

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JULY 13, 2015 AT 6:00 P.M. AT THE VILLAGE POLICE STATION BUILDING, 7760 QUINCY STREET, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

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

2. ROLL CALL

Those present at roll call were Trustee Gayle Neal and Director of Finance Carrie Dittman.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance/Administration Committee held on Monday, May 11, 2015 were reviewed and discussed.

Motion to approve made by Trustee Neal. Motion carried.

4. REPORT - Status of Implementation of BS & A Enterprise Resource Planning (ERP) Software System

Director of Finance Dittman reported that the software implementation had begun, starting with several conference calls held with the two project managers of BS & A: one is heading up the financial management portion and the other is heading the community development portion which encompasses the building department and business licenses. In addition, several conference calls and emails have occurred with the Village's current software provider (LaVerne Ohlwine - Decision Systems) to begin the data extraction process out of the current system. We have encountered a few bumps as the current software data is not able to be exported without Mr. Ohlwine writing export programs, which has a cost associated with it. To export all of the utility billing history back to 1995, just the current year of accounting and just the current year of payroll will cost \$21,000 (which is within the overall budget for the ERP project). Additional years of history that we could export for accounting would be \$2,500/yr., and for payroll would be \$2,500/yr.; due to the cost we will not export additional history. Also, we do not plan to export any parking ticket or business license data from Decision Systems as we have Excel spreadsheets that already contain this data. We have the option to pay an annual maintenance fee of about \$4,000 to be able to access the history in Decision Systems after the conversion is done.

Also, the new server that will host the new software has been ordered. The server is a virtualized server that will be able to house the new software plus is "expandable" to house the Village's email server, file server and water server when those existing servers' useful lives expire in the next 1-2 years. The virtualized server will have more memory and processing power that can be shared between the applications as needed and will be a cheaper alternative to buying individual servers for each application as the Village has done in the past.

Meetings and training dates have been scheduled for the implementation which will be ongoing through January 2016. There are 12 professionals from BS & A that will be involved in various aspects of the implementation.

5. REPORT - Monthly Disbursement Reports - May and June 2015

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

- Total cash outlay for all Village funds - \$1,416,426 (May) and \$1,186,012 (June). Includes handwritten checks in May of \$349,980 to FBG Corp (final Village Hall payment) and \$55,661 to Bredemann Ford for 3 new squads, and June handwritten checks include \$128,981 to Utility Dynamics (street repairs), \$57,554 to Currie Motors (squad cars), \$12,500 to Northern Michigan for new canine & training (paid for with DEA funds), and \$13,560 to Cintas for AEDs.
- Payroll for active employees including all funds - \$478,815 (May - 3 payrolls) and \$313,049 (June - 2 payrolls). The change from the prior fiscal year is a 4.55% increase, which includes a 2.75% union increase, additional police overtime, and addition of Finance Director (in June).
- Ave. daily outlay of cash for all Village funds - \$45,691 (May) and \$39,534 (June). Fiscal year to date daily average is \$42,612.
- Ave. daily expenditures for the General Fund - \$23,224 (May) and \$28,030 (June). Fiscal year to date average is \$25,627.

6. 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

All revenues are fiscal year to date collections through June 30, 2015.

- Sales tax receipts - \$544,751 up 2.95% from the prior year. Trending 5.2% over budget.
- Income Tax receipts - \$216,657 up 22.3% compared to the prior year, 61.3% over budget. Director Dittman noted that May is always an atypically high month due to the April income tax filings that are remitted in May.
- Utility tax receipts - \$153,323 down 17.27% from the prior year, 19.4% under budget, consisting of:
 - Telecomm tax - \$73,357, down 4.81%. Director Dittman noted that the state has completed recouping about \$32,000 over several months which began August 2014 due to a lawsuit the state lost with a phone company.
 - Northern IL gas - \$17,764, down 58.64%
 - ComEd - \$62,455, down 4.78%
- Places of Eating Tax receipts - \$85,407 up 2.33% compared to the prior year, trending 11.2% over budget.
- Fines - \$27,590 down 13.55% compared with the prior year, 1.75% over budget. Fines come from County distributions and also local fine tickets written by Village police officers.

- Red Light Fines - \$71,920 down 33.5% from the prior year receipts, trending 23.2% below budget. A discussion ensued regarding the cameras being out of service for a few weeks in June due to camera maintenance and construction on Rt. 83; Director Dittman will follow up with Chief Shelton on the exact dates the cameras were down. The revenue in future months is expected to decrease as a result.
- Building Permit receipts - \$32,531 up 55.72% from the prior year, trending at 176.22% above budget. Several large permits such as Whole Foods were received late in fiscal year 2014/15.
- Water sales receipts - \$570,959 up 20.32% from the prior year, 8.78% above budget, attributable in part to the 12% rate increase effective 1/1/2015. Director Dittman noted that a rate increase does not necessarily equate to the same % increase in revenue as customers increase their water conservation when rates go up. There are still a few new MTUs that need to be installed due to residents being on vacation, etc. and the Village staff being unable to access the meter to change it out, however all districts have now been through one billing cycle with most of the new MTUs in place. The water department staff has been fielding many phone calls with questions about their bills during the MTU replacement process, and we expect this to start leveling off going forward now.
- Hotel/Motel Tax receipts - \$10,070 up 22.83% compared with the prior year, 71.5% below budget. The June 1 rate increase to 5% will be seen beginning with the payments received in July. Trustee Neal inquired about penalties that may be assessed to late taxpayers. Director Dittman replied that penalties have not been assessed in practice but that late notices are sent when necessary. Director Dittman will look into what the Village code allows for penalties and report back.
- Motor Fuel Tax receipts - \$38,511 down 49.85% compared with the prior year, 30.2% under budget. This is due to an additional receipt over and above the normal monthly allotment of the State of IL's Capital Bill for \$38,941 which occurred last year in May 2014. A second disbursement occurred in August 2014; this represents two payments during the Village's fiscal year 2014/15 but one payment during each of the State's fiscal years (which runs July-June).

The reports above were approved by Trustee Neal.

7. VISITOR'S BUSINESS

There were no visitors present at the meeting.

8. COMMUNICATIONS

There were no communications received.

9. ADJOURNMENT

Motion to adjourn at 6:29 p.m. was made by Trustee Neal.

(Minutes transcribed by: Carrie Dittman, 7/15/2015)