

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MAY 12, 2014 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, Interim Finance Director Carrie Dittman, Executive Secretary/Deputy Clerk Cindy Stuchl, and Management Analyst Garrett Hummel.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance & Administration Committee held on Monday, April 14, 2014 were reviewed and approved by Trustee Oggerino.

4. DISCUSSION - Illinois Comptroller's Local Debt Recovery Program

Executive Secretary Stuchl stated that she had attended an Illinois Clerks seminar and one of the speakers presented a Local Debt Recovery Program run by the Illinois Comptroller's Office. Currently, the Village sends outstanding debts, primarily parking tickets, to a collection agency. Their collection rate is approximately 25% of what gets sent to them, and they receive 33% of those collected funds as their commission. The Local Debt Recovery Program collects their payments mainly through Illinois State Tax refunds, then through lottery winnings and other sources. Their collection rate is approximately 50-60% of what is sent to them and the Village receives 100% of the fine. A \$15-20 service fee gets charged to the violator.

Executive Secretary Stuchl relayed that this program has been discussed with Chief Shelton and Police Secretary Debbie Hahn. They both agree that this program would be beneficial for the Village. Executive Secretary Stuchl noted that, if approved, the Intergovernmental Agreement with the Illinois Comptroller's Office will be on the agenda for the next Village Board meeting. Trustee Oggerino agreed with the recommendation.

5. REPORT - Monthly Disbursement Reports - April 2014

The Committee reviewed and highlighted the items below for the month of April 2014.

- Total cash outlay for all Village funds - \$772,551 (fiscal year to date average is \$986,179)
- Ave. daily outlay of cash for all Village funds - \$25,752 (fiscal year to date is \$32,376)
- Ave. daily expenditures for the General Fund - \$21,927 (average daily expenditures fiscal year to date is \$21,595)
- Ave. payroll for active employees including all funds - \$148,045 (fiscal year payroll to date is \$3,849,173)

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 - \$3,644,970 up 0.89% from the prior year, 5.7% over budget.
- Income Tax receipts - \$832,190 up 8.13% compared to the prior year, 14.7% over budget.

- Utility tax receipts - \$1,129,481 down 3.33% from the prior year, 2.6% below budget, consisting of:
 - Telecomm Tax - \$492,036, down 9.1% from the prior year
 - Northern IL Gas - \$180,463, up 34.0% from the prior year
 - ComEd - \$460,670, down 7.6% from the prior year
- Places of Eating Tax receipts - \$469,342 up 0.43% compared to the prior year, 4.3% over budget.
- Fines - \$148,790 down 0.35% compared with the prior year, 2.61% over budget.
- Red Light Fines - \$787,715 up 41.54% from the prior year, 45.9% over budget.
- Building Permit receipts - \$258,000 up 10.46% from the prior year.
- Water sales receipts - \$2,841,935 up 20.94% from the prior year, 1.97% below budget.
- Hotel/Motel Tax receipts - \$56,982 down 9.69% compared with the prior year, 11.5% below budget.
- Motor Fuel Tax receipts - \$248,717 up 1.85% compared with the prior year, 20.8% over budget.

The reports above were approved by Trustee Oggerino.

7. VISITOR'S 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, 06/27/14)