

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, FEBRUARY 8, 2016 AT 5:30 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, WILLOWBROOK, ILLINOIS.

**1. CALL TO ORDER**

The meeting was called to order by Trustee Neal at 5:33 p.m.

**2. ROLL CALL**

Those present at roll call were Trustee Gayle Neal and Director of Finance Carrie Dittman.

**3. APPROVAL OF MINUTES**

Minutes of the Regular Finance/Administration Committee held on Monday, January 11, 2016 were reviewed.

Motion to approve made by Trustee Neal. Motion carried.

**4. DISCUSSION - Consultant Proposal to Assist in the Formation of a New Business District - Ehlers and Associates**

Director of Finance Dittman reported that the Village has been working with two developers regarding potential commercial re-development projects located near Kingery Highway and Plainfield Rd, and each developer has requested a subsidy for their project. The Village has hired the financial consultant Ehlers Associates on an hourly basis to review the developers' projects and determine if a subsidy is warranted.

If a public subsidy is determined to be warranted, the primary method to raise the revenue could be through the imposition of a slightly higher sales tax rate (.25% - 1.0%) within a new business district. In order to determine if a new business district is permissible and feasible, a qualified public finance consultant would need to be hired.

The Village has used Ehlers & Associates many times in the past and in the review of the financial submittals of the two current developers. Staff requested a proposal from Ehlers to assist in the creation of a new business district. Their proposal includes:

Phase I - Initial Project Review/Feasibility Analysis - \$6500  
Phase II - Business District Plan Preparation/Adoption - \$11,000  
Total fees: \$17,500

The estimated time table is 4-8 weeks which depends on the scheduling of required public meetings. The expense would be reimbursed to the Village's General Fund from business district fund revenues.

After brief discussion, the Committee noted the proposal should move forward for discussion at the Village board meeting tonight.

**5. REPORT - Monthly Disbursement Report - January 2016**

The Committee reviewed and accepted the disbursement reports for the month of January, and key items are highlighted below:

- Total cash outlay for all Village funds - \$1,128,355.
- Payroll for active employees including all funds - \$345,774 (2 payrolls). The change from the prior fiscal year is a cumulative 13.6% increase, due in part to the separation payouts in August & October to 2 retiring police officers.
- Ave. daily outlay of cash for all Village funds - \$36,399. Fiscal year to date daily average is \$39,769.
- Ave. daily expenditures for the General Fund - \$26,606. Fiscal year to date average is \$24,154.

**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 fiscal year to date collections through January 31, 2016:

- Sales tax receipts - \$2,823,350 up 2.15% from the prior year. Trending 4.4% over budget.
- Income Tax receipts - \$681,817 up 14.64% compared to the prior year, 51.2% over budget. We have not yet received January's distribution yet.
- Utility tax receipts - \$707,749 down 5.66% from the prior year, 8.1% under budget, consisting of:
  - o Telecomm tax - \$319,484, up 2.05%.
  - o Northern IL gas - \$69,116, down 41.56%
  - o ComEd - \$321,582, up 0.11%
- Places of Eating Tax receipts - \$397,523 up 4.35% compared to the prior year, trending 13.4% over budget.
- Fines - \$98,857 down 25.8% compared with the prior year, 12.66% under budget. Fines come from County distributions and also local fine tickets written by Village police officers.
- Red Light Fines - \$211,659 down 57.99% from the prior year receipts, trending 51.5% below budget. Director Dittman reported that Chief Shelton had informed her that the cameras at 75<sup>th</sup> Street and Midway Drive were back in service as of September 27, 2015. The 63<sup>rd</sup> Street cameras went down on May 22, 2015 and were expected back up on October 31 but are not yet operational (about 23 weeks out of service); IDOT has not granted permission to ATS to get this intersection back online yet, and there is no go-live date yet.
- Building Permit receipts - \$302,465 up 50.91% from the prior year, and we have exceeded the annual budget by \$102,000.
- Water sales receipts - \$2,521,600 up 14.93% from the prior year, 3.91% above budget, attributable in part to the 12% rate increase effective 1/1/2015. Director Dittman noted that a rate increase does

not necessarily equate to the same % increase in revenue as customers increase their water conservation when rates go up.

- Hotel/Motel Tax receipts - \$167,301 up 318.94% compared with the prior year, 2.8% below budget. The June 1 rate increase to 5% is now apparent beginning with the June tax payments received in July.
- Motor Fuel Tax receipts - \$165,357 down 31.0% compared with the prior year, 3.9% under budget. The decrease compared to last year is due to IL Capital Bill grants that were not recurring.

The reports above were approved by Trustee Neal and Chairman 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 at 5:58 p.m. was made by Trustee Neal.

(Minutes transcribed by: Carrie Dittman, 3/8/2016)