

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MARCH 9, 2015 AT 6:00 P.M. IN THE VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, ILLINOIS.

**1. CALL TO ORDER**

The meeting was called to order by Trustee Davi at 6:09 p.m.

**2. ROLL CALL**

Those present at roll call were Trustee Umberto Davi and Interim Director of Finance Carrie Dittman. Trustee Paul Oggerino was absent.

**3. APPROVAL OF MINUTES**

Minutes of the Regular Finance/Administration Committee held on Monday, January 12, 2015 were reviewed. Trustee Davi noted that on page 2, the last line should read "The reports above were approved by Trustee Davi and Trustee Oggerino."

Minutes of the Special Joint Meeting of the Finance & Administration, Municipal Services and Public Safety Committees held on Wednesday, February 18, 2015 were also reviewed.

Motion to approve made by Trustee Davi. Motion carried.

**4. DISCUSSION - Illinois Department of Revenue: Reciprocal Agreement on Exchange of Information**

Interim Director of Finance Carrie Dittman discussed that historically, business sales tax payment information from the state of IL is not shared with non-home rule units of government, except when sales tax releases have been executed by the businesses such as when the information is necessary as part of a sales tax sharing agreement. The Village of Willowbrook has such an agreement with the Town Center Development and thus receives sales tax information for these businesses only, for a specified period of time. This information would be useful to have on all businesses in town to ensure that we are receiving our proper share of 1% sales tax revenue, and to assist in budgeting and other financial modeling.

In August of 2014, Public Act 098-1058 was signed into law with an effective date of January 1, 2015, which will allow non-home rule units of government to receive the same sales tax information that home rule governments receive. Willowbrook would need to execute a Reciprocal Agreement with the Illinois Department of Revenue (IDOR) to begin receiving the information. However, the law and agreement contain a stiff penalty (Class B misdemeanor with a fine not to exceed \$7,500) if one is found guilty of sharing the confidential taxpayer information to unauthorized individuals.

Staff recommends that the Village execute the reciprocal agreement with IDOR to begin obtaining business sales tax information. This item would be presented to the Village Board at a future meeting.

Trustee Davi noted that staff should proceed to present this information to the Village board.

## 5. REPORT - Monthly Reports - January and February 2015

The Committee reviewed and highlighted the items below for the months of January and February.

- Total cash outlay for all Village funds - \$1,403,200 & \$842,728 (fiscal year to date is \$11,544,327)
- Payroll for active employees including all funds - \$319,576 & \$339,390 (February includes the separation payout for one employee that retired). Payroll total year to date total is \$3,362,180)
- Ave. daily outlay of cash for all Village funds - \$45,265 & \$30,097 (fiscal year to date average is \$37,876)
- Ave. daily expenditures for the General Fund - \$27,646 & \$20,004 (fiscal year to date average is \$21,907)

## 6. REPORT - 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

Interim Director of Finance Carrie Dittman noted that the major General Fund revenues presented in the report are cumulatively expected to total about \$106,000 higher than what was anticipated for the year ended April 30, 2015. However, estimated revenues in the FY 15/16 budget document have not been increased.

All revenues are for collections through February 28, 2015

- Sales tax receipts - \$3,060,388 up 1.23% from the prior year, 7.0% over budget
- Income Tax receipts - \$698,550 down .41% compared to the prior year, 5.3% over budget. Interim Director Dittman noted that the State of Illinois is 2 months behind in remittances.
- Utility tax receipts - \$854,840 down 5.76% from the prior year, 1.0% under budget, consisting of:
  - Telecomm tax - \$348,669, down 15.6%. As noted previously, decline is largely due to the State of IL recouping about \$32,000 over several monthly payments beginning August 2014 due to a lawsuit the state lost with a phone company. The state has been reclaiming prior distributions from all participating municipalities that had received such funds, so Willowbrook is among many other towns experiencing the revenue shortfall this year.
  - Northern IL gas - \$145,415, up 24.0%
  - ComEd - \$363,416, down 4.3%
- Places of Eating Tax receipts - \$419,994 up 6.88% compared to the prior year, 11.5% over budget
- Fines - \$149,831 up 22.37% compared with the prior year, 25.57% over budget. Interim Director Dittman noted that the Village has entered into the local debt recovery program with the State of Illinois for

parking tickets now such that the State of Illinois will receive overdue tickets, and will collect on those through garnishment of income tax refunds and send the gross proceeds to the Village. The fee for the service will be passed on to the payer of the fine.

- Red Light Fines - \$545,356 down 20.93% from the record-breaking prior year receipts, but still 15.3% over budget (we have already exceeded this year's budgeted revenue by \$5,356)
- Building Permit receipts - \$223,724 up 5.21% from the prior year. We have exceeded permit revenue budget by \$48,724.
- Water sales receipts - \$2,450,844 up 7.73% from the prior year, 12.03% under budget

Interim Director Dittman noted that the 12% increase the Village implemented at 1/1/15 (due to a higher increase imposed on the Village by the DuPage Water Commission) is now being realized beginning with the February collections.

- Hotel/Motel Tax receipts - \$42,506 down 17.20% compared with the prior year, 21.4% below budget. One hotel is one month behind in remittances.
- Motor Fuel Tax receipts - \$259,842 up 19.34% compared with the prior year, 22.8% over budget. Receipts to date include 2 disbursements of the State of IL's Capital Bill, each \$38,941, and in the past we have received one per fiscal year.

The reports above were approved by Trustee Davi.

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

There were no visitors present at the meeting.

#### **8. COMMUNICATIONS**

There were no communications received.

#### **9. ADJOURNMENT**

Motion to adjourn was made by Trustee Davi.

The meeting was adjourned at 6:24 p.m.

(Minutes transcribed by: Carrie Dittman, 3/12/2015)