



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

REVISED AGENDA

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Misteale

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Robert J. Pavelchik, Jr.

Director of Finance

Carrie Dittman

REGULAR MEETING OF THE FINANCE AND ADMINISTRATION
COMMITTEE OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON
MONDAY, MARCH 12, 2018, AT 5:30 P.M. AT THE VILLAGE HALL, 835
MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY,
ILLINOIS.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
 - a) February 12, 2018 Regular Meeting of the Finance & Administration Committee
 - b) February 19, 2018 Special Joint Meeting of the Municipal Services Committee, the Finance & Administration Committee and the Public Safety Committee
4. APPROVAL – FY 2017/18 Audit Engagement Letter – BKD
5. REPORT – Monthly Disbursement Reports – February 2018
6. REPORT – Sales Tax, Business District 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
7. VISITOR'S BUSINESS
8. COMMUNICATIONS
9. ADJOURNMENT



Proud Member of the
Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, FEBRUARY 12, 2018 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 Chairwoman Berglund at 5:30 p.m.

2. ROLL CALL

Those present at roll call were Chairwoman Sue Berglund, Trustee Michael Mistele, Director of Finance Carrie Dittman and Assistant to the Village Administrator Garrett Hummel.

3. APPROVAL OF MINUTES

A brief discussion of the minutes of the Regular Finance/Administration Committee held on Monday, January 8, 2018 occurred. Motion to approve by Chairwoman Berglund, second by Trustee Mistele. Motion carried.

4. REPORT – GFOA Budget Award Recipient

Director Dittman reported that in August 2017 the Village submitted its FY 2017-18 budget to the Government Finance Officers Association for consideration of the Distinguished Budget Presentation Award. The budget award program was established in 1984 to encourage and assist state and local governments to prepare budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices on budgeting and then to recognize individual governments that succeed in achieving that goal.

Director Dittman presented the document to the Committee, which is a comprehensive document that consists of narrative explanations, departmental goals, Village policies, performance measures, and numerous charts and graphs that complement the budgetary numbers. The Village was notified in January that it has received the Distinguished Budget Presentation Award for the FY 2017/18 budget. This was the 16th consecutive budget award the Village has received. The Village is currently preparing the FY 2018/19 budget and plans to submit that to GFOA as well.

5. DISCUSSION – IMRF General Memorandum #672, Cash Payments in Lieu of or Related to Healthcare Benefits

Director Dittman discussed the Village's health insurance buyback program that was instituted in September 2000. The program aims to reduce healthcare costs by allowing an employee (who would otherwise have been on the Village's health care plan) to opt out as long as they were covered under a spouse's plan. To incentivize the employee, the employee would receive ½ of the single coverage premium as a stipend. When the program was implemented, the additional payment to the employee was considered pensionable wages for IMRF, as IMRF generally dictates that ALL amounts paid to an employee are pensionable unless there is a specific exclusion. IMRF did not have guidance on this specific type of compensation at that time. The stipend for sworn officers in the police pension plan that participated in the health insurance buy-back program was EXCLUDED for pension purposes, as statutes dictate specifically what wages are included for pension purposes.

From 9/2000 – present, the IMRF employees participating in this program had the buyback incentive included in pensionable wages. On December 15, 2017, IMRF Board of Trustees adopted Board Resolution 2017-12-17, which gives employers the option to include these types of payments in IMRF wages. On January 19, 2018, IMRF issued General Memo #672 which notified the IMRF members of this change (date the Village first received notice). If the Village wishes to continue to include these wages as IMRF pensionable wages, it must adopt a resolution to do so, retroactive to when the program began (Sept 2000). IMRF has provided a template resolution to use. If the Village wishes to discontinue including these wages as IMRF pensionable wages, the Village doesn't need to file anything with IMRF but must internally determine to do so as we will need to modify the payroll program to discontinue

including this stipend as pensionable wages. IMRF's counsel stated that IMRF will not go back and make any retroactive adjustments for health buyback incentive wages that already had IMRF pension taken out of them.

Director Dittman reported that currently there are 3 employees that would be affected by this. The direct cost to the Village currently to continue to keep these as pensionable wages would be about \$1,553 annually. ($1/2$ of single premium x IMRF employer rate x 3 employees participating: $\$3,512.50 \times 14.74\% \times 3 = \$1,553.23$). There is also an indirect cost to the Village as the stipend (currently \$3,512.50) would be included in the employee's final rate of earnings when they retire, which their retirement pension is based on – assuming the employees retire from service with the Village. The indirect cost is harder to calculate as IMRF takes all current and retired employees into account, along with investment earnings, when they compute the annual required contribution rate of the Village (currently 14.74%).

Assistant to the Village Administrator Hummel commented that the health buyback program saves the Village money beyond just the insurance premium; for example, an employee with large claims will factor into the Village's future health insurance premium rates. If that employee is on their spouse's plan, the claims will not impact the Village's health claim experience.

The Committee agreed that the memorandum should be brought forth to the Village Board for discussion at the February 19 budget preview presentation.

6. REPORT – Monthly Disbursement Reports – January 2018

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

- Total cash outlay for all Village funds – \$1,097,010. Fiscal Year to Date is \$12,740,852. Includes handwritten checks for \$1,699. Trustee Mistele inquired about the payments to Clauss Brothers; Director Dittman explained that they were the contractor on Willow Pond Park.
- Payroll monthly total for active employees including all funds - \$338,217 (2 payrolls each month). The average payroll for the year was \$156,741, which is a 7.01% increase from the prior fiscal year. Director Dittman explained that the payrolls contain not only the union and non-union increases of 2.5%, step increases for the sworn officers and also retirement payouts of accumulated time.
- Average daily outlay of cash for all Village funds: \$35,387. Average monthly cash outlay for all Village funds fiscal year to date (YTD): \$1,415,650. Daily average fiscal YTD: \$46,237; this is high due to the numerous capital projects that occurred this year.
- Average daily expenditures for the General Fund only: \$24,115. Fiscal YTD average is \$30,530 which is a 26.14% increase from the prior year. The increase is due to the General Fund transfers out to the LAFER Fund to cover the police department renovation, now that the bond proceeds have been exhausted.

7. REPORT – Sales Tax, Business District 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

The Committee reviewed and accepted the revenue trend reports and key items are highlighted below. All revenues are monthly collections for January 2018 (unaudited):

- Sales tax receipts - \$312,400 up 2.48% from the prior year. Trending 7.2% over budget.
- Business District sales tax receipts - \$35,522. This shows collections of the 1.0% sales tax collected in the

Village's new business district. The revenue comes from only the Town Center side as only those businesses are currently open.

- Income Tax receipts - \$64,897 down 5.3% compared to the prior year, 11.4% under budget. The state of Illinois is no longer in arrears in payments, however we are now feeling the effects of the recent state legislation which included a 10% reduction in income tax, which is about \$86,000 annually.
- Utility tax receipts - \$81,944 down 4.32% from the prior year, 6.7% under budget, consisting of:
 - Telecomm tax - down 6.89%
 - Northern IL gas – down 0.39%
 - ComEd - down 3.82%
- Places of Eating Tax receipts - \$58,256 up 3.17% compared to the prior year, trending 6.48% over budget.
- Fines - \$9,705 down 3.93% compared with the prior year, 21.23% over budget. Fines come from County distributions and also local fine tickets written by Village police officers.
- Red Light Fines – \$44,045 down 22.84% from the prior year receipts, trending 0.8% under budget. The Rt. 83/63rd St. intersection went live on 9/26/17. Chairwoman Berglund commented that she has observed drivers running the red light but the cameras did not flash.
- Building Permit receipts - \$62,106 down 6.07% from the prior year, 91.05% above budget. January 2018 included a large permit to Rose Development (Compass soccer arena).
- Water sales receipts - \$207,114 down 7.36% from the prior year, 7.44% below budget. The large decline from Sept 2016 to Sept 2017 is due to a \$181,000 catch up bill issued in Sept 2016 to a shopping center that experienced a huge leak, and that billing is non-recurring. Revenues have generally normalized since the MTU replacement project concluded and we are seeing far fewer “catch-up” bills than in the past year.
- Hotel/Motel Tax receipts - \$14,899 up 1.35% compared with the prior year. The revenue is trending at 5.7% higher than budget. Three of the four hotels are open and active.
- Motor Fuel Tax receipts - \$18,870 up 0.38% compared with the prior year, 0.9% below budget.

8. VISITOR'S BUSINESS

There were no visitors present at the meeting.

9. COMMUNICATIONS

Director Dittman noted that the Board budget preview presentation would be held next Monday, February 19 and asked the Committee if they could make a 5:00 start time. The Committee agreed.

10. ADJOURNMENT

Motion to adjourn at 6:20 p.m. was made by Chairwoman Berglund, seconded by Trustee Misteale. Motion carried.

(Minutes transcribed by: Carrie Dittman, 2/13/2018)

MINUTES OF THE SPECIAL JOINT MEETING OF THE MUNICIPAL SERVICES COMMITTEE, THE FINANCE & ADMINISTRATION COMMITTEE AND THE PUBLIC SAFETY COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, FEBRUARY 19, 2018 AT 5:00 P.M. IN THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, IL.

1. CALL TO ORDER

The meeting was called to order by Trustee Davi at 5:01 p.m.

2. ROLL CALL

Those present at roll call were Trustees Sue Berglund, Umberto Davi, Terry Kelly, Mike Mistele, Gayle Neal, Paul Oggerino, Village Administrator Tim Halik, Chief of Police Robert Pavelchik, Finance Director Carrie Dittman, Deputy Chief Bob Schaller and Assistant to the Village Administrator Garrett Hummel.

3. Approval of Minutes

Minutes of the Regular Finance/Administration Committee held on Monday, November 13, 2017; Minutes of the Regular Municipal Services Committee held on Monday, November 13, 2017; and Minutes of the Special Public Safety Committee held on Monday, December 18, 2017 were reviewed. Trustee Davi made a motion to approve the minutes as presented. Trustee Neal seconded the motion. Motion Carried.

4. REVIEW - Fiscal Year 2018/19 Budget

Director Dittman began by thanking everyone for taking the time to meet to review the Village's FY 2018/19 as it currently stands. Director Dittman indicated that the evening's format includes a review of the tentative budget thus far as well as revenue assumptions, anticipated departmental spending, and ending fund balances for the Village's major funds. Director Dittman pointed out that this budget preview does not include any discretionary items, however a sneak peek will be provided tonight.

Director Dittman explained that with respect to departmental spending, each line item was analyzed and amounts budgeted were based on maintaining the status quo with current programs. No automatic escalations were assumed for the FY 2018/19 budget however, some escalations were used in the 5-year forecast budgets. Salary increases for non-union employees have not been included in the budget while a 2.5% increase has been included for patrol officers and sergeants. A personnel discussion will take place at the March budget workshop.

Director Dittman briefly went over the timeline for the FY 2018/19 budget schedule highlighting several dates including the Board Budget Workshop I on March 19, 2018, the board budget workshop II (if needed) on April 9, 2018 and finally, the budget approval date of April 23, 2018.

Next, Director Dittman explained that the proposed budget maintains all existing services and programs. The proposed FY 18/19 budget ends with 179 days of operating expense in the General Fund and reserves as of 04/30/2019 of \$4,129,819. 1 "day" projected cost to run the Village's

General Fund is \$23,048.

Director Dittman continued by explaining that a 5-year forecast for the General Fund and Water Fund are presented later in the presentation. The 5-year plan includes assumptions for future revenue (generally a 1% annual increase for the General Fund but a 0% increase for the Water Fund) and expenditure increases (generally 3% for most expenditures, although 0% for salaries and 5-10% for future insurance and pension costs). The 5-year plan also shows the projected changes in fund balance, daily cost to operate the fund and the number of days operating reserve for both the General Fund and the Water Fund.

Director Dittman next went over the General Fund highlights pointing out that the FY 2018/19 budget presents a General Fund drawdown of reserves of \$481,876. Director Dittman made note that although the large capital projects that have been ongoing the last few years, such as the police department renovation and water tower repainting are now concluded, the Village's revenues are also down which attributes to the deficit spending projected. Also, included in the highlights were insurance and pension contribution figures. Director Dittman reiterated the proposed budget includes no salary increases for non-union employees and a 2.50% wage increase per the police labor agreement. FY 18/19 is the final year of the 3-year police contract.

With respect to health insurance costs, Director Dittman noted the Village's insurance pool, IPBC, has indicated an increase of 3.9%, although final rates have not been voted on at this time. IPBC Board of Directors will vote on final rates in March and the expense will be updated at that time. This number may also increase to roughly 5% if Burr Ridge decides to withdraw from IPBC. The Village's dental insurance provided by Delta Dental will have no rate increase.

Finally, Director Dittman touched upon pension costs stating the Police Pension contribution will have a decrease of 0.03% while IMRF Pension contribution will have a decrease of 0.69%.

Next, Director Dittman went over a table detailing the reserve drawdown by department.

Change in total General Fund revenues - down 8.15% or \$739,325 for FY 18/19.

Total General Fund expenditures are expected to decrease by nearly \$2.5 million, down to \$8.8 million.

Most of the departments have reductions in the budget as capital projects have concluded or been deferred, which are described on an upcoming slide. However, even with that big of an expenditure reduction, we are still projecting a drawdown of General Fund reserves of \$481,876.

Director Dittman pointed out that General Fund revenues are projected to decrease by \$739,000 overall, which is an 8.15% decrease compared to the current budget. Director Dittman next elaborated on each individual

revenue source:

Sales tax - Actual collections this year are trending about 7% over what was budgeted as of January 2018. This equates to an estimated FY 17/18 collection of about \$3.8 million. For next year, any sales tax growth from Marshall's/Sketcher's (taking over the vacant Sports Authority site) or Pete's Fresh Market and it's out lot stores have not been factored in due to uncertainty as to the timing of their occupancy and store openings. To be conservative, the budget for sales tax remains the same at \$3.6 million.

Income tax - Also known as the Local Government Distributive Fund or LGDF, a State shared revenue that is based on population. The Illinois Municipal League (IML) monitors state shared revenues and puts out estimates of what they believe the sharing will be. In the next year's budget, the IML estimate is \$95.80 per capita or \$818,132. This is a reduction from the current year budget of \$44,000. There remains the possibility of a continuing reduction in the LGDF by the State of Illinois, as was proposed by Governor Rauner in his 2019 budget address on 2/14/18. Director Dittman stated the Village has not currently included the reduction in the budget, but will monitor the legislative status and modify if needed for the March workshop. A continued 10% reduction would be about \$82,000 and would bring the income tax revenue amount to about \$736,318. This would in turn reduce the General Fund days' reserve by about 3.5 days. Director Dittman reminded the Board that part of the Series 2015 ARS Bonds are secured by income taxes (with the other part coming from water revenues). About \$279,000 of the annual income taxes comes off the top to pay the principal and interest on the bonds.

Amusement tax - There is no change budgeted for this revenue, however Director Dittman noted if the proposed ice arena that is interested in the former Whole Foods building opens, the Village could potentially bring in \$120,000 annually in amusement tax. This number is based on a 6% share of the estimated \$2 million in sales. The prospective developer has indicated an opening date of August 1, 2018. Additionally, if the gun club or bowling alley opens/reopens, that would be another source of amusement tax.

Utility tax - Director Dittman explained that the utility tax line consists of three different items: electric tax (ComEd), gas tax (Nicor), and telecom tax (from various telephone carriers collected by and remitted to us by the state). Utility tax has a budget reduction of \$50,000 for FY 18/19. This is because telecom tax continues to drop each year as landlines are abandoned in favor of maintaining just a cell phone. This portion of the utility tax revenue will likely never recover to the levels we previously saw. The telecom tax rate is already at the max of 6% so there is no ability to increase that. ComEd and Nicor rates are at 5%. Total revenue for utility tax is budgeted next year at \$950,000.

Places of eating tax - Director Dittman stated this tax is stable and no changed is planned. Any potential restaurant opening in the Pete's

Fresh Market development has not been taken into consideration. The Village will take a wait and see approach on how they perform in FY 18/19. This revenue source is \$485,000.

Permit fees - This revenue was increased by \$10,000 bringing it up to \$250,000. This increase reflects the trends of the past 5 years of steady increases. Some very large projects occurred this year which raised the revenue far above that level, like Pete's Fresh Market, Compass Arena, and Willowbrook Inn. These projects are non-recurring however and were not included in the increase.

Red light camera fines - There is no change to this revenue. The three intersections are all up and running again, however, since the re-instatement of the intersection of Route 83 and 63rd Street in September 2017, the Village has not seen any increase in the revenue that would have been expected as that approach was down for the entire prior year. As of January 2018, the Village is trending right in line with the budget so the decision was made to maintain next year's budget at the same level.

Water overhead reimbursement - This revenue was decreased by \$61,000. The Water Fund reimburses the General Fund for certain expenses charged directly to the General Fund that the Water Fund benefits from such as portions of salaries, building costs, insurance premiums and other operating expenses. As the General Fund expenses have decreased, the related reimbursement has also decreased.

Grants - This revenue was decreased by \$472,000. The current year budget included \$400,000 for Willow Pond Park which is non-recurring and we expect to receive that reimbursement by the end of April. Also, \$74,600 for the prior LED Streetlight project, which is complete, has been received. The remaining \$57,000 relates to an old DCEO grant. The Village was awarded \$60,000 for a Knoll's Lake drainage improvement project. The project was determined to not be possible so the Village has attempted to get the funding transferred to an alternate project. As of right now, the Village has not received approval from the State to apply the grant to any alternate projects.

NARCINT - Seizure funds collected from the NARCINT program were planned to be used to pay for alternates 1 & 3 on the PD renovation. This year, \$153,000 was assumed would be available for that project. Only about \$101,000 was available. As the project is complete, and the NARCINT officer is no longer in the program, the next year's NARCINT budget is \$0.

Director Dittman next focused on the Police pension contribution costs stating the actuary's recommended amount is \$871,084, which is a decrease of \$279 from last year's contribution. The valuation was performed assuming Entry Age Normal actuarial cost method and assuming the fund would be 100% funded as of 2040. The actuary also prepares a second funding amount which represents the statutory minimum, using Projected Unit Credit actuarial cost method and assuming only 90% funded by 2040. That amount is \$579,258. Both valuations were performed as of 04/30/2017.

They do not factor in the recent retirements of Chief Mark Shelton and Officer Ted Kolodziej which occurred in July 2017, nor the retirement of Sergeant Svehla on January 1, 2018. The current annual pension amounts for just those 3 individuals is \$250,000 per year. Currently, the Police Pension Fund is paying out over \$1.3 million annually in benefits consisting of 15 retirees, 2 disabilities and 1 surviving spouse. The next valuation will include these 3 individuals and the annual contribution required by the Village is likely going to surpass \$1 million. As of 04/30/2017, the Police Pension Fund was about 73% funded.

Director Dittman continued with the pension costs associated with IMRF. She noted that IMRF is not a self-managed fund as the Police Pension Fund is. The Village was notified by IMRF that our employer contribution rate for 2018 dropped from 15.43% to 14.74% of covered payroll. The contribution rate to IMRF has actually been going down every year since 2013. The amount in the budget is based on 12 months of the 2018 rate, although the 4 months in 2019 will be at a different rate which is currently unknown. The total amount budgeted to be spent on the Village's IMRY contribution for FY 18/19 is \$179,459, which is a decrease of \$30,162 or .69% from the FY 17/18 budgeted cost. As of 12/31/2016 IMRF was about 83% funded.

Administrator Halik explained the Water & Water Capital Funds beginning with a project to upgrade the Village's Data Collection Units (DCU's). DCU's wirelessly collect Village water readings and transmit them to the Village Hall. As Verizon is making changes to their network, the Village's three DCU's will need upgrades in order to continue broadcasting. The cost for the upgrades is \$21,500.

Administrator Halik next elaborated on a project that would convert the Village's chlorine gas water disinfection system to a sodium hypochlorite system. Currently, the Village disinfects its water in the water tanks through the use of chlorine gas. Administrator Halik explained the use of this gas is dangerous and requires a careful handling and gas masks. The sodium hypochlorite system would use disinfectant tablets similar to the tablets that are used in a pool. These are much easier and safer to handle. Administrator Halik explained he has monitored other communities that have gone to this system and stated they all recommend it. The cost of the changeover is relatively inexpensive at \$6,315.

Director Dittman explained future projects are to be funded by annual transfers from the Water Fund. In FY 18/19, \$400,000 will be transferred.

Director Dittman continued with explanation of the Water and Water Capital Fund debt expenses starting with the IEPA Loan which is in repayment year 2 of 20. The IEPA Loan was issued to pay for the standpipe re-coating project at a cost of about \$929,000. The loan carries an interest rate of 1.86%. Total cost for FY 18/19 is \$54,448 of which \$38,837 is principal. The second debt instrument is the Series 2015 GO ARS Bonds. The bonds were issued in April 2015 to accomplish three things: Pay for the recoating of the first of the three Village water tanks, to refund the then outstanding Series 2008 bonds, and to pay for the police department renovation project. The repayment in FY 18/19

related to the water tower #1 re-coating is \$20,422. The refunding of the Series 2008 bonds that related to the water system are also paid for by the Water Fund, and the FY 18/19 amount is \$46,601. These bonds also have a 20-year repayment schedule, maturing in FY 2035, and carry interest rates ranging from 2.00%-3.00%.

Administrator Halik presented the 2018/19 Motor Fuel Tax Fund highlights. This year's Roadway Maintenance Program includes an overlay of 79th Street, along with the replacement of defective concrete such as sidewalks and curbs as well as ADA upgrades adjacent to 79th Street. In addition, full-depth patching and the replacement of worn pavement markings throughout the remainder of town. Administrator Halik stated there will be approximately \$267,382 available in the MFT Fund to complete this year's program. Administrator Halik also acknowledged that the Public Works department would evaluate Village roads after the winter and before finalizing the road program contract to make sure no problem areas developed during the winter.

Director Dittman called the group's attention back to the Village's debt, specifically the Series 2015 GO ARS Bonds stating they are called Alternate Revenue Source because a non-property tax is pledged to repay them; in this case, income taxes for the police station portion and water user fees for the water tank portion. If these pledged revenues were insufficient to pay the principal and interest for that year, a general property tax would be automatically levied as it is written in the bond ordinance.

The property tax must therefore be abated each year to avoid it going on the tax rolls. If the board recalls, the annual abatement ordinance was passed at the first February board meeting in 2018. The FY 18/19 principal and interest totals \$325,528, which is funded by \$278,927 in income taxes from the General Fund and \$46,601 water fees from the Water Fund.

Director Dittman explained the General Fund financial performance. The estimated actual revenues for FY 2018 outperformed the budget by \$260,000 due to several factors including sales tax being an estimated \$235,000 over budget. Building permits are projected to come in at \$187,000 over budget. Court/traffic fines will be \$45,000 over budget and other revenues will be \$85,000 over estimates. \$52,275 of the \$85,000 was a reimbursement related to the Speedway fuel spill. These are offset by: income tax is projected at \$94,000 below budget due to the 10% reduction in LGDF by the state; utility tax is tracking at \$63,000 below budget while grants and NARCINT funds are both below budget at \$130,000 and \$52,000, respectively. Trustee Berglund inquired as to why the Village no longer participates in the NARCINT program. Chief Pavelchik stated it was because the PD is short staffed. Taking into account these projections, Director Dittman estimates 195 days of operating reserves at April 30, 2018, which is above the target of 120.

Director Dittman next compared the General Fund estimated actual expenditures to the FY 17/18 budgeted amounts. Overall, the General Fund expenditures came in at roughly \$402,000 under budget. Reasons for this

were: the deferral of the \$275,000 Village Hall parking lot replacement; IRMA insurance premium coming in \$68,000 under budget; ADA park improvements were under budget by \$48,000; Police fuel costs and vehicle repairs were \$20,000 and \$16,000 under budget, respectively; Police body cameras budgeted at \$33,846 were not purchased; NARCINT expense applied toward the PD renovation was \$64,000 under budget due to lower than expected NARCINT revenues. Several expenses did come in over budget such as: neighborhood parks were \$85,000 over budget; tree maintenance was \$112,000 over budget due mainly to storm damage cleanup; building department consulting was \$60,000 which was not budgeted and building department plan review being \$67,000 over budget.

Director Dittman summarized the financials by stating the FY 17/18 budget included a planned drawdown of reserves in the amount of \$2,206,527 which resulted in 150 days of operating expense in reserves. It turns out the FY 17/18 estimated actual projects a year-end drawdown of reserves of only \$1,544,028, resulting in 195 days of operating reserve. The FY 18/19 budget projects a year-end drawdown of reserves in the amount of \$481,876, resulting in 179 days of operating reserve. Director Dittman noted the target operating reserve goal is 120 days.

Director Dittman elaborated on the concept of operating days expense by stating 1 operating day is equal to \$23,048 in the FY 18/19 budget. The amount of projected fund balance as of 04/30/19 is \$4,129,819 which can fund the General Fund's daily operating expenditures for 179 days. Also important is producing a balanced budget.

Director Dittman continued the examination of the Village's financial condition by discussing the Village's bond rating. On February 7, 2014, Standard & Poor's increased the Village's bond rating 2 levels to AAA. With the issuance of the Series 2015 bonds in April 2015, S&P confirmed the AAA rating. Director Dittman reminded the Board of last year's discussion of the 7 underlying factors which determine the Village's bond rating. Bond rating agencies like to see General Fund fund balance maintained at minimum 30% of annual operating expenditures. When the fund can sustain fund balance at 75% of annual operating expenditures, the rating will notch up if it was "on the fence". In FY 15, 16, and 17, fund balance was 75-76% of operating expense. FY 18 dropped to 47% and FY 19 is projected at 48%.

Director Dittman explained that deficit spending is one of the measures of financial condition. The projections for the next five years show deficit spending in each year which results in a progressively declining fund balance and number of General Fund operating days. Director Dittman pointed out the need for additional revenues moving forward. Specifically, the sales tax proceeds from Pete's Fresh Market, Marshall's, and Skechers will help to lessen the deficits. With limited ability to raise revenues, Director Dittman suggested that a property tax for police pension contributions may be needed in the future as those will be increasing drastically in the next few years.

Director Dittman also explained that to reduce the deficit, spending needs to be monitored/reduced. In keeping with that theme, Director

Dittman stated there are no significant capital spending items included over the next few years except for two police vehicles in FY 18/19. Also, there are no discretionary items or non-police union raises included in this year's (or future years) proposed budgets.

Director Dittman next shifted the focus to the Water Fund explaining that the Water Fund's working capital is projected to be \$1,859,938 at April 30, 2019. Working capital is a measure of liquidity. The number of days reserves as of 4/30/19 is 218 days, and the target is 90. The daily cost to operate the Water Fund in FY 18/19 is \$8,529.

In the MFT Fund, the projected fund balance as of 4/30/19 is \$245,976.

Director Dittman stated the group would now take a look at departmental budgets starting with the Village Board & Clerk budget which includes \$5,310 for conferences and meetings. The Board of Police Commissioners include \$10,000 for written exams and \$5,000 for all other exams.

The largest planned expenditure in the Administration department is a transfer to the Debt Service Fund for the 2015 bonds of \$278,927.

In Planning & Economic Development the Village will continue with outsourcing the Planner position for \$100,000.

For the Parks & Recreation department there are several planned expenditures including the continuation of the partnership with the Burr Ridge Park District for program hosting at a cost of \$15,000. Administrator Halik explained the Village has received a few complaints related to the condition of fences in the Village's parks so a proposal was sought. For \$41,137 all fences, backstops, etc. will be repaired. \$9,525 is included for the 2018 Family Special Event Race (5K Run) and \$10,000 for a grand opening event for Willow Pond Park. Finally, \$38,541 is budgeted for dues to the Special Recreation Association, these funds will come from the SRA tax levy. \$21,950 in ADA park improvements will come out of the SRA tax levy also if Ridgemoor Park is redeveloped.

In the Finance department there is \$10,000 for a timeclock system for public works. This item was deferred from the previous budget and may be unnecessary if the PD upgrades their scheduling system. \$25,000 for outsourced IT services is included along with \$29,226 for annual Village-wide software licenses and all related IT costs. Finally, \$28,273 is budgeted for the annual audit.

Chief Pavelchik went over the Police department budget highlights starting with the transition of part-time accreditation manager to a staff position. Chief Pavelchik explained this position would be filled in house through the transfer of an officer not a new hire. The police pension contribution is \$871,084. \$13,164 is budgeted as a contribution to DuComm for a new facility. The County is putting in a new county-wide dispatch and record management system known as DUJIS. This program carries a cost of \$21,071. Chief Pavelchik next spoke on the LEXIPOL policy manual development and subscription for \$10,181 and membership in the DuPage Metropolitan Enforcement Group (DUMEG) for \$11,960. The

Chief concluded with capital expenses on two vehicles (K-9 vehicle and a new squad) for \$55,000 and \$42,500 respectively. Trustee Neal inquired as to whether the new squad could be delayed until new revenue starts coming in. Administrator Halik suggested including the funding in the budget but holding off on making the purchase. Administrator Halik also commented that there was \$6,460 included in the PD budget for an irrigation system for the PD building.

Administrator Halik continued with the Public Works department highlights including \$28,957 for a crosswalk at 59th & Holmes at the request of Maercker School District 60. Engineering expenses of \$25,000 are included for the 2018 MFT program (bid contract and construction oversight). Trustee Oggerino asked about having cameras installed at the Public Works building. Administrator Halik said the plan was to have a system installed at that building. Finally, \$33,480 has been budgeted for the new mosquito abatement contract.

There are no large planned expenditures in Building & Zoning.

Director Dittman covered the expenditures for the Water Fund starting with a \$400,000 transfer to the Water Capital Fund. Annual debt service on the 2015 Bonds include \$20,422 for the water tank and \$46,601 for the Water's share of refunding the 2008 Bonds. Finally, the IEPA Loan repayment in the amount of \$54,448.

The Hotel/Motel Tax Fund's only large expenditure is \$75,000 for advertising provided by the DuPage Convention and Visitors Bureau.

The Motor Fuel Tax Fund has \$267,382 budgeted for the FY 18/19 road maintenance program.

The SSA Bond & Interest Fund has \$322,225 budgeted for the annual debt service on SSA bonds.

The Water Capital Improvement Fund has \$21,500 budgeted for DCU upgrades.

The Debt Service Fund includes \$325,528 in the FY 18/19 budget for payment on the 2015 GO bonds.

The Land Acquisition, Facility Expansion & Renovation Fund (L.A.F.E.R) has no planned expenditures.

The Route 83/Plainfield Road Business District Tax Fund includes a potential sales tax rebate of \$900,000 which would leave roughly \$41,000 in the fund.

Director Dittman next compared the projected fund balances as of April 30, 2018 and April 30, 2019. The General Fund is projected to have \$4,611,695 as of 4/30/18 and \$4,129,819 as of 4/30/19. The Water Capital Fund is estimated at \$63,516 as of 4/30/18 and \$435,201 as of 4/30/19. The LAFER Fund does not have any fund balance in either year. Director Dittman also highlighted two funds available if the Village needed them: the IRMA Excess Surplus Fund which has \$496,064 and the IPBC Terminal

Reserve which has \$475,497 (less 2 months of premiums).

Administrator Halik continued with a sneak peek at the discretionary items that will be up for consideration at the Board Budget Workshop on March 19, 2018. The first item is for the replacement of the old sandblasted wood ID signs along Route 83 with new Village electronic entry signs. The cost of this item is \$198,708.

The second item is a renovation of Ridgemoor Park in the amount of \$171,400.

The replacement of the Village Hall parking lot with paver stones was next with a cost of \$231,065.

Next Administrator Halik elaborated on the creation of a master plan for the south-sub area with the goal of helping to promote development. The planning report is estimated at \$45,000.

The next item is the Garfield Avenue Sidewalk Connection Project which would be a joint project with the Village of Burr Ridge in which Willowbrook would be splitting the cost 30/70 with Burr Ridge. This project would require \$53,585 to complete.

Administrator Halik concluded the discretionary items with an option to begin work on the Community Resource Center (CRC) Renovation Project. Administrator Halik proposed splitting the project into two years with the first year focusing on only the buildings exterior. The completion of the exterior would require \$383,000 in the budget.

Administrator Halik concluded the meeting by reminding the Village Board of the Board Budget Workshop, which is scheduled for March 19, 2018 and thanking everyone for their time and effort.

5. VISITOR'S BUSINESS

There were no visitors present at the meeting.

6. ADJOURNMENT

Motion to adjourn was made by Trustee Oggerino. Trustee Davi seconded the motion.

The meeting was adjourned at 6:47 p.m.

(Minutes transcribed by: Garrett Hummel)

COMMITTEE MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

PROPOSAL FOR FY 2017/18 AUDIT SERVICES:
BKD, LLP

COMMITTEE REVIEW

- ☒ Finance/Administration
☐ Municipal Services
☐ Public Safety

Meeting Date: 3/12/2018

- ☐ Discussion Only ☒ Approval of Staff Recommendation (for consideration by Village Board at a later date)
☐ Seeking Feedback ☐ Approval of Staff Recommendation (for immediate consideration by Village Board)
☐ Regular Report ☐ Report/documents requested by Committee

BACKGROUND

In FY 2010, the Village approved a three year contract with the accounting firm of Wolf & Company to provide audit services for the Village and its TIF Fund. The change in auditors was needed as the prior audit firm of Sikich LLP could not provide both Interim Village Administrator services and audit services in the same audit period. After FY 2012, Wolf (which was merged into another firm called BKD in 2015) continued to conduct the Village's annual audit on a year-to-year basis at the following fees:

FY 2012: \$24,100 (last year of contract)

FY 2013: \$24,800 (2.9% increase)

FY 2014: \$25,300 (2.0% increase)

FY 2015: \$25,800 + \$1,700 GASB 67 = \$27,500

FY 2016: \$25,500 + \$3,400 GASB 68 (Village & Police Pension) = \$28,900

FY 2017: \$29,750 + \$750 GASB 72 = \$30,500

The Village's prior audit partner and manager stayed with BKD, and BKD has submitted a one year engagement letter to perform the Village audit for the year ended April 30, 2018 at a fee of \$30,940.. This represents an overall increase of \$440 or 1.44% over last year's total fee. If the Village needed a separate single audit of its federal funds received the auditors would charge an additional \$3,000.

The Village is not bound to remain with BKD and could change auditors at any time. However, the RFP process to select a new auditor can be time consuming and somewhat costly. Therefore, staff would recommend at the present time that we accept a one-year audit extension with BKD.

STAFF RECOMMENDATION

The Village has continued to receive a Certificate of Achievement for Excellence in Financial Reporting award from the GFOA each year BKD/Wolf has been the auditor. In addition, Village staff has not had issues with BKD or their employees assigned to the audit engagement. Therefore, staff would recommend that the Village accept the attached engagement letter with BKD, LLP for a one-year auditing services agreement for Fiscal Year 2017/18.

March 7, 2018

Mr. Tim Halik, Village Administrator
Village of Willowbrook
835 Midway Drive
Willowbrook, Illinois 60527

We are pleased to confirm the arrangements of our engagement and the nature of the services we will provide to the **VILLAGE OF WILLOWBROOK, ILLINOIS** (Village).

ENGAGEMENT OBJECTIVES AND SCOPE

We will audit the basic financial statements of the Village as of and for the year ended April 30, 2018, and the related notes to the basic financial statements.

Our audit will be conducted with the objective of expressing an opinion on the financial statements.

OUR RESPONSIBILITIES

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Those standards require that we plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by fraud or error. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing

Mr. Tim Halik, Village Administrator
Village of Willowbrook
March 7, 2018
Page 2 of 7

concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Also, in the future, procedures could become inadequate because of changes in conditions or deterioration in design or operation. Two or more people may also circumvent controls, or management may override the system.

We are available to perform additional procedures with regard to fraud detection and prevention at your request, subject to completion of our normal engagement acceptance procedures. The actual terms and fees of such an engagement would be documented in a separate letter to be signed by you and BKD.

Scott Termine, partner, will oversee and coordinate the engagement. Kimberly Marshall, director, is responsible for supervising the engagement team and authorizing the signing of reports.

We will issue a written report upon completion of our audit of the Village's financial statements. Our report will be addressed to the Village's Board of Trustees. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis of matter or other matter paragraph(s), or withdraw from the engagement. If we discover conditions that may prohibit us from issuing a standard report, we will notify you as well. In such circumstances, further arrangements may be necessary to continue our engagement.

We will also express an opinion on whether combining and individual fund statements and schedules ("supplementary information") is fairly stated, in all material respects, in relation to the financial statements as a whole.

YOUR RESPONSIBILITIES

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and
3. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;

- b. Additional information that we may request from management for the purpose of the audit; and
- c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management and, where appropriate, those charged with governance, written confirmation acknowledging certain responsibilities outlined in this engagement letter and confirming:

- The availability of this information
- Certain representations made during the audit for all periods presented
- The effects of any uncorrected misstatements, if any, resulting from errors or fraud aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole

With regard to supplementary information:

- Management is responsible for its preparation in accordance with applicable criteria
- Management will provide certain written representations regarding the supplementary information at the conclusion of our engagement
- Management will include our report on this supplementary information in any document that contains this supplementary information and indicates we have reported on the supplementary information
- Management will make the supplementary information readily available to intended users if it is not presented with the audited financial statements

OTHER SERVICES

We will provide you with the following nonattest services:

- Preparing a draft of the financial statements and related notes

In addition, we may perform other services for you not covered by this engagement letter. You agree to assume full responsibility for the substantive outcomes of the services described above and for any other services that we may provide, including any findings that may result. You also acknowledge that those services are adequate for your purposes and that you will establish and monitor the performance of those services to ensure that they meet management's objectives. Any and all decisions involving management responsibilities related to those services will be made by you, and you accept full responsibility for such decisions. We understand that you will

Mr. Tim Halik, Village Administrator
Village of Willowbrook
March 7, 2018
Page 4 of 7

designate a management-level individual to be responsible and accountable for overseeing the performance of those services, and that you will have determined this individual is qualified to conduct such oversight.

ENGAGEMENT FEES

The fee for our services will be \$30,940. An additional \$3,000 fee would apply if a Single Audit is determined to be needed. We will waive our standard administrative fee of 4% to cover items such as copies, postage and other delivery charges, supplies, technology-related costs such as computer processing, software licensing, research and library databases and similar expense items.

Our pricing for this engagement and our fee structure are based upon the expectation that our invoices will be paid promptly. We will issue progress billings during the course of our engagement, and payment of our invoices is due upon receipt. Interest will be charged on any unpaid balance after 30 days at the rate of 10% per annum.

Our estimate of fees does not include any time that may be required to address a restatement of the previous audited financial statements. Accordingly, any such work will be billed based on our quoted hourly rates.

The Village may be involved in certain new transactions or events that may require additional work that is not included in our engagement fee and could result in additional charges.

Our engagement fee does not include any time for post-engagement consultation with your personnel or third parties, consent letters and related procedures for the use of our reports in offering documents, inquiries from regulators or testimony or deposition regarding any subpoena. Charges for such services will be billed separately.

Our fees may also increase if our duties or responsibilities are increased by rulemaking of any regulatory body or any additional new accounting or auditing standards.

If our invoices for this or any other engagement you may have with BKD are not paid within 30 days, we may suspend or terminate our services for this or any other engagement. In the event our work is suspended or terminated as a result of nonpayment, you agree we will not be responsible for any consequences to you.

OTHER ENGAGEMENT MATTERS AND LIMITATIONS

BKD is not acting as your municipal advisor under Section 15B of the *Securities Exchange Act of 1934*, as amended. As such, BKD is not recommending any action to you and does not owe you a fiduciary duty with respect to any information or communications regarding municipal financial products or the issuance of municipal securities. You should discuss such information or

Mr. Tim Halik, Village Administrator
Village of Willowbrook
March 7, 2018
Page 5 of 7

communications with any and all internal or external advisors and experts you deem appropriate before acting on any such information or material provided by BKD.

Our workpapers and documentation retained in any form of media for this engagement are the property of BKD. We can be compelled to provide information under legal process. In addition, we may be requested by regulatory or enforcement bodies to make certain workpapers available to them pursuant to authority granted by law or regulation. You agree that we have no legal responsibility to you in the event we provide such documents or information.

You agree to indemnify and hold harmless BKD and its personnel from any claims, liabilities, costs and expenses relating to our services under this agreement attributable to false or incomplete representations by management, except to the extent determined to have resulted from the intentional or deliberate misconduct of BKD personnel.

You agree that any dispute regarding this engagement will, prior to resorting to litigation, be submitted to mediation upon written request by either party. Both parties agree to try in good faith to settle the dispute in mediation. The American Arbitration Association will administer any such mediation in accordance with its Commercial Mediation Rules. The results of the mediation proceeding shall be binding only if each of us agrees to be bound. We will share any costs of mediation proceedings equally.

In the event BKD or its affiliates or their employees, partners, shareholders, officers or directors (collectively "BKD Parties") are requested or authorized by the Village or are required by government regulation, subpoena, order or other legal process to produce documents or to provide testimony as witnesses with respect to any services rendered pursuant to this engagement or any other work or services provided by BKD Parties, the Village will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests, order, subpoenas or legal process.

The Village and BKD Parties agree that no claim or cause of action against BKD Parties arising in whole or in part out of services performed or to be performed under this engagement shall be filed more than two years after (i) the date of the report issued by BKD Parties pursuant to this engagement or (ii) the date of this engagement letter if no report has been issued. The Village and BKD Parties further agree that the maximum liability of BKD Parties for any and all claims and causes of action which may be asserted by the Village arising in whole or in part from any aspect of this engagement is limited to three times the total amount of fees paid by the Village to BKD Parties for services rendered under this engagement letter. The Village waives any claim or cause of action for punitive or exemplary damages against BKD Parties.

Either of us may terminate these services at any time. Both of us must agree, in writing, to any future modifications or extensions. If services are terminated, you agree to pay us for time expended to date. In addition, you will be billed travel costs and fees for services from other professionals, if any, as well as an administrative fee of 4% to cover items such as copies, postage

Mr. Tim Halik, Village Administrator
Village of Willowbrook
March 7, 2018
Page 6 of 7

and other delivery charges, supplies, technology-related costs such as computer processing, software licensing, research and library databases and similar expense items.

If any provision of this agreement is declared invalid or unenforceable, no other provision of this agreement is affected and all other provisions remain in full force and effect.

We may from time to time utilize third-party service providers, *e.g.*, domestic software processors or legal counsel, or disclose confidential information about you to third-party service providers in serving your account. We remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information. In the event we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider.

We will, at our discretion or upon your request, deliver financial or other confidential information to you electronically via email or other mechanism. You recognize and accept the risk involved, particularly in email delivery as the Internet is not necessarily a secure medium of communication as messages can be intercepted and read by those determined to do so.

You agree you will not modify these documents for internal use or for distribution to third parties. You also understand that we may on occasion send you documents marked as draft and understand that those are for your review purpose only, should not be distributed in any way and should be destroyed as soon as possible.

This engagement letter represents the entire agreement regarding the services described herein and supersedes all prior negotiations, proposals, representations or agreements, written or oral, regarding these services. It shall be binding on heirs, successors and assigns of you and BKD.

If you intend to include these financial statements and our report in an offering document at some future date, you agree to seek our permission to do so at that time. You agree to provide reasonable notice to allow sufficient time for us to perform certain additional procedures. Any time you intend to publish or otherwise reproduce these financial statements and our report and make reference to our firm name in any manner in connection therewith, you agree to provide us with printers' proofs or masters for our review and approval before printing or other reproduction. You will also provide us with a copy of the final reproduced material for our approval before it is distributed. Our fees for such services are in addition to those discussed elsewhere in this letter.

You agree to notify us if you desire to place these financial statements or our report thereon along with other information, such as a report by management or those charged with governance on operations, financial summaries or highlights, financial ratios, etc., on an electronic site. You recognize that we have no responsibility as auditors to review information contained in electronic sites.

Mr. Tim Halik, Village Administrator
Village of Willowbrook
March 7, 2018
Page 7 of 7

Any time you intend to reference our firm name in any manner in any published materials, including on an electronic site, you agree to provide us with draft materials for our review and approval before publishing or posting such information.

BKD is a registered limited liability partnership under Missouri law. Under applicable professional standards, partners of **BKD, LLP** have the same responsibilities as do partners in a general accounting and consulting partnership with respect to conformance by themselves and other professionals in BKD with their professional and ethical obligations. However, unlike the partners in a general partnership, the partners in a registered limited liability partnership do not have individual civil liability, directly or indirectly, including by way of indemnification, contribution, assessment or otherwise, for any debts, obligations or liabilities of or chargeable to the registered limited liability partnership or each other, whether arising in tort, contract or otherwise.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities. If the signed copy you return to us is in electronic form, you agree that such copy shall be legally treated as a "duplicate original" of this agreement.

BKD, LLP

BKD, LLP

Acknowledged and agreed to on behalf of

VILLAGE OF WILLOWBROOK

BY _____
(Name & Title - Member of Those
Charged with Governance)

DATE _____

**VILLAGE OF WILLOWBROOK
CHECKS ISSUED
FISCAL YEAR 2017-2018**

MONTH	BOARD APPROVED WARRANTS	GROSS PAYROLL (ACTIVE & POLICE PENSION)	Note 1 HANDWRITTEN CHECKS	MONTHLY TOTAL
MAY	\$ 244,929.12	\$ 157,703.50		
MAY	312,498.23	253,106.16	\$ 376,235.59 2	\$ 1,344,472.60
JUNE	423,024.97	137,557.68		
JUNE	378,543.50	264,362.06	230,766.20 3	\$ 1,434,254.41
JULY	299,887.23	140,659.59		
JULY	424,956.70	271,266.30	794,559.33 2,3	\$ 1,931,329.15
AUG	376,847.53	182,340.02		
AUG	347,891.57	260,654.33	402,218.09 3	\$ 1,569,951.54
SEPT	260,274.68	133,848.37		
SEPT	306,137.15	163,428.99		
SEPT		239,107.23	370,578.71 4	\$ 1,473,375.13
OCT	92,267.30	156,918.72		
OCT	438,165.05	241,295.67	72,640.50 5	\$ 1,001,287.24
NOV	226,386.93	161,271.73		
NOV	381,698.59	240,730.58	861,150.55 6	\$ 1,871,238.38
DEC		158,498.41		
DEC - safety		30,913.92		
DEC	416,616.90	241,660.35	170,244.00 7	\$ 1,017,933.58
JAN	151,611.11	171,234.98		
JAN	493,073.94	279,391.27	1,698.94	\$ 1,097,010.24
FEB	317,522.14	159,629.92		
FEB	390,488.96	250,644.37	19,445.51 7	\$ 1,137,730.90
MAR				
MAR				
MAR				\$ -
APR				
APR				\$ -
	<u>\$ 6,282,821.60</u>	<u>\$ 4,296,224.15</u>	<u>\$ 3,299,537.42</u>	<u>\$ 13,878,583.17</u>

Note 1 Handwritten checks from prior month that appear on next warrant report have been subtracted so they are not double counted

Note 2 Includes payments to LJ Morse approved separately by Village Board

Note 3 Includes payments to Clauss Brothers & Tecorp approved separately by Village Board

Note 4 Includes payments to Clauss Brothers & M & J Asphalt approved separately by Village Board

Note 5 Includes payments to Clauss Brothers approved separately by Village Board

Note 6 Includes payments to Clauss Brothers, LJ Morse, MB Financial & UMB Bank

Note 7 Includes payment to Fer-Pal Construction (75th St watermain lining) approved by Village Board

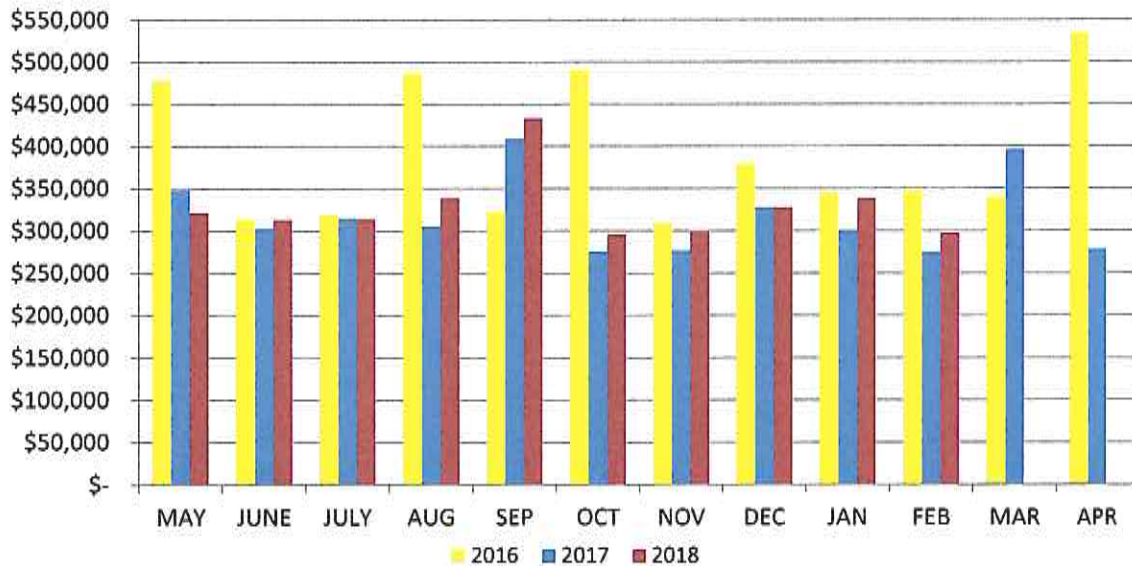
**VILLAGE OF WILLOWBROOK
PAYROLL - BY MONTH/YEAR
FY 2016 - FY 2018**

MONTHLY PAYROLL TOTALS (ACTIVE EMPLOYEES ONLY)

MONTH	FISCAL 2016	# of payrolls	FISCAL 2017	# of payrolls	FISCAL 2018	# of payrolls
MAY	\$ 478,815	3	\$ 348,394	2	\$ 321,672	2
JUNE	313,049	2	302,429	2	312,782	2
JULY	320,009	2	314,983	2	313,010	2
AUG	485,924	2	305,498	2	338,075	2
SEP	321,599	2	408,797	3	433,195	3
OCT	489,679	3	275,405	2	295,025	2
NOV	309,630	2	276,469	2	298,513	2
DEC	379,193	2 *	327,559	2 *	327,583	2 *
JAN	345,774	2	300,427	2	338,217	2
FEB	347,437	2	274,528	2	297,647	2
MAR	339,053	2	396,135	3		
APR	533,906	3	277,793	2		
TOTAL	\$ 4,664,069	27	\$ 3,808,417	26	\$ 3,275,720	21
AVERAGE PAYROLL	\$ 172,743		\$ 146,478		\$ 155,987	
CHANGE FROM PRIOR YEAR			-15.21%		6.49%	

* Includes safety incentive

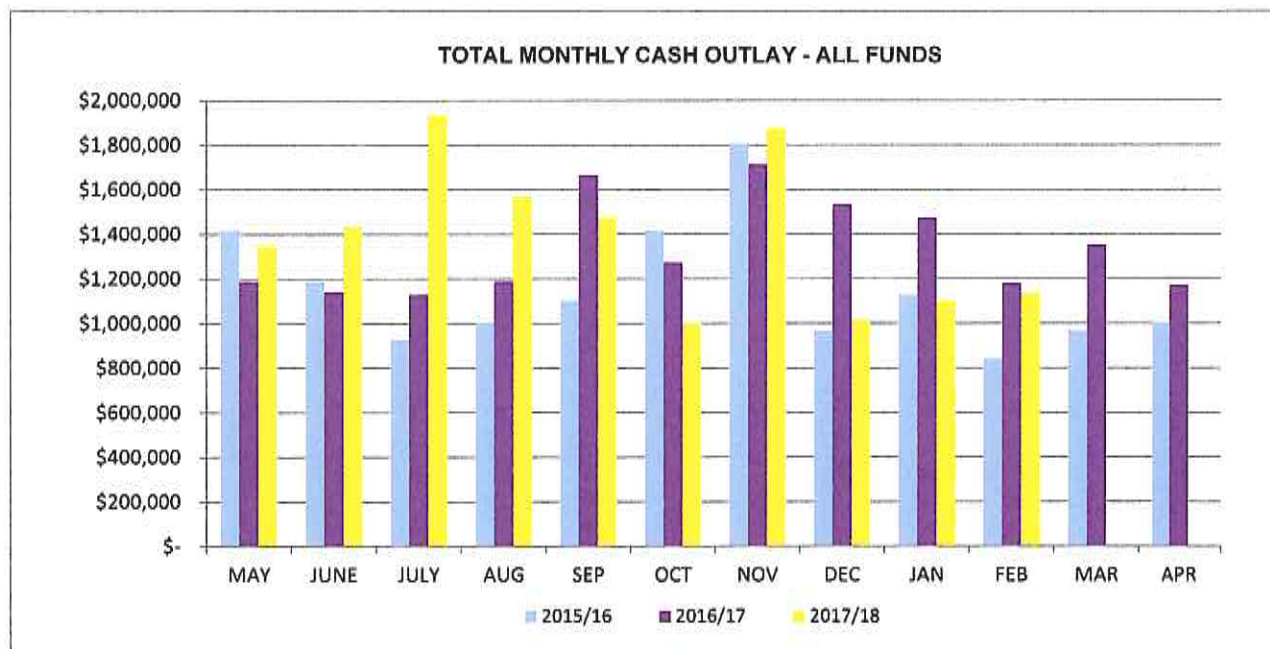
TOTAL PAYROLL BY MONTH: ACTIVE EMPLOYEES



**VILLAGE OF WILLOWBROOK
CASH OUTLAY
ALL FUNDS**

MONTH	MONTHLY TOTALS			AVERAGE DAILY OUTLAY	
	FISCAL 2015/16	FISCAL 2016/17	FISCAL 2017/18	FISCAL 2017/18	FISCAL 2016/17
MAY	\$ 1,416,426 *	\$ 1,188,234 **	\$ 1,344,473 @	\$ 43,370	\$ 38,330
JUNE	1,186,012	1,141,186	1,434,254 & ^	\$ 47,808	38,040
JULY	927,140	1,128,892	1,931,329 @ & ^	\$ 62,301	36,416
AUG	1,007,224 **	1,188,339 #	1,569,952 & ^	\$ 50,644	38,334
SEP	1,102,832	1,665,829 #	1,473,375 ^	\$ 49,113	55,528
OCT	1,417,022 **	1,273,226	1,001,287 ^	\$ 32,300	41,072
NOV	1,807,192 ***	1,711,581 @	1,871,238 ^ @ \$	\$ 62,375	57,053
DEC	966,771	1,533,413 @	1,017,934 ##	\$ 32,837	49,465
JAN	1,128,355	1,472,885 #	1,097,010	\$ 35,387	47,512
FEB	843,545	1,180,244 @	1,137,731 ##	\$ 40,633	42,152
MAR	968,714	1,351,417 @			43,594
APR	1,003,924	1,171,733 @			39,058
TOTAL	\$ 13,775,157	\$ 16,006,979	\$ 13,878,583		
AVERAGE	\$ 1,147,930	\$ 1,333,915	\$ 1,387,858	\$ 45,677	\$ 43,879

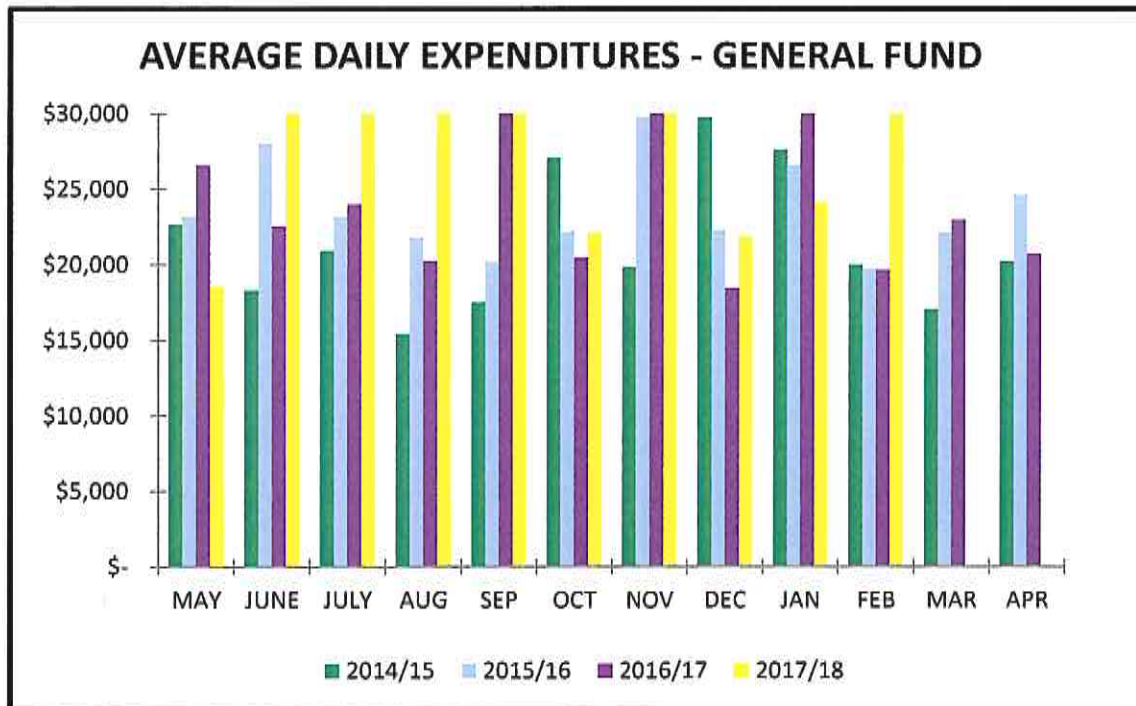
- * Includes payment to FBG Corp. for Village Hall remodel
- ** Includes retirement payout
- *** Includes final sales tax sharing payment on Town Center
- # Includes payment to Am-Coat Painting for standpipe repainting
- @ Includes payment to LJ Morse for police department renovation
- & Includes payment to Tecorp for water tower painting
- ^ Includes payment to Clauss Brothers for Willow Pond Park renovation
- \$ Includes debt payments for SSA Bonds & Series 2015 GO ARS bonds
- ## Includes watermain lining payout



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

MONTH	FISCAL 2014/15	FISCAL 2015/16	FISCAL 2016/17	FISCAL 2017/18
MAY	\$ 22,642	\$ 23,224	\$ 26,585	\$ 18,548
JUNE	18,301	28,030	22,563	30,355
JULY	20,913	23,173	24,006	43,297 #
AUG	15,408	21,816	20,266	31,156
SEP	17,512	20,205	31,190	40,215
OCT	27,062	22,217	20,454	22,129
NOV	19,812	29,824	31,257	43,060 ##
DEC	29,772	22,293	18,476	21,898
JAN	27,646	26,606	32,341	24,115
FEB	20,004	19,732	19,649	30,435 ###
MAR	17,084	22,134	22,966	
APR	20,221	24,628	20,696	
AVERAGE	\$ 21,365	\$ 23,657	\$ 24,204	\$ 30,521
% CHANGE		10.73%	2.31%	26.10%

- # Includes \$602,000 contribution towards police dept renovation (transfer to LAFER Fund)
- ## Includes \$193,556 contribution towards police dept renovation (transfer to LAFER Fund) & \$222,996 transfer to debt service fund
- ### Includes snow removal and full year of tree storm damage remediation payments



VILLAGE OF WILLOWBROOK FINANCIAL REPORT MUNICIPAL SALES AND USE TAXES

MONTH DIST	SALE MADE		13-14	14-15	15-16	16-17	17-18
MAY	FEB	\$	250,138	\$ 245,589	\$ 253,282	\$ 267,882	\$ 264,472
JUNE	MAR		304,370	293,285	301,469	312,681	304,436
JULY	APR		295,557	293,319	267,013	269,580	304,925
AUG	MAY		334,102	342,029	328,251	331,887	345,478
SEPT	JUNE		338,139	330,203	349,847	398,196	354,582
OCT	JULY		300,405	318,631	306,409	316,266	313,701
NOV	AUG		332,925	349,800	337,896	315,293	361,826
DEC	SEPT		288,422	287,860	360,843	325,374	334,582
JAN	OCT		283,164	303,324	318,340	289,208	312,400
FEB	NOV		295,860	296,349	304,839	304,898	319,012
MARCH	DEC		387,074	365,874	393,072	371,080	
APRIL	JAN		234,816	253,532	266,970	263,392	
TOTAL		\$	3,644,970	\$ 3,679,794	\$ 3,788,231	\$ 3,765,737	\$ 3,215,414
MTH AVG		\$	303,747	\$ 306,650	\$ 315,686	\$ 313,811	\$ 321,541
BUDGET		\$	3,447,000	\$ 3,450,000	\$ 3,600,000	\$ 3,600,000	\$ 3,600,000

YEAR TO DATE LAST YEAR : \$ 3,131,265
YEAR TO DATE THIS YEAR : \$ 3,215,414
DIFFERENCE : \$ 84,149

PERCENTAGE CHANGE :

2.69%

CURRENT FISCAL YEAR :

BUDGETED REVENUE: \$ 3,600,000
PERCENTAGE OF YEAR COMPLETED : 83.33%
PERCENTAGE OF REVENUE TO DATE : 89.32%
PROJECTION OF ANNUAL REVENUE : \$ 3,866,937
EST. DOLLAR DIFF ACTUAL TO BUDGET \$ 266,937
EST. PERCENT DIFF ACTUAL TO BUDGET 7.4%

VILLAGE OF WILLOWBROOK FINANCIAL REPORT BUSINESS DISTRICT SALES TAX*

MONTH DIST	SALE MADE	16-17	17-18
MAY	FEB	\$ -	\$ 33,892
JUNE	MAR	-	36,583
JULY	APR	-	35,311
AUG	MAY	-	38,019
SEPT	JUNE	-	37,321
OCT	JULY	-	34,773
NOV	AUG	-	40,727
DEC	SEPT	-	36,779
JAN	OCT	-	35,522
FEB	NOV	-	42,116
MARCH	DEC	-	
APRIL	JAN	32,744	
TOTAL		\$ 32,744	\$ 371,043
MTH AVG		\$ 32,744	\$ 37,104
BUDGET		\$ -	\$ 518,650

**Includes only the Town Center portion of the Business District as that is the only section that has open businesses.*

YEAR TO DATE LAST YEAR :	\$ -
YEAR TO DATE THIS YEAR :	\$ 371,043
DIFFERENCE :	\$ 371,043

PERCENTAGE CHANGE :

#DIV/0!

CURRENT FISCAL YEAR :

BUDGETED REVENUE:	\$ 518,650
PERCENTAGE OF YEAR COMPLETED :	83.33%
PERCENTAGE OF REVENUE TO DATE :	71.54%

VILLAGE OF WILLOWBROOK FINANCIAL REPORT MUNICIPAL INCOME TAXES

MONTH	13-14	14-15	15-16	16-17	17-18
MAY	\$ 145,711	\$ 129,077	\$ 153,084	\$ 116,485	\$ 114,461
JUNE	49,504	48,077	63,573	55,680	59,196
JULY	75,818	79,570	89,698	79,465	78,309
AUG	47,106	46,418	52,054	46,276	37,423
SEPT	45,955	45,391	49,578	50,547	44,142
OCT	80,177	80,992	87,136	74,694	67,208
NOV	53,084	54,604	57,454	50,133	50,580
DEC	42,371	41,059	44,933	45,419	44,530
JAN	78,464	69,567	84,307	73,433	64,897
FEB	83,270	103,795	92,258	84,930	93,937
MARCH	47,560	45,280	53,411	44,453	
APRIL	83,170	92,531	82,644	85,726	
TOTAL	\$ 832,190	\$ 836,361	\$ 910,130	\$ 807,241	\$ 654,683
MTH AVG	\$ 69,349	\$ 69,697	\$ 75,844	\$ 67,270	\$ 65,468
BUDGET	\$ 725,760	\$ 787,000	\$ 634,095	\$ 740,418	\$ 862,540

YEAR TO DATE LAST YEAR: \$ 677,062
YEAR TO DATE THIS YEAR: \$ 654,683
DIFFERENCE: \$ (22,379)

PERCENTAGE CHANGE:

-3.31%

BUDGETED REVENUE: \$ 862,540

PERCENTAGE OF YEAR COMPLETED : 83.33%

PERCENTAGE OF REVENUE TO DATE : 75.90%

PROJECTION OF ANNUAL REVENUE : \$ 780,559

EST. DOLLAR DIFF ACTUAL TO BUDGET \$ (81,981)

EST. PERCENT DIFF ACTUAL TO BUDGET -9.5%

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

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

MONTH	13-14	14-15	15-16	16-17	17-18
MAY	\$ 90,574	\$ 99,485	\$ 76,117	\$ 76,429	\$ 71,829
JUNE	89,915	85,846	77,206	73,715	72,444
JULY	85,555	83,409	74,787	78,330	73,703
AUG	92,752	82,223	77,480	79,068	79,315
SEPT	85,886	80,670	83,767	80,232	78,406
OCT	91,517	78,849	84,774	83,653	76,352
NOV	76,797	72,129	77,541	74,678	69,376
DEC	86,830	75,956	73,164	73,400	73,501
JAN	96,816	91,629	82,913	87,946	81,944
FEB	110,480	104,644	90,637	96,872	96,949
MARCH	114,052	100,962	94,877	90,339	
APRIL	108,307	91,452	78,653	80,801	
TOTAL	\$ 1,129,481	\$ 1,047,254	\$ 971,916	\$ 975,463	\$ 773,819
MTH AVG	\$ 94,123	\$ 87,271	\$ 80,993	\$ 81,289	\$ 77,382
BUDGET	\$ 1,160,000	\$ 1,075,000	\$ 1,075,000	\$ 1,000,000	\$ 1,000,000

YEAR TO DATE LAST YEAR: \$ 804,323

YEAR TO DATE THIS YEAR: \$ 773,819

DIFFERENCE: \$ (30,504)

PERCENTAGE CHANGE:

-3.79%

BUDGETED REVENUE: \$ 1,000,000

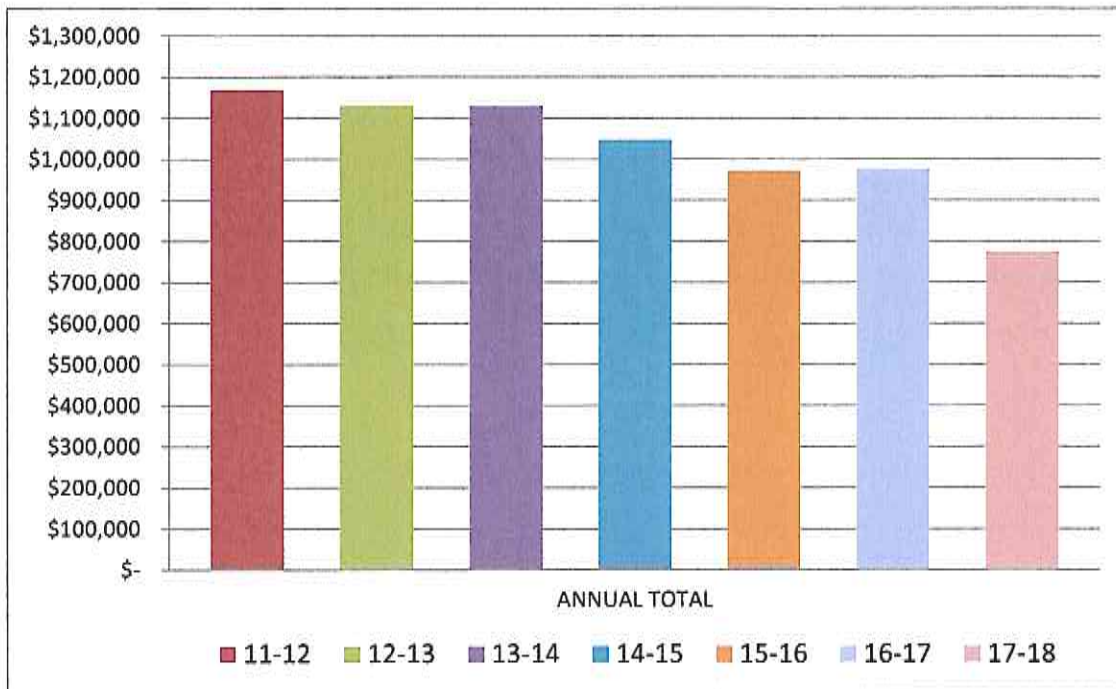
PERCENTAGE OF YEAR COMPLETED : 83.33%

PERCENTAGE OF REVENUE TO DATE : 77.38%

PROJECTION OF ANNUAL REVENUE : \$ 938,468

EST. DOLLAR DIFF ACTUAL TO BUDGET \$ (61,532)

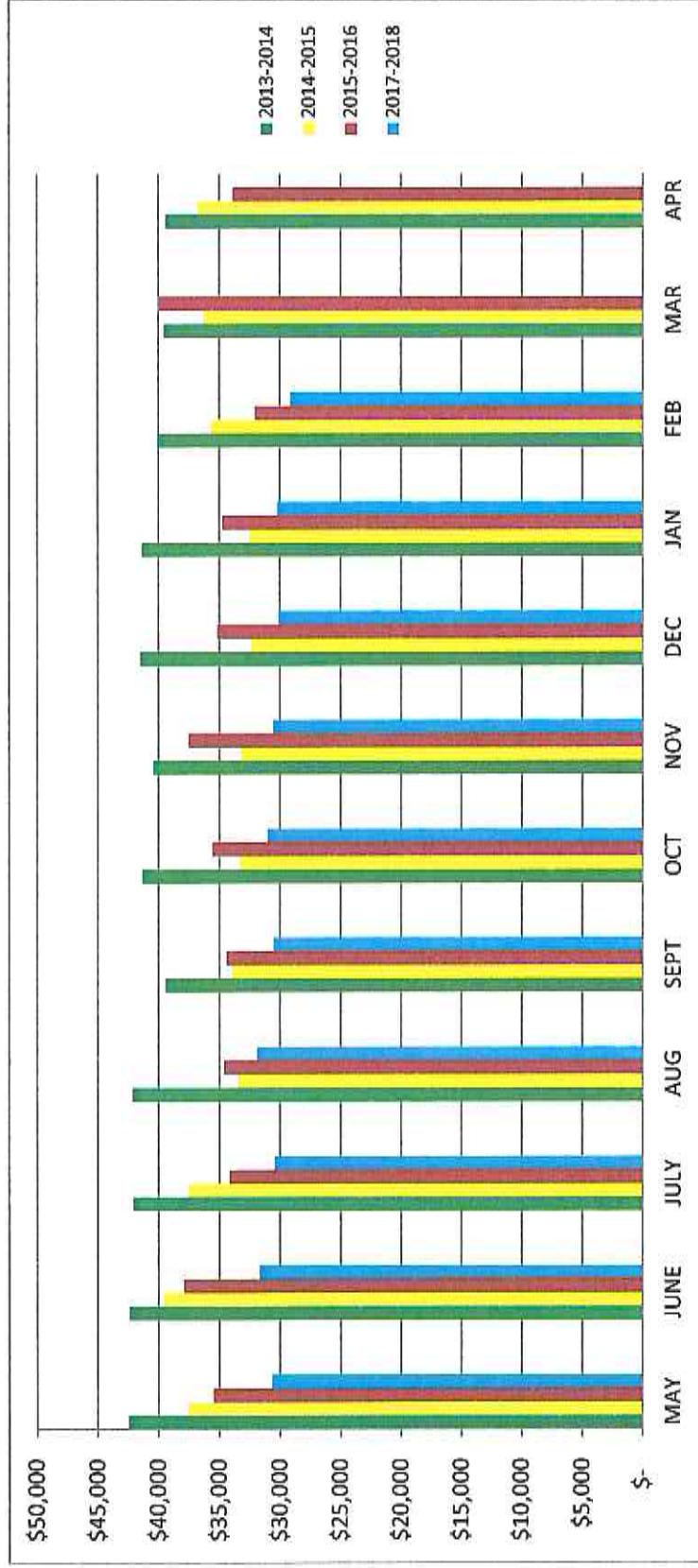
EST. PERCENT DIFF ACTUAL TO BUDGET -6.2%



VILLAGE OF WILLOWBROOK
SIMPLIFIED TELECOMMUNICATION TAX
CASH BASIS

	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
MAY	\$ 42,198	\$ 42,452	\$ 37,525	\$ 35,456	\$ 35,774	\$ 30,650
JUNE	68,291	42,409	39,536	37,901	35,405	31,679
JULY	43,194	42,081	37,504	34,148	34,133	30,435
AUG	42,446	42,164	33,430	34,626	29,565	31,879
SEPT	43,089	39,419	33,909	34,389	31,506	30,495
OCT	42,717	41,333	33,239	35,567	32,636	31,009
NOV	44,479	40,398	33,142	37,509	33,567	30,559
DEC	42,474	41,474	32,322	35,136	33,074	30,112
JAN	44,272	41,338	32,454	34,752	31,848	avg 30,180 \$ 30,778
FEB	43,250	40,051	35,607	32,046	32,796	29,102
MAR	42,291	39,527	36,250	39,967	33,363	
APR	42,541	39,390	36,717	33,877	30,616	
TOTAL:	\$ 541,242	\$ 492,036	\$ 421,635	\$ 425,374	\$ 394,283	\$ 306,100
5 year average:	\$ 454,914			YTD PRIOR YEAR		\$ 330,304
				YTD CURRENT YEAR		\$ 306,100
				DIFFERENCE		\$ (24,204)
				PERCENTAGE CHANGE		-7.33%

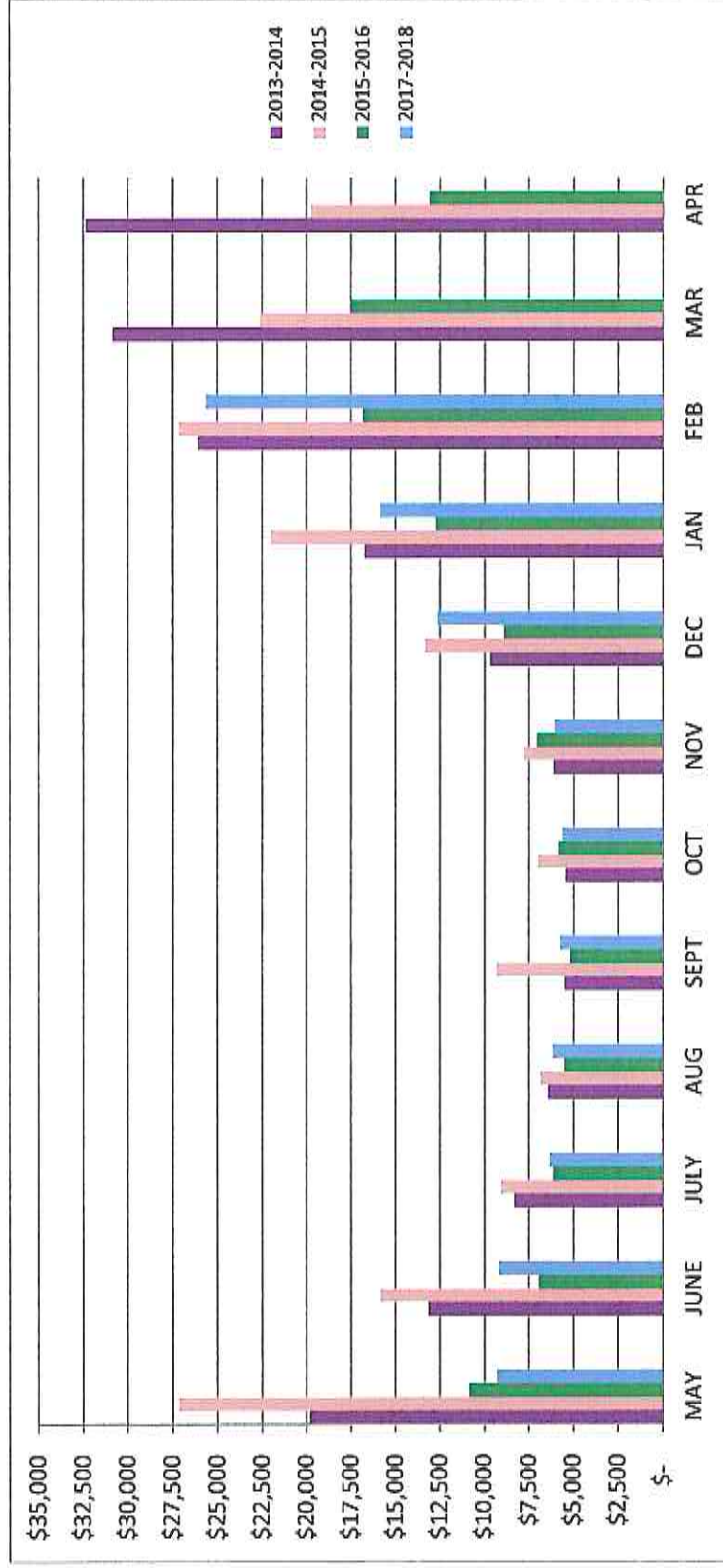
VILLAGE OF WILLOWBROOK
SIMPLIFIED TELECOMMUNICATION TAX
CASH BASIS



VILLAGE OF WILLOWBROOK
UTILITY TAX
NORTHERN ILLINOIS GAS
CASH BASIS

	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
MAY	\$ 11,020	\$ 19,790	\$ 27,131	\$ 10,832	\$ 10,304	\$ 9,264
JUNE	7,277	13,126	15,821	6,932	7,347	9,161
JULY	5,609	8,350	9,063	6,147	5,462	6,341
AUG	5,318	6,419	6,850	5,482	5,261	6,175
SEPT	5,214	5,485	9,298	5,187	5,386	5,736
OCT	5,450	5,431	6,986	5,873	5,747	5,600
NOV	6,591	6,141	7,796	7,043	6,471	6,071
DEC	10,121	9,658	13,316	8,900	12,010	12,635
JAN	14,119	16,750	22,014	12,720	19,149	15,856
FEB	19,476	26,101	27,140	16,804	23,695	25,618
MAR	22,616	30,852	22,595	17,469	20,597	
APR	21,834	32,360	19,735	13,062	17,197	
TOTAL:	\$ 134,645	\$ 180,463	\$ 187,745	\$ 116,451	\$ 138,626	\$ 102,457
				YTD PRIOR YEAR		\$ 100,832
5 year average:		\$ 151,586		YTD CURRENT YEAR		\$ 102,457
				DIFFERENCE		\$ 1,625
				PERCENTAGE CHANGE		1.61%

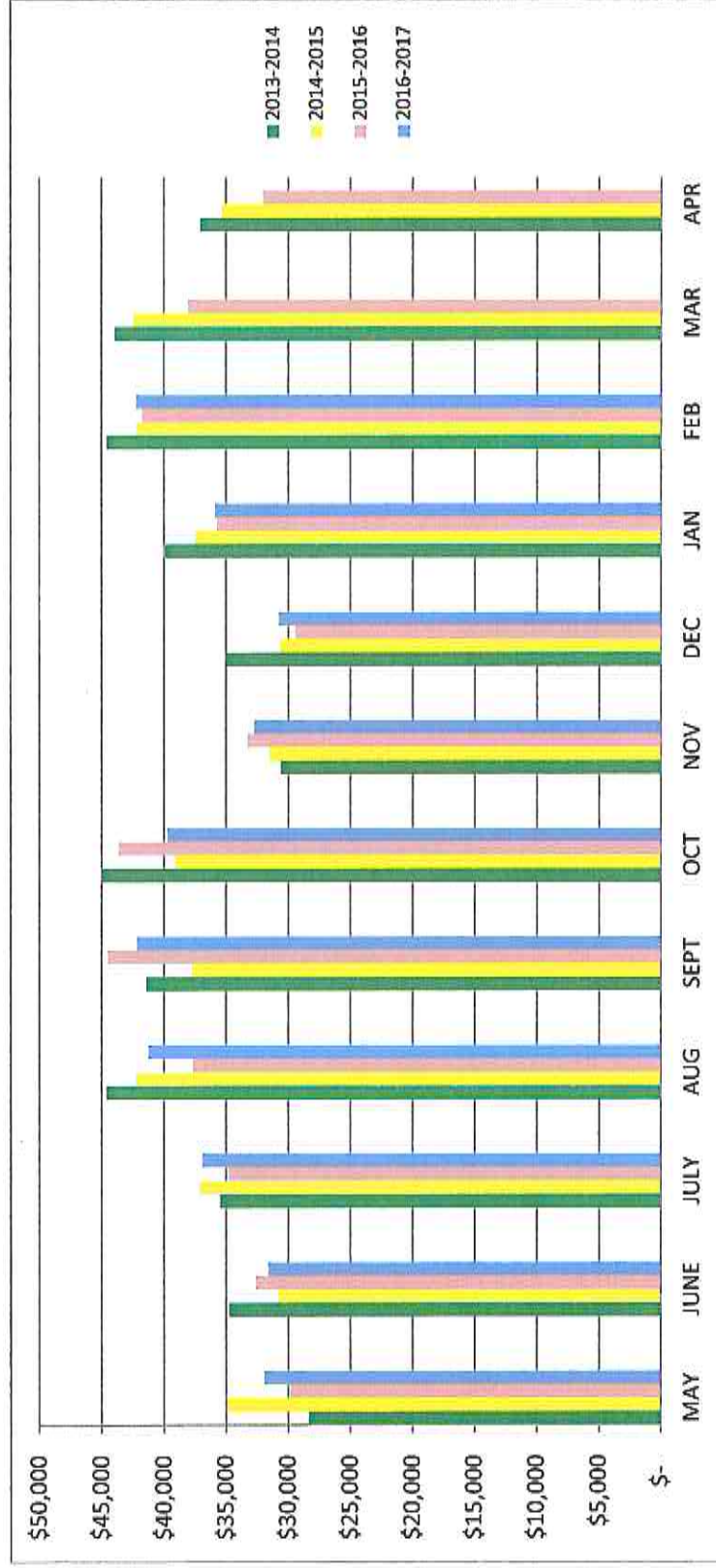
VILLAGE OF WILLOWBROOK
UTILITY TAX
NORTHERN ILLINOIS GAS
CASH BASIS



VILLAGE OF WILLOWBROOK
UTILITY TAX
COMMONWEALTH EDISON
CASH BASIS

	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>
MAY	\$ 39,884	\$ 28,332	\$ 34,830	\$ 29,829	\$ 30,662	\$ 31,915
JUNE	42,108	34,757	30,761	32,626	31,275	31,604
JULY	39,020	35,473	37,112	34,803	39,258	36,927
AUG	54,686	44,604	42,214	37,683	44,561	41,261
SEPT	49,745	41,416	37,735	44,502	43,660	42,175
OCT	43,915	44,973	39,066	43,645	45,590	39,743
NOV	33,992	30,575	31,474	33,301	34,959	32,746
DEC	33,983	35,055	30,601	29,440	28,636	30,754
JAN	37,255	39,885	37,443	35,753	37,269	35,908
FEB	44,114	44,586	42,180	41,787	40,701	42,229
MAR	42,121	43,930	42,448	38,065	36,699	
APR	<u>37,773</u>	<u>37,084</u>	<u>35,331</u>	<u>32,026</u>	<u>32,988</u>	
TOTAL:	\$ 498,596	\$ 460,670	\$ 441,195	\$ 433,460	\$ 446,258	\$ 365,262
				YTD PRIOR YEAR		\$ 376,571
	5 year average:	\$ 456,036		YTD CURRENT YEAR		\$ 365,262
				DIFFERENCE		\$ (11,309)
				PERCENTAGE CHANGE		-3.00%

VILLAGE OF WILLOWBROOK
 UTILITY TAX
 COMMONWEALTH EDISON
 CASH BASIS



**VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
PLACES OF EATING TAXES**

MONTH	13-14	14-15	15-16	16-17	17-18
MAY	\$ 39,097	\$ 39,473	\$ 38,401	\$ 41,442	\$ 39,855
JUNE	40,624	43,989	47,006	45,625	43,516
JULY	43,999	43,761	46,836	47,842	42,679
AUG	39,252	42,199	43,155	43,496	41,124
SEPT	43,327	43,417	45,463	42,850	44,371
OCT	37,833	40,479	46,049	43,124	41,841
NOV	37,229	42,106	40,168	40,684	40,921
DEC	38,042	40,298	45,711	40,440	40,544
JAN	40,096	45,215	44,734	35,511	58,256
FEB	33,452	39,057	39,271	35,157	39,067
MARCH	34,611	36,910	38,923	43,213	
APRIL	41,780	43,180	42,586	41,137	
TOTAL	\$ 500,084	\$ 518,303	\$ 518,303	\$ 500,521	\$ 432,174
MTH AVG	\$ 39,112	\$ 41,674	\$ 43,192	\$ 41,710	\$ 43,217
BUDGET	\$ 450,000	\$ 450,000	\$ 460,000	\$ 475,000	\$ 485,000

YEAR TO DATE LAST YEAR: \$ 416,171
YEAR TO DATE THIS YEAR: \$ 432,174
DIFFERENCE: \$ 16,003

PERCENTAGE OF INCREASE:

3.85%

BUDGETED REVENUE: \$ 485,000
PERCENTAGE OF YEAR COMPLETED : 83.33%
PERCENTAGE OF REVENUE TO DATE : 89.11%
PROJECTION OF ANNUAL REVENUE : \$ 519,768
EST. DOLLAR DIFF ACTUAL TO BUDGET \$ 34,768
EST. PERCENT DIFF ACTUAL TO BUDGET 7.17%

VILLAGE OF WILLOWBROOK FINANCIAL REPORT FINES

MONTH DIST	13-14	14-15	15-16	16-17	17-18
MAY	\$ 14,525	\$ 12,716	\$ 15,102	\$ 11,090	\$ 16,151
JUNE	11,948	19,200	12,488	9,365	13,897
JULY	15,097	18,657	12,842	12,157	11,415
AUG	9,322	7,725	12,465	15,130	20,048
SEPT	18,842	18,620	11,832	9,867	12,359
OCT	7,199	14,800	10,086	15,810	12,269
NOV	14,571	12,007	6,253	13,410	9,357
DEC	12,104	9,471	9,197	12,631	10,790
JAN	9,377	20,032	8,567	21,272	9,705
FEB	9,453	16,603	11,546	13,571	11,525
MARCH	18,160	14,188	12,474	17,407	
APRIL	8,192	6,647	10,141	12,327	
TOTAL	\$ 148,790	\$ 170,666	\$ 132,993	\$ 164,037	\$ 127,516
MTH AVG	\$ 12,399	\$ 14,222	\$ 11,083	\$ 13,670	\$ 12,752
BUDGET	\$ 145,000	\$ 145,000	\$ 145,000	\$ 130,000	\$ 130,000

YEAR TO DATE LAST YEAR : \$ 134,303
YEAR TO DATE THIS YEAR : \$ 127,516
DIFFERENCE : \$ (6,787)

PERCENTAGE CHANGE

-5.05%

BUDGETED REVENUE: \$ 130,000
PERCENTAGE OF YEAR COMPLETED : 83.33%
PERCENTAGE OF REVENUE TO DATE : 98.09%
PROJECTION OF ANNUAL REVENUE : \$ 155,747
EST. DOLLAR DIFF ACTUAL TO BUDGET \$ 25,747
EST. PERCENT DIFF ACTUAL TO BUDGET 19.81%

**VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
RED LIGHT FINES**

MONTH DIST	Note 1				
	13-14	14-15	15-16	16-17	17-18
MAY	\$ 57,075	\$ 56,175	\$ 39,110	\$ 60,454	\$ 57,850
JUNE	77,454	51,975	32,810	76,985	48,425
JULY	96,651	65,415	33,585	70,820	60,185
AUG	79,525	63,375	12,160	84,520	49,475
SEPT	76,050	46,240	3,559	81,365	52,170
OCT	70,435	59,245	3,985	66,295	50,230
NOV	47,985	67,250	18,825	50,555	51,165
DEC	64,735	48,647	26,400	50,850	50,575
JAN	70,925	45,532	41,225	59,660	44,045
FEB	48,845	41,502	61,384	38,590	64,700
MARCH	43,885	38,735	51,851	36,200	
APRIL	54,150	39,635	58,285	43,500	
TOTAL	\$ 787,715	\$ 623,726	\$ 383,179	\$ 719,794	\$ 528,820
MTH AVG	\$ 65,643	\$ 51,977	\$ 31,932	\$ 59,983	\$ 52,882
BUDGET	\$ 540,000	\$ 540,000	\$ 540,000	\$ 525,000	\$ 560,000
YEAR TO DATE LAST YEAR :					\$ 640,094
YEAR TO DATE THIS YEAR :					\$ 528,820
DIFFERENCE :					\$ (111,274)
PERCENTAGE CHANGE:					-17.38%
BUDGETED REVENUE:					\$ 560,000
PERCENTAGE OF YEAR COMPLETED :					83.33%
PERCENTAGE OF REVENUE TO DATE :					94.43%
PROJECTION OF ANNUAL REVENUE :					\$ 594,665
EST. DOLLAR DIFF ACTUAL TO BUDGET					\$ 34,665
EST. PERCENT DIFF ACTUAL TO BUDGET					6.2%

Note 1 - The red light cameras at 75th St./Rt. 83 were down from 5/22/2015-9/27/2015 for camera maintenance/upgrade and as required by IDOT during the ongoing construction of the intersection.

The 63rd St./Rt. 83 camera also was down from 5/22/2015-9/26/2017.

VILLAGE OF WILLOWBROOK FINANCIAL REPORT BUILDING PERMITS

MONTH	13-14	14-15	15-16	16-17	17-18
MAY	\$ 21,304	\$ 12,317	\$ 11,448	\$ 28,379	\$ 74,352 ⁶
JUNE	19,336	8,574	21,083	12,846	15,651
JULY	48,123	15,008	19,427	19,166	34,261
AUG	17,978	8,891	15,151	59,754 ³	63,136
SEPT	18,866	44,004	146,016 ²	62,108 ⁴	39,902
OCT	12,371	36,458	24,175	127,894 ⁵	60,823
NOV	26,382	4,709	39,743	72,070	43,295
DEC	8,540	52,875	15,972	9,338	11,428
JAN	19,495	17,590	9,450	39,549	62,106 ⁷
FEB	20,254	23,298	9,393	25,008	27,862
MARCH	19,319	110,947 ¹	32,001	15,940	
APRIL	26,032	20,098	24,754	16,072	
TOTAL	\$ 258,000	\$ 354,769	\$ 368,613	\$ 488,124	\$ 432,816
MTH AVG	\$ 21,500	\$ 29,564	\$ 30,718	\$ 40,677	\$ 43,282
BUDGET	\$ 150,000	\$ 175,000	\$ 200,000	\$ 225,000	\$ 240,000

1 - March 2015 includes 2 permits for \$83,056 to Whole Foods

2 - Sept 2015 includes 2 permits for \$18,477 to Willowbrook Inn, 2 for \$31,546 to Three Bridge Partners and 2 for \$82,405 for the Willowbrook Business Center.

3 - Aug 2016 includes permits to Level Construction (single family home) & Peter Michael Realty

4 - Sept 2016 includes permits to Peter Michael Realty & Fred Barbara (foundation)

5 - Oct 2016 includes permit to Peter Michael Realty

6 - May 2017 includes permit to Peter Michael Realty & Willowbrook Inn

7 - Jan 2018 includes permit to Rose Development (Compass Arena)

YEAR TO DATE LAST YEAR:	\$ 456,112
YEAR TO DATE THIS YEAR:	\$ 432,816
DIFFERENCE:	\$ (23,296)

PERCENTAGE OF CHANGE:

-5.11%

BUDGETED REVENUE:	\$ 240,000
PERCENTAGE OF YEAR COMPLETED :	83.33%
PERCENTAGE OF REVENUE TO DATE :	180.34%
PROJECTION OF ANNUAL REVENUE :	\$ 463,193
EST. DOLLAR DIFF ACTUAL TO BUDGET	\$ 223,193
EST. PERCENT DIFF ACTUAL TO BUDGET	93.00%

**VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
WATER SALES REVENUE**

MONTH	Note 1,2	Note 3	Note 4			% change from same month last fiscal year
	13-14	14-15	15-16	16-17	17-18	
MAY	\$ 160,088	\$ 148,785	\$ 256,706	\$ 263,161	\$ 247,847	-5.8%
JUNE	236,824	325,749	314,253	336,148	315,225	-6.2%
JULY	179,328	211,551	218,363	239,324	238,556	-0.3%
AUG	281,359	258,283	303,288	322,609	335,018	3.8%
SEPT	293,074	315,476	359,696	544,406	351,489	-35.4%
OCT	196,339	212,111	236,358	255,530	257,241	0.7%
NOV	271,661	258,131	310,296	312,524	320,151	2.4%
DEC	248,323	281,238	325,328	318,013	329,836	3.7%
JAN	171,390	182,776	197,312	217,387	207,114	-4.7%
FEB	236,557	256,744	261,709	223,201	250,258	12.1%
MARCH	280,092	307,225	326,533	294,917		-100.0%
APRIL	286,900	239,984	189,498	214,681		-100.0%
TOTAL	\$ 2,841,935	\$ 2,998,053	\$ 3,299,340	\$ 3,541,901	\$ 2,852,735	
MTH AVG	\$ 236,828	\$ 249,838	\$ 274,945	\$ 295,158	\$ 285,274	
BUDGET	\$ 2,898,948	\$ 3,480,257	\$ 3,316,000	\$ 3,545,000	\$ 3,545,000	

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

Note 2- 20% rate increase effective 1/1/14

Note 3- 12% rate increase effective 1/1/15

Note 4- Sept 2016 includes catch-up bill for shopping center \$181,169

YEAR TO DATE LAST YEAR:	\$ 3,032,303
YEAR TO DATE THIS YEAR:	\$ 2,852,735
DIFFERENCE:	\$ (179,568)

PERCENTAGE OF INCREASE:	-5.92%
-------------------------	--------

BUDGETED REVENUE:	\$ 3,545,000
PERCENTAGE OF YEAR COMPLETED :	83.33%
PERCENTAGE OF REVENUE TO DATE :	80.47%
PROJECTION OF ANNUAL REVENUE :	\$ 3,332,155
EST. DOLLAR DIFF ACTUAL TO BUDGET	\$ (212,845)
EST. PERCENT DIFF ACTUAL TO BUDGET	-6.00%

VILLAGE OF WILLOWBROOK FINANCIAL REPORT MUNICIPAL HOTEL/MOTEL TAXES

Note 1, 2

MONTH	13-14	14-15	15-16	16-17	17-18
MAY	\$ 7,112	\$ 3,409	\$ 4,489	\$ 18,523	\$ 20,240
JUNE	7,444	4,789	5,581	21,089	22,069
JULY	7,038	5,196	27,829	22,892	25,925
AUG	6,047	3,746	30,072	28,480	27,346
SEPT	5,216	5,747	23,430	19,562	21,506
OCT	4,929	5,677	22,458	26,887	27,690
NOV	4,552	4,316	20,112	21,561	21,655
DEC	3,666	3,491	16,043	20,626	17,117
JAN	1,872	3,563	17,287	16,184	14,899
FEB	3,462	2,572	15,509	13,982	12,963
MARCH	2,185	3,014	13,763	13,759	
APRIL	3,459	3,179	15,745	18,825	
TOTAL	\$ 56,982	\$ 48,699	\$ 212,318	\$ 242,370	\$ 211,410
MTH AVG	\$ 4,749	\$ 4,058	\$ 17,693	\$ 20,198	\$ 21,141
BUDGET	\$ 64,386	\$ 60,027	\$ 210,000	\$ 243,000	\$ 232,365

Note 1 - The Village raised the hotel tax from 1% to 5% effective June 1, 2015 (payments collected in July 2015).

Note 2 - The Willowbrook Inn's last payment was made in Jan 2016 (for month of Sept 2015). The hotel closed on Jan 22, 2016.

YEAR TO DATE LAST YEAR:	\$ 209,786
YEAR TO DATE THIS YEAR:	\$ 211,410
DIFFERENCE:	\$ 1,624

PERCENTAGE CHANGE:	0.77%
--------------------	-------

BUDGETED REVENUE:	\$ 232,365
PERCENTAGE OF YEAR COMPLETED :	83.33%
PERCENTAGE OF REVENUE TO DATE :	90.98%
PROJECTION OF ANNUAL REVENUE :	\$ 244,246
EST. DOLLAR DIFF ACTUAL TO BUDGET	\$ 11,881
EST. PERCENT DIFF ACTUAL TO BUDGET	5.1%

**VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
MOTOR FUEL TAX**

MONTH DIST	13-14		14-15		15-16		16-17		17-18	
MAY	\$	14,687	\$	54,685	\$	19,862	\$	19,435	\$	18,698
JUNE		21,716		22,105		18,649		19,302		18,958
JULY		14,906		16,624		12,105		12,173		15,055
AUG		17,483		57,575		21,542	2	19,538		19,740
SEPT		20,530		12,653		20,756	2	18,555		18,646
OCT		14,523		17,202		13,977	2	16,379		16,481
NOV		57,598		18,515		18,160	2	18,960		18,870
DEC		16,093		18,766		21,032		19,318		19,231
JAN		21,370		21,506		19,274		20,259		18,870
FEB		18,831		20,211		18,616		19,259		19,320
MARCH		17,343		15,342		18,762		18,362		
APRIL		13,637		7,870	1	16,136		15,656		
TOTAL	\$	248,717	\$	283,054	\$	218,871	\$	217,196	\$	183,869
MTH AVG	\$	20,726	\$	23,588	\$	18,239	\$	18,100	\$	18,387
BUDGET	\$	205,814	\$	241,766	\$	203,252	\$	221,186	\$	219,905

Shaded - Includes special distribution of \$38,941, IL Capital Bill (program discontinued)

YEAR TO DATE LAST YEAR :	\$	183,178
YEAR TO DATE THIS YEAR :	\$	183,869
DIFFERENCE :	\$	691

PERCENTAGE OF CHANGE:

0.38%

BUDGETED REVENUE:	\$	219,905
PERCENTAGE OF YEAR COMPLETED :		83.33%
PERCENTAGE OF REVENUE TO DATE :		83.61%
PROJECTION OF ANNUAL REVENUE :	\$	218,015
EST. DOLLAR DIFF ACTUAL TO BUDGET	\$	(1,890)
EST. PERCENT DIFF ACTUAL TO BUDGET		-0.9%

Note 1 - Reduction in April 2015 receipt due to Public Act 99-0002 (the State of IL's FY 15 budget fix) which allowed the state to transfer \$50 million from the IL MFT account to the State's General Fund. This is expected to be a one-time deduction.

Note 2 - Received payments in December 2015