

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, OCTOBER 14, 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 Davi at 6:00 p.m.

2. ROLL CALL

Those present at roll call were Trustee Umberto Davi, Trustee Paul Oggerino, Interim Director of Finance Carrie Dittman, Executive Secretary Cindy Stuchl, and Management Analyst Garrett Hummel.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance and Administration Committee held on Monday, August 12, 2013 were reviewed. Motion to approve made by Trustee Oggerino, seconded by Trustee Davi. Motion carried.

4. DISCUSSION - Village Cash Flow / Financing Analysis - Sikich LLP

Director Dittman explained this item came up as a result of the goal planning workshop held on July 29, 2013. A request was made that the Village consider obtaining a recommendation from a third-party financial consultant on appropriate methods to fund the various projects and infrastructure expenditures under consideration by the Board. Sikich was contacted to determine whether they could assist the Village in such a project. Village staff met with James Savio, a partner at Sikich, to discuss the expectations of the project. It was decided that Sikich would provide computerized financial models for three Village funds: The General Fund, the LAFER Fund, and the Water Fund (including Water Capital Fund). The scope of work will include the development of financial projections for a period of five (5) years. With this information, recommendations can be made to determine the appropriate methods of funding for future capital projects.

Sikich provided a proposal to complete this project for a not-to-exceed amount of \$12,850. The project will help the Village manage expenditures from funds that have a combined available balance of about \$6 million. Trustee Davi inquired as to what big purchases the Village has coming up besides the new building. Director Dittman responded that the Village is considering a Comprehensive Plan update, water meter replacement project, water tower painting project, etc. Trustee Oggerino asked what the time frame was for this analysis. Director Dittman stated the work would start immediately and should be done by the end of the calendar year. Director Dittman explained if approved the item would be up for approval at the Board Meeting later this evening. Trustees Davi and Oggerino accepted staff's recommendation.

5. DISCUSSION - Telephone Service Provider

Management Analyst Hummel explained that in May 2013, the Village Board approved a contract with Platinum Communications Group to conduct an audit of the Village's telecommunications services and provide a recommendation for the Village's next contract renewal. Platinum Communications Group has recommended the Village enter into a telecommunication contract with Call One of Chicago Illinois.

Call One is a wholesaler of AT&T services that provides service to over 90 municipalities and governmental entities in the Chicagoland area. Call One currently has entered into a telecommunications contract with the Suburban Purchasing Cooperative (SPC) which provides reduced rates for municipalities compared to AT&T. The Village of Willowbrook is eligible to receive the rates negotiated by the SPC. The contracts included in the

proposal are two 2-year contracts for local/long distance services and Centrex service as well as a 3-year contract for a new PRI. Analyst Hummel explained by switching to Call One the Village would be saving roughly \$1,900 per month compared to the current AT&T contracts. Trustee Davi inquired as to how Call One could provide such low rates. Analyst Hummel responded that he would look into the inquiry. Analyst Hummel concluded by stating this item would appear on a future Board agenda most likely the October 28, 2013 meeting.

6. DISCUSSION - Business License Fees

Executive Secretary Stuchl began by explaining that while generating business license renewals to send to Willowbrook business for their 2014 Business licenses, she noticed an issue with the required annual fee to be paid by bowling alleys. The current fee paid by a bowling alley in the Village's code is \$45 per lane per year. For Willowbrook Bowl located at 735 Plainfield Road, which operates thirty-two (32) bowling lanes, the annual fee would calculate to \$1,440. This annual business license fee amount for this type of business is comparatively high when considering other taxes that must be paid to the Village. In addition to retail sales tax on items, this type of business also would pay the Village a separate 6% amusement tax on gross receipts as a result of the bowling use, and a 1% Places of Eating Tax for a restaurant or snack shop use. This item was brought to the attention of the Village Clerk and Mayor. Village staff contacted the DuPage County Clerk's Association and received a survey listing annual business license fees charged to bowling alleys by other municipalities. The Village's business license fee was higher than nine (9) of the ten (10) jurisdictions that responded to the survey. If the Committee concurs the annual business license fee charged to bowling alley uses will be adjusted to a flat fee of \$100 per year. Trustee Oggerino asked whether a new ordinance would need to be drafted. Executive Secretary Stuchl responded that the change would only require a text amendment. Trustees Davi and Oggerino agreed with the change.

7. REPORT - Fiscal Year 2012/13 Audit

Director Dittman provided a brief update on the Fiscal Year 2012/13 Audit. Director Dittman stated the auditors had completed their work and would be presenting their findings to the Board at the next Board meeting. Director Dittman wanted to highlight that the auditors are reporting that the General Fund has 198 days of operating expense. Trustees Davi and Oggerino acknowledged the report and stated they were happy to hear the audit went well.

8. REPORT - Monthly Disbursement Reports - August/September 2013

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

- Total cash outlay for all Village funds - \$875,835 (fiscal year to date average is \$936,785)
- Ave. daily outlay of cash for all Village funds - \$29,194 (fiscal year to date is \$30,643)
- Ave. daily expenditures for the general fund - \$16,988 (average daily expenditures fiscal year to date is \$18,871)
- Ave. payroll for active employees including all funds - \$152,856 (fiscal year payroll to date is \$1,681,424)

9. 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 - \$1,522,305 up 0.74% from the prior year, 7.5% over budget.

- Income Tax receipts - \$364,094 up 11.44% compared to the prior year, 18.2% over budget.
- Utility tax receipts - \$444,682 down 10.64% from the prior year, 10.0% below budget, consisting of:
 - o Telecomm Tax - \$208,525, down 12.8% from the prior year
 - o Northern IL Gas - \$53,170, up 54.4% from the prior year
 - o ComEd - \$184,582, down 18.1%
- Places of Eating Tax receipts - \$206,299 up 5.24% compared to the prior year, 9.3% over budget.
- Fines - \$69,734 up 17.81% compared with the prior year, 21.31% under budget.
- Red Light Fines - \$386,755 up 54.78% from the prior year, 59.5% over budget.
- Building Permit receipts - \$125,607 up 6.72% from the prior year.
- Water sales receipts - \$1,150,673 up 1.24% from the prior year, 17.94% under budget.

Director Dittman stated that water usage is down due to several possible issues such as residents conserving water and no draught this past summer.

- Motor Fuel Tax receipts - \$89,322 up 2.66% compared with the prior year, 21.8% over budget
- Hotel/Motel Tax receipts - \$32,858 up 14.52% compared with the prior year, 12.2% over budget.

The reports above were approved by Trustee Davi. Seconded by Trustee Oggerino.

10. VISITOR'S BUSINESS

There were no visitors present at the meeting.

11. COMMUNICATIONS

There were no communications received.

12. ADJOURNMENT

Motion to adjourn was made by Trustee Oggerino. Seconded by Trustee Davi.

The meeting was adjourned at 6:28 p.m.

(Minutes transcribed by: Garrett Hummel, 11/7/13)