

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, APRIL 12, 2021 AT 5:30 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, WILLOWBROOK, ILLINOIS.

DUE TO THE COVID 19 PANDEMIC THE VILLAGE WILL BE UTILIZING A CONFERENCE CALL FOR THIS MEETING

**1. CALL TO ORDER**

The meeting was called to order by Chairwoman Sue Berglund at 5:30 p.m.

**2. ROLL CALL**

Those present at roll call at the Village Hall were Trustee Michael Mistele, Trustee Greg Ruffolo and Director of Finance Carrie Dittman. Those present via Zoom was Chairwoman Sue Berglund and Asst. Village Administrator Sean Halloran.

**3. APPROVAL OF MINUTES**

Minutes of the Regular Meeting of the Finance & Administration Committee held on Monday, March 8, 2021 were reviewed.

*Motion to approve the minutes made by Trustee Mistele, seconded by Chairwoman Berglund. Unanimous voice vote in favor. Motion carried.*

**4. REPORT – Audit RFP Update**

Director Dittman informed the Committee that the Request for Proposal (RFP) for auditing services was sent to eight qualified CPA firms and posted on the Village website on April 1, 2021. The due date for proposals is April 23, and Director Dittman has already heard from several firms with questions on the RFP. Director Dittman surveyed the Committee whether they wanted to be part of the review Committee and who would like to potentially interview finalist firms. The consensus was to leave it up to Director Dittman's professional judgement and suggested that Sean Halloran could participate in firm interviews. Director Dittman will compile a matrix of the results and will bring back to the next Committee meeting on May 10<sup>th</sup> for discussion and a recommendation.

**5. REPORT – Monthly Disbursement Reports – March 2021**

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

- Total cash outlay for all Village funds – \$1,031,961, Fiscal Year to Date is \$12,733,666. No handwritten checks this month.
- Total monthly payroll for active employees including all funds - \$340,991 (2 payrolls). The average payroll for the year was \$163,892, which is an 8.22% increase from the prior fiscal year.
- Average daily outlay of cash for all Village funds for the current month: \$33,289. Daily average fiscal YTD: \$38,067. Average monthly cash outlay for all Village funds fiscal year to date (FYTD): \$1,157,606. This fiscal year has virtually no capital spending.
- Average daily expenditures for the General Fund only: \$26,798. Fiscal YTD average is \$26,587 which is a

2.27% increase from the prior year.

**6. REPORT – Sales Tax, Business District Sales Tax, Income Tax, Utility Tax, Local Gas Tax, Places of Eating Tax, Hotel/Motel Tax, Fines, Red Light Fines, Building Permits, Water Revenues and Motor Fuel Tax**

The Committee reviewed and accepted the revenue trend reports for February and key items are highlighted below:

- Sales tax receipts - \$4,127,387 YTD down 0.45% from the prior year. March 2021 collections were 2.01% higher than March 2020. Trending 26.79% over budget. The FY 20/21 budget was dropped \$500,000 to \$3.5 million due to the pandemic. We have exceeded the budget for the year.
- Business District (restricted) sales tax receipts - Year to date is \$522,461, 16.86% below the prior year and 6.2% under budget; the budget for this line item was increased, not decreased, this year. This represents collections of the 1.0% sales tax collected in the Village's business district. The restricted revenue comes from the Town Center & Pete's Fresh Market developments.
- Income Tax receipts - \$879,815 YTD up 4.96% compared to the prior year, 35.7% over budget. March 2021 was 10% higher than the prior year.
- Utility tax receipts - \$739,156 YTD down 4.25% from the prior year, 5.1% under budget, consisting of:
  - Telecomm tax - down 10.44%
  - Northern IL gas – up 5.21%
  - ComEd – down 2.92%
- Local Gas Tax receipts - \$226,034 YTD. One delinquent station caught up for 4 months of payments during August 2020. The tax was established December 1, 2019.
- Places of Eating Tax receipts - \$403,809 YTD down 19.88% compared to the prior year, trending 7.69% over budget. This represents sales which occurred during the pandemic restrictions. We had budgeted for 50% less revenue than normal for April-May, 25% less for June-September, 15% less for October-January, and 10% less February – April, however actual collections were generally not that low. Collections have now exceeded the annual budget.
- Hotel/Motel Tax receipts - \$152,710, 33% lower compared with the prior year. The revenue is trending at 26% lower than budget. The additional 1% tax became effective November 1, 2019 which began to appear in December 2019 collections. The Village's fourth hotel, Delta Marriott, re-opened on August 5, 2020 and just caught up their delinquent months in February. Three hotels did not make payments in March.
- Fines - \$125,178 YTD down 9.96% compared with the prior year, 3.83% over budget. Fines come from County distributions and local fine tickets written by Village police officers. Director Dittman noted that beginning May 2019 we are reporting fine revenue by overweight fines, DUI fines, local fines and other fines collected by DuPage County. Collections have now exceeded the annual budget.
- Red Light Fines – \$575,764 down 14.84% from the prior year receipts, trending 8.1% over budget. Collections have now exceeded the annual budget.

- Building Permit receipts - \$293,873 YTD down 36.84% from the prior year, trending 36.4% over budget. Collections have now exceeded the annual budget.
- Water sales receipts - \$3,060,924 YTD up 2.13% from the prior year, 2.04% above budget. March 2021 water sales were 10% lower than last year.
- Motor Fuel Tax receipts - \$278,783 YTD, down 0.97% from the prior year, 1.5% below budget. Since September 2019 we receive 2 payments each month: the normal distribution plus the additional distribution of the new Transportation Renewal Fund dollars. This is a portion of the \$0.19/gallon tax that was instituted by the state of Illinois beginning July 1, 2019 (payments to the Village beginning in September).

## **7. VISITOR'S BUSINESS**

There were no visitors present.

## **8. COMMUNICATIONS**

There were no communications received.

## **9. ADJOURNMENT**

*Motion to adjourn at 6:15 p.m. was made by Trustee Mistele, seconded by Trustee Ruffolo. Unanimous voice vote in favor. Motion carried.*

(Minutes transcribed by Carrie Dittman)