

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JANUARY 11, 2021 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 Michael Mistele at 5:31 p.m.

2. ROLL CALL

Those present at roll call at the Village Hall were Trustee Michael Mistele and Director of Finance Carrie Dittman. Those present via Zoom were Chairwoman Sue Berglund and Trustee Greg Ruffolo.

3. APPROVAL OF MINUTES

Minutes of the Regular Meeting of the Finance & Administration Committee held on Monday, November 9, 2020 were reviewed.

Motion to approve the minutes made by Trustee Mistele, seconded by Trustee Ruffolo. Unanimous voice vote in favor. Motion carried.

4. DISCUSSION – Revenue Assumptions for the FY 2021/22 Budget

Director Dittman discussed that budget planning had begun and that projections for next fiscal year's revenues were underway. Director Dittman explained that she used different methods of estimation depending on the revenue source, such as Illinois Municipal League estimates for income and motor fuel tax and actual receipts for sales taxes adjusted for known business closures, etc. Trends are used for fines, permits and utility taxes. Director Dittman also monitors the actions of Springfield as they have, for several years now, taken a portion of the municipal income tax. Director Dittman surveyed the Committee for additional feedback, and Trustee Mistele commented that it would be prudent to remain ultra conservative in revenue estimation due to ongoing economic circumstances. Especially hard hit this year is hotel/motel tax revenue. Trustee Mistele also mentioned entering into an intergovernmental agreement (IGA) with other villages for spreading the costs out of implementing police body cameras next year. The Committee concurred with the recommendation to maintain the conservative revenue approach.

5. DISCUSSION – Audit Request for Proposal (RFP)

Director Dittman reminded the Committee that we have been with our current audit firm for over ten years. Last year we had considered sending out an RFP for audit services, but time did not permit that due to the cyber attack and COVID-19 pandemic occurring at that time. We will work on an RFP during the next few months for the next year's audit.

6. REPORT – Monthly Disbursement Reports – November & December 2020

The Committee reviewed and accepted the disbursement reports for the two months and key items are highlighted

below:

- Total cash outlay for all Village funds – November and December are \$1,508,174 and \$1,361,298, Fiscal Year to Date is \$9,150,154. No significant handwritten checks.
- Total monthly payroll for active employees including all funds - \$370,031 (2 payrolls plus retro payout for non-union) and \$502,622 (3 payrolls). The average payroll for the year was \$154,056, which is a 1.73% increase from the prior fiscal year.
- Average daily outlay of cash for all Village funds for the current month: \$50,272 and \$43,913. Daily average fiscal YTD: \$37,370. Average monthly cash outlay for all Village funds fiscal year to date (FYTD): \$1,143,769. This fiscal year has virtually no capital spending.
- Average daily expenditures for the General Fund only: \$39,606 and \$28,465. Fiscal YTD average is \$25,302 which is a 2.67% decrease from the prior year.

7. REPORT – Sales Tax, Business District Sales Tax, Income Tax, Utility Tax, Local Gas Tax, Places of Eating Tax, Hotel/Motel Tax, Fines, Red Light Fines, Building Permits, Water Revenues and Motor Fuel Tax

The Committee reviewed and accepted the revenue trend reports for November/December and key items are highlighted below:

- Sales tax receipts - \$2,896,667 YTD down 2.29% from the prior year. December 2020 collections were 7.69% higher than December 2019. Trending 24.44% over budget. The FY 20/21 budget was dropped \$500,000 to \$3.5 million due to the pandemic. We have completed 67% of the year and have collected 83% of the budgeted revenues.
- Business District (restricted) sales tax receipts - Year to date is \$351,698, 20.6% below the prior year and 10.4% under 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 - \$625,106 YTD up 0.97% compared to the prior year, 30.5% over budget. May is normally the largest collection month due to filing income taxes by April 15, but due to the IRS and IL extensions until July 15, payments were delayed, however we have now collected those payments.
- Utility tax receipts - \$513,607 YTD down 4.39% from the prior year, 5.3% under budget, consisting of:
 - Telecomm tax - down 7.79%
 - Northern IL gas – down 3.81%
 - ComEd – down 1.92%
- Local Gas Tax receipts - \$164,877 YTD. One delinquent station caught up for 4 months of payments during August 2020. The tax was established December 1, 2019.
- Places of Eating Tax receipts - \$293,343 YTD down 20.75% compared to the prior year, trending 6.53% over budget. This represents sales which occurred during the pandemic restrictions. We had budgeted for 50% less revenue than normal for April-May, 25% less for June-September, and 15% less for October-December, however actual collections were generally not that low.
- Hotel/Motel Tax receipts - \$120,023, 34.88% lower compared with the prior year. The revenue is trending at

27.58% lower than budget. The additional 1% tax became effective November 1, 2019 which began to appear in December 2019 collections. The Village's fourth hotel, Delta Marriott, re-opened on August 5, 2020.

- Fines - \$81,110 YTD down 9.26% compared with the prior year, 4.64% over budget. Fines come from County distributions and local fine tickets written by Village police officers. Director Dittman noted that beginning May 2019 we are reporting fine revenue by overweight fines, DUI fines, local fines and other fines collected by DuPage County.
- Red Light Fines – \$447,697 down 13.97% from the prior year receipts, trending 9.2% over budget.
- Building Permit receipts - \$206,811 YTD down 20.97% from the prior year, trending 70.68% over budget. We have completed 67% of the year and have collected 72.6% of the revenues.
- Water sales receipts - \$2,328,800 YTD up 3.75% from the prior year, 3.65% above budget. Many accounts that were delinquent and were not being shut off for several months have now caught up on payments.
- Motor Fuel Tax receipts - \$202,385 YTD, up 5.86% from the prior year, 5.3% 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).

8. VISITOR'S BUSINESS

There were no visitors present.

9. COMMUNICATIONS

There were no communications received.

10. ADJOURNMENT

Motion to adjourn at 6:04 p.m. was made by Chairwoman Berglund, seconded by Trustee Mistele. Motion carried.

(Minutes transcribed by Carrie Dittman)