

MINUTES OF THE SPECIAL MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
JANUARY 24, 2011 IN THE VILLAGE HALL, 7760 QUINCY STREET, IN THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Mike Mistele called the meeting to order at 5:07 PM.

2. ROLL CALL

Those present at roll call were Chairman Mike Mistele, Administrator Tim Halik, Interim Finance Director Carrie Dittman, and Administrative Intern, Garrett Hummel.

3. REVIEW – Fiscal Year 2011/2012 Budget

Administrator Halik and Interim Director Dittman began to present the Budget Review packet, which included review of the cover memorandum provided and the Table of Contents.

The next portion of the presentation included a review of general budget information consisting of Budget Highlights, a review of both the revenue and expenditure highlights used in the preparation of the draft FY 11/12 budget, a review of the General Fund five-year plan, a summary of various Village revenue sources including; sales tax, places of eating tax, utility tax, income tax, building permits, and red-light camera fines. Administrator Halik then provided personnel and staffing highlights which included among other items the proposed Management Analyst position. Halik then provided an update on the Water Fund and Ms. Dittman reviewed the water sales revenues and Water Fund five-year plan. Administrator Halik then provided an overview of the MFT Fund and proposed 2011 Roadway Maintenance Program expenditure in the amount of \$325,000. Ms. Dittman reviewed the MFT Fund and MFT five-year plan.

The next portion of the presentation included a financial overview provided by Ms. Dittman. Information on evaluating our financial condition was presented. All fund revenues were detailed along with all fund expenditures. The financial performance of the General Fund was reviewed including the projected number of days operating expense at April 30, 2012 of 241 days. General Fund revenues along with General Fund expenditures were then reviewed. Several graphs depicting the number of days operating expense in the General Fund were discussed. Administrator Halik noted that the recent savings achieved through staffing reductions and organizational re-structuring of positions has extended the estimated timeframe in which we begin to dip below our reserve objective of 120 days. Ms. Dittman then provided an overview of the financial performance of the Water Fund and MFT Fund. Water Fund revenues and Water Fund expenditures were also reviewed.

The next portion of the presentation included a review of the various departmental budgets within the Municipal Services Department including; a portion of Administration, Planning, Public Works, Building & Zoning, Water, MFT, and Water Capital Improvement. Administrator Halik reviewed each individual department budget

along with the identified budget highlights for each.

4. VISITOR'S BUSINESS

(None)

5. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele. The meeting was adjourned at 5:55 PM.

(Minutes transcribed by: Tim Halik 2/3/11)