

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE
MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JUNE 11, 2007,
AT 6:30 PM IN THE VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK,
ILLINOIS

1. CALL TO ORDER

The meeting was called to order by Trustee Napoli at 6:30 pm.

2. ROLL CALL

Those present at roll call were Trustee Napoli, Trustee Mistele, Village Administrator Modaff and Superintendent of Parks & Recreation Righton.

Also in attendance, arriving at approximately 7:00 pm, was resident Carol Lazarski.

3. APPROVAL OF MINUTES

Minutes of the May 14, 2007, meeting of the Finance and Administration Committee were approved with one correction on page two, second bullet point, the dollar amount was corrected to \$453,123.

4. REVIEW MONTHLY REPORTS

The Committee reviewed reports for the month of May 2007, highlighting the following items:

- Total cash outlay for all Village funds for May – \$632,638.91
- Average daily outlay of cash for all Village funds for May – \$20,407.71
- Average daily expenditures for the general fund for May – \$14,669.43
- Average daily expenditures for the general fund Year to Date Average through May - \$14,669.43

5. REVIEW OF REVENUES

The Committee reviewed reports for the month of May 2007, highlighting the following items:

- Sales tax and use tax revenue up 6.36% from prior year and down 2.5% from projected.
- Utility tax revenue up 2.86% from prior year and up 6.7% from projected.
- Income Tax revenue up 12.74% from prior year and up 8.0% from projected.
- Places of Eating Tax revenue up 3.54% from prior year and down 17.5% from projected.
- Fines revenue down 33.27% from prior year and down 35.9% from projected.
- Building permit revenue up 261% from prior year; represents 30% of total projected revenue for FY08.
- Water Sales revenue down 3.58% from prior year and down 8.2% from projected.
- Hotel/motel Tax revenue up 2.96% from prior year and up 6.2% from projected.

6. REVIEW – Computer Lease Program

Village Administrator Modaff presented a report to the Committee regarding the proposed lease of computers to replace existing computers. Modaff reminded the Committee that the Village Board agreed with staff's recommendation during the budget workshop to lease computers all at one time rather than to purchase new ones several every year. Intern Jacob Smith put together a Request for Proposals and three companies responded: Dell, Gateway and HP. Dell provided the lowest total cost for lease of a total of 26 computers at a cost of \$13,599.96/yr. The Committee approved staff's request to make a recommendation to the full Village Board for lease of computers from Dell as presented.

7. REVIEW – Review Construction Documents for Community Park Concession/Restroom Building

Superintendent of Parks & Recreation Wally Righton presented Newman Architects' first set of architectural drawings. He explained that Tim Halik and Roy Guintoli submitted comments on the plans and that staff was looking for input from the Committee. Mr. Righton solicited input from the Committee on brick colors and styles and roofing material. The Committee agreed that the Washington-style brick was the best choice and that the roof shingles should be 40-year with a color picked to best match the brick. The Committee asked staff to consider several other items during review, including: stainless steel fixtures, roof venting and automatic plumbing fixtures. Staff advised the Committee that the site engineering has revealed a conflict between the building site and an existing storm sewer. One option is to re-route a portion of the storm sewer around the proposed building. Another option is to adjust the location of the building so as to not encroach on the sewer; this, however, would encroach on the field used for football and soccer. Staff will make a recommendation on the best option for dealing with the conflict once the cost estimates are submitted.

8. INFORMATION – June 5, 2007, Parks & Recreation Commission Packet

The packet was provided for information only.

9. VISITOR'S BUSINESS

None

10. ADJOURNMENT

The meeting was adjourned at 7:15 pm