

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JUNE 8, 2020 AT 5:30 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, WILLOWBROOK, ILLINOIS.

DUE TO THE COVID 19 PANDEMIC THE VILLAGE OFFICES WILL BE CLOSED AND THE VILLAGE WILL BE UTILIZING A CONFERENCE CALL FOR THIS MEETING

**1. CALL TO ORDER**

The meeting was called to order by Trustee Mistele at 5:30 p.m.

**2. ROLL CALL**

Those present at roll call were Chairwoman Sue Berglund, Trustee Michael Mistele, Trustee Paul Oggerino, Director of Finance Carrie Dittman, Village Administrator Brian Pabst, Chief of Police Robert Schaller, and Deputy Chief Lauren Kaspar.

**3. APPROVAL OF MINUTES**

Minutes of the Regular Meeting of the Finance & Administration Committee held on Monday, May 11, 2020 were reviewed.

*Motion to approve the minutes made by Trustee Mistele, seconded by Chairwoman Berglund. Motion carried.*

**4. DISCUSSION – Comparable Community Salary Survey & Village Pay Structure**

Administrator Pabst noted that the committee had been asked to expand upon the previous presentation to the Village Board on comparable salaries. Within this meeting packet are five exhibits that staff has prepared, three on possible Village pay structures and two on expanded community comparables. Administrator Pabst described the comparable communities and noted that the original survey had been conducted on 7 towns and the subsequent survey included 12 towns. A summary page is presented which highlights that depending on the survey, some Village positions are higher using 7 and others are higher using 12. Overall, Willowbrook salary ranges are below the average in every category. The Village's past policy was to target the 60<sup>th</sup> percentile of the averages, not the midpoint (50%) which is noted here. Staff wants to address the following issues: Should the Village remain at the 60<sup>th</sup> percentile? What number of years should be used to reach the top of the bracket? What are the grades, starting/ending pay, overlap, and bonus, if any, that should be considered? What would the yearly pay raise structure be? And what process would be developed to reward star performers?

Director Dittman described the first three exhibits. Exhibit 1 presents the Village pay scale on a shortened 9 year pay plan, which is what the police union follows and is more in line with other communities (most of which use a 7-10 year plan). The FY 19/20 pay ranges are displayed with a 1.7% CPI increase applied to the minimum and maximum of each range, as per the normal procedure and as described in the Village's personnel manual. Director Dittman noted that between pay grades, there was no uniform percentage or dollar amount differentiating the starting pay of the next higher grade.

Director Dittman went on to explain Exhibit 2. This is a hypothetical model that could be adopted which is based on Pay Grade 3 as the starting point, rounded off. Each grade is 10% higher than the grade before, and is based on

a 15-grade system, some grades added that are not currently used by the Village. Annual increases are uniform, fixed amounts over the 9-year plan, so each year the percentage raise decrease slightly (for example, each year pay grade 3 would receive a \$2,500 increase).

Director Dittman next explained Exhibit 3. The model is essentially the same as Exhibit 2, except that instead of a fixed annual increase between years, it assumes an annual increase of 4% only, with no additional COLA, which yields lower ending salaries for each range than what the Village currently has. The percentage between years could be modified as per the Committee's direction. Discussion ensued and questions such as how to qualify to move to another grade were asked. That would have to be determined based on taking on additional responsibilities, obtaining furthered education, and similar factors. Staff asked about the length of time of the step plan, and the Committee was generally in favor of the 9 years. Trustee Mistele agreed with the 60<sup>th</sup> percentile and generally liked Exhibit 3 but was not sure about using 4.00% annually.

## **5. REPORT – Monthly Disbursement Reports – May 2020**

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 \$1,051,442.
- Payroll monthly total for active employees including all funds - \$268,343 (2 payrolls). The average payroll for the year was \$134,171, which is a 11.40% decrease from the prior fiscal year.
- Average daily outlay of cash for all Village funds for the current month: \$33,917. Daily average fiscal YTD: \$33,917. Average monthly cash outlay for all Village funds fiscal year to date (FYTD): \$1,051,442.
- Average daily expenditures for the General Fund only: \$17,998. Fiscal YTD average is \$17,998 which is a 30.76% decrease from the prior year.

## **6. REPORT – Sales Tax, Business District Sales Tax, Income Tax, Utility Tax, Local Gas 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 May and key items are highlighted below:

- Sales tax receipts - \$307,589 YTD down 3.94% from the prior year. Trending 22.33% over budget. This represents sales made in February. The budget was dropped \$500,000 to \$3.5 million due to the pandemic. The Village will not see the effects of that until June/July since the state is 3 months behind in remittances.
- Business District sales tax receipts - Year to date is \$47,374, 1.24% below the prior year and 11.5% over budget. This represents collections of the 1.0% sales tax collected in the Village's new business district. The restricted revenue comes from the Town Center & Pete's Fresh Market developments.
- Income Tax receipts - \$86,503 YTD down 49.56% compared to the prior year, 34.8% under budget. May is normally the largest collection month due to filing of income taxes by April 15, but due to the IRS and IL extensions until July 15, payments are being delayed.
- Utility tax receipts - \$63,134 YTD down 6.57% from the prior year, 7.4% under budget, consisting of:
  - Telecomm tax - down 11.85%

- Northern IL gas – down 7.60%
- ComEd - down 1.08%
- Local Gas Tax receipts - \$14,243 YTD. The tax as established December 1, 2019.
- Places of Eating Tax receipts - \$22,135 YTD down 51.11% compared to the prior year, trending 34.29% over budget. This represents April sales, which occurred during the pandemic restrictions.
- Fines - \$4,026 YTD down 61.90% compared with the prior year, 56.06% under 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 – \$33,100 down 38.58% from the prior year receipts, trending 22.0% under budget.
- Building Permit receipts - \$41,190 YTD up 64.40% from the prior year, trending 255.08% over budget. The increase may be due to more people staying home and able to do home improvement projects.
- Water sales receipts - \$299,554 YTD down 2.6% from the prior year, 2.71% below budget. Commercial usage for April is billed in May and many businesses had lower usage.
- Hotel/Motel Tax receipts - \$10,247, 50.19% lower compared with the prior year. The revenue is trending at 44.6% lower than budget. The additional 1% tax became effective November 1, which began to appear in December collections. Three of the four hotels are open and active.
- Motor Fuel Tax receipts - \$25,329 YTD, up 33.99% from the prior year, 33.3% above budget. Since September 2019 we receive 2 payments each month: the normal distribution plus the additional distribution of the new Transportation Renewal Fund dollars. This is a portion of the \$0.19/gallon tax that was instituted by the state of Illinois beginning July 1, 2019 (payments to the Village beginning in September).

## **7. VISITOR'S BUSINESS**

There were no visitors present.

## **8. COMMUNICATIONS**

There were no communications.

## **9. ADJOURNMENT**

*Motion to adjourn at 6:28 p.m. was made by Trustee Mistele, seconded by Chairwoman Berglund. Motion carried.*

(Minutes transcribed by Carrie Dittman)