

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY May 9, 2011 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 6:01 p.m.

2. ROLL CALL

Those present at roll call were Trustees Umberto Davi, Frank Trilla, Management Analyst Garrett Hummel and Executive Secretary Debbie Hahn.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance/Administration Committee held on Monday April 11, 2011 were reviewed.

MOTION: Made by Trustee Trilla, seconded by Trustee Davi, to approve the April 11, 2011 minutes.

MOTION DECLARED CARRIED.

4. DISCUSSION - FY 2011/12 Budget: Replacement of Administration Copy Machine

Ms. Hahn began by describing the current administration copy machine which is Canon ImageRunner 8500 and was purchased in 2002. This machine has produced over 2,500,000 copies during its lifespan. Due to the wear on the current machine and the need for a color copier, the Staff requested approval to purchase a new copy machine. At the regular meeting of the Village Board on April 25, 2011, the President and Board of Trustees approved the Fiscal Year 2011-12 Administration Budget, which included \$25,000.00 for the purchase of a new copy machine. After researching a number of copy machines, it was determined that a digital color copy machine with the capability to sort, duplex, staple, hole punch, USB scan and print was the most suitable machine. Ms. Hahn also stressed the importance of a new machine being able to "C" and "Z" fold. These features would better utilize Staff's time with respect to mailings. Staff researched four digital copy machine models:

- Zerox - Color Qube 9201-3
- Canon ImageRunner C7065
- Konica Minolta Bizhub C652ds
- Toshiba e5520c

Ms. Hahn explained the Toshiba copy machine was very impressive except that it lacked a few important features (i.e. "C" & "Z" fold capability). After thoroughly examining all the machines it was decided that the Konica Minolta Bizhub C652ds was the best option for the Village. Ms. Hahn explained that Staff decided to purchase the machine factory direct from Konica Minolta. Trustee Trilla inquired as to why Staff had decided to purchase the machine over leasing. Trustee Davi responded he believes the Village would be getting more for our money by purchasing the copier. Ms. Hahn added the maintenance agreement would cost roughly \$370/month.

MOTION: Made by Trustee Trilla, seconded by Trustee Davi, to approve the

purchase of a Konica Minolta BizHub Color Copier System.

MOTION DECLARED CARRIED.

5. DISCUSSION - Required Replacement of Water Billing System Computer Server

Analyst Hummel began by explaining that since March 2011, Staff has experienced extensive problems with the water billing computer server. The water billing server is a piece of equipment dedicated solely to running the Aclara water billing software. Since March, Staff has been unable to download meter readings from the water meter devices located throughout town. These readings are used to generate the April water bills. Investigation into the problem by Aclara technicians revealed that the Village owned computer server is seven years old and not capable of running the most recent version of the Aclara software. Their recommendation is for the Village to replace the system server so that the new Aclara software can be installed. Our regular I.T. technician, PCS International, agreed with Aclara's recommendation.

Staff solicited proposals from three reputable computer hardware providers for server replacement. All proposals returned cost estimates of around \$8,000 not including the labor needed to install the server and set-up the new billing system. Because of the high costs Staff requested PCS International to contact Aclara directly in an effort to reduce costs. After the review, PCS submitted a revised proposal in the amount of \$6,120.93 including all labor costs for set-up and installation. Analyst Hummel added that because the system is used exclusively to run the water billing software, Staff would recommend that funds be expended from the Water Capital Fund or the purchase.

Trustee Trilla asked if Staff felt the recommendation would solve the problem. Analyst Hummel responded that because PCS had been working directly with Aclara in an effort to solve the problem, he was confident the new server would solve the problem. Trustee Trilla inquired as to the length of the Village's relationship with PCS International. Analyst Hummel stated PCS has been the Village's IT consultant for roughly 12 years.

Trustee Davi asked if this item will appear on tonight's Board Meeting. Analyst Hummel replied that because of the urgency of the issue, the item will be on the agenda if approved at this meeting.

MOTION: Made by Trustee Trilla, seconded by Trustee Davi, to approve the purchase of the system server.

MOTION DECLARED CARRIED.

6. REPORT - Monthly Reports - April 30, 2011

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

- Total cash outlay for all Village funds - \$638,668
- Average daily outlay of cash for all Village funds - \$21,288

- Average daily expenditures for the general fund (monthly basis) \$19,313

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

- Sales tax receipts - \$3,333,234 up 8.07% from the prior year
- Income Tax receipts - \$699,127 down 1.83% compared to the prior year
- Utility tax receipts - \$1,212,279 up 1.64% from the prior year
- Places of Eating Tax receipts - \$415,036 up 10.03% compared to the prior year
- Fines - \$188,916 down 3.77% compared with the prior year
- Red Light Fines - Collected \$617,358
- Building Permit receipts - \$220,161 The budgeted amount is \$100,000.
- Water sales receipts - \$1,839,273 up 18.48% compared with the prior year
- Hotel/Motel Tax receipts - \$61,671 up 4.00% compared with the prior year
- Motor Fuel Tax receipts \$275,626 up 22.63% compared with the prior year

8. VISITOR'S BUSINESS

There were no visitors present at the meeting.

9. COMMUNICATIONS

There were no communications received.

10. ADJOURNMENT

MOTION: Made by Trustee Davi, seconded by Trustee Trilla, to adjourn the meeting at 6:30 p.m.

MOTION DECLARED CARRIED.

Minutes transcribed by Management Analyst Garrett Hummel.