

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY JUNE 10, 2013 AT 6:00 P.M. IN THE VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order by Trustee Oggerino at 6:00 p.m.

2. ROLL CALL

Those present at roll call were Trustee Paul Oggerino, Mayor Frank Trilla, Management Analyst Garrett Hummel, and Executive Secretary Cindy Stuchl.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance and Administration Committee held on Monday, May 13, 2013 were reviewed. Motion to approve made by Trustee Oggerino. Motion carried.

4. DISCUSSION - Electronic Archive File Storage Project, Datamation Imaging Services Co., Inc.

Executive Secretary Stuchl began the discussion by providing some background on the topic. The document archival project was presented at the 2012 Budget Workshop under future budget considerations. The decision was made to form a committee comprised of both Village and Police Department staff. The committee met with a couple of document management companies. Datamation Imaging Services out of Willowbrook was selected by the committee as providing the best services to meet the Village's needs.

During the 2013 Budget Workshop, the Board approved funding based on the proposal provided by Datamation. The proposal included the data archiving of all storage boxes located in the garage and back file room as well as Datamation's archival software complete with two scanners and training. Trustee Oggerino asked if the proposal came in around the budgeted amount. Executive Secretary Stuchl responded that there was \$120,000 budgeted for the project and the proposal came in just below that amount.

5. REPORT - Monthly Reports - May 2013

The Committee reviewed and highlighted the items below for the month May.

- Total cash outlay for all Village funds - \$1,175,287 (fiscal year to date is \$1,175,287)
Analyst Hummel noted that this amount includes three payrolls and the SLEP buyout.
- Avg. daily outlay of cash for all Village funds - \$37,912 (fiscal year to date is \$37,912)
- Avg. daily expenditures for the general fund - \$24,649 (fiscal year to date is \$24,649)
- Avg. payroll for active employees including all funds - \$150,551 (payroll year to date is \$150,551)

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

- Sales tax receipts - \$250,138 down 4.24% from the prior year, 2.2% over budget.

- Income Tax receipts - \$145,711 up 35.79% compared to the prior year, 44.0% over budget.

Analyst Hummel noted that the State of Illinois is 2 months behind in remittances. Trustee Oggerino inquired as to the cause for the dramatic increase. Analyst Hummel stated he would confirm with Director Dittman.

- Utility tax receipts - \$90,574 down 2.72% from the prior year, 2.0% below budget, consisting of:
 - o Telecomm tax - \$42,452, up 0.6%
 - o Northern IL Gas - \$19,790, up 79.6%
 - o ComEd - \$28,332, down 29.0%
- Places of Eating Tax receipts - \$39,097 up 4.48% compared to the prior year, 8.5% over budget
- Fines - \$14,525 up 19.75% compared with the prior year, 23.32% over budget
- Red Light Fines - \$57,075 up 15.0% from the prior year, 18.5% over budget
- Building Permit receipts - \$21,304 down 35.22% from the prior year
- Water sales receipts - \$160,088 up 2.29% from the prior year, 17.09% under budget

Analyst Hummel noted that the Village's water rates increased by 25% on May 1, 2013.

- Hotel/Motel Tax receipts - \$7,112 up 57.48% compared with the prior year, 54.3% over budget
- Motor Fuel Tax receipts - \$14,687 down 11.41% compared with the prior year, 5.1% over budget

The reports above were approved by Trustee Oggerino.

7. VISITORS' BUSINESS

There were no visitors present at the meeting.

8. COMMUNICATIONS

There were no communications received.

9. ADJOURNMENT

Motion to adjourn was made by Trustee Oggerino.

The meeting was adjourned at 6:25 p.m.

(Minutes transcribed by: Garrett Hummel, 6/19/13)