

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, NOVEMBER 11, 2013 AT 5:30 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 5:30 p.m.

**2. ROLL CALL**

Those present at roll call were Trustee Umberto Davi, Mayor Frank Trilla, Interim Director of Finance Carrie Dittman, Superintendent of Parks & Recreation Kristin Violante, and Management Analyst Garrett Hummel. Hank Rozycki from iCity Corporation was also present.

**3. APPROVAL OF MINUTES**

Minutes of the Regular Finance and Administration Committee held on Monday, October 14, 2013 were reviewed. Motion to approve made by Trustee Davi. Motion carried.

**4. DISCUSSION - Special Recreation Association (SRA) Tax Levy**

Director Dittman explained one of the components of the Parks & Recreation Department's budget is the Special Recreation Tax Levy. Over the last several years, the SRA tax has been levied as an alternative to taking expenses out of the General Fund. Currently, the tax impact for a homeowner with a market value of \$300,000 is approximately \$15.00 per year.

Superintendent Violante highlighted specific areas where the SRA funds will be used during the next year including the Village's membership fees to the Gateway Special Recreation Association and staff costs associated with that group, expenses in assisting recreation participants requiring ADA accommodations, and accessibility improvements to Village parks and playgrounds.

Director Dittman stated that at the November 25 Village Board meeting, staff anticipates making a recommendation to the Board to consider levying the Special Recreation Tax for FY 14-15 in the amount of \$71,135. At this amount, the tax impact for a home owner with a home market value of \$300,000 would be approximately \$17.00 per year. This is a 4.23% increase over the prior year's levy, which includes additional amounts planned for large park expansions. Director Dittman also noted that any SRA tax collected is restricted to special recreation uses. Trustee Davi agreed with staff's recommendation.

**5. PRESENTATION - iCity Corporation: Mobile App Proposal**

Hank Rozycki from iCity Corporation presented a mobile app geared toward municipal use. The application is intended to improve communications between citizens and visitors of a community as well as promote business within the community. The application can be downloaded onto an iPhone or Android operating system. An icon would appear on the phone screen allowing the user to access Willowbrook business information, community events, etc. Mr. Rozycki noted that 62% of individuals own and regularly use a smart phone device which means the Village application could potentially reach a large portion of the population and benefit the Village both as an improved form of communication and from an economic development perspective. So far, two (2) Illinois communities, River Forest and Bensenville, have signed contracts with iCity to provide this service.

Mr. Rozycki demonstrated the various functionalities of the application using apps that were designed for other communities. Trustee Davi inquired as to costs. Mr. Rozycki responded that there is a one-time

startup cost of \$499 and a \$3,000 annual fee for the app. Upon completion of the presentation, the committee was informed that if they support such an application the topic and associated costs would be considered as part of the fiscal year 2014/15 budget process. Trustee Davi thanked Mr. Rozycski for his presentation.

**6. REPORT - Monthly Disbursement Reports - October 2013**

The Committee reviewed and highlighted the items below for the month of October.

- Total cash outlay for all Village funds - \$946,434 (fiscal year to date average is \$938,394)
- Ave. daily outlay of cash for all Village funds - \$30,530 (fiscal year to date is \$30,625)
- Ave. daily expenditures for the general fund - \$18,151 (average daily expenditures fiscal year to date is \$18,751)
- Ave. payroll for active employees including all funds - \$151,020 (fiscal year payroll to date is \$1,963,263)

**7. 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**

- Sales tax receipts - \$1,822,710 up 1.11% from the prior year, 7.9% over budget.
- Income Tax receipts - \$444,271 up 11.70% compared to the prior year, 18.5% over budget.
- Utility tax receipts - \$536,199 down 8.99% from the prior year, 8.3% below budget, consisting of:
  - Telecomm Tax - \$249,858, down 11.4% from the prior year
  - Northern IL Gas - \$58,601, up 46.9% from the prior year
  - ComEd - \$229,555, down 14.8%
- Places of Eating Tax receipts - \$244,132 up 3.33% compared to the prior year, 7.3% over budget.
- Fines - \$76,933 up 4.35% compared with the prior year, 7.45% over budget.
- Red Light Fines - \$457,190 up 54.42% from the prior year, 59.1% over budget.
- Building Permit receipts - \$137,978 up 11.48% from the prior year.
- Water sales receipts - \$1,347,012 up 2.93% from the prior year, 16.57% below budget.
- Motor Fuel Tax receipts - \$103,845 down 26.75% compared with the prior year, 13.1% below budget
- Hotel/Motel Tax receipts - \$37,786 down 4.88% compared with the prior year, 6.8% below budget.

The reports above were approved by Trustee Davi.

**8. VISITOR'S BUSINESS**

There were no visitors present at the meeting.

**9. COMMUNICATIONS**

There were no communications received.

**10. ADJOURNMENT**

Motion to adjourn was made by Trustee Davi.

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

(Minutes transcribed by: Garrett Hummel, 12/27/13)