

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JANUARY 9, 2012 AT 6:00 P.M. IN THE VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, ILLINOIS.

**1. CALL TO ORDER**

The meeting was called to order by Trustee Trilla at 6:01 p.m.

**2. ROLL CALL**

Those present at roll call were Trustee Frank Trilla and Management Analyst Garrett Hummel.

**3. APPROVAL OF MINUTES**

Minutes of the Special Joint Meeting of the Municipal Services Committee and the Finance & Administration Committee held on Monday, November 14, 2011 were reviewed. Motion to approve made by Trustee Trilla. Motion carried.

**4. DISCUSSION - Village Water Rate Increase**

Analyst Hummel began by summarizing the water rate increase discussed at the November 14, 2011 Special Joint Meeting of the Municipal Services Committee and the Finance & Administration Committee. Based upon a 30% rate increase imposed by the City of Chicago and the DuPage Water Commission (DWC), the Village of Willowbrook would have to increase its water rates roughly 14% in order to simply break even. The Committees recommended the local water rates be increased by 20%. The excess 6% revenue collected would be used towards future infrastructure improvements, such as the future water tower painting project and other infrastructure improvements, as well as to conduct a water system study relating to the future operation of our water system. The Committee's recommendation was shared with Mayor Napoli who then directed staff to research the possibility of offering a senior discount on water rates, similar to the program that was recently added to the Village refuse collection contract.

Analyst Hummel explained that staff had developed a proposal for a senior discount program based upon the examination of senior discount programs offered in other communities. Under the program, residents who meet certain criteria would be eligible for a 10% discount. Analyst Hummel identified the criteria as being age 65 or older, being the property owner of record of an owner-occupied dwelling and being billed at the minimum usage amount of 9,000 gallons per quarter. Analyst Hummel called attention to the attached financial table saying that the estimated financial impact of the proposed 10% senior discount program would be \$10,300. Analyst Hummel clarified that this estimate was based on the assumption that all accounts currently paying the minimum water bill are from eligible seniors.

Trustee Trilla questioned the need for such a program. Trustee Trilla also questioned whether the \$10,300 was worth the amount of work it would take to implement such a program. Analyst Hummel responded that shortly after the last water rate increase the Village received several complaints, mainly from seniors on a fixed income, who explained the water rate increase was causing financial hardship for them. The proposed discount was designed to target senior residents who make a conscious

effort to conserve water (i.e. pay the minimum amount on their water bill). Trustee Trilla understood the reasoning but felt the program as presented would be too difficult to implement due to the amount of information needed based on the requirements of the program.

Administrator Halik entered the meeting.

Trustee Trilla suggested the program target all residents who use the minimum amount of water in a given period. Trustee Trilla believed this would allow for a better transition to the new program because the Village staff would not have to ask for information but rather would simply apply the discount to all minimum water bills. Administrator Halik agreed with Trustee Trilla's suggestion. Trustee Trilla also felt the Village should limit the discount to 6%. The reasoning behind this suggestion was that the Village would have to raise its costs 14% in order to break-even due to the rate increase from DWC. The Committees had already recommended a 20% increase at the 11/14/11 meeting with the extra 6% going toward water system infrastructure improvements. Trustee Trilla stated the Village should offer a 6% discount to residents who use the minimum amount of water, the reason being that the Village would simply be passing on the 14% increase from DWC. Administrator Halik said he would present the concept to the Municipal Services Committee and have the Finance Director run the numbers. Administrator Halik stated that the discount would be presented to the Village Board at the next meeting.

#### **5. REPORT - Monthly Reports - December 2011**

The Committee reviewed and highlighted the items below for the month of September.

- Total cash outlay for all Village funds - \$1,489,482
- Ave. daily outlay of cash for all Village funds - \$48,048
- Ave. daily expenditures for the general fund (fiscal year to date average) \$19,929

#### **6. REPORT - Sales Tax, Utility Tax, Income Tax, Places of Eating Tax, Fines, Building Permits, Water Revenues, Hotel Motel Tax and Motor Fuel Tax**

- Sales tax receipts - \$2,352,017 up 7.91% from the prior year
- Income Tax receipts - \$444,948 down 2.89% compared to the prior year
- Utility tax receipts - \$750,467 down 4.27% from the prior year
- Places of Eating Tax receipts - \$295,731 up 7.16% compared to the prior year
- Fines - \$110,353 down 13.36% compared with the prior year
- Red Light Fines - Collected \$440,500 down 9.46% compared with the prior year

- Building Permit receipts - \$113,514 down 27.27% compared with the prior year
- Water sales receipts - \$1,324,174 up 1.59% compared with the prior year
- Hotel/Motel Tax receipts - \$51,445 up 17.01% compared with the prior year
- Motor Fuel Tax receipts \$183,409 down 7.00% compared with the prior year

**7. VISITOR'S BUSINESS**

There were no visitors present at the meeting.

**8. COMMUNICATIONS**

There were no communications received.

**9. ADJOURNMENT**

Motion to adjourn was made by Trustee Trilla.

The meeting was adjourned at 6:29 p.m.

(Minutes transcribed by: Garrett Hummel, 3/6/12)