

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, SEPTEMBER 9, 2019 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 Meeting of the Finance & Administration Committee held on Monday, August 12, 2019 were reviewed. Motion to approve made by Chairwoman Berglund, second by Trustee Mistele. Motion carried.

4. DISCUSSION – Email Security Enhancements

Director Dittman relayed information on cyber attacks on local governments in recent months. Staff looked into further ways to enhance our cyber security, among them being backups of email and ways to detect malware and phishing schemes, along with educating employees about not opening suspicious emails. The brochure supplied to the committee outlines the proposals in more detail, and the cost is about \$500 per month plus a \$150 implementation fee. The Committee recommended the proposals be brought forth on the consent agenda at the next Village board meeting.

5. REPORT – Monthly Disbursement Reports – August 2019

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

- Total cash outlay for all Village funds –fiscal Year to Date is \$4,953,140.
- Payroll monthly total for active employees including all funds - \$441,618 (3 payrolls). The average payroll for the year was \$160,241, which is a 4.45% increase from the prior fiscal year.
- Average daily outlay of cash for all Village funds for the current month: \$40,552. Daily average fiscal YTD: \$40,284. Average monthly cash outlay for all Village funds fiscal year to date (FYTD): \$1,238,285.
- Average daily expenditures for the General Fund only: \$27,761. Fiscal YTD average is \$26,543 which is a 4.05% increase from the prior year.

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

The Committee reviewed and accepted the revenue trend reports for August and key items are highlighted below.

- Sales tax receipts - \$1,422,139 YTD up 9.69% from the prior year. Trending 11.9% over budget. The budget was increased this fiscal year by \$400,000.

- Business District sales tax receipts - Year to date is \$214,107, 44.35% above the prior year and 61.1% over budget. This represents collections of the 1.0% sales tax collected in the Village's new business district. The revenue comes from the Town Center plus Marshalls, Skechers & Pete's Fresh Market which have now opened and reported collections.
- Income Tax receipts - \$362,559 YTD up 21.62% compared to the prior year, 23.7% over budget. Director Dittman relayed that we budgeted for a continued 5% reduction in income taxes due to the state's reduction of 5%.
- Utility tax receipts - \$261,830 YTD down 7.99% from the prior year, 6.2% under budget, consisting of:
 - Telecomm tax - down 10.37%
 - Northern IL gas – flat
 - ComEd - down 10.10%
- Places of Eating Tax receipts - \$189,420 YTD up 7.43% compared to the prior year, trending 13.62% over budget.
- Fines - \$44,436 YTD down 3.72% compared with the prior year, 1.61% over budget. Fines come from County distributions and local fine tickets written by Village police officers. Director Dittman noted that we are now breaking fine revenue down by overweight fines, DUI fines, local fines and other fines collected by DuPage County.
- Red Light Fines – \$256,280 down 19.93% from the prior year receipts, trending 24.4% over budget. All three approaches are live.
- Building Permit receipts - \$144,469 YTD down 41% from the prior year, 51% over budget. Much of this is due to one-time, non-recurring projects that occurred this time last year, which has been excluded to arrive at the budgeted amount.
- Water sales receipts - \$1,083,910 YTD down 2.44% from the prior year, 0.87% above budget.
- Hotel/Motel Tax receipts - \$97,771 down 3.06% compared with the prior year. The revenue is trending at 1.1% lower than budget. Three of the four hotels are open and active.
- Motor Fuel Tax receipts - \$71,759 YTD, down 2.24% from the prior year, 2.2% below budget.

7. VISITOR'S BUSINESS

There were no visitors present.

8. COMMUNICATIONS

There were no communications.

19 ADJOURNMENT

Motion to adjourn at 6:21 p.m. was made by Chairwoman Berglund, seconded by Trustee Mistele. Motion carried.

(Minutes transcribed by: Carrie Dittman)