

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, APRIL 13, 2015 AT 6:00 P.M. IN THE VILLAGE POLICE STATION BUILDING, 7760 QUINCY STREET, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order by Trustee Davi at 6:02 p.m.

2. ROLL CALL

Those present at roll call were Trustee Umberto Davi, Trustee Paul Oggerino and Interim Director of Finance Carrie Dittman.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance/Administration Committee held on Monday, March 9, 2015 were reviewed.

Motion to approve made by Trustee Davi. Motion carried.

4. DISCUSSION - Village Hotel Tax Rate Increase

Interim Director of Finance Carrie Dittman discussed that there are four (4) hotels in town. On October 1, 1986 the Village established a local 1% hotel occupancy tax, which generates about \$67,000 of revenue annually in the Hotel/Motel Tax Fund. The revenue is restricted to tourism promotion within the Village.

Since the Village's largest hotel, the Willowbrook Inn, was sold in August 2013 and renovations on that hotel have begun, the tax revenue generated by all Village hotels has dropped to about \$45,000 annually. The issue was discussed at the January 28, 2015 Hotel/Motel Tax Advisory Committee meeting and at least one hotel was in support of a tax rate increase to ensure that adequate revenue is available to promote tourism in the Village.

Based upon a survey conducted by the DuPage Convention and Visitors Bureau, Willowbrook has the lowest tax rate of all neighboring communities. As a non-home rule community, the most the Village can raise the tax rate to is 5%, which is comparable to other nearby municipalities. Increasing the rate to 5% will raise an additional \$180,000 of revenue to expand promotional opportunities. The rate increase would be effective on June 1, 2015.

Trustee Davi and Trustee Oggerino noted that the committee was in favor of the proposed increase and that staff should proceed to present this information to the Village board.

5. REPORT - Monthly Disbursement Reports - March 2015

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

- Total cash outlay for all Village funds - \$858,059 (fiscal year to date is \$12,402,386)
- Payroll for active employees including all funds - \$293,374. Payroll year to date total is \$3,655,554.
- Ave. daily outlay of cash for all Village funds - \$27,679 (fiscal

year to date average is \$36,949)

- Ave. daily expenditures for the General Fund - \$17,084 (fiscal year to date average is \$21,469)

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

All revenues are for collections through March 31, 2015.

- Sales tax receipts - \$3,426,262 up .47% from the prior year, 6.2% over budget
- Income Tax receipts - \$743,830 down .69% compared to the prior year, 5.0% over budget. Interim Director Dittman noted that the State of Illinois is 2 months behind in remittances.
- Utility tax receipts - \$955,802 down 6.4% from the prior year, 1.7% under budget, consisting of:
 - Telecomm tax - \$384,919, down 15.0%. As noted previously, decline is largely due to the State of IL recouping about \$32,000 over several monthly payments beginning August 2014 due to a lawsuit the state lost with a phone company. The state has been reclaiming prior distributions from all participating municipalities that had received such funds, so Willowbrook is among many other towns experiencing the revenue shortfall this year.
 - Northern IL gas - \$168,010, up 13.4%
 - ComEd - \$405,864, down 4.2%
- Places of Eating Tax receipts - \$456,904 up 6.86% compared to the prior year, 11.5% over budget
- Fines - \$164,019 up 16.66% compared with the prior year, 19.71% over budget.
- Red Light Fines - \$584,091 down 20.38% from the record-breaking prior year receipts, but still 16.1% over budget (we have already exceeded this year's budgeted revenue by \$44,091)
- Building Permit receipts - \$334,671 up 44.27% from the prior year. We have exceeded permit revenue budget by \$159,671. The month of March includes 2 permits to Whole Foods for their renovation, which totaled \$83,056.
- Water sales receipts - \$2,758,069 up 7.95% from the prior year, 11.85% under budget

Interim Director Dittman noted that the 12% increase the Village implemented at 1/1/15 (due to a higher increase imposed on the Village by the DuPage Water Commission) is now being realized beginning with the February collections.

- Hotel/Motel Tax receipts - \$45,520 down 14.95% compared with the prior year, 19.3% below budget. One hotel is one month behind in remittances.
- Motor Fuel Tax receipts - \$275,184 up 17.06% compared with the prior year, 20.4% over budget. Receipts to date include 2 disbursements of the State of IL's Capital Bill, each \$38,941, and in the past we have received one per fiscal year.

The reports above were approved by Trustee Davi.

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 6:29 p.m.

(Minutes transcribed by: Carrie Dittman, 4/27/2015)