Fuel Tax

- Revenue totals reflect activity through April, with 100% of the fiscal year complete (unaudited)
- Sales tax receipts - \$3,677,745 up 3.24% from the prior year, 5.3% over budget
- Income Tax receipts - \$769,631 up 10.0% compared to the prior year, 19.1% over budget. Interim Director Dittman noted that the State of Illinois is now 2 months behind in remittances.
- Utility tax receipts - \$1,168,404 up 1.93% from the prior year, .4% over budget, consisting of:
 - Telecomm tax - \$541,242, up 0.9%
 - Northern IL gas - \$134,645, down 8.8%
 - ComEd - \$498,596, up 6.7%

- Places of Eating Tax receipts - \$467,335 up 6.01% compared to the prior year, 3.7% over budget
- Fines - \$149,312 down 9.64% compared with the prior year, 6.68% under budget
- Red Light Fines - \$556,513 down 0.3% from the prior year, 3.1% over budget
- Building Permit receipts - \$233,573 up 31.22% from the prior year
- Water sales receipts - \$2,349,775 up 24.62% from the prior year, 1.13% under budget

Interim Director Dittman noted that this increase is due to the 20% increase the Village implemented at 3/1/12 to account for the 30% increase passed on to the Village from the DuPage Water Commission (DWC). In addition, a 25% rate increase is effective 5/1/13 to compensate for another 20% increase that was already passed on by DWC effective January 1, 2013, and for future capital spending.

- Hotel/Motel Tax receipts - \$63,099 down 7.01% compared with the prior year, 1.4% over budget
- Motor Fuel Tax receipts - \$244,193 down 3.62% compared with the prior year, 9.8% over budget

The reports above were approved by Trustee Davi.

6. DISCUSSION - TELEPHONE AUDIT

Management Analyst Garrett Hummel explained the Village entered into a 3-year contract for telephone service with AT&T in 2006 and renewed the contract in 2010. When staff looked into the possibility of renewing the contract in 2013, AT&T informed the Village that some of the services in the contract are outdated and are being phased out. Staff contacted several telephone service consulting companies to get quotes for a review of the Village's telecommunication set-up and for service recommendations moving forward. Analyst Hummel presented the committee with 3 proposals to perform an audit of the Village's telephone system. The quotes were received from Platinum Communications Group (PCG), Digicomm Communication Consultants (DCC), and Wilson Consulting. Analyst Hummel explained all three companies would perform essentially the same service.

PCG agreed to examine the Village's telecommunication accounts for the purpose of determining overcharges. If any overcharges are found, PCG will negotiate with AT&T to have the overcharges removed and obtain refunds/credits for past overcharges. Any recovered overcharges would be split 50/50 with PCG. PCG will also examine the Village's future telecommunication needs and make a recommendation with respect to the Village's next round of contracts. PCG has agreed to waive their fee for the recommendation portion of their service. DCC had the same fee structure as PCG although they did not agree to waive the recommendation fee which would be 50% of the first year's net savings realized by adopting DCC's recommendation. Wilson Consulting would perform the same work but for a flat fee of \$1,690.

Staff recommends contracting with PCG because the fee structure would enable the Village to pay PCG through realized savings and not out of the budget. Trustee Davi stated he agreed with staff's recommendation pending review of PCG's references. Analyst Hummel stated he would review the references and if any negative feedback is received, he would inform the committee. Analyst Hummel concluded by saying this item will appear at a future meeting of the Village Board.

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 6:25 p.m.

(Minutes transcribed by: Carrie Dittman, 5/21/13)

FINANCE AND ADMINISTRATION COMMITTEE MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

**DISCUSSION – Electronic Archive File Storage Project,
Datamation Imaging Services, Co., Inc.**

COMMITTEE REVIEW

- Finance/Administration
- Municipal Services
- Public Safety

Meeting Date:

June 10, 2013

<input type="checkbox"/> Discussion Only	<input checked="" type="checkbox"/> Approval of Staff Recommendation (for consideration by Village Board at a later date)
<input type="checkbox"/> Seeking Feedback	<input type="checkbox"/> Approval of Staff Recommendation (for <u>immediate</u> consideration by Village Board)
<input type="checkbox"/> Regular Report	<input type="checkbox"/> Report/documents requested by Committee

BACKGROUND

At the Budget Workshop held in March of 2012, a document archival system was discussed for future budget consideration. A committee was formed with Village and Police Department staff to meet with document management companies. After these meetings were held, Datamation Imaging Services located in Willowbrook was determined to provide the best services for the Village's needs.

During the Budget Workshop held this year in March, the Board approved funding based on the proposal provided by Datamation, which includes the data archiving of all storage boxes located in the old Public Works Garage and back file room, two (2) scanners, and training.

PCS International, the Village's IT consultant, was contacted and determined that existing computer servers have enough memory to store the archived files.

REQUEST FOR FEEDBACK

See attached proposal for breakdown of fees.

STAFF RECOMMENDATION

Staff would recommend approval of the proposal from Datamation.



Datamation Imaging Services
699 Executive Drive
Willowbrook, IL 60527
(630) 321-0601
www.datamationis.com

May 23, 2013



Cindy Stuchi
Executive Secretary/Deputy Clerk
Village of Willowbrook
7760 Quincy Street
Willowbrook, IL 60527

Dear Cindy:

Thank you for the opportunity to present this proposal that will greatly enhance you and your staff's efficiency when dealing with incoming paper documentation. We greatly appreciate your interest in Datamation Imaging Services and look forward to working with you and your team to provide ongoing services, support and training as needed. I have provided pricing for both the "Papervision" on premises software solution as well as a general estimate on converting your current back-file of documentation to digital images for import into "Papervision". I have increased the number of images per box in the backfile conversion, based on the larger boxes, and provided you with the appropriate scanners in order for you to scan paper up to 11.5" in width.

Some of the benefits you will realize from digitizing your backfile and day-forward documentation include:

- *Files are scanned and loaded directly to the Papervision Enterprise Content Software*
- *Secure and immediate document access, providing access to key information*
- *Improved levels of privacy and security*
- *Recover valuable office space*
- *A complete disaster recovery backup of all your important records to CD/DVD*

Datamation Imaging Services' core strengths are its industry knowledge and its capabilities to capture, index and archive document files for use in an imaging system. We look forward to assisting you with this process.

We are delighted to work with you on imaging these important documents, since this so closely and directly aligns with our core capabilities and strengths. Please call (630) 321-0601 if you have any additional questions.

Sincerely,

Jeff Scheets
jscheets@datamationis.com
Datamation Imaging Services Company, Inc.

Datamation Imaging Services Corporation

Profile

Datamation Imaging Services was founded in 1995 to provide document management consulting and imaging services to Midwest business and industry. The Company's mission is:

- to partner with clients to determine the best imaging solution for their document management requirements;
- to provide the highest-quality document imaging services;
- to deliver outstanding customer service and build long-term relationships with clients.

The principals of Datamation Imaging Services are its founder, James Collins, and David Ruschel. Collectively they have more than 50 years of document imaging and services experience. Both their backgrounds include extensive experience with the Eastman Kodak Company in its document imaging division where they provided consulting for and implementation of Kodak-based imaging products and systems. They were featured as the lead story in an issue of "Business Solutions" magazine for their creative and solutions-oriented approach to applying imaging and mass storage solutions. Datamation was also the largest Kodak scanner reseller in the USA for 2007 -2009 and an eight-year member of the elite software implementers and resellers group called the "Circle of Excellence" with Digitech Systems.

Headquartered in Willowbrook, Illinois, Datamation Imaging Services provides document imaging and consulting services. Its clients include international Fortune 500 companies, regional-based businesses and school districts, among others. All imaging services are performed by Datamation staff at its offices in Willowbrook.

Our employees are focused on providing the best customer service to our customers while maintaining an efficient cost structure to provide excellent service value.

The company prides itself in the expertise its staff possesses in document imaging and technology. Datamation has achieved an outstanding reputation for quality and responsiveness to customers, and is recognized for its knowledge in advising clients about the most cost-effective imaging solutions to achieve desired business results.

Products and services

The core strengths of Datamation are its capabilities to capture, index and archive document files and subsequently upload these images to the customer's imaging system via FTP, CD, or DVD using the latest in imaging technology. The following are just a few of the services available from Datamation:

- Complete content management solutions enhancing compliance with privacy and HIPAA laws
- Conversion of paper files to electronic storage (FTP and/or CD/DVD). We output documents to nearly all document imaging system formats.
- On-Premise ECM systems and support (PaperVision).
- Internet-based imaging solutions (ImageSilo).
- Data output, including computer-generated reports.
- Data entry services.
- OCR and forms processing systems and services.
- Sale and implementation of in-house imaging systems.
- Conversion of microfilm images to CD.
- File archiving and destruction.

Datamation is a reseller for DSI (PaperFlow, PaperVision) and Eastman Kodak software and hardware. In addition to providing document-imaging services, Datamation also provides services to process large computer output files (i.e. invoices, statements, reports) for desktop access.

PAPERVISION DOCUMENT MANAGEMENT SOFTWARE

**ON SITE SCANNING, INDEXING AND RETRIEVAL SOLUTION
FOR
DAY FORWARD SCANNING**

“PAPERVISION”

ON PREMISES DOCUMENT MANAGEMENT SOLUTION

Service Description	Unit Pricing	Estimate	Cost
Papervision-On Premises-5 Concurrent Seats including 1 year maintenance	\$1,800/Seat	Five (5) Concurrent Seats	\$9,000
Desktop Capture Software	\$900	Two (2) Seats	\$1,800
Implementation Install/Training etc (Papervision, Desktop Capture and Document Scanners)	\$6,000	One time Cost	\$6,000
Kodak i 1405 Scanner (Able to scan documentation up to 11.5 inches in width)	\$2,950	2 Units	\$5,900
Annual Maintenance	\$595	2 units	\$1,190
TOTAL-with on Premises Papervision			\$23,890

Village of Willowbrook

Current Backfile of Stored Documentation

PROJECT OVERVIEW & General Cost Estimate

- Boxes located at Village of Willowbrook office in Willowbrook, Illinois.
 - Volume estimate: 506 24" storage boxes
 - Page Estimate: 506 boxes x 2,000 pages/box
 - Total estimated pages=1,012,000
 - 150 Rolls of "Oversized" Plans-Architectural, etc
 - 150 Rolls x 25 Plans per Roll= 3,750 Oversized Architectural Plan Documents
- Boxes represent many internal departments-Finance, Payroll, Police, HR, Buildings, etc
- Files to be indexed at the file folder level-Index Fields to be decided
- Scanned images output to PDF or TIFF format
- Scanned Images and Index data output to "Papervision" and/or DVD

Service Description	Unit Pricing	Estimated Volume	Estimated Cost
Document Preparation:	\$16.00/hour	1,012,000 pages 500 pages/hour	\$32,384
Scanning:Business Size	\$.05/page	1,012,000	\$50,600
Scanning -Oversized Documents	\$1.50/page	3,750	\$5,625
Indexing: File Folder	\$.15/index	50,000 Indices	\$7,500
Destruction-Secure Shredding of Village of Willowbrook Documentation			No Charge
Estimated Total:			\$96,109

IMAGING CONVERSION SERVICES

Imaging Process

- Files will be picked up by a Datamation courier and brought to Datamation's facility in Willowbrook, Illinois.
- Document Preparation - Documents will be prepped for scanning. Document preparation includes any staple and/or clip removal, repair of rips and tears, taping small pages, culling and assessment, and any other preparation needed prior to scanning. We estimate that approximately 500 pages per hour will be prepped.
- Scanning - Documents are scanned at 200 dpi. Each image is quality checked for image quality and document breaking.
- Image Processing - The images will then be image processed; this entails deskewing, removing black border, OCR (Optical Character Recognition) processing (if needed) and removing blank backside images.
- Indexing - Documents will then be keyed-indexed by the fields as specified in the application-exact index to be decided.
- Q/C Review - Documents are then Q/C reviewed for completeness and quality.
- Output – The documents are then output to the Papervision, ImageSilo, and/or DVD for user access.
- Urgent lookups of files performed by Datamation Imaging. Requests can be made by calling Datamation or by e-mailing a request to: request@datamationis.com
- After the job is complete, files can be returned or destroyed.

**VILLAGE OF WILLOWBROOK
CHECKS ISSUED
FISCAL YEAR 2013 - 2014**

MONTH	BOARD APPROVED WARRANTS	NET PAYROLL	PAYROLL LIABILITY CHECKS & EFTPS	HANDWRITTEN CHECKS	MONTHLY TOTAL
MAY		\$ 85,319.90	\$ 68,078.14		
MAY	\$ 285,387.15	61,284.85	54,224.84		
MAY	353,485.42	136,416.17	103,298.84	\$ 27,792.42	<u>\$ 1,175,287.73</u>
JUNE					
JUNE					\$ -
JULY					
JULY					\$ -
AUG					
AUG					\$ -
SEP					
SEP					\$ -
OCT					
OCT					\$ -
NOV					
NOV					\$ -
NOV					
DEC					\$ -
DEC					\$ -
JAN					
JAN					\$ -
FEB					
FEB					\$ -
MAR					
MAR					\$ -
APR					
APR					
APR					\$ -
	<u>\$ 638,872.57</u>	<u>\$ 283,020.92</u>	<u>\$ 225,601.82</u>	<u>\$ 27,792.42</u>	<u><u>\$ 1,175,287.73</u></u>

**VILLAGE OF WILLOWBROOK
PAYROLL - BY MONTH/YEAR
FY 2011 - FY 2014**

MONTHLY PAYROLL TOTALS ^

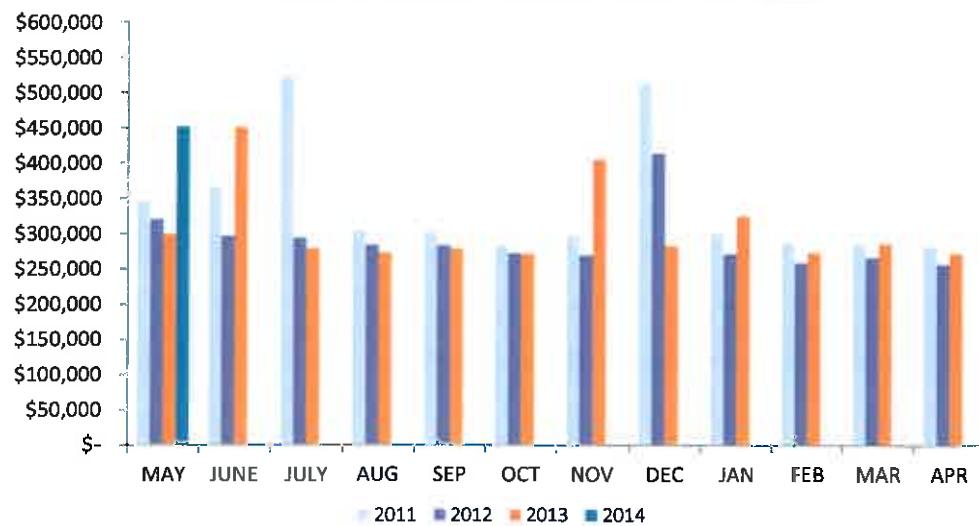
MONTH	FISCAL 2011	# of payrolls	FISCAL 2012	# of payrolls	FISCAL 2013	# of payrolls	FISCAL 2014	# of payrolls
MAY	\$ 346,614.01	2	\$ 320,475.00	2	\$ 299,514.62	2	\$ 451,655.27	3
JUNE	365,926.15	2	297,125.05	2	451,165.43	3		
JULY	523,182.68	3	294,399.85	2	279,814.55	2		
AUG	304,809.53	2	284,393.36	2	273,921.61	2		
SEP	303,760.78	2	283,533.10	2	278,778.42	2		
OCT	282,836.42	2	272,575.02	2	271,719.14	2		
NOV	298,071.49	2	270,129.71	2	406,102.93	3		
DEC	514,471.71	3	414,928.38	3	282,756.91	2		
JAN	302,174.00	2	272,114.94	2	325,687.10	2		
FEB	287,267.05	2	259,794.38	2	273,907.00	2		
MAR	286,701.82	2	266,752.86	2	286,411.29	2		
APR	282,981.74	2	257,248.79	2	273,446.41	2		
AUG*			267,068.17					
APR**			85,081.69					
TOTAL	\$ 4,098,797.38	26	\$ 3,845,620.30	25	\$ 3,703,225.41	26	\$ 451,655.27	3
RAGE PAYROLL	\$ 157,646.05		\$ 139,738.82		\$ 142,431.75		\$ 150,551.76	
CHANGE FROM PRIOR YEAR			-11.36%		1.93%		5.70%	

^ Includes gross salary and payroll taxes for active employees only

*** special payout for 3 commander retirements**

**** special payout for 1 commander retirement**

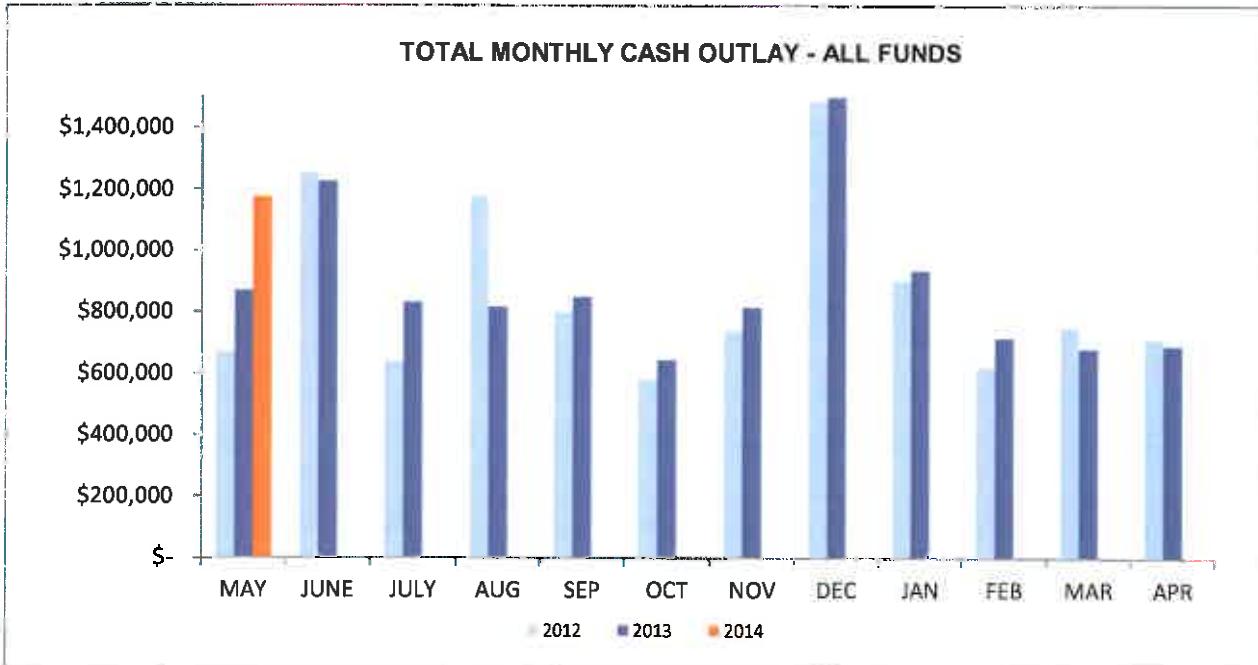
TOTAL PAYROLL BY MONTH: ACTIVE EMPLOYEES



**VILLAGE OF WILLOWSBROOK
CASH OUTLAY
ALL FUNDS**

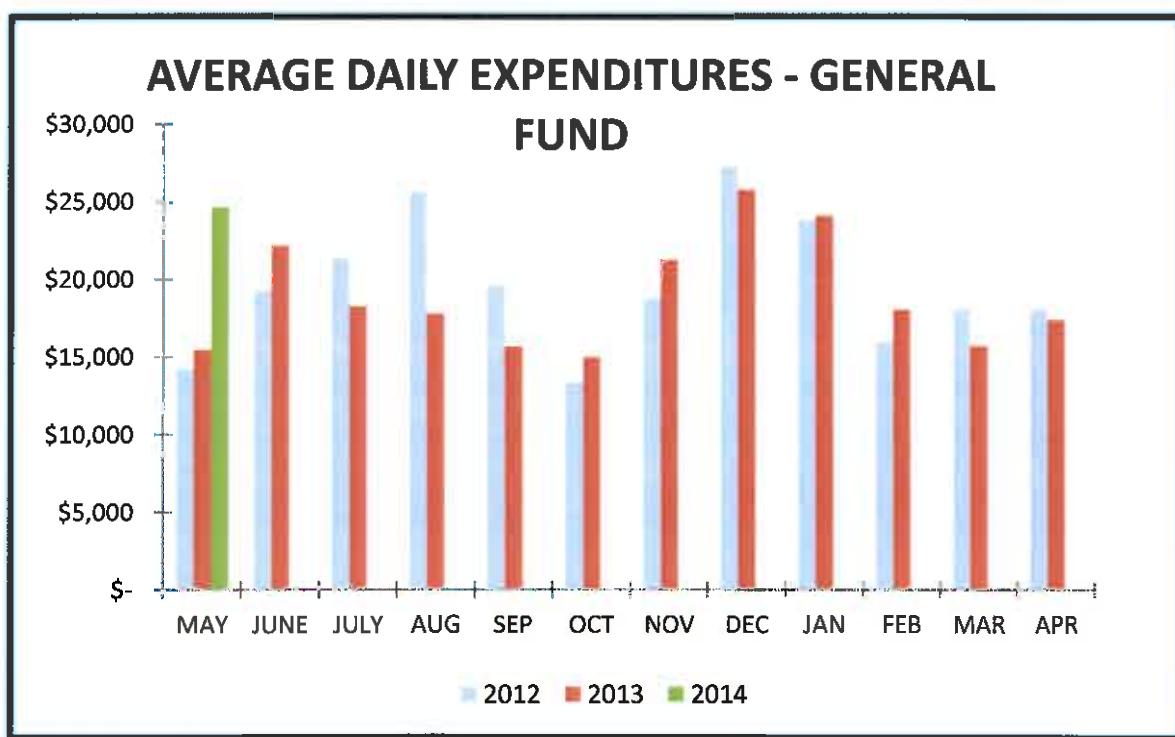
MONTH	FISCAL 2012	<u>MONTHLY TOTALS</u>		FISCAL 2014	<u>AVERAGE DAILY OUTLAY</u>	
		FISCAL 2013	FISCAL 2014		FISCAL 2013	FISCAL 2014
MAY	\$ 672,056.01	\$ 870,290.11	\$ 1,175,287.73	*	\$ 28,073.87	\$ 37,912.51
JUNE	1,253,014.59	1,226,031.00			40,867.70	-
JULY	640,846.17	833,357.39			26,882.50	-
AUG	1,180,026.60	816,663.86			26,344.00	-
SEP	801,551.97	850,880.84			28,362.69	-
OCT	581,568.36	645,090.55			20,809.37	-
NOV	739,532.86	816,308.17			27,210.27	-
DEC	1,489,481.60	1,536,678.84			49,570.29	-
JAN	903,734.69	934,882.52			30,157.50	-
FEB	623,043.33	717,506.98			25,625.25	-
MAR	753,458.83	682,960.98			22,031.00	-
APR	713,948.25	692,627.23			23,087.57	-
TOTAL	\$ 10,352,263.26	\$ 10,623,278.47	\$ 1,175,287.73			
AVERAGE	\$ 862,688.61	\$ 885,273.21	\$ 1,175,287.73		\$ 28,073.87	\$ 37,912.51

* May 2013 includes 3 payrolls & SLEP buyout



**VILLAGE OF WILLOWSBROOK
AVERAGE DAILY EXPENDITURES
GENERAL FUND**

MONTH	FISCAL 2012	FISCAL 2013	FISCAL 2014	2014 YEAR TO DATE AVERAGE
MAY	\$ 14,244.09	\$ 15,479.51	\$ 24,649.68	\$ 24,649.68
JUNE	19,261.60	22,172.19		24,649.68
JULY	21,324.27	18,276.60		24,649.68
AUG	25,647.30	17,795.05		24,649.68
SEP	19,613.83	15,656.51		24,649.68
OCT	13,334.73	14,992.42		24,649.68
NOV	18,758.51	21,265.17		24,649.68
DEC	27,248.90	25,780.70		24,649.68
JAN	23,814.27	24,114.56		24,649.68
FEB	16,019.82 *	18,061.86		24,649.68
MAR	18,062.31	15,748.89		24,649.68
APR	18,087.56 *	17,417.76		24,649.68
AVERAGE	\$ 19,618.10	\$ 18,896.77	\$ 24,649.68	



*2012 EXCLUDES 1/2 of the budgeted transfer to the L.A.F.E.R Fund (\$1,582,500)

VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
MUNICIPAL SALES AND USE TAXES

MONTH	SALE	DIST	MADE	09-10	10-11	11-12	12-13	13-14			
MAY	FEB	\$	216,102	\$	223,555	\$	254,811	\$	261,216	\$	250,138
JUNE	MAR		252,558		281,024		296,840		308,159		
JULY	APR		239,611		259,844		281,808		288,609		
AUG	MAY		278,006		284,173		276,985		316,487		
SEPT	JUNE		284,544		314,663		318,524		336,664		
OCT	JULY		269,750		276,383		300,424		291,508		
NOV	AUG		267,033		279,375		326,134		330,699		
DEC	SEPT		253,713		260,636		296,490		300,348		
JAN	OCT		236,393		273,809		272,291		282,374		
FEB	NOV		253,516		290,009		296,763		306,325		
MARCH	DEC		339,352		355,102		387,223		377,505		
APRIL	JAN		193,834		234,660		253,944		277,850		
TOTAL			\$ 3,084,413	\$ 3,333,234	\$ 3,562,238	\$ 3,677,745	\$ 250,138				
MTH AVG			\$ 257,034	\$ 277,769	\$ 296,853	\$ 306,479	\$ 250,138				
BUDGET			\$ 3,018,750	\$ 3,121,250	\$ 3,217,250	\$ 3,493,374	\$ 3,447,000				

YEAR TO DATE LAST YEAR : \$ 261,216

YEAR TO DATE THIS YEAR : \$ 250,138

DIFFERENCE : \$ (11,078)

PERCENTAGE OF INCREASE :

-4.24%

CURRENT FISCAL YEAR:

BUDGETED REVENUE: \$ 3,447,000

PERCENTAGE OF YEAR COMPLETED : 8.33%

PERCENTAGE OF REVENUE TO DATE : 7.26%

PROJECTION OF ANNUAL REVENUE : \$ 3,521,767

EST. DOLLAR DIFF ACTUAL TO BUDGET \$ 74,767

EST. PERCENT DIFF ACTUAL TO BUDGET **2.2%**

VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
MUNICIPAL INCOME TAXES

Note 1

MONTH	09-10	10-11	11-12	12-13	13-14
MAY	\$ 109,215	\$ 88,618	\$ 83,421	\$ 107,307	\$ 145,711
JUNE	58,315	47,252	50,979	56,417	
JULY	63,492	66,409	66,040	72,448	
AUG	43,220	43,538	45,433	45,462	
SEPT	41,268	44,649	43,732	45,094	
OCT	63,593	64,893	69,459	71,005	
NOV	47,913	48,838	44,235	53,652	
DEC	37,663	54,012	41,649	44,277	
JAN	66,203	61,577	61,880	68,634	
FEB	70,164	76,096	71,344	81,019	
MARCH	43,415	37,954	47,598	45,430	
APRIL	67,732	65,293	73,904	78,886	
TOTAL	\$ 712,193	\$ 699,127	\$ 699,674	\$ 769,631	\$ 145,711
MTH AVG	\$ 59,349	\$ 58,261	\$ 58,306	\$ 64,136	\$ 145,711
BUDGET	\$ 791,786	\$ 686,000	\$ 686,000	\$ 646,306	\$ 725,760

Boxed Numbers - Village has not yet received distribution

Note 1 Village's population decreased from 8,967 to 8,540 beginning June 2011

YEAR TO DATE LAST YEAR: \$ 107,307

YEAR TO DATE THIS YEAR: \$ 145,711

DIFFERENCE: \$ 38,404

PERCENTAGE CHANGE: **35.79%**

BUDGETED REVENUE: \$ 725,760

PERCENTAGE OF YEAR COMPLETED : 8.33%

PERCENTAGE OF REVENUE TO DATE : 20.08%

PROJECTION OF ANNUAL REVENUE : \$ 1,045,074

EST. DOLLAR DIFF ACTUAL TO BUDGET \$ 319,314

EST. PERCENT DIFF ACTUAL TO BUDGET **44.0%**

**VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
MUNICIPAL UTILITY TAXES**

**Telecommunications Tax - 6%
Nicor & Com-Ed - 5%**

MONTH	09-10	10-11	11-12	12-13	13-14
MAY	\$ 126,617	\$ 118,228	\$ 103,407	\$ 93,102	\$ 90,574
JUNE	79,181	93,026	90,897	117,206	
JULY	110,478	90,884	91,865	87,823	
AUG	89,919	109,099	96,906	101,980	
SEPT	95,178	107,010	105,187	97,521	
OCT	91,793	100,333	87,792	91,554	
NOV	89,181	78,547	88,869	84,535	
DEC	84,202	86,799	85,543	85,580	
JAN	101,205	97,316	99,304	95,118	
FEB	112,119	115,615	102,349	106,312	
MARCH	121,849	99,953	99,574	106,527	
APRIL	91,022	115,470	94,549	101,146	
TOTAL	\$ 1,192,747	\$ 1,212,279	\$ 1,146,243	\$ 1,168,404	\$ 90,574
MTH AVG	\$ 99,396	\$ 101,023	\$ 95,520	\$ 97,367	\$ 90,574
BUDGET	\$ 1,337,500	\$ 1,150,000	\$ 1,197,000	\$ 1,163,633	\$ 1,160,000
YEAR TO DATE LAST YEAR:			\$ 93,102		
YEAR TO DATE THIS YEAR:			\$ 90,574		
DIFFERENCE:			\$ (2,528)		
PERCENTAGE CHANGE:			-2.72%		
BUDGETED REVENUE:			\$ 1,160,000		
PERCENTAGE OF YEAR COMPLETED :			8.33%		
PERCENTAGE OF REVENUE TO DATE :			7.81%		
PROJECTION OF ANNUAL REVENUE :			\$ 1,136,678		
EST. DOLLAR DIFF ACTUAL TO BUDGET			\$ (23,322)		
EST. PERCENT DIFF ACTUAL TO BUDGET			-2.0%		

**VILLAGE OF WILLOWBROOK
SIMPLIFIED TELECOMMUNICATION TAX
CASH BASIS**

VILLAGE OF WILLOWBROOK
UTILITY TAX
COMMONWEALTH EDISON
CASH BASIS

VILLAGE OF WILLOWBROOK
UTILITY TAX
NORTHERN ILLINOIS GAS
CASH BASIS

VILLAGE OF WILLOWSBROOK
FINANCIAL REPORT
PLACES OF EATING TAXES

MONTH	09-10	10-11	11-12	12-13	13-14
MAY	\$ 29,944	\$ 32,607	\$ 34,339	\$ 37,421	\$ 39,097
JUNE	33,653	34,583	36,544	37,754	
JULY	33,203	38,304	38,639	41,944	
AUG	29,099	35,728	37,829	38,115	
SEPT	33,001	33,184	39,218	40,801	
OCT	30,393	33,204	36,492	40,227	
NOV	28,801	33,296	38,018	36,097	
DEC	33,252	35,058	34,652	39,700	
JAN	31,980	38,456	39,065	43,449	
FEB	29,015	32,964	32,687	35,859	
MARCH	29,353	32,029	34,986	34,674	
APRIL	35,520	35,620	38,362	41,294	
TOTAL	\$ 377,215	\$ 415,036	\$ 440,831	\$ 467,335	\$ 39,097
MTH AVG	\$ 31,435	\$ 34,586	\$ 36,736	\$ 38,945	\$ 39,097
BUDGET	\$ 380,000	\$ 404,500	\$ 429,500	\$ 450,581	\$ 450,000

YEAR TO DATE LAST YEAR: \$ 37,421

YEAR TO DATE THIS YEAR: \$ 39,097

DIFFERENCE: \$ 1,676

PERCENTAGE OF INCREASE: **4.48%**

BUDGETED REVENUE: \$ 450,000

PERCENTAGE OF YEAR COMPLETED : 8.33%

PERCENTAGE OF REVENUE TO DATE : 8.69%

PROJECTION OF ANNUAL REVENUE : \$ 488,266

EST. DOLLAR DIFF ACTUAL TO BUDGET \$ 38,266

EST. PERCENT DIFF ACTUAL TO BUDGET **8.5%**

VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
RED LIGHT FINES

MONTH DIST	FISCAL YEAR					13-14
	09-10	10-11	11-12	12-13		
MAY	\$ 51,750	\$ 19,700	\$ 49,631	\$ 49,631	\$ 57,075	
JUNE		\$ 80,350	\$ 39,300	\$ 54,120		
JULY		\$ 67,733	\$ 39,925	\$ 56,500		
AUG		\$ 78,955	\$ 61,985	\$ 54,325		
SEPT	\$ 300	\$ 53,880	\$ 68,241	\$ 35,300		
OCT	\$ 46,720	\$ 42,786	\$ 83,294	\$ 46,200		
NOV	\$ 39,000	\$ 45,760	\$ 88,200	\$ 46,037		
DEC	\$ 29,900	\$ 65,285	\$ 39,855	\$ 41,645		
JAN	\$ 30,425	\$ 57,064	\$ 34,805	\$ 41,395		
FEB	\$ 19,550	\$ 27,980	\$ 34,577	\$ 36,135		
MARCH	\$ 29,850	\$ 26,810	\$ 19,223	\$ 44,325		
APRIL	\$ 32,550	\$ 19,005	\$ 29,058	\$ 50,900		
TOTAL	\$ 228,295	\$ 617,358	\$ 558,163	\$ 556,513	\$ 57,075	
MTH AVG	\$ 28,537	\$ 51,447	\$ 46,514	\$ 46,376	\$ 57,075	
BUDGET		\$ 484,400	\$ 511,000	\$ 540,000	\$ 540,000	

YEAR TO DATE LAST YEAR : \$ 49,631

YEAR TO DATE THIS YEAR : \$ 57,075

DIFFERENCE : \$ 7,444

PERCENTAGE CHANGE:

15.00%

BUDGETED REVENUE: \$ 540,000

PERCENTAGE OF YEAR COMPLETED : 8.33%

PERCENTAGE OF REVENUE TO DATE : 10.57%

PROJECTION OF ANNUAL REVENUE : \$639,983

EST. DOLLAR DIFF ACTUAL TO BUDGET \$99,983

EST. PERCENT DIFF ACTUAL TO BUDGET 18.5%

VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
FINES

MONTH DIST	09-10	10-11	11-12	12-13	13-14
MAY	\$ 14,846	\$ 19,578	\$ 20,475	\$ 12,129	\$ 14,525
JUNE	14,647	16,689	16,315	16,141	
JULY	16,868	19,660	8,068	11,302	
AUG	20,157	14,809	15,404	5,385	
SEPT	14,024	14,196	7,275	14,236	
OCT	15,004	16,237	17,071	14,533	
NOV	13,858	14,719	13,517	8,246	
DEC	20,463	11,482	12,229	6,560	
JAN	13,669	21,297	12,321	20,660	
FEB	8,980	10,232	11,103	10,511	
MARCH	26,922	13,255	16,448	14,546	
APRIL	16,869	16,761	15,010	15,063	
TOTAL	\$ 196,308	\$ 188,916	\$ 165,235	\$ 149,312	\$ 14,525
MTH AVG	\$ 16,359	\$ 15,743	\$ 13,770	\$ 12,443	\$ 14,525
BUDGET	\$ 200,000	\$ 200,000	\$ 200,000	\$ 160,000	\$ 145,000

YEAR TO DATE LAST YEAR : \$ 12,129

YEAR TO DATE THIS YEAR : \$ 14,525

DIFFERENCE : \$ 2,396

PERCENTAGE CHANGE

19.75%

BUDGETED REVENUE: \$ 145,000

PERCENTAGE OF YEAR COMPLETED : 8.33%

PERCENTAGE OF REVENUE TO DATE : 10.02%

PROJECTION OF ANNUAL REVENUE : \$ 178,808

EST. DOLLAR DIFF ACTUAL TO BUDGET \$ 33,808

EST. PERCENT DIFF ACTUAL TO BUDGET 23.32%

VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
BUILDING PERMITS

MONTH	09-10	10-11	11-12	12-13	13-14
MAY	\$ 6,747	\$ 35,989	\$ 5,770	\$ 33,084	\$ 21,304
JUNE	5,795	8,399	6,527	30,569	
JULY	7,103	19,396	8,640	11,472	
AUG	9,710	17,824	9,921	14,433	
SEPT	7,255	47,342	17,688	28,145	
OCT	30,335	16,986	6,235	6,068	
NOV	3,976	3,277	27,435	8,391	
DEC	32,902	6,864	31,298	14,215	
JAN	23,015	12,160	6,734	27,202	
FEB	3,766	13,567	7,062	7,918	
MARCH	18,445	10,207	31,730	19,167	
APRIL	18,870	28,150	18,959	32,909	
TOTAL	\$ 167,920	\$ 220,161	\$ 177,999	\$ 233,573	\$ 21,304
MTH AVG	\$ 13,993	\$ 18,347	\$ 14,833	\$ 19,464	\$ 21,304
BUDGET	\$ 150,000	\$ 100,000	\$ 150,000	\$ 110,000	\$ 150,000

YEAR TO DATE LAST YEAR: \$ 33,084

YEAR TO DATE THIS YEAR: \$ 21,304

DIFFERENCE: \$ (11,780)

PERCENTAGE OF CHANGE:

-35.61%

BUDGETED REVENUE: \$ 150,000

PERCENTAGE OF YEAR COMPLETED : 8.33%

PERCENTAGE OF REVENUE TO DATE : 14.20%

VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
WATER SALES REVENUE

MONTH	Note 1		Note 2		Note 3	
	09-10	10-11	11-12	12-13	13-14	
MAY	\$ 119,740	\$ 116,873	\$ 148,758	\$ 156,504	\$ 160,088	
JUNE	148,867	164,898	170,028	205,606		
JULY	105,374	128,685	145,972	178,786		
AUG	153,176	183,532	183,885	309,555		
SEPT	173,672	209,281	202,519	286,089		
OCT	116,842	141,587	134,151	172,100		
NOV	146,601	181,635	167,590	208,056		
DEC	144,694	176,935	171,271	204,008		
JAN	95,371	117,392	118,494	139,217		
FEB	116,663	143,020	143,906	166,637		
MARCH	130,119	162,372	163,023	188,447		
APRIL	101,335	113,064	136,026	134,770		
TOTAL	\$ 1,552,453	\$ 1,839,273	\$ 1,885,623	\$ 2,349,775	\$ 160,088	
MTH AVG	\$ 129,371	\$ 153,273	\$ 157,135	\$ 195,815	\$ 160,088	
BUDGET	\$ 1,800,000	\$ 1,931,868	\$ 1,831,500	\$ 2,318,242	\$ 2,898,948	

Note 1- 20% rate increase effective 5/1/10

Note 2- 20% rate increase effective 3/1/12

Note 3- 25% rate increase effective 5/1/13

YEAR TO DATE LAST YEAR:	\$ 156,504
YEAR TO DATE THIS YEAR:	\$ 160,088
DIFFERENCE:	\$ 3,584

PERCENTAGE OF INCREASE: 2.29%

BUDGETED REVENUE:	\$ 2,898,948
PERCENTAGE OF YEAR COMPLETED :	8.33%
PERCENTAGE OF REVENUE TO DATE :	5.52%
PROJECTION OF ANNUAL REVENUE :	\$ 2,403,586
EST. DOLLAR DIFF ACTUAL TO BUDGET	\$ (495,362)
EST. PERCENT DIFF ACTUAL TO BUDGET	-17.09%

**VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
MUNICIPAL HOTEL/MOTEL TAXES**

MONTH	Note 1		Note 2, 3		Note 4, 5	
	09-10	10-11	11-12	12-13	13-14	
MAY	\$ 5,657	\$ 6,553	\$ 4,355	\$ 4,516	\$ 7,112	
JUNE	5,533	4,907	4,226	4,918		
JULY	6,650	6,872	6,196	8,271		
AUG	6,046	5,173	10,959	4,947		
SEPT	6,432	3,526	4,664	6,041		
OCT	6,155	10,625	6,463	11,030		
NOV	6,038	3,986	9,154	3,508		
DEC	4,566	2,325	5,428	5,611		
JAN	3,728	8,182	2,267	2,268		
FEB	3,269	1,755	1,945	3,306		
MARCH	3,056	5,505	4,123	3,634		
APRIL	2,170	2,262	8,077	5,049		
TOTAL	\$ 59,299	\$ 61,671	\$ 67,857	\$ 63,099	\$ 7,112	
MTH AVG	\$ 4,942	\$ 5,139	\$ 5,655	\$ 5,258	\$ 7,112	
BUDGET	\$ 80,000	\$ 72,000	\$ 61,000	\$ 62,220	\$ 64,386	

Note 1 - Village received 3 months Holiday Inn Tax (Jan-March) in August 2010.

Note 2 - The Holiday Inn paid their June & July tax in August 2011.

Note 3 - The Holiday Inn made payments for Jan, Feb & March 2012 during April 2012

Note 4 - The Holiday Inn made payments for May & June 2012 during July 2012

Note 5 - The Holiday Inn made payments for Aug & Sept 2012 during Oct 2012

YEAR TO DATE LAST YEAR: \$ 4,516

YEAR TO DATE THIS YEAR: \$ 7,112

DIFFERENCE: \$ 2,596

PERCENTAGE CHANGE: **57.48%**

BUDGETED REVENUE: \$ 64,386

PERCENTAGE OF YEAR COMPLETED : 8.33%

PERCENTAGE OF REVENUE TO DATE : 11.05%

PROJECTION OF ANNUAL REVENUE : \$ 99,371

EST. DOLLAR DIFF ACTUAL TO BUDGET \$ 34,985

EST. PERCENT DIFF ACTUAL TO BUDGET **54.3%**

VILLAGE OF WILLOWSBROOK
FINANCIAL REPORT
MOTOR FUEL TAX

MONTH DIST	Note 1		Note 2		Note 3		
	09-10	10-11	11-12	12-13	13-14		
MAY	\$ 17,906	\$ 19,451	\$ 18,507	\$ 16,579	\$ 14,687		
JUNE	24,456	18,819	18,156	18,468			
JULY	13,011	17,787	16,894	15,557			
AUG	21,587	19,278	57,601	18,180			
SEPT	18,137	18,752	18,325	18,222			
OCT	14,867	21,587	16,417	54,763			
NOV	15,108	54,756	18,240	17,307			
DEC	24,523	26,793	19,269	18,450			
JAN	18,456	21,584	17,963	17,678			
FEB	21,440	20,892	17,273	17,157			
MARCH	16,884	16,823	17,604	14,579			
APRIL	18,391	19,105	17,123	17,253			
TOTAL	\$ 224,766	\$ 275,626	\$ 253,372	\$ 244,193	\$ 14,687		
MTH AVG	\$ 18,731	\$ 22,969	\$ 21,114	\$ 20,349	\$ 14,687		
BUDGET	\$ 240,316	\$ 214,800	\$ 226,865	\$ 222,328	\$ 205,814		

Note 1, 2, 3 - Special distribution of \$38,941, IL Capital Bill (non-recurring)

YEAR TO DATE LAST YEAR : \$ 16,579

YEAR TO DATE THIS YEAR : \$ 14,687

DIFFERENCE : \$ (1,892)

PERCENTAGE OF CHANGE: **-11.41%**

BUDGETED REVENUE: \$ 205,814

PERCENTAGE OF YEAR COMPLETED : 8.33%

PERCENTAGE OF REVENUE TO DATE : 7.14%

PROJECTION OF ANNUAL REVENUE : \$ 216,326

EST. DOLLAR DIFF ACTUAL TO BUDGET \$ 10,512

EST. PERCENT DIFF ACTUAL TO BUDGET **5.1%**