

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY MAY 10, 2010 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'Conner 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, and Superintendent of Parks and Recreation Walter Righton.

3. APPROVAL OF MINUTES

Minutes of the Special Joint Municipal Services & Finance/Administration Committee held on Monday April 12, 2010 were reviewed and approved.

4. REVIEW MONTHLY REPORTS

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

- Total cash outlay for all Village funds - \$654,824
- Average daily outlay of cash for all Village funds - \$21,827
- Average daily expenditures for the general fund (monthly basis) \$17,041.16
- Average daily expenditures for the general fund - \$19,428

5. REVIEW OF REVENUES (Cash Basis) - May 1, 2009 -April 30 2010

- Sales tax receipts - \$3,084,413 down 3.6% from the prior year. However compared to the FY 09-10 budget sales tax receipts are tracking about 1% above budget (May-February)
- Income Tax receipts - \$712,193 down 13% compared to the prior year. Compared to budget down \$79,593 or 10%
- Utility tax receipts - \$1,192,747 down 9% from the prior year - Compared to budget estimated to be down 11%
- Places of Eating Tax receipts - \$377,215 just about equal to last year. Compared to budget down \$2,785 or less than 1%
- Fines - \$196,308 down 9% compared with the prior year. Compared to budget down \$3,692 or 2%
- Red Light Fines - Ended year collecting \$228,295
- Building Permit receipts - \$167,920 up 18% compared with the prior year. Compared to budget up \$17,920 or 12%
- Water sales receipts - \$1,552,453 down 6% compared with the prior year

- Hotel/Motel Tax receipts - \$59,299 down 19% compared with the prior year
- Motor Fuel Tax receipts \$224,766 down 5% compared with the prior year

6. DISCUSSION - Recreation Supervisor Transition

Superintendent Righton reviewed his memo of May 10, 2010, which detailed suggestions in accommodating Recreation Supervisor George Scukanec's desire to reduce his work load. Since George's office-related duties, currently estimated at 270 hours/year, cannot easily be absorbed by our current staffing, Mr. Righton presented a plan that would transition the Recreation Supervisor's office-related duties to a newly created part-time position of a "Recreation Program Specialist". He envisioned a person in this position would work between 6-10 hours per week, depending on the season. His/her duties would focus primarily on assembling the seasonal fun guides, as well as maintaining communication and coordination with neighboring park agencies and independent contractors that provide recreational services for our residents. There would be no impact on the FY10-11 budget since funding would come from the reduction of Mr. Scukanec's hours as the new person began working.

Mr. Righton reported that the Parks and Recreation Commission concurred with his recommendation at its May 4 meeting. He was pleased to report that George will still continue in his current role working at special events, fishing classes, baby-sitter's clinic, etc. As the Committee Chair, Sandra O'Connor concurred with staff and indicated that she would advise the Village Board of her support of the concept that Mr. Righton had presented.

7. DISCUSSION - ASCAP License Agreement

The committee reviewed the agreement and additional information provided by Superintendent Righton that relates to music copyright requirements in public parks. Based on the information provided, the committee thought that the Village's park department and playing music in our public parks is exempt from music copyright requirements. Superintendent Righton confirmed that live music performances are not conducted in Willowbrook. Director Stanish noted the only public music played at the Village Hall is during the holiday season. The radio will be used in the future if holiday music will be played.

While the committee recommended that the Village not pay the annual ASCAP license fee for \$305 they wanted to seek direction from the Village Attorney of whether Village parks can be considered exempt.

8. VISIORTS BUSINESS

Park Commissioner Carol Lazarski entered the meeting at 6:35 p.m...Carol inquired what other communities do not levy a property tax. Director Stanish noted that Oak Brook, Countryside and Schaumburg have not had a property tax levy.

9. ADJOURNMENT

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