

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JANUARY 11, 2016 AT 5:30 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order by Trustee Neal at 5:40 p.m.

2. ROLL CALL

Those present at roll call were Trustee Gayle Neal and Director of Finance Carrie Dittman. Chairman Umberto Davi arrived at 6:00.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance/Administration Committee held on Monday, November 9, 2015 were reviewed.

Motion to approve made by Trustee Neal. Motion carried.

4. DISCUSSION - Formation of a Business District/Reimbursement of Development Related Expenditures

Director of Finance Dittman reported that the Village has been working with two developers regarding potential commercial re-development projects located near Kingery Highway and Plainfield Rd, and each developer has requested a subsidy for their project. The Village has hired the financial consultant Ehlers Associates to review the developers' projects and determine if a subsidy is warranted. If a public subsidy is determined to be warranted, the primary method to raise the revenue could be through the imposition of a slightly higher sales tax rate (.25% - 1.0%) within a new Business District, which would need to be established and which would encompass these two commercial developments. The additional sales tax generated by the businesses located within the Business District would be used to pay expenses related to the District, such as a public subsidy, and to reimburse the General Fund for costs incurred related to establishing the District.

In order to reimburse the Village for the costs already incurred and for future expenses (if a Business District is formed at a later date), the Village needs to adopt a resolution now expressing our intent to recoup these costs. The Village Attorney Brian Baugh has drafted a resolution, which will be considered by the Village board at the January 11, 2016 meeting.

5. REPORT - Monthly Disbursement Reports - November & December 2015

The Committee reviewed and accepted the disbursement reports for the months of November and December, respectively, and key items are highlighted below:

- Total cash outlay for all Village funds - \$1,807,192 & \$966,771.
- Payroll for active employees including all funds - \$309,630 & \$379,193 (2 payrolls each month plus safety incentive in December). The change from the prior fiscal year is a cumulative 13.6% increase, due in part to the separation payouts in August & October to 2 retiring police officers.

- Ave. daily outlay of cash for all Village funds - \$60,240 & \$31,186. Fiscal year to date daily average is \$40,190.
- Ave. daily expenditures for the General Fund - \$29,824 & \$22,293. Fiscal year to date average is \$23,848.

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 December 31, 2015:

- Sales tax receipts - \$2,505,010 up 1.8% from the prior year. Trending 4.1% over budget.
- Income Tax receipts - \$597,510 up 13.77% compared to the prior year, 50.1% over budget.
- Utility tax receipts - \$624,836 down 5.12% from the prior year, 7.6% under budget, consisting of:
 - Telecomm tax - \$284,732, up 1.47%.
 - Northern IL gas - \$56,396, down 41.41%
 - ComEd - \$285,829, up 0.72%
- Places of Eating Tax receipts - \$352,789 up 5.08% compared to the prior year, trending 14.2% over budget.
- Fines - \$90,265 down 20.26% compared with the prior year, 6.14% under budget. Fines come from County distributions and also local fine tickets written by Village police officers.
- Red Light Fines - \$170,434 down 62.81% from the prior year receipts, trending 57.0% below budget. Director Dittman reported that Chief Shelton had informed her that the cameras at 75th Street and Midway Drive were back in service as of September 27. The 63rd Street cameras went down on May 22 and were expected back up on October 31 but are not yet operational (about 23 weeks out of service); IDOT has not granted permission to ATS to get this intersection back online yet, and there is no go-live date yet.
- Building Permit receipts - \$293,015 up 60.26% from the prior year, and we have exceeded the annual budget by \$93,000.
- Water sales receipts - \$2,324,288 up 15.56% from the prior year, 4.48% 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.
- Hotel/Motel Tax receipts - \$150,013 up 312.45% compared with the prior year, 4.4% 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 - \$146,083 down 33.03% compared with the prior year, 6.7% under budget. The Village received the July - Nov payments in December.

The reports above were approved by Trustee Neal and Chairman 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 at 6:10 p.m. was made by Trustee Neal.

(Minutes transcribed by: Carrie Dittman, 2/2/2016)