

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, SEPTEMBER 11, 2017 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 Chairman Davi at 5:35 p.m.

2. ROLL CALL

Those present at roll call were Chairman Umberto Davi, Trustee Gayle Neal, Director of Finance Carrie Dittman and Assistant to the Village Administrator Garrett Hummel.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance/Administration Committee held on Monday, August 14, 2017 were reviewed.

Motion to approve made by Trustee Neal, seconded by Chairman Davi. Motion carried.

4. REPORT – Monthly Disbursement Reports – August 2017

The Committee reviewed and accepted the disbursement reports for the month of August and key items are highlighted below:

- Total cash outlay for all Village funds – \$1,569,952. Fiscal Year to Date is \$6,280,008. August includes payments to Clauss Brothers for Willow Pond Park and to Tecorp for the Municipal Campus water tower painting project.
- Payroll monthly total for active employees including all funds - \$338,075 (2 payrolls). The average payroll for the year was \$160,692, which is a 9.70% increase from the prior fiscal year.
- Average daily outlay of cash for all Village funds for August: \$50,644. Average monthly cash outlay for all Village funds fiscal year to date (YTD): \$1,570,002. Daily average fiscal YTD: \$51,031. This is unusually high due to the three construction projects occurring.
- Average daily expenditures for the General Fund only: \$31,154. Fiscal YTD average is \$30,837 which is a 27.4% increase from the prior year. The increase is due to the General Fund transfers out to the LAFER Fund to cover the police department renovation, now that the bond proceeds have been exhausted.

5. REPORT – Sales Tax, Business District 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 August 31, 2017 (unaudited):

- Sales tax receipts - \$345,478 up 3.15% from the prior year. Trending 7.9% over budget.
- Business District sales tax receipts - \$38,019. This is a new report that we began presenting last month which shows collections of the 1.0% sales tax collected in the Village's new business district. The revenue comes from only the Town Center side as only those businesses are currently open. 27.73% of the annual budget has been collected (and 33.33% of the fiscal year has been completed).
- Income Tax receipts - \$37,423 down 2.86% compared to the prior year, 9.1% under budget. The state of

Illinois is still one month in arrears in payments but should be caught up in September. The recent state legislation also includes a 10% reduction in income tax, which is about \$86,254.

- Utility tax receipts - \$79,315 down 3.33% from the prior year, 5.7% under budget, consisting of:
 - Telecomm tax - \$31,879 down 7.59%
 - Northern IL gas - \$6,175 up 9.05%
 - ComEd - \$41,261 down 2.78%
- Places of Eating Tax receipts - \$41,124 down 6.3% compared to the prior year, trending 3.3% under budget. A new restaurant, Mod Pizza, opened in late August to occupy the vacant space left by Pei Wei Asian Diner in the Town Center.
- Fines - \$20,048 up 28.84% compared with the prior year, 62.57% over budget. Fines come from County distributions and also local fine tickets written by Village police officers.
- Red Light Fines – \$49,475 down 26.25% from the prior year receipts, trending 5.2% under budget. The Rt. 83/63rd St. intersection cameras are still down, however, new poles and new cameras have recently been erected and the cameras are being tested.
- Building Permit receipts - \$63,136 up 55.98% from the prior year, 217.24% above budget.
- Water sales receipts - \$335,018 down 2.12% from the prior year, 2.20% below budget.
- Hotel/Motel Tax receipts - \$27,346 up 5.05% compared with the prior year. The revenue is trending at 9.6% higher than budget. Three of the four hotels are open and active.
- Motor Fuel Tax receipts - \$19,740 up 2.84% compared with the prior year, 1.6% above budget.

Motion to approve the Monthly Disbursement reports and Revenue reports was made by Chairman Davi, seconded by Trustee Neal. Motion carried.

6. VISITOR'S BUSINESS

There were no visitors present at the meeting.

7. COMMUNICATIONS

Assistant to the Village Administrator Garrett Hummel gave an update on the status of the email migration to the cloud; this project, which was discussed at the committee meeting on June 12, was temporarily suspended while the police dept. renovation project was coming to a close and after the Village wide phone system was implemented. The cloud migration is expected to occur in the next 10-15 days. Hummel described how to access the current Village email and how the new platform will be nearly the same and will be accessible from various devices such as cell phones, desktops and tablets.

8. ADJOURNMENT

Motion to adjourn at 6:03 p.m. was made by Chairman Davi, seconded by Trustee Neal. Motion carried.

(Minutes transcribed by: Carrie Dittman, 9/12/2017)