

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, AUGUST 13, 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 Schoenbeck at 6:30 p.m.

2. ROLL CALL

Those present at roll call were Trustee Paul Schoenbeck, Director of Finance Sue Stanish, Village Administrator Phil Modaff and Superintendent of Parks & Recreation Walter Righton.

3. APPROVAL OF MINUTES

Minutes of the July 9, 2007 Regular Finance and Administration Committee Meeting were deferred for approval until the September 10, 2007 Committee meeting.

4. DISCUSSION - COMMUNITY PARK WAHROOM/CONCESSION FACILTIY

This item was moved up on the agenda so Administrator Modaff could also discuss the project with the Municipal Services Committee. Director Modaff explained that the architect (Newman) recently completed a draft of the plans and specs in accordance with the conceptual design the Committee and Board had approved. The direction to Newman throughout this whole process has been that this project shall not come in over budget. Once Newman was finished with the plans, they were asked to obtain a cost estimate from a contractor before going out to bid, to double-check their estimate. Newman used a contractor they have worked with in the past, who responded with an estimate of almost \$400,000 (our budget is \$180,000).

Staff met with Newman to get some explanation as to what happened. Staff was disappointed in Newman's excuses, which ranged from: "we don't usually design buildings this small", to "contractors are really busy now". Staff needed to find out what the problem was - design estimate or contract estimate in order to determine what the next appropriate steps would be (complete redesign or minimal redesign and value engineering).

Administrator Modaff and Director Halik reached out to contacts of their own in the construction business that deal primarily with smaller jobs like this. They returned rough cost estimates in the area of \$250,000. As a result, staff has worked over the past few weeks to maintain the full utility of the building (washrooms, concession, covered patio and storage) while reducing the overall cost through reduction in overall size of the building and covered patio, selection of different building materials (though still durable and low-maintenance), redesign of roof structure and modification of some of the specs that staff felt the architect overdesigned. With these changes staff feels comfortable to bring the project to bid.

Trustee Schoenbeck inquired if the smaller facility could be expanded once built. Staff noted that it would not be cost effective to expand the building but that the canopy area may be expanded. The Committee

agreed to move forward and send the "reduced" facility to bid.

5. REVIEW MONTHLY REPORTS

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

- Total cash outlay for all Village funds for July \$709,543.
- Average daily outlay of cash for all Village funds for July \$22,889.
- Average daily expenditures for the general fund for July \$17,580
- Average daily expenditures for the general fund Year to Date Average through July - \$16,176.

6. REVIEW OF REVENUES

- Sales tax receipts - collected through July - \$627,536 down 1.7% from the prior year.
- Utility tax receipts through July \$301,701. Compared with prior year up 9.1%. A further breakdown of Utility Taxes include the following:
  - Telecommunication Taxes - \$147,379 - Up \$14,125 or 10.6%
  - Com-Ed - \$109,050 - Up \$3,108 or 2.9%
  - Nicor - \$45,272 - Up \$7,906 or 21.2%
- Income Tax receipts through August - \$341,585 up 11.9% compared to the prior year. The Village received two distributions in one month and as a result receipts will be one month ahead compared to other revenues.
- Places of Eating Tax receipts through July - \$68,647 up 3.4% compared to the prior year.
- Fine receipts through July - \$47,677 - down 28.7% compared to the prior year.
- Building Permit receipts through July - \$350,239. Compared with the prior year up 173.1%. The conservative budget amount for permit fees of \$300,000 has already been exceeded.
- Water sales receipts through July - \$409,835. Compared with the prior year up .59%.
- Hotel/Motel Tax receipts through July - \$25,062. Compared with the prior year up 4.3%.
- 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.

7. DISCUSSION - INSTALLATION OF COMMUNITY TOT LOT EQUIPMENT

The Committee approved the installation of the tot lot playground equipment at a cost of \$5,914. The installation costs came in \$3,451 over the budget of \$2,463. The additional installation costs will be funded from accounts:

01-610-341 -	\$1,200
01-615-341 -	\$200
01-615-331 -	\$1,051
Kiwanis pledge	<u>\$1,000</u>
Total	\$3,451

The total project cost for the equipment and installation is \$18,451. Trustee Schoenbeck inquired if volunteers from the business community can be utilized for park related projects.

8. DISCUSSION - STUDY OF PARK PONDS

This item was deferred to the September 10<sup>th</sup> Committee Meeting.

9. DISCUSSION - E-PACKET ANALYSIS

This item was deferred to the September 10<sup>th</sup> Committee Meeting.

10. DISCUSSION - REVENUE ANALYSIS - FINANCIAL MODELS

This item was deferred to the September 10<sup>th</sup> Committee Meeting.

11. VISITORS BUSINESS

There were no visitors present at the meeting.

12. ADJOURNMENT

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

