

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, AUGUST 10, 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 Neal at 6:00 p.m.

2. ROLL CALL

Those present at roll call were Chairman Umberto Davi, Trustee Gayle Neal and Director of Finance Carrie Dittman.

3. APPROVAL OF MINUTES

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

Motion to approve made by Trustee Neal. Motion carried.

4. REPORT - Status of Annual Audit of the Village of Willowbrook for the fiscal year 2014/15

Director of Finance Dittman reported that the annual audit for the Village is underway and final fieldwork by the auditors commenced today at Village Hall. Audit fieldwork is scheduled to last one week. The audit is being conducted by BKD LLP, who was approved by the Village board on May 26, 2015. BKD is the firm that acquired Wolf and Co., the Village's prior audit firm, and the staffing of the partner and manager on the job is the same as it was under Wolf & Co. Audit reports are expected to be issued in October.

5. REPORT - Monthly Disbursement Reports - July 2015

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

- Total cash outlay for all Village funds - \$927,140.
- Payroll for active employees including all funds - \$320,009 (2 payrolls). The change from the prior fiscal year is a cumulative 4.86% increase, which includes a 2.75% union increase, additional police overtime, and addition of Finance Director (in June).
- Ave. daily outlay of cash for all Village funds - \$29,908. Fiscal year to date daily average is \$38,378.
- Ave. daily expenditures for the General Fund - \$23,173. Fiscal year to date average is \$24,809.

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 fiscal year to date collections through July 31, 2015

- Sales tax receipts - \$821,764 down 1.25% from the prior year. Trending 0.9% over budget.

- Income Tax receipts - \$306,355 up 19.33% compared to the prior year, 57.4% over budget.
- Utility tax receipts - \$228,110 down 15.12% from the prior year, 17.3% under budget, consisting of:
 - o Telecomm tax - \$107,505, down 6.16%.
 - o Northern IL gas - \$23,911, down 54.03%
 - o ComEd - \$97,258, down 5.30%
- Places of Eating Tax receipts - \$132,243 up 3.95% compared to the prior year, trending 13.0% over budget.
- Fines - \$40,407 down 20.10% compared with the prior year, 5.96% under budget. Fines come from County distributions and also local fine tickets written by Village police officers.
- Red Light Fines - \$105,505 down 39.21% from the prior year receipts, trending 29.8% below budget. As was noted at last month's meeting, the cameras are still out of service due to camera maintenance and construction on Rt. 83. Director Dittman inquired of Chief Shelton on the current status: the Rt. 83 & 63rd cameras went down on May 22 and are expected back up on October 31 (about 23 weeks), and the Rt. 83 & 75th Street cameras went down on May 22 and are expected back up on August 31 (14 weeks). ATS, who manages the cameras, has told the Village they will prorate their fees so we will not be charged while the cameras are not operational.
- Building Permit receipts - \$51,958 up 44.73% from the prior year, trending at 156.74% above budget.
- Water sales receipts - \$789,322 up 15.05% from the prior year, 4.02% above budget, attributable in part to the 12% rate increase effective 1/1/2015. Director Dittman noted that a rate increase does not necessarily equate to the same % increase in revenue as customers increase their water conservation when rates go up. Most of the new MTUs have now been installed. The water department staff has been fielding many phone calls with questions about their bills during the MTU replacement process, and we expect this to start leveling off going forward now.
- Hotel/Motel Tax receipts - \$37,899 up 182.96% compared with the prior year, 34.4% below budget. The June 1 rate increase to 5% is now apparent beginning with the June tax payments received in July.
- Motor Fuel Tax receipts - \$50,616 down 45.82% compared with the prior year, 24.5% under budget. This is due to an additional receipt over and above the normal monthly allotment of the State of IL's Capital Bill for \$38,941 which occurred last year in May 2014. A second disbursement occurred in August 2014; this represents two payments during the Village's fiscal year 2014/15 but one payment during each of the State's fiscal years (which runs July-June).

The reports above were approved by Trustee Neal.

7. VISITOR'S BUSINESS

There were no visitors present at the meeting.

8. COMMUNICATIONS

There were no communications received.

9. ADJOURNMENT

Motion to adjourn at 6:24 p.m. was made by Chairman Davi.

(Minutes transcribed by: Carrie Dittman, 10/6/2015)