

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JANUARY 13, 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 6:03 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, November 11, 2013 were reviewed. Motion to approve made by Trustee Oggerino, seconded by Trustee Davi. Motion carried.

**4. DISCUSSION - Business License Fees**

Executive Secretary Stuchl began by explaining that the current annual business license fee structure for both barbershops and hair salons includes a business license fee of \$55.00 per year per chair. A per-chair fee is used due to the typical practice, especially at hair salons, for each separate chair or station within the location to be operated by a separate stylist under a rental scenario. This chair, or station, really represents a stand-alone business. This same station practice is also used within nail salon uses. However, our current business license fee ordinance treats nail salons differently from barbershops and hair salons, and only required a flat \$100 per year fee per location regardless of how many nail salon stations are operated at the particular location. This item was recently brought to the Mayor's attention upon speaking with several local businesses. These businesses felt that the Village's current fee structure is unfair, since hair salon and barbershop uses pay more for an annual Village business license, but nail salons are structured similarly.

At the Mayor's request, staff reviewed this matter and determined that a more equitable approach would be to set annual business license fees for barbershops, hair salons, and nail salons using the same methodology. That is on a per chair or station basis for all three. There will be no change in the current annual fee amount of \$55.00 per chair but that nail salons will now be included along with barbershops and hair salons. Executive Secretary Stuchl noted this item, if approved, will be appearing on the Village Board agenda at this evening's meeting. Trustees Davi and Oggerino agreed with the recommendation.

**5. REPORT - Monthly Disbursement Reports - November & December 2013**

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

- Total cash outlay for all Village funds - \$1,626,337 (fiscal year to date average is \$1,042,760)
- Ave. daily outlay of cash for all Village funds - \$52,463 (fiscal year to date is \$34,049)
- Ave. daily expenditures for the general fund - \$27,052 (average daily expenditures fiscal year to date is \$21,152)
- Ave. payroll for active employees including all funds - \$149,074 (fiscal year payroll to date is \$2,683,332)

**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 - \$2,444,056 up 0.43% from the prior year, 7.1% over budget.
- Income Tax receipts - \$539,726 up 8.89% compared to the prior year, 15.5% over budget.
- Utility tax receipts - \$699,826 down 7.83% from the prior year, 7.2% below budget, consisting of:
  - o Telecomm Tax - \$331,730, down 10.1% from the prior year
  - o Northern IL Gas - \$74,400, up 31.4% from the prior year
  - o ComEd - \$296,085, down 12.2% from the prior year
- Places of Eating Tax receipts - \$319,403 up 2.35% compared to the prior year, 6.3% over budget.
- Fines - \$103,608 up 17.03% compared with the prior year, 20.51% over budget.
- Red Light Fines - \$569,910 up 48.51% from the prior year, 53.0% over budget.
- Building Permit receipts - \$172,900 up 18.12% from the prior year.
- Water sales receipts - \$1,866,996 up 8.50% from the prior year, 12.05% below budget.
- Hotel/Motel Tax receipts - \$46,004 down 5.81% compared with the prior year, 7.7% below budget.
- Motor Fuel Tax receipts - \$177,536 up 0.01% compared with the prior year, 18.7% over budget.

The reports above were approved by Trustee Davi.

**7. VISITOR'S BUSINESS**

There were no visitors present at the meeting.

**8. COMMUNICATIONS**

Interim Director of Finance Dittman noted the Village received a letter from the Government Finance Officers Association "GFOA" awarding the Village its 12<sup>th</sup> consecutive Distinguished Budget Award for its FY 2013-14 budget document.

**9. ADJOURNMENT**

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

The meeting was adjourned at 6:26 p.m.

(Minutes transcribed by: Garrett Hummel, 2/13/14)