

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, AUGUST 12, 2019 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

Those present at roll call were Chairwoman Sue Berglund, Trustee Michael Mistele, Director of Finance Carrie Dittman and Village Administrator Brian Pabst.

3. APPROVAL OF MINUTES

Minutes of the Regular Meeting of the Finance & Administration Committee held on Monday, July 8, 2019 were reviewed. Motion to approve made by Trustee Mistele, second by Chairwoman Berglund. Motion carried.

4. DISCUSSION – Electronic Board Agenda Packets

Director Dittman reminded the board that the current year’s budget includes \$6,000 for tablets for the Village Board of Trustees, to use for viewing the board packets electronically. Several years ago, the Board used laptops in the old Village Hall Council Chambers to view the packets, and that practice ended when meetings were temporarily moved to Burr Ridge during the renovation of the old Village Hall. Originally, it was thought that the CRC would be renovated during this budget year and that the tablets would be part of the new technology, however the interior CRC renovation was deferred. However, the tablets could still be purchased and used without the new building. Director Dittman asked the Committee if they were in favor of going back to electronic board packets at this time; discussion ensued about the packet contents and keeping building plans in hard copy format. The Committee was in favor and Director Dittman said she would seek quotes for the tablets.

5. DISCUSSION – Revenue Enhancements

- A. Hotel/Motel Tax Rate** - Administrator Pabst informed the Committee that the current Hotel/Motel tax rate is 5%, and recommended that it be raised to 6%. The 1% increase would bring in approximately \$50,000. The additional revenue will continue to assist the Village with marketing, pension obligations and other expenses related to the Village. Included are the balances of the Hotel/Motel Tax Fund as of 7/31/2019, as well a draft ordinance. With this increase, we will be tied with the second highest cities in DuPage County. Under home-rule status, these tax revenues are not restricted as to use.
- B. Gas Tax Rate** - Administrator Pabst noted that the Village does not currently have a local motor fuel tax. Staff is proposing a \$.05 cents per gallon of gas tax, which would be received locally from our 5 gas stations in town. Since the majority of gas station customers (especially along Rt. 83) are from out of town, most of the additional revenue would be paid by non-residents. It has been found that once the tax is imposed, the motor fuel distributor typically maintains a rate that remains competitive with surrounding gas stations. In most cases, little if any increase is realized at the pump. Other towns that have implemented this tax do not use a percentage; they use a flat cent amount, as fluctuations in the gas prices would cause related fluctuations in the gas tax if a percentage is used, whether up or down. A draft ordinance is attached.
- C. Amendments to the Village of Willowbrook Video Gaming Code and Liquor Code** – Director Dittman related that the Village currently allows video gaming, and 4 businesses have current licenses with 5 video

gaming terminals each. Each business pays \$25/terminal plus a liquor license annually. The Village has received inquiries for video gaming cafes as well, which is not currently defined or regulated in the existing ordinance. Staff is recommending revisions to the current code to 1) define/distinguish the terms restaurant and video gaming café; 2) establish a one-time application fee of \$1,500 for a video gaming license; 3) adjust the terminal fee to \$1,000 for each terminal; create a new Restaurant Gaming Liquor License Class O at \$5,000; create a new Video Gaming Café Liquor License Class P at \$5,000; prohibit video gaming in nail salons and spas; expand the number of allowable terminals from 5 to 6 per establishment.

After discussion on each of the above items, the consensus was to move it forward to the full Village Board for consideration.

6. REPORT – Monthly Disbursement Reports – July 2019

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

- Total cash outlay for all Village funds –fiscal Year to Date is \$3,696,018.
- Payroll monthly total for active employees including all funds - \$302,665 (2 payrolls). The average payroll for the year was \$166,758, which is a 8.70% increase from the prior fiscal year.
- Average daily outlay of cash for all Village funds for the current month: \$36,111. Daily average fiscal YTD: \$40,195. Average monthly cash outlay for all Village funds fiscal year to date (FYTD): \$1,232,006.
- Average daily expenditures for the General Fund only: \$21,590. Fiscal YTD average is \$24,428 which is a 4.24% decrease from the prior year due to the non-continuance of large capital projects that occurred last year.

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

The Committee reviewed and accepted the revenue trend reports for July and key items are highlighted below.

- Sales tax receipts - \$1,024,668 YTD up 11.33% from the prior year. Trending 13.5% over budget. The budget was increased this fiscal year by \$400,000.
- Business District sales tax receipts - Year to date is \$156,537, 43.76% above the prior year and 60.4% over budget. This represents collections of the 1.0% sales tax collected in the Village's new business district. The revenue comes from the Town Center plus Marshalls, Skechers & Pete's Fresh Market which have now opened and reported collections.
- Income Tax receipts - \$305,145 YTD up 24.86% compared to the prior year, 27.0% over budget. Director Dittman relayed that we budgeted for a continued 5% reduction in income taxes due to the state's reduction of 5%.
- Utility tax receipts - \$192,675 YTD down 7.27% from the prior year, 5.4% under budget, consisting of:
 - Telecomm tax - down 8.65%
 - Northern IL gas – down 1.68%
 - ComEd - down 10.59%

- Places of Eating Tax receipts - \$142,191 YTD up 7.77% compared to the prior year, trending 13.98% over budget.
- Fines - \$35,268 YTD up 3.16% compared with the prior year, 8.88% over budget. Fines come from County distributions and local fine tickets written by Village police officers. Director Dittman noted that we are now breaking fine revenue down by overweight fines, DUI fines, local fines and other fines collected by DuPage County.
- Red Light Fines – \$177,825 down 21.69% from the prior year receipts, trending 21.6% over budget. All three approaches are live.
- Building Permit receipts - \$131,717 YTD down 35.5% from the prior year, 66.54% over budget. Much of this is due to one-time, non-recurring projects that occurred this time last year, which has been excluded to arrive at the budgeted amount. In July, 2 large permits were issued, one for the Target store interior remodel and another for a new single family house.
- Water sales receipts - \$773,311 YTD down 2.67% from the prior year, 0.64% above budget.
- Hotel/Motel Tax receipts - \$70,737 down 2.87% compared with the prior year. The revenue is trending at 1.0% lower than budget. Three of the four hotels are open and active.
- Motor Fuel Tax receipts - \$52,019 YTD, down 3.75% from the prior year, 3.7% below budget.

8. VISITOR'S BUSINESS

Village resident John Wawak was present at the meeting and provided information about a retailer's occupation tax on chemicals.

9. COMMUNICATIONS

There were no communications.

10. ADJOURNMENT

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

(Minutes transcribed by: Carrie Dittman)