

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, NOVEMBER 9, 2009 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 O'Connor on at 6:30 p.m.

**2. ROLL CALL**

Those present at roll call were Trustee Sandra Bragg O'Connor, Director of Finance Sue Stanish, Superintendent of Parks and Recreation Walter Righton, Planner Sara Hage and Intern Garrett Hummel.

**3. APPROVAL OF MINUTES**

Minutes of the October, 12 2009 Regular Finance and Administration Committee and Minutes of the Special Meeting on October 26, 2009 were reviewed and approved.

**4. REVIEW MONTHLY REPORTS**

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

- Total cash outlay for all Village funds - \$669,775
- Average daily outlay of cash for all Village funds - \$21,606
- Average daily expenditures for the general fund (monthly basis) - \$15,209
- Average daily expenditures for the general fund - \$18,015

**5. REVIEW OF REVENUES - May 1, 2009 -October 31, 2009**

- Sales tax receipts - \$1,540,572 down 4.4% from the prior year. However compared to the FY 09-10 budget sales tax receipts are tracking about 1.3% above budget (May-October)
- Income Tax receipts - \$379,103 down 18.2% compared to the prior year. Compared to budget estimated to be down 15.6%
- Utility tax receipts - \$593,637 down 11% from the prior year - Compared to budget estimated to be down 12.3%
- Places of Eating Tax receipts - \$189,293 down 4.5% compared to the prior year. Compared to budget down 5.3%
- Fines - \$95,546 down 19.3% compared with the prior year. The prior year receipts were high and staff anticipates that fines receipts will come in as budgeted at \$200,000
- Building Permit receipts - \$66,945 down 41% compared with the prior year
- Water sales receipts - \$817,671 down 6.9% compared with the prior year

- Hotel/Motel Tax receipts - \$36,473 down 28% compared with the prior year
- Motor Fuel Tax receipts \$109,965 down 4.5% compared with the prior year

**6. REVIEW - Special Recreation Tax Levy**

Superintendent Righton presented the 2009 Special Recreation Tax Levy. The total levy is \$65,300 and will be used for special recreation purposes. The Committee was in full support of the tax levy that will be on the November 23, 2009 Board agenda.

**7. REVIEW - Master Deferral List**

The Committee reviewed the ranked list and noted that projects on the list should not be completed unless absolutely necessary. In the event an item on the list needs to be completed it would be reviewed by the respective departmental committee.

**8. DEMONSTRATION - New Village Website**

Planner Hage and Intern Hummel presented the new website that was designed by CivicPlus. With hours of staff work the Website is near completion. The Committee agreed the website was excellent and a significant improvement over the current site. Park Commissioner Carol Lazarski will be looking at the functionality of the site once complete.

**9. VISIORTS BUSINESS**

Carol Lazarski was in attendance at the meeting.

**9. ADJOURNMENT**

The meeting was adjourned at 7:30 p.m.