

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, APRIL 10, 2017 AT 5:30 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order by Chairman Davi at 5:30 p.m.

2. ROLL CALL

Those present at roll call were Chairman Umberto Davi, Trustee Gayle Neal and Director of Finance Carrie Dittman.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance/Administration Committee held on Monday, March 13, 2017 were reviewed.

Motion to approve made by Chairman Davi, seconded by Trustee Neal. Motion carried.

4. REPORT – Monthly Disbursement Reports – March 2017

The Committee reviewed and accepted the disbursement reports for the month of March and key items are highlighted below:

- Total cash outlay for all Village funds – \$1,351,417. Fiscal Year to Date is \$14,835,246.
- Payroll for active employees including all funds - \$396,135 (3 payrolls). The average payroll for the year was \$147,109, which is a 14.84% decrease from the prior fiscal year.
- Average daily outlay of cash for all Village funds – \$43,594. Fiscal year to date daily average is \$44,318.
- Average daily expenditures for the General Fund only - \$22,966. Fiscal year to date average is \$24,523.

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

All revenues are fiscal year to date collections through March 31, 2017 (unaudited):

- Sales tax receipts - \$3,502,345 down 0.54% from the prior year. Trending 4.7% over budget.
- Income Tax receipts - \$721,515 down 12.81% compared to the prior year, 7.2% over budget. IDOR has communicated to DMMC that this is due to “an accounting change” and it affects all municipalities, but IDOR has not given further details about the accounting change or if it will be ongoing. Director Dittman will be attending an IDOR seminar in July that will further discuss this issue.
- Utility tax receipts - \$894,662 down 0.16% from the prior year, 2.7% under budget, consisting of:
 - Telecomm tax - \$363,667, down 7.11%.
 - Northern IL gas - \$121,429, up 17.45%
 - ComEd - \$413,270, up 2.95%

Trustee Neal inquired about what other towns were experiencing. Director Dittman stated that she would investigate and report back to the Committee.

- Places of Eating Tax receipts - \$459,384 down 3.43% compared to the prior year, trending 5.4% over budget.
- Fines - \$151,710 up 23.49% compared with the prior year, 26.33% over budget. Fines come from County distributions and also local fine tickets written by Village police officers.
- Red Light Fines – \$676,294 up 108.16% from the prior year receipts (in the prior year the cameras were down due to road construction and camera maintenance), trending 51.9% above budget. The budget for the first 4 months of FY 2016/17 was reduced due to the Rt. 83/63rd St. intersection cameras being out of service due to the road construction project. Those cameras are still down with no anticipated “go live” date yet given by ATS or IDOT.
- Building Permit receipts - \$472,052 up 37.28% from the prior year, 124.90% above budget.
- Water sales receipts - \$3,327,220 up 6.99% from the prior year, 0.42% below budget.
- Hotel/Motel Tax receipts - \$223,545 up 13.72% compared with the prior year. May & June 2015 collections (from April & May 2015 tax receipts) were still taxed at 1%. The hotel/motel tax rate increased to 5% effective June 1, 2015. Three of the four hotels are open and active. The revenue is trending at 0.6% lower than budget.
- Motor Fuel Tax receipts - \$201,540 down 0.59% compared with the prior year, 1.6% below budget.

The reports above were approved by Chairman Davi and Trustee Neal.

6. VISITOR'S BUSINESS

There were no visitors present at the meeting.

7. COMMUNICATIONS

Director Dittman gave an update on the Willowbrook resident, Mr. Farber, who was being charged an additional City of Darien sales tax on his Verizon bill. Director Dittman previously spoke with Mr. Farber and sent a formal request to IDOR to investigate. IDOR concluded that Verizon was indeed charging incorrect additional sales tax for Darien, and indicated that Mr. Farber was due a refund from Verizon. Director Dittman will send letters to both the local Verizon store and Verizon's corporate headquarters notifying them of the issue. IDOR also sent a letter to Verizon's corporate office.

Chairman Davi inquired about the prior fraudulent check attempts on the Village's bank account. Director Dittman relayed that the Village subsequently implemented Positive Pay, whereby the Village sends a file of authorized payments to the bank each bill run and only the checks matching the file exactly are allowed to clear the bank account. The new system has been working well. We have had only one attempt since Positive Pay was implemented but the check was caught and rejected before it even cleared the Village's account.

8. ADJOURNMENT

Motion to adjourn at 6:00 p.m. was made by Chairman Davi, seconded by Trustee Neal. Motion carried.

(Minutes transcribed by: Carrie Dittman, 4/28/2017)