

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, APRIL 13, 2009 AT 6:30 P.M. IN THE VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order by Chairman Tim McMahon at 6:30 p.m.

2. ROLL CALL

Those present at roll call were Trustees Tim McMahon, Sandra O'Connor, Director of Finance Sue Stanish, Village Administrator Phil Modaff, Superintendent of Parks and Recreation Walter Righton and Intern Garret Hummel.

3. APPROVAL OF MINUTES

Minutes of the March, 23 2009 Special Finance and Administration Committee meeting and the March 23, 2009 Executive Session minutes were reviewed and approved.

4. REVIEW MONTHLY REPORTS

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

- Total cash outlay for all Village funds -\$625,971
- Average daily outlay of cash for all Village funds - \$20,193
- Average daily expenditures for the general fund (monthly basis) - \$15,151
- Average daily expenditures for the general fund - \$19,852

5. REVIEW OF REVENUES - May 1, 2008 -March 31, 2009

- Sales tax receipts - \$3,199,252 up 10% from the prior year
- Utility tax receipts - \$1,221,177 up 3.8% from the prior year
- Income Tax receipts - \$823,900 down 09% compared to the prior year
- Places of Eating Tax receipts - \$344,139 up 22% compared to the prior year
- Fines - \$201,091 up 20% compared with the prior year
- Building Permit receipts - \$140,348 down 82% compared with the prior year
- Water sales receipts - \$1,554,393 down 4.2% compared with the prior year
- Hotel/Motel Tax receipts - \$71,810 down 18.6% compared with the prior year

- Motor Fuel Tax receipts \$216,939 down 6.6% compared with the prior year

6. REVIEW - WATERFORD PARK PLAYGROUND EQUIPMENT

Superintendent Righton reviewed the Waterford Park playground design that had been recommended by the Parks and Recreation Commission at its April 7, 2009 meeting. He also reported that based on installation estimates that he had obtained; he included the 3-person orbiter unit that the playground committee desired to have added to the design. From these installation estimates, Mr. Righton was confident the unit could be added to the project and that we could still stay within the overall project budget of \$74,000. The Finance/ Administration Committee expressed its support for the following: 1) Approve the design from Nu Toys Leisure Products as described in Mr. Righton's memo for the playground renovation, including Alternate 2 (three-person Orbiter unit); 2) Waive competitive bidding and approve purchase and delivery of the equipment as described in the proposal from Nu Toys Leisure Products, in an amount not to exceed \$45,749; 3) Authorize Staff to seek competitive bids for professional installation of the equipment and present bid results to the Finance/Administration Committee at its meeting on May 11, 2009.

7. REVIEW - REDESIGN OF VILLAGE WEBSITE

Intern Hummel provided background to the Committee on the project noting that the FY10 budget contains \$18,000 for the redesign of the Village website. Of the 22 RFQ's sent, a total of 7 vendors submitted proposals. After conducting interviews, staff recommended the Village accept the proposal from CivicPlus for a one-time design fee of \$16,536 and a monthly hosting fee of \$225. The Committee supported staff's recommendation to contract with CivicPlus for the redesign of the Village's website.

8. VISITORS BUSINESS

There were no visitors present at the meeting.

9. ADJOURNMENT

The meeting was adjourned at 7:10 p.m.