

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, AUGUST 10, 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 Tim McMahon on at 6:30 p.m.

2. ROLL CALL

Those present at roll call were Trustees, Tim McMahon, Sandra O'Connor, and Director of Finance Sue Stanish.

3. APPROVAL OF MINUTES

Minutes of the July, 13 2009 Regular Finance and Administration Committee were reviewed and approved.

4. REVIEW MONTHLY REPORTS

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

- Total cash outlay for all Village funds - \$1,317,020
- Average daily outlay of cash for all Village funds - \$42,484
- Average daily expenditures for the general fund (monthly basis) - \$26,483
- Average daily expenditures for the general fund - \$19,846

5. REVIEW OF REVENUES - May 1, 2009 -July 31, 2009

- Sales tax receipts - \$708,272 down 3.7% from the prior year. However compared to the FY 09-10 budget sales tax receipts are tracking about 2% above budget.
- Income Tax receipts - \$231,022 down 20% compared to the prior year. Compared to budget estimated to be down 13%.
- Utility tax receipts - \$316,276 down 3.7% from the prior year - Compared to budget estimated to be down 5.2%.
- Places of Eating Tax receipts - \$96,800 down 2.8% compared to the prior year. July numbers do not include payment from the Holiday Inn (the payment was received in August). Including the Holiday Inn, places of eating taxes 1% below last year's receipts.
- Fines - \$46,361 down 28% 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 - \$19,645 down 76% compared with the prior year.
- Water sales receipts - \$373,981 down 6% compared with the prior year

- Hotel/Motel Tax receipts - \$17,467 down 30% compared with the prior year
- Motor Fuel Tax receipts \$55,373 down 9.5% compared with the prior year

6. REVIEW - LIST OF DEFERRAL ITEMS

The Committee reviewed the list and approved directed staff to prepare a second round of items that could be deferred. The Committee discussed the economy and the Village taking a very conservative approach on spending in anticipation of a further downswing in the economy.

The Committee discussed the 1st quarter report (May-July) and the methodology staff would utilize to prepare expenditure estimates through the fiscal year end April 30, 2010. The report will be presented at the September 14th Village Board meeting.

- Staff will prepare expenditure estimates assuming all projects included in the budget will be completed. This does not mean that the projects will move forward but the Committee wanted the Board to see the financial impact assuming the Village follows the budget plan.
- Staff will expand the current list of deferral items that may or may not impact service levels. The Committee discussed if revenues continue to decline below anticipated amounts that protecting staffing levels is a priority.

The Committee also expressed the importance of conducting a financial strategic planning session. The Committee requested that the planning session be discussed at the September 14th Village Board meeting. Director Stanish noted that the Village received a proposal from Greg Kuhn, NIU Governmental Studies, regarding the session. Chairman McMahon thought Mr. Kuhn would be the best person to conduct the session based on all of his practical experience and familiarity with the Village.

Director Stanish updated the Committee on the status of the website redesign. Visitor and Park Commissioner Carol Lazarski is a frequent user of the Village's site and was in attendance at the Committee meeting. It was suggested by Chairman McMahon that Ms. Lazarski be a beta tester of the web-site once the content information is complete. Ms. Lazarski conveyed she would be happy to take on that role.

7. VISIORTS BUSINESS

Park Commissioner Carol Lazarski attended the meeting. She expressed her frustration over the current website and difficulties in finding information.

8. ADJOURNMENT

The meeting was adjourned at 7:25 p.m.