

MINUTES OF THE SPECIAL FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, APRIL, 23 2007 AT 6:30 P.M. IN THE VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order Trustee Napoli at 6:30 p.m.

2. ROLL CALL

Those present at roll call were Trustee Bob Napoli, Trustee Mike Mistele, Director of Finance Sue Stanish, Director of Municipal Services Tim Halik and Superintendent of Parks and Recreation Walter Righton.

3. APPROVAL OF MINUTES

Minutes of the March 12, 2007 Regular Finance and Administration Committee Meeting 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 for March \$697,564.
- Average daily outlay of cash for all Village funds for March \$22,502.
- Average daily expenditures for the general fund for March \$19,193.
- Average daily expenditures for the general fund Year to Date Average through March - \$17,566.

5. REVIEW OF REVENUES

- Sales tax receipts - collected through March - \$2,591,179 up 8.2% from the prior year.
- Utility tax receipts through March \$1,072,541. Compared with prior year down 12.4%.
- Income Tax receipts through March - \$702,865 up 10.0% compared to the prior year.
- Places of Eating Tax receipts through March - \$241,447 up 3.2% compared to the prior year.

- Fine receipts through March - \$191,336 - up 2.2% compared to the prior year.
- Building Permit receipts through March - \$382,568. Compared with the prior up 36.6%.
- Water sales receipts through March - \$1,565,429. Compared with the prior year down 8.9%.
- Hotel/Motel Tax receipts through March - \$85,181. Compared with the prior year up 9.9%.
- Number of days operating expenses - The number of days operating expenses of general fund balance as of 4/30/07 is estimated to be 123 days.

6. SELECTION OF ARCHITECT FOR SPACE NEEDS ANALYSIS AND PUBLIC WORKS FACILITY

Director Halik provided background regarding the selection process for an architectural firm in 2002 to complete a "Preliminary Needs Study for a New Village Hall, Police Department, Recreation Center and Public Works Facility". Williams Architects was selected following a lengthy and detailed process. This report was completed in January 2004. In FY 2007-08 the Board has approved an update of the Williams 2004 space needs plan and to undertake architectural work towards the design and specifications for a Public Works Facility.

The Committee inquired if staff was satisfied with Williams Architects to date and if the same personnel would be working on the update of the 2004 plan. Director Halik noted that staff is very satisfied with Williams Architects and that the same personnel from Williams would be conducting the update. The Committee supported continuing to work with Williams Architects and to not go through another selection process for architectural services.

Director Halik then presented the results of the Wetland Delineation Analysis where it was determined that the original site plan for the Public Works Facility is located in a wetland. The Committee discussed the significant costs to mitigate the wetlands on the proposed site. As part of the plan update, Williams Architects will redesign the site plan so that the wetlands will not be impacted.

7. COMMUNITY PARK TOT LOT PLAYGROUND EQUIPMENT

The Committee reviewed Mr. Righton's memo dated March 29, 2007 describing the Options #1 and #2 for the proposed Community Park Tot Lot addition. He reminded the Committee that the Option 1 design was included in the FY07-08 budget. Given the possible interest by the Willowbrook/Burr Ridge Kiwanis Club for making a donation, the Committee supported the larger Option 2 design. Mr. Righton explained that while the Kiwanis Club had expressed interest in making a donation, it had not formally made a commitment. He also reported that the private donor is still committed in making her donation of \$2,000. The Committee concurred that this item was ready to be presented to the Village Board for discussion at its meeting on May 14.

8. VISITORS BUSINESS

There were not visitors present at the meeting.

9. ADJOURNMENT

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