

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MAY 11, 2020 AT 5:30 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, WILLOWBROOK, ILLINOIS.

DUE TO THE COVID 19 PANDEMIC THE VILLAGE OFFICES WILL BE CLOSED AND THE VILLAGE WILL BE UTILIZING A CONFERENCE CALL FOR THIS MEETING

1. CALL TO ORDER

The meeting was called to order by Trustee Mistele at 5:34 p.m.

2. ROLL CALL

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

3. APPROVAL OF MINUTES

Minutes of the Regular Meeting of the Finance & Administration Committee held on Monday, March 9, 2020 were reviewed.

Motion to approve the minutes made by Trustee Mistele, seconded by Trustee Oggerino. Motion carried.

4. APPROVAL – Dependent Verification Engagement Letter - DSI

Director Dittman gave the Committee an overview of a new requirement handed down by our health insurance pool, IPBC. IPBC is requiring each member to have a dependent audit conducted by December 31, 2020. They have recommended to the membership Dependent Specialists, Inc. (DSI) to conduct the audit, whereby DSI will contact each employee/retiree on the health plan that has dependents and verify documentation that the dependents are eligible to be on the plan. DSI has a fixed fee of \$3,000 for an organization the size of the Village of Willowbrook. The audit would be expected to commence July 1 and take about 60 days to complete.

Motion to approve the engagement letter with DSI for dependent audit made by Chairwoman Berglund, seconded by Trustee Mistele. Motion carried.

5. APPROVAL – Appropriation Ordinance

Director Dittman reminded the Committee that the Village follows the Appropriation Act and each year must adopt an appropriation ordinance within the first quarter of the new fiscal year. The ordinance does not replace the operating budget but provides the legal level of spending authority for the Village. Operating budget amounts are doubled to form the appropriation. The ordinance is also being reviewed by the Village Attorney and with the Committee’s approval will be placed on the May 26, 2020 board meeting agenda for Village Board approval.

Motion to approve the appropriation ordinance made by Trustee Mistele, second by Chairwoman Berglund. Motion carried.

6. DISCUSSION – GFOA Budget Award Submission for May 1, 2020 – April 30, 2021 budget

Director Dittman informed the Committee that although the Village Board just approved the FY 2020/21 Operating Budget, that is not the final document that is submitted to the Government Finance Officers Association (GFOA) for consideration of the Distinguished Budget Presentation Award. The Director of Finance, with some assistance from the other departments, adds numerous qualitative data to the operating budget, roughly tripling its size, including narrative discussions, graphs, tables, departmental goals and objectives and performance measures, capital asset information and statistical data. The Village has received 18 consecutive budget awards, the last one being for the FY 2019/20 budget. Director Dittman survey the Committee if they wanted staff to pursue the budget award for the most recent budget, and they agreed to have staff prepare the document as in the past.

7. REPORT – Monthly Disbursement Reports – March and April 2020

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

- Total cash outlay for all Village funds –fiscal Year to Date is \$13,651,935. Includes handwritten checks totaling \$8,166 and \$50,896 (for emergency computer purchase and Town Center Developer note, both approved separately by the Village Board).
- Payroll monthly total for active employees including all funds - \$276,702 and \$267,441 (2 payrolls each month). The average payroll for the year was \$151,443, which is a 1.28% decrease from the prior fiscal year.
- Average daily outlay of cash for all Village funds for the current months: \$25,918 and \$31,625. Daily average fiscal YTD: \$37,299. Average monthly cash outlay for all Village funds fiscal year to date (FYTD): \$1,137,661.
- Average daily expenditures for the General Fund only: \$19,121 and \$23,489. Fiscal YTD average is \$25,995 which is a 1.91% increase from the prior year.

8. 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 March and April and key items are highlighted below:

- Sales tax receipts - \$4,457,359 YTD up 9.27% from the prior year. Trending 11.43% over budget. The budget was increased this fiscal year by \$400,000. Next year's budget was dropped \$500,000 to \$3.5 million due to the pandemic. The Village will not see the effects of that until June/July since the state is 3 months behind in remittances.
- Business District sales tax receipts - Year to date is \$677,132, 36.88% above the prior year and 52.7% over budget. This represents collections of the 1.0% sales tax collected in the Village's new business district. The restricted revenue comes from the Town Center & Pete's Fresh Market developments.
- Income Tax receipts - \$927,000 YTD up 11.8% compared to the prior year, 13.7% 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 - \$842,069 YTD down 8.04% from the prior year, 6.2% under budget, consisting of:

- Telecomm tax - down 8.7%
 - Northern IL gas – down 7.99%
 - ComEd - down 8.15%
- Places of Eating Tax receipts - \$537,640 YTD up 1.67% compared to the prior year, trending 7.53% over budget.
 - Fines - \$141,841 YTD up 7.51% compared with the prior year, 13.47% 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 – \$717,155 down 23.06% from the record setting prior year receipts, trending 19.5% over budget. All three approaches are live.
 - Building Permit receipts - \$611,905 YTD down 13.82% from the prior year, 122.51% 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 April 2020, receipts of \$146,598 were due to the permit issued for Compass Arena.
 - Water sales receipts - \$3,197,099 YTD down 3.37% from the prior year, 0.09% below budget.
 - Hotel/Motel Tax receipts - \$240,232, 5.01% lower compared with the prior year. The revenue is trending at 3.1% lower than budget. The additional 1% tax became effective November 1, which began to appear in December collections. Three of the four hotels are open and active.
 - Motor Fuel Tax receipts - \$308,715 YTD, up 41.98% from the prior year, 42% above budget. Since September we are now receiving 2 payments each month: the normal distribution plus the additional distribution of the new Transportation Renewal Fund dollars. This is a portion of the \$0.19/gallon tax that was instituted by the state of Illinois beginning July 1, 2019 (payments to the Village beginning in September).

9. VISITOR’S BUSINESS

There were no visitors present.

10. COMMUNICATIONS

There were no communications.

11. ADJOURNMENT

Motion to adjourn at 6:15 p.m. was made by Trustee Mistele, seconded by Chairwoman Berglund. Motion carried.

(Minutes transcribed by Carrie Dittman)