

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JANUARY 8, 2018 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 Chairwoman Berglund at 5:32 p.m.

2. ROLL CALL

Director Dittman read for the record that effective January 2018, we have two new committee members: Chairwoman Sue Berglund and Trustee Michael Mistele.

Those present at roll call were Chairwoman Sue Berglund, Director of Finance Carrie Dittman, Assistant to the Village Administrator Garrett Hummel and Deputy Clerk Cindy Stuchl. Absent: Trustee Michael Mistele.

3. APPROVAL OF MINUTES

Approval of the minutes of the Regular Finance/Administration Committee held on Monday, November 13, 2017 were deferred until the February joint Committee of the Whole meeting.

4. DISCUSSION – Liquor License Fees – Nail Salons

Deputy Clerk Stuchl discussed a request from Magic Nails to be able to serve alcohol to patrons receiving nail services. This would require a new liquor license classification to be established. Deputy Clerk Stuchl obtained preliminary approval from Mayor Trilla and Liquor Control Commissioner Oggerino to proceed. Our Village attorney has drafted a preliminary ordinance that would establish the new license. The new classification would pertain to hair and nail salons only (no tanning salons, massage parlors, etc.)

Deputy Clerk Stuchl researched what other towns were charging for this classification and \$1,500 was in the middle between Burr Ridge and Hinsdale’s fees and was included in the draft ordinance. The potential number of licenses in this category would be 13 as that is the total in-town salons currently. Chairwoman Berglund asked if we could set the number of licenses at 4; Deputy Clerk Stuchl replied that typically when ordinances such as these are passed the number of licenses is set at zero, and as businesses apply for them the ordinance is amended to change the number of licenses. Some items that would need to be clarified in the draft ordinance include hours of operation and adding Sundays. Discussion was held about setting the hours to 7 days a week from noon – 8:00 pm.

Staff is looking for direction on how to proceed. Chairwoman Berglund thinks we should move forward and have the attorney revise the ordinance according to this discussion and then the changes would need to be discussed and approved by the Village Board. Staff will begin working on an ordinance modification to be brought forth to the full board at the next Village board meeting. No letters will go out to the salons until after the Village Board approves the ordinance, if at all.

5. APPROVAL – Personnel Manual Revision: Sexual Harassment Policy

Director Dittman presented a modification to the Village’s existing sexual harassment policy that is required by Public Act 100-0554, which was signed into law by Gov. Rauner on November 16, 2017. The changes are noted on the attached document in yellow highlights and include such things as: clarification on how to file a complaint; a prohibition on retaliation, including availability of protection under the Whistleblower Act; consequences for knowingly filing a false complaint; and the addition of textual/electronic means to the definition of harassment. Language was also added to address harassment by non-employees such as vendors, officials, agents and customers.

The revised policy must be adopted by January 15, 2018 according to the new law. The Committee agreed that the modification should be brought forth to the Village Board at tonight's Village board meeting.

6. REPORT – Monthly Disbursement Reports – November & December 2017

The Committee reviewed and accepted the disbursement reports for the months of November and December and key items are highlighted below:

- Total cash outlay for all Village funds – \$1,871,239 & \$1,017,934. Fiscal Year to Date is \$11,643,842. Includes handwritten checks for \$861,150.55 (November) for payments to Clauss Brothers, LJ Morse, MB Financial & UMB Bank (Willow Pond, police dept., and bond payments) and \$170,244 (December) for Fer-Pal Construction.
- Payroll monthly total for active employees including all funds - \$298,513 and \$327,583 (2 payrolls each month). December also includes the safety incentive payout. The average payroll for the year was \$155,286, which is a 6.01% increase from the prior fiscal year. Chairwoman Berglund inquired why the increase was so high. Director Dittman explained that the payrolls contain not only the union and non-union increases of 2.5%, but also retirement payouts of accumulated time as well as overlapping time of police chiefs and sergeants before their retirements.
- Average daily outlay of cash for all Village funds: \$62,375 and \$32,837. Average monthly cash outlay for all Village funds fiscal year to date (YTD): \$1,455,480. Daily average fiscal YTD: \$47,593.
- Average daily expenditures for the General Fund only: \$43,060 & \$21,898. Fiscal YTD average is \$31,332 which is a 29.45% increase from the prior year. The increase is due to the General Fund transfers out to the LAFER Fund to cover the police department renovation, now that the bond proceeds have been exhausted.

7. REPORT – Sales Tax, Business District 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 December 31, 2017 (unaudited):

- Sales tax receipts - \$361,826 (Nov) and \$334,582 (Dec) up 1.85% from the prior year. Trending 6.5% over budget.
- Business District sales tax receipts - \$40,727 (Nov) and \$36,779 (Dec). This is a new report which shows collections of the 1.0% sales tax collected in the Village's new business district. The revenue comes from only the Town Center side as only those businesses are currently open. 56.57% of the annual budget has been collected (and 66.67% of the fiscal year has been completed).
- Income Tax receipts - \$50,580 (Nov) and \$44,530 (Dec) down 4.41% compared to the prior year, 10.5% under budget. The state of Illinois is no longer in arrears in payments, however we are now feeling the effects of the recent state legislation which included a 10% reduction in income tax, which is about \$86,254 annually.
- Utility tax receipts - \$69,376 (Nov) and \$73,501 (Dec) down 3.97% from the prior year, 6.3% under budget, consisting of:
 - Telecomm tax - down 7.09%
 - Northern IL gas - up 5.16%

- ComEd - down 3.84%
- Places of Eating Tax receipts - \$40,921 (Nov) and \$40,544 (Dec) down 3.08% compared to the prior year, trending 0.02% over budget.
- Fines - \$9,357 (Nov) and \$10,790 (Dec) up 6.86% compared with the prior year, 34.84% over budget. Fines come from County distributions and also local fine tickets written by Village police officers.
- Red Light Fines – \$51,165 (Nov) and \$50,575 (Dec) down 22.47% from the prior year receipts, trending 0.4% under budget. The Rt. 83/63rd St. intersection went live on 9/26/17.
- Building Permit receipts - \$43,295 (Nov) and \$11,428 (Dec) down 12.44% from the prior year, 78.09% above budget.
- Water sales receipts - \$320,151 (Nov) and \$329,836 (Dec) down 7.58% from the prior year, 7.66% below budget. The large decline from Sept 2016 to Sept 2017 is due to a \$181,000 catch up bill issued in Sept 2016 to a shopping center that experienced a huge leak, and that billing is non-recurring. Revenues have generally normalized since the MTU replacement project concluded and we are seeing far fewer “catch-up” bills than in the past year.
- Hotel/Motel Tax receipts - \$21,655 (Nov) and \$17,117 (Dec) up 2.19% compared with the prior year. The revenue is trending at 6.6% higher than budget. Three of the four hotels are open and active.
- Motor Fuel Tax receipts - \$18,870 (Nov) and \$19,231 (Dec) up 1.41% compared with the prior year, 0.2% above budget.

Motion to approve the Monthly Disbursement reports and Revenue reports was made by Chairwoman Berglund. Motion carried.

8. VISITOR’S BUSINESS

There were no visitors present at the meeting.

9. COMMUNICATIONS

There were no communications.

10. ADJOURNMENT

Motion to adjourn at 6:13 p.m. was made by Chairwoman Berglund. Motion carried.

(Minutes transcribed by: Carrie Dittman, 1/17/2018)