

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MAY 12, 2008 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 Trustee McMahon at 6:30 p.m.

2. ROLL CALL

Those present at roll call were Trustee Tim McMahon, Trustee Schoenbeck, Superintendent of Parks and Recreation Walter Righton and Director of Finance Sue Stanish.

3. APPROVAL OF MINUTES

Minutes of the April 14, 2008 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 April.

- Total cash outlay for all Village funds - \$618,517
- Average daily outlay of cash for all Village funds - \$19,952
- Average daily expenditures for the general fund - \$17,447
- Average daily expenditures for the general fund Year to Date Average through April \$19,170.

5. REVIEW OF REVENUES - May 1, 2007 through April 30, 2008

- Sales tax receipts - \$2,908,200 up 3.9% from the prior year.
- Utility tax receipts - \$1,297,584. Compared with prior year up 7.5%.
- Income Tax receipts - \$824,681 up 10.4% compared to the prior year.
- Places of Eating Tax receipts - \$315,287 up 19.9% compared to the prior year.
- Fine receipts - \$190,060 down 7.3% compared to the prior year.
- Building Permit receipts - \$800,432 compared with the prior year up 76.6%.
- Water sales receipts - \$1,728,381 compared with the prior year up 3.8%.
- Hotel/Motel Tax receipts - \$94,587 compared with the prior year up 3.0%.
- Motor Fuel Tax receipts - \$251,572 compared with the prior year down

3.0%.

- Number of days operating expenses - The number of days operating expenses of general fund balance as of 4/30/08 is estimated to be 166 days.

6. PURCHASE OF LAPTOPS FOR ELECTED OFFICIALS

The Committee reviewed the proposal from CDW-G for the purchase of 8 laptops to accomplish an e-packet program for board packets. The Committee supported the purchase of 8 laptops that would include the standard version of Adobe Acrobat but that Microsoft Office would not be necessary. The Committee agreed with the initial board direction that the laptops were to remain at the Village Hall.

7. COMMUNITY PARK BASKETBALL COURT RENOVATION

Superintendent Righton reviewed CBBEL's revised estimate for the Community Park basketball court project following Staff's suggestion that perhaps patching and resurfacing the courts was a better option than removing the two courts and replacing them with just one court. Mr. Righton reported CBBEL engineer Dan Lynch examined the courts and concluded their basic integrity was such that patching and resurfacing would provide a similar life, as compared to building new. This approach would enable us to keep both courts. Mr. Lynch's revised estimate for surface removal, patching, crack control, asphalt resurfacing and color seal coating/stripping, installation of new posts and goals and installation of new perimeter drainage for the two courts was \$61,959.75, a reduction from the original plan of just over \$22,000.

Mr. Righton advised the Committee that the Parks and Recreation Commission had approved of this concept at its meeting on May 6, 2008. The Committee concurred with the recommendations of the Staff and Parks and Recreation Commission and supported Staff sending a CBBEL proposal to the Board for CBBEL to prepare construction documents for the revised plan of resurfacing the existing courts.

8. MAY 6, 2008 PARKS AND RECREATION PACKET

The Committee received the packet.

9. VISITORS BUSINESS

There were no visitors present at the meeting.

10. ADJOURNMENT

The meeting was adjourned at 7:15 p.m.