

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, AUGUST 13, 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 5:32 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, July 9, 2018 were reviewed. Motion to approve by Chairwoman Berglund, second by Trustee Mistele. Motion carried.

4. REPORT – Monthly Disbursement Reports – July 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 – \$1,002,201. Fiscal Year to Date is \$3,069,475. Handwritten checks include check to Tecorp (water tower painting) approved separately by Village Board.
- Payroll monthly total for active employees including all funds - \$297,253 (2 payrolls). The average payroll for the year was \$152,673, which is a 1.61% 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: \$33,407. Average monthly cash outlay for all Village funds fiscal year to date (FYTD): \$1,023,158. Daily average fiscal YTD: \$33,732.
- Average daily expenditures for the General Fund only: \$21,462. Fiscal YTD average is \$20,882 which is a 29.15% decrease from the prior year due to the non-continuance of large capital projects that occurred last year.

5. 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 - \$309,957 up 5.32% from the prior year. Trending 14.6% over budget.
- Business District sales tax receipts - \$34,830. Year to date is \$108,889, 2.93% above the prior year and 6.3% 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 - \$73,159 down 3.01% compared to the prior year, 2.0% 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 - \$68,284 down 4.68% from the prior year, 6.1% under budget, consisting of:
 - Telecomm tax - down 8.92%
 - Northern IL gas – up 26.69%
 - ComEd - down 5.76%

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 - \$47,244 up 4.67% compared to the prior year, trending 11.13% over budget.
- Fines - \$7,454 down 17.49% compared with the prior year, 1.44% under budget. Fines come from County distributions and also local fine tickets written by Village police officers.
- Red Light Fines – \$82,250 up 36.42% from the prior year receipts, trending 64.4% over budget. All three approaches are live.
- Building Permit receipts - \$87,643 up 64.25% from the prior year, 301.81% above budget.
- Water sales receipts - \$231,577 flat from the prior year, 6.03% below budget.
- Hotel/Motel Tax receipts - \$28,682 up 6.74% compared with the prior year. The revenue is trending at 5.5% higher than budget. Three of the four hotels are open and active.
- Motor Fuel Tax receipts - \$16,495, up 2.53% from the prior year, 1.3% above budget.

6. VISITOR'S BUSINESS

There were no visitors present at the meeting.

7. COMMUNICATIONS

There were no communications received at the meeting.

8. ADJOURNMENT

Motion to adjourn at 5:54 p.m. was made by Chairwoman Berglund, seconded by Trustee Mistele. Motion carried.

(Minutes transcribed by: Carrie Dittman)