

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MAY 9, 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 5:36 p.m.

2. ROLL CALL

Those present at roll call were Trustee Gayle Neal and Director of Finance Carrie Dittman. Chairman Umberto Davi was absent.

3. APPROVAL OF MINUTES

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

Motion to approve made by Trustee Neal. Motion carried.

4. DISCUSSION – Update: Official Payments Credit Card Processing

Director of Finance Dittman described the process that the Village underwent to secure a new credit card provider, Official Payments, which began on July 28, 2015. After several discussions between staff, the Finance/Administration Committee and Official Payments, the final contract was approved by the Village board on November 9, 2015. The contract provided that VISA, MC and Discover would be accepted at both the Village and online for several payment types, among them utility bills, and that a convenience fee charged by Official Payments would be passed on to the customer.

After go-live occurred on March 1, 2016, the Village experienced intermittent issues with certain payment types not processing. After two months of conference calls, emails to support, a follow up visit from our Official Payments sales rep and conferences with our software provider BS &A, all with no explanation of the recurring problem or a solution, a different Official Payment sales rep stepped in and noted the card rejections were due to a VISA imposed rule that had not been noted in the contract nor brought to the Village's attention previously.

The Village has been in contact with Official Payments to find a solution to the VISA regulation and discussions are ongoing.

5. REPORT – Monthly Disbursement Reports – April 2016

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

- Total cash outlay for all Village funds – \$1,003,924. Fiscal Year to Date is \$13,775,157.
- Payroll for active employees including all funds - \$533,906 (3 payrolls this month). The average payroll for the year was \$172,743.
- Average daily outlay of cash for all Village funds – \$33,464. Fiscal year to date daily average is \$37,643.
- Average daily expenditures for the General Fund - \$24,628. Fiscal year to date average is \$23,657.

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 April 30, 2016 (unaudited):

- Sales tax receipts - \$3,788,231 up 2.95% from the prior year. Trending 5.2% over budget.
- Income Tax receipts - \$910,130 up 8.82% compared to the prior year, 43.5% over budget. The budget had been reduced by 20% to plan for an anticipated reduction of funds from the State of Illinois, which has not yet occurred.
- Utility tax receipts - \$971,916 down 7.19% from the prior year, 9.6% under budget, consisting of:
 - Telecomm tax - \$425,374, up .89%.
 - Northern IL gas - \$116,451, down 37.97%
 - ComEd - \$433,460, down 1.75%
- Places of Eating Tax receipts - \$518,303 up 3.64% compared to the prior year, trending 12.7% over budget.
- Fines - \$132,993 down 22.07% compared with the prior year, 8.28% under budget. Fines come from County distributions and also local fine tickets written by Village police officers.
- Red Light Fines – \$383,179 down 38.57% from the prior year receipts, trending 29.0% below budget. Director Dittman reported that Chief Shelton had informed her that the 63rd Street cameras went down on May 22 and are not yet operational; IDOT has not granted permission to ATS to get this intersection back online yet, however they are expected to be live during the summer. We have budgeted no fine revenue from that intersection for the first 4 months of the new fiscal year.
- Building Permit receipts - \$368,613 up 3.9% from the prior year, and we have exceeded the annual budget by \$168,000.
- Water sales receipts - \$3,299,340 up 10.05% from the prior year, .50% below 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 - \$212,318 up 335.98% compared with the prior year, 1.1% above budget. The June 1 rate increase to 5% is now apparent beginning with the June tax payments received in July. 3 of the 4 hotels are open and active.
- Motor Fuel Tax receipts - \$218,871 down 22.68% compared with the prior year (due to the receipt of the IL Capital Bill last year), 7.7% above budget.

The reports above were approved by Trustee Neal.

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, 5/17/2016)