

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MAY 11, 2015 AT 6:00 P.M. AT THE VILLAGE POLICE STATION BUILDING, 7760 QUINCY STREET, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order by Trustee Davi at 6:00 p.m.

2. ROLL CALL

Those present at roll call were Trustee Umberto Davi, Trustee Paul Oggerino, Village Administrator Timothy Halik and Interim Director of Finance Carrie Dittman.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance/Administration Committee held on Monday, April 13, 2015 were reviewed.

Motion to approve made by Trustee Davi. Motion carried.

4. DISCUSSION - Comcast Cable Franchise Renewal Agreement

Administrator Halik discussed that in 1986, four villages - Willowbrook, Clarendon Hills, Burr Ridge and Hinsdale - negotiated a franchise agreement with Media One, and a renewal was negotiated in 2000. In 2002, control was changed from Media One to Comcast. In 2012, the four villages notified Comcast that they wished to again jointly negotiate a renewal agreement prior to the expiration of the current agreement (May 2015).

Statutory changes have occurred in favor of Comcast since the original agreement was made; as a result, the four villages agreed to hire an attorney to represent them during the negotiations with Comcast. The Village board approved hiring the law firm of Klein, Thorpe and Jenkins for this purpose on September 22, 2014. The four villages and the attorney met four times, and the attorney drafted a new agreement based on a model agreement that had been negotiated by the Metropolitan Mayor's Caucus (MMC) and based on the discussions held, which was sent to Comcast for review and a meeting occurred on February 25, 2015 to discuss further.

Although the villages requested consideration of various additional items and language from Comcast, the majority of these items were denied due to them being inconsistent with state law and franchise agreements already approved with other jurisdictions. In addition, various language and provisions requested by Comcast were also denied as it was determined that they were not in the best interest of the villages. The final agreement includes a ten (10) year term, a quarterly franchise fee of 5% of gross revenues, compliance with customer service standards, indemnification and insurance requirements, and the continuation of a Village Public Educational and Government (PEG) channel. The minimum gross fee per statute is 3%. The attorney's memorandum included in the agenda packet highlights the significant terms of the contract as items #1-9. The contract will be brought forth to the full board at the May 26th board meeting.

The committee asked about a contract with U-Verse; Administrator Halik

noted that U-Verse has a state contract and does not work with individual towns.

5. REPORT - Monthly Disbursement Reports - April 2015

The Committee reviewed and highlighted the items below for the month of April.

- Total cash outlay for all Village funds - \$1,589,708 (fiscal year to date is \$13,992,094). April includes a payment to DuPage County of \$670,519.93 for the remaining TIF Funds.
- Payroll for active employees including all funds - \$282,993. Payroll year to date total is \$3,938,547. The change from the prior fiscal year is a 2.32% increase.
- Ave. daily outlay of cash in April for all Village funds - \$52,990 (fiscal year to date daily average is \$38,286)
- Ave. daily expenditures for the General Fund - \$20,221 (fiscal year to date average is \$21,365)

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

All revenues are for collections through April 30, 2015.

- Sales tax receipts - \$3,679,794 up .96% from the prior year, 6.7% over budget of \$3,450,000.
- Income Tax receipts - \$836,361 up .50% compared to the prior year, 6.3% over budget. Interim Director Dittman noted that the State of Illinois continues to be 2 months behind in remittances.
- Utility tax receipts - \$1,047,254 down 7.28% from the prior year, 2.6% under budget, consisting of:
 - Telecomm tax - \$421,636, down 14.31%. 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 - \$187,745, up 4.04%
 - ComEd - \$441,195, down 4.23%
- Places of Eating Tax receipts - \$500,084 up 6.55% compared to the prior year, 11.1% over budget
- Fines - \$170,666 up 14.70% compared with the prior year, 17.70% over budget.

- Red Light Fines - \$623,726 down 20.82% from the prior year receipts, but still 15.5% over budget
- Building Permit receipts - \$354,769 up 37.51% from the prior year. We have exceeded permit revenue budget by \$179,769.
- Water sales receipts - \$2,998,053 up 5.49% from the prior year, 13.86% under budget
- Hotel/Motel Tax receipts - \$48,699 down 14.54% compared with the prior year, 18.9% below budget. One hotel is two months behind in remittances.
- Motor Fuel Tax receipts - \$283,054 up 13.81% compared with the prior year, 17.1% 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 March allotment, which was received in April, was reduced by about 56% due to Public Act 99-0002 which allowed the State of IL to transfer \$50 million from the IL MFT account to the State's General Fund. This is expected to be a one-time deduction.

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 6:28 p.m.

(Minutes transcribed by: Carrie Dittman, 6/2/2015)