

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, FEBRUARY 14, 2011 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 Davi at 5:57 p.m.

2. ROLL CALL

Those present at roll call were Trustee Umberto Davi, Village Administrator Tim Halik, Supt. of Parks and Recreation Wally Righton and Interim Director of Finance Carrie Dittman.

3. APPROVAL OF MINUTES

Minutes of the December 13, 2010 Regular Finance and Administration Committee meeting and January 10, 2011 Regular Finance and Administration Committee meeting were reviewed and approved.

4. REVIEW FISCAL YEAR 2011/12 BUDGET

Administrator Halik and Interim Director Dittman presented the Budget Review packet, which included review of the cover memorandum provided and the Table of Contents.

The presentation included a review of general budget information consisting of Budget Highlights, a review of both the revenue and expenditure highlights used in the preparation of the draft FY 11/12 budget, a review of the General Fund five-year plan, a summary of various Village revenue sources including; sales tax, places of eating tax, utility tax, income tax, building permits, and red-light camera fines. Administrator Halik then provided personnel and staffing highlights which included among other items the proposed Management Analyst position. Halik then provided an update on the Water Fund and Ms. Dittman reviewed the water sales revenues and Water Fund five-year plan. Administrator Halik then provided an overview of the MFT Fund and proposed 2011 Roadway Maintenance Program expenditure in the amount of \$325,000. Ms. Dittman reviewed the MFT Fund and MFT five-year plan.

(Administrator Halik left the meeting at 6:30 pm.)

Ms. Dittman reviewed the departmental budgets and significant changes of the Village Board & Clerk, Administration Dept., Finance Dept., Hotel/Motel Tax Fund, Capital Projects Fund and 2008 Bond Fund. Trustee Davi inquired about the components of the Community Relations program budget.

Mr. Righton reviewed the departmental budget of the Parks and Recreation Dept. and highlighted the decrease in capital expenditures. He also discussed the backstop condition and provided a "Chronology of Community Park Backstops." Mr. Righton discussed a potential federal

grant that the Village may receive, which if obtained would be used to enhance the backstops. This would more than cover the amount of \$25,500 of expenditure budgeted for the backstops and would allow the Village to use that money for another purpose, such as entrance signs that are currently included in the Village's 5 year plan.

5. REVIEW MONTHLY REPORTS

The Committee reviewed and highlighted the items below for the month of January 2011.

- Total cash outlay for all Village funds - \$948,707
- Average daily outlay of cash for all Village funds - \$30,603
- Average daily expenditures for the general fund (January) - \$23,987
- Average daily expenditures for the general fund year to date average - \$19,994
- Checks issued by category for all Village funds - total \$948,707

6. REVIEW OF REVENUES - May 1, 2010 - January 31, 2011

- Sales tax receipts - \$2,453,464 up 6.78% from the prior year. However compared to the FY 10-11 budget sales tax receipts are tracking about 5.5% above budget
- Utility tax receipts - \$881,242 up 1.55% from the prior year - Compared to budget estimated to be up 5.3%
- Income Tax receipts - \$519,785 down 2% compared to the prior year. Compared to budget estimated to be up 1.6%
- Places of Eating Tax receipts - \$314,422 up 10.98% compared to the prior year. Compared to budget up 3.5%
- Fines - \$148,668 up 3.58% compared with the prior year. Compared to budget up 1.7%
- Red light fines - \$555,045 year to date. Budgeted at \$484,400 for FY 10-11.
- Building Permit receipts - \$168,238 up 32.64% compared with the prior year. Budgeted at \$100,000 for FY 10-11.
- Water sales receipts - \$1,420,817 up 17.98% compared with the prior year. Due to 20% water rate increase effective 5/1/10. Compared to budget down 5.2%
- Hotel/Motel Tax receipts - \$52,149 up 2.65% compared with the prior year. Compared to budget down 15.5%
- Motor Fuel Tax receipts - \$218,805 up 30.2% compared with the

prior year, which includes a one-time distribution of \$38,941 that was received in November 2010. Compared to budget up 36.2%

7. VISITOR'S BUSINESS

There were no visitors in attendance at the meeting.

8. COMMUNICATIONS

There were no communications received.

9. ADJOURNMENT

The meeting was adjourned at 6:57 p.m.

(Transcribed by Carrie Dittman and Tim Halik)