

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JULY 9, 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 and Director of Finance Carrie Dittman.

**3. APPROVAL OF MINUTES**

Minutes of the Regular Finance/Administration Committee held on Monday, June 11, 2018 were reviewed. Motion to approve by Trustee Mistele, second by Chairwoman Berglund. Motion carried.

**4. DISCUSSION – Revised Credit Card Policy**

Director Dittman explained that this item was discussed at the last Finance and Administration Committee meeting. Based on the Committee's feedback, two changes have been made to the policy which are noted in red type:

- Department heads are identified by position title
- Elected officials are not considered Department Heads

The other comment made by the Committee about purchases being initiated by the Village Administrator only, i.e. the card should not be allowed to be "checked out", was already noted in bullet point 9 under Cardholder Responsibilities.

The Committee approved the revisions and recommended that the policy be placed on the consent agenda at a future Village Board meeting for approval.

**5. DISCUSSION – Village Hiring Policies**

Director Dittman related that due to recent concerns voiced about the Village's hiring procedures, at Administrator Halik's request, Director Dittman drafted a written guideline detailing how the Village posts for job positions and outlined the hiring and selection process. Dittman pointed out that this is not a new process, it has just never been documented in writing previously. Director Dittman, Administrator Halik and Mayor Trilla plan to meet to discuss the draft and determine if revisions to the process need to occur. Director Dittman also explained some of the EEOC rules related to background checks performed by third parties and noted the pros and cons of doing so.

**6. REPORT – Monthly Disbursement Reports – June 2018**

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

- Total cash outlay for all Village funds – \$1,027,203. Fiscal Year to Date is \$2,067,274. There were no handwritten checks this month.

- Payroll monthly total for active employees including all funds - \$317,099 (2 payrolls). The average payroll for the year was \$154,697, which is a 0.31% decrease from the prior fiscal year. Director Dittman explained that the payrolls contain not only the union and non-union increases of 2.5%, but also step increases for the sworn officers and payouts of accumulated sick, vacation and other time due to employees that retire or terminate employment.
- Average daily outlay of cash for all Village funds for the current month: \$34,240. Average monthly cash outlay for all Village funds fiscal year to date (FYTD): \$1,033,637. Daily average fiscal YTD: \$33,895.
- Average daily expenditures for the General Fund only: \$22,655. Fiscal YTD average is \$20,593 which is a 30.13% decrease from the prior year due to the non-continuance of large capital projects that occurred last year.

## **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 June 2018 (unaudited):

- Sales tax receipts - \$334,282 up 7.29% from the prior year. Trending 16.8% over budget.
- Business District sales tax receipts - \$40,172. Year to date is \$74,059, 5.09% above the prior year and 8.5% over budget. This represents 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 - \$54,108 down 1.39% compared to the prior year, 3.7% over budget. Director Dittman relayed that we budgeted for a continued 10% reduction in income taxes for this year's budget, although subsequently the state passed their budget with only a 5% reduction planned.
- Utility tax receipts - \$66,122 down 3.31% from the prior year, 4.7% under budget, consisting of:
  - Telecomm tax - down 9.34%
  - Northern IL gas – up 36.89%
  - ComEd - down 9.05%

Director Dittman relayed that this year's budget was reduced by \$50,000 to account for the continued decline in telecomm tax.

- Places of Eating Tax receipts - \$44,029 up 1.59% compared to the prior year, trending 7.85% over budget.
- Fines - \$16,043 down 10.95% compared with the prior year, 6.37% over budget. Fines come from County distributions and also local fine tickets written by Village police officers.
- Red Light Fines – \$69,125 up 36.28% from the prior year receipts, trending 64.20% over budget. All three approaches are live.
- Building Permit receipts - \$63,299 up 29.40% from the prior year, 216.55% above budget.

- Water sales receipts - \$324,934 flat from the prior year, 5.21% below budget.
- Hotel/Motel Tax receipts - \$24,542 up 4.32% compared with the prior year. The revenue is trending at 3.1% higher than budget. A correction was made for the prior month (May) as one hotel's payment had been miscoded to another account. Three of the four hotels are open and active.
- Motor Fuel Tax receipts - \$17,998, down 0.29% from the prior year, 1.5% below budget.

## **8. VISITOR'S BUSINESS**

There were no visitors present at the meeting.

## **9. COMMUNICATIONS**

Trustee Mistele raised the question about the Wireless Facilities Deployment Ordinance that he had read about in the IML magazine and what impact that might have on our telecommunications revenue. Director Dittman noted that it appeared it may have an impact on our permit revenue as the Village could charge a permit fee to locate a wireless facility in the Village right of way, but that she would look into it further and communicate her findings to the Committee.

## **10. ADJOURNMENT**

Motion to adjourn at 6:16 p.m. was made by Chairwoman Berglund, seconded by Trustee Mistele. Motion carried.

(Minutes transcribed by: Carrie Dittman)