

MINUTES OF THE SPECIAL FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON TUESDAY, JANUARY, 22 2008 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 McMahon at 6:30 p.m.

2. ROLL CALL

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

3. REVIEW OF 2008-09 DRAFT BUDGET

Administrator Modaff began the meeting with an overview of budget highlights as follows:

- General Highlights - The proposed budget maintains all existing services and programs. The budget and five year plan assume recessionary impacts for the next three years with no new general fund revenue sources. The budget includes options for meeting space needs for a new public works facility. The budget and chart of accounts was restructured to meet the current organizational chart and reporting responsibilities.
- Information Management - The Committee expressed support for participation in a GIS consortium, developing an electronic archival system and rebuilding of the Village's website.
- Personnel/Staffing - The budget supports filling the existing police officer vacancy. In addition, no new full-time positions are proposed.
- Space Needs Update - Administrator Modaff provided the Committee an update of the master plan and the progress Williams Architects are making on the Public Works facility. If the new facility is approved construction could begin in September 2008-June 2009. The Committee was in support of constructing a new public works facility.
 - o Administrator Modaff also highlighted that the FY 2008-09 budget includes \$250,000 to examine space needs for a new Village Hall/Police Station.
- Director Stanish provided an overview of revenues and expenditures noting that the FY 2008-09 General Fund budget anticipates 160 days in operating reserves.

- o As a placeholder, salary increases of 4.0% were included.
- o Director Stanish highlighted the Long Range Plan for the current year, which anticipated 147 days in reserves for FY 2008-09. The draft FY 08-09 Budget anticipates 160 days of operating reserves.

Trustee Schoenbeck felt the pie charts provided valuable information and suggested they be displayed on the Village's website.

- Revenue Enhancement Opportunities were presented to the Committee that included vehicle stickers, property taxes, home rule and non-home rule sales taxes.
- Community Comparison - Administrator Modaff presented a cost comparison for Village services of neighboring communities for a resident, large retailer, hotel and restaurant tax.
- The committee reviewed each major general fund revenue and the methodology to generate the projections. The committee recommended that sales and places of eating tax revenues be reduced for two Town Center restaurant pads that do not have lease commitments. The net impact to revenues will be a reduction of \$75,710.
- Director Stanish presented the Village Board & Clerk, Administration, Planning, Finance, Hotel Motel and Capital Projects Fund budgets.
- Superintendent Righton presented the Parks and Recreation budget.

4. VISITORS BUSINESS

There were no visitors present at the meeting.

5. ADJOURNMENT

The meeting was adjourned at 8:20 p.m.