

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, APRIL 11, 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 6:03 p.m.

2. ROLL CALL

Those present at roll call were Trustee Umberto Davi, Trustee Frank Trilla, Supt. of Parks and Recreation Wally Righton and Interim Director of Finance Carrie Dittman.

3. APPROVAL OF MINUTES

Minutes of the February 14, 2011 Regular Finance and Administration Committee meeting were reviewed and approved.

4. DISCUSSION OF PARKS & RECREATION DEPT. SUCCESSION PLAN

Mr. Righton described the Village's process for selecting a new superintendent of parks upon the retirement of Mr. Richton on May 5, 2011. Existing staff was interviewed which seemed promising, however that employee subsequently resigned from the Village. A pool of candidates that had been considered last fall was reviewed and one candidate, Kristin Violante, was identified and interviewed by the Village Administrator and Superintendent of Parks and Recreation. Staff reviewed in detail the responsibilities and expectations of the position and as well as the work task schedule for a typical year. The candidate was eager and expressed confidence in her ability to perform the required duties working part-time for the Village at approximately 20-24 hours per week. Based on her very good interview and references, staff recommends an offer of employment to Ms. Violante at a rate of \$23.00/hr. She would be covered under IMRF but would not have paid health insurance.

Trustee Davi inquired about what her schedule would be and who would supervise her. Mr. Righton noted that her schedule would be flexible but would be roughly 5 hours per day at the Village offices, plus occasional attendance at meetings, and that Village Administrator Tim Halik would be her immediate supervisor.

Trustee Davi moved and Trustee Trilla seconded to offer the position of Supt of Parks and Recreation to Ms. Violante at a rate of \$23.00/hr.

5. DISCUSSION OF GFOA CAFR AWARD, FY 2010/11

Ms. Dittman described the GFOA Certificate of Achievement for Excellence in Financial Reporting award, which the Village has received for over twenty consecutive years. The Village just received

notification that it again received the award for the FY 2009/10 comprehensive annual financial report. This award is given to a very small percentage of governments (about 5% of municipalities throughout the Country, and less than 1% with populations under 10,000). The Village intends to submit the FY 2010/11 CAFR to GFOA for consideration. The Village will utilize existing staff to prepare and submit the CAFR to GFOA.

6. REVIEW MONTHLY REPORTS

The Committee reviewed and highlighted the items below for the months of February and March 2011, respectively.

- Total cash outlay for all Village funds - \$665,207 and \$611,159
- Average daily outlay of cash for all Village funds - \$23,757 and \$19,715
- Average daily expenditures for the general fund - \$19,775 and \$15,638
- Average daily expenditures for the general fund year to date average - \$19,578
- Checks issued by category for all Village funds - total \$665,207 and \$611,159

7. REVIEW OF REVENUES - May 1, 2010 - March 31, 2011

- Sales tax receipts - \$3,098,574 up 7.2% from the prior year. However compared to the FY 10-11 budget sales tax receipts are tracking about 5.9% above budget
- Utility tax receipts - \$1,096,809 down .45% from the prior year - Compared to budget estimated to be up 3.3%
- Income Tax receipts - \$595,881 down .86% compared to the prior year. Compared to budget estimated to be up 2.9%
- Places of Eating Tax receipts - \$379,416 up 11.04% compared to the prior year. Compared to budget up 3.5%
- Fines - \$172,155 down 4.06% compared with the prior year. Compared to budget down 5.8%
- Red light fines - \$609,835 year to date. Budgeted at \$484,400 for FY 10-11. February and March collections have seen a drop of about 50% each month compared to January.
- Building Permit receipts - \$192,011 up 28.82% compared with the prior year. Budgeted at \$100,000 for FY 10-11.
- Water sales receipts - \$1,726,209 up 18.96% compared with the prior year. Due to 20% water rate increase effective 5/1/10. Compared to budget down 4.4%

- Hotel/Motel Tax receipts - \$59,409 up 3.99% compared with the prior year. Compared to budget down 14.4%
- Motor Fuel Tax receipts - \$256,520 up 24.3% compared with the prior year, which includes a one-time distribution of \$38,941 that was received in November 2010. Compared to budget up 30.1%

8. VISITOR'S BUSINESS

There were no visitors in attendance at the meeting.

9. COMMUNICATIONS

There were no communications received.

10. ADJOURNMENT

The meeting was adjourned at 6:55 p.m.