

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MARCH 12, 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 5:30 p.m.

2. ROLL CALL

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

3. APPROVAL OF MINUTES

A brief discussion of the minutes of the Regular Finance/Administration Committee held on Monday, February 12, 2018 and the Special Joint Meeting of the Municipal Services Committee, the Finance & Administration Committee and the Public Safety Committee held on Monday, February 19, 2018 occurred. Motion to approve by Chairwoman Berglund, second by Trustee Mistele. Motion carried.

4. APPROVAL – FY 2017/18 Audit Engagement Letter - BKD

Director Dittman presented a one-year engagement letter from the accounting firm of BKD to perform the annual Village audit for FY 2017/18. The Village has used BKD (formerly Wolf & Company) since 2010. The cost for the audit would be \$30,940, which is an increase of \$440 or 1.4% over their prior year fee. If the Village needed a single audit of federal funds BKD would charge an additional \$3,000, however this is not anticipated as the Village has not spent any federal grant money.

Motion to approve the engagement letter to be brought forth to the full Village board by Chairwoman Berglund, second by Trustee Mistele. Motion carried.

5. REPORT – Monthly Disbursement Reports – February 2018

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

- Total cash outlay for all Village funds – \$1,137,731. Fiscal Year to Date is \$13,878,583. Includes handwritten checks for \$19,446.
- Payroll monthly total for active employees including all funds - \$297,647 (2 payrolls). The average payroll for the year was \$155,987, which is a 6.49% increase from the prior fiscal year. Director Dittman explained that the payrolls contain not only the union and non-union increases of 2.5%, but also step increases for the sworn officers and also retirement payouts of accumulated time.
- Average daily outlay of cash for all Village funds for the current month: \$40,633. Average monthly cash outlay for all Village funds fiscal year to date (FYTD): \$1,387,858. Daily average fiscal YTD: \$45,677; this is high due to the numerous capital projects that occurred this year.
- Average daily expenditures for the General Fund only: \$30,435. Fiscal YTD average is \$30,521 which is a 26.1% 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.

6. 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

The Committee reviewed and accepted the revenue trend reports and key items are highlighted below. All revenues are monthly collections for February 2018 (unaudited):

- Sales tax receipts - \$319,012 up 2.69% from the prior year. Trending 7.4% over budget.
- Business District sales tax receipts - \$42,116. Year to date is \$371,043. This 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.
- Income Tax receipts - \$93,937 down 3.3% compared to the prior year, 9.5% 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 \$86,000 annually.
- Utility tax receipts - \$96,949 down 3.79% from the prior year, 6.2% under budget, consisting of:
 - Telecomm tax - down 7.33%
 - Northern IL gas – up 1.61%
 - ComEd - down 3.00%
- Places of Eating Tax receipts - \$39,067 up 3.85% compared to the prior year, trending 7.17% over budget.
- Fines - \$11,525 down 5.05% compared with the prior year, 19.81% over budget. Fines come from County distributions and also local fine tickets written by Village police officers.
- Red Light Fines – \$64,700 down 17.38% from the prior year receipts, trending 6.2% over budget. The Rt. 83/63rd St. intersection went live on 9/26/17.
- Building Permit receipts - \$27,862 down 5.11% from the prior year, 93.0% above budget.
- Water sales receipts - \$250,258 down 5.92% from the prior year, 6.00% 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 - \$12,963 up 0.77% compared with the prior year. The revenue is trending at 5.1% higher than budget. Three of the four hotels are open and active.
- Motor Fuel Tax receipts - \$19,320 up 0.38% compared with the prior year, 0.9% below budget.

7. VISITOR'S BUSINESS

There were no visitors present at the meeting.

8. COMMUNICATIONS

Director Dittman noted that we received notice from the Village of Burr Ridge of their intent to withdraw from our IPBC health insurance sub-pool, SCDCBP. If this goes through, the Village will receive a higher rate increase to our

health insurance premiums than anticipated as Burr Ridge's low claims experience has helped to keep the overall sub pool's rate increases down.

9. ADJOURNMENT

Motion to adjourn at 6:10 p.m. was made by Chairwoman Berglund, seconded by Trustee Mistele. Motion carried.

(Minutes transcribed by: Carrie Dittman, 4/2/2018)