

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY MAY 13, 2013 AT 6:00 P.M. IN THE VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order by Trustee Davi at 6:00 p.m.

2. ROLL CALL

Those present at roll call were Trustee Umberto Davi, Mayor-elect Frank Trilla and Interim Director of Finance Carrie Dittman. Management Analyst Garrett Hummel joined the meeting at 6:15 pm.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance/Administration Committee held on Monday, March 11, 2013 were reviewed. Motion to approve made by Trustee Davi. Motion carried.

4. REPORT - Monthly Reports - March and April 2013

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

- Total cash outlay for all Village funds - \$682,961 & \$692,627 (fiscal year to date is \$10,623,278)
- Ave. daily outlay of cash for all Village funds - \$22,031 & \$23,088 (fiscal year to date is \$29,085)
- Ave. daily expenditures for the general fund - \$15,749 & \$17,418 (fiscal year to date is \$18,897)
- Ave. payroll for active employees including all funds - \$142,432 (payroll year to date is \$3,703,225)

5. REPORT - Sales Tax, Income Tax, Utility Tax, Places of Eating Tax, Fines, Red Light Fines, Building Permits, Water Revenues, Hotel/Motel Tax and Motor Fuel Tax

- Revenue totals reflect activity through April, with 100% of the fiscal year complete (unaudited)
- Sales tax receipts - \$3,677,745 up 3.24% from the prior year, 5.3% over budget
- Income Tax receipts - \$769,631 up 10.0% compared to the prior year, 19.1% over budget. Interim Director Dittman noted that the State of Illinois is now 2 months behind in remittances.
- Utility tax receipts - \$1,168,404 up 1.93% from the prior year, .4% over budget, consisting of:
 - o Telecomm tax - \$541,242, up 0.9%
 - o Northern IL gas - \$134,645, down 8.8%
 - o ComEd - \$498,596, up 6.7%

- Places of Eating Tax receipts - \$467,335 up 6.01% compared to the prior year, 3.7% over budget
- Fines - \$149,312 down 9.64% compared with the prior year, 6.68% under budget
- Red Light Fines - \$556,513 down 0.3% from the prior year, 3.1% over budget
- Building Permit receipts - \$233,573 up 31.22% from the prior year
- Water sales receipts - \$2,349,775 up 24.62% from the prior year, 1.13% under budget

Interim Director Dittman noted that this increase is due to the 20% increase the Village implemented at 3/1/12 to account for the 30% increase passed on to the Village from the DuPage Water Commission (DWC). In addition, a 25% rate increase is effective 5/1/13 to compensate for another 20% increase that was already passed on by DWC effective January 1, 2013, and for future capital spending.

- Hotel/Motel Tax receipts - \$63,099 down 7.01% compared with the prior year, 1.4% over budget
- Motor Fuel Tax receipts - \$244,193 down 3.62% compared with the prior year, 9.8% over budget

The reports above were approved by Trustee Davi.

6. DISCUSSION - TELEPHONE AUDIT

Management Analyst Garrett Hummel explained the Village entered into a 3-year contract for telephone service with AT&T in 2006 and renewed the contract in 2010. When staff looked into the possibility of renewing the contract in 2013, AT&T informed the Village that some of the services in the contract are outdated and are being phased out. Staff contacted several telephone service consulting companies to get quotes for a review of the Village's telecommunication set-up and for service recommendations moving forward. Analyst Hummel presented the committee with 3 proposals to perform an audit of the Village's telephone system. The quotes were received from Platinum Communications Group (PCG), Digicomm Communication Consultants (DCC), and Wilson Consulting. Analyst Hummel explained all three companies would perform essentially the same service.

PCG agreed to examine the Village's telecommunication accounts for the purpose of determining overcharges. If any overcharges are found, PCG will negotiate with AT&T to have the overcharges removed and obtain refunds/credits for past overcharges. Any recovered overcharges would be split 50/50 with PCG. PCG will also examine the Village's future telecommunication needs and make a recommendation with respect to the Village's next round of contracts. PCG has agreed to waive their fee for the recommendation portion of their service. DCC had the same fee structure as PCG although they did not agree to waive the recommendation fee which would be 50% of the first year's net savings realized by adopting DCC's recommendation. Wilson Consulting would perform the same work but for a flat fee of \$1,690.

Staff recommends contracting with PCG because the fee structure would enable the Village to pay PCG through realized savings and not out of the budget. Trustee Davi stated he agreed with staff's recommendation pending review of PCG's references. Analyst Hummel stated he would review the references and if any negative feedback is received, he would inform the committee. Analyst Hummel concluded by saying this item will appear at a future meeting of the Village Board.

7. VISITOR'S BUSINESS

There were no visitors present at the meeting.

8. COMMUNICATIONS

There were no communications received.

9. ADJOURNMENT

Motion to adjourn was made by Trustee Davi.

The meeting was adjourned at 6:25 p.m.

(Minutes transcribed by: Carrie Dittman, 5/21/13)