

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, SEPTEMBER 10, 2018 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 Chairwoman Berglund at 5:34 p.m.

2. ROLL CALL

Those present at roll call were Chairwoman Sue Berglund, Trustee Michael Mistele and Director of Finance Carrie Dittman.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance/Administration Committee held on Monday, August 13, 2018 were reviewed. Motion to approve by Chairwoman Berglund, second by Trustee Mistele. Motion carried.

4. REPORT – Monthly Disbursement Reports – August 2018

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

- Total cash outlay for all Village funds – \$1,140,853. Fiscal Year to Date is \$4,210,328.
- Payroll monthly total for active employees including all funds - \$419,939 (3 payrolls). The average payroll for the year was \$148,442, which is a 4.34% decrease from the prior fiscal year. Director Dittman explained that the payrolls contain not only the union and non-union increases of 2.5%, but also step increases for the sworn officers and payouts of accumulated sick, vacation and other time due to employees that retire or terminate employment.
- Average daily outlay of cash for all Village funds for the current month: \$36,802. Daily average fiscal YTD: \$34,230. Average monthly cash outlay for all Village funds fiscal year to date (FYTD): \$1,052,582.
- Average daily expenditures for the General Fund only: \$26,618. Fiscal YTD average is \$22,316 which is a 24.28% decrease from the prior year due to the non-continuance of large capital projects that occurred last year.

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

The Committee reviewed and accepted the revenue trend reports and key items are highlighted below.

- Sales tax receipts - \$376,154 up 6.33% from the prior year. Trending 15.7% over budget.
- Business District sales tax receipts - \$39,441. Year to date is \$148,330, 3.15% above the prior year and 6.5% over budget. This represents 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.
- Income Tax receipts - \$53,704 up 3.01% compared to the prior year, 8.3% over budget. Director Dittman relayed that we budgeted for a continued 10% reduction in income taxes for this year's budget, although subsequently the state passed their budget with only a 5% reduction planned.
- Utility tax receipts - \$76,782 down 4.28% from the prior year, 5.7% under budget, consisting of:

- Telecomm tax - down 8.77%
- Northern IL gas – up 21.62%
- ComEd - down 4.05%

Director Dittman relayed that this year’s budget was reduced by \$50,000 to account for the continued decline in telecomm tax.

- Places of Eating Tax receipts - \$44,386 up 5.47% compared to the prior year, trending 11.98% over budget.
- Fines - \$11,967 down 24.92% compared with the prior year, 10.33% under budget. Fines come from County distributions and also local fine tickets written by Village police officers. Director Dittman noted that local fine revenue is down significantly, however we do utilize a collection agency to attempt to collect unpaid tickets written by officers.
- Red Light Fines – \$92,970 up 48.22% from the prior year receipts, trending 78.6% over budget. All three approaches are live. This was the highest month of collections the Village has experienced since the inception of the program.
- Building Permit receipts - \$42,532 up 31.66% from the prior year, 222.08% above budget. We have just about reached the budget for this account for the fiscal year.
- Water sales receipts - \$316,533 down 2.25% from the prior year, 7.33% below budget.
- Hotel/Motel Tax receipts - \$28,026 up 5.52% compared with the prior year. The revenue is trending at 4.3% higher than budget. Three of the four hotels are open and active.
- Motor Fuel Tax receipts - \$19,360, up 1.31% from the prior year, on target with budget.

6. VISITOR’S BUSINESS

There were no visitors present at the meeting.

7. COMMUNICATIONS

Director Dittman relayed that audit fieldwork had recently completed. Also, Director Dittman submitted the Village’s budget on August 31 for consideration of the GFOA Distinguished Budget Award.

8. ADJOURNMENT

Motion to adjourn at 6:00 p.m. was made by Chairwoman Berglund, seconded by Trustee Mistele. Motion carried.

(Minutes transcribed by: Carrie Dittman)