

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, SEPTEMBER 10, 2012 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, Trustee Frank Trilla, and Management Analyst Garrett Hummel.

**3. APPROVAL OF MINUTES**

Minutes of the Regular Meeting of the Finance & Administration Committee held on Monday, July 9, 2012 were reviewed. Motion to approve made by Trustee Davi. Second by Trustee Trilla. Motion carried.

**4. REPORT - Monthly Reports - July & August 2012**

The Committee reviewed and highlighted the items below for the months of July & August.

- Total cash outlay for all Village funds - \$833,357 & \$816,664

Trustee Davi inquired as to why the FY 2012 expenditures are more than the FY 2011 expenditures even with all of the cuts that have been made. Management Analyst Hummel responded that he would verify with Interim Finance Director Dittman but the numbers will most likely go down next year after the Commander payments are complete.

- Ave. daily outlay of cash for all Village funds - \$26,882 & \$26,344
- Ave. daily expenditures for the General Fund (fiscal year to date average) \$18,277 & \$17,795\*
- \* EXCLUDES ½ of the budgeted transfer to the L.A.F.E.R Fund (\$1,582,500)

Trustee Trilla inquired as to whether payroll was included in the General Fund expenditure numbers. Analyst Hummel responded that it was. Trustee Trilla requested that payroll be presented on its own separate page. Trustee Trilla further requested that the payroll numbers be presented with prior year numbers as well for comparison purposes. Analyst Hummel responded that he would speak with Director Dittman about adding such a page.

**5. 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 - \$1,174,471 up 5.77% from the prior year
- Income Tax receipts - \$281,634 up 14.54% compared to the prior year

Analyst Hummel reported the state is 3 months behind on income tax payments.

- Utility tax receipts - \$400,581 up 4.57% from the prior year

- Places of Eating Tax receipts - \$155,234 up 5.35% compared to the prior year
- Fines - \$44,907 down 25.48% compared with the prior year
- Red Light Fines - Collected \$199,576 up 24.03% compared with the prior year
- Building Permit receipts - \$83,967 up 172.11% compared with the prior year
- Water Sales receipts - \$850,643 up 31.11% compared with the prior year

Trustee Trilla inquired as to the increase in water sales. Analyst Hummel responded that the water rate increase effective 3/1/12 was sure to have an effect as well as the drought we have been experiencing throughout the summer months.

- Hotel/Motel Tax receipts - \$22,652 down 11.98% compared with the prior year
- Motor Fuel Tax receipts \$68,784 down 38.12% compared with the prior year

#### **6. Report - Status Update: Village Hall Server/Computer Replacement Project**

Management Analyst Hummel provided a summary of the computer/server replacement project completed during June and July 2012.

Analyst Hummel began by explaining the Village purchased three (3) servers from PCS, International in the amount of \$24,083. This amount was roughly \$1,700 over budget. Trustee Trilla inquired as to why the amount came in over budget. Analyst Hummel explained the reason for the price increase was that the original proposal, which the budget estimates were based on, needed to be adjusted due to the fact that the Police Department needed a server with more memory capability. Because of the Police Department's interest in obtaining a wireless squad car camera system, the increased memory became a necessity. The install labor on the servers came out to \$7,250 for the three (3) servers. This amount was based on a flat rate quote from PCS and it matched the budgeted amount for server labor.

Analyst Hummel next touched on the various costs related to the computer workstations. Analyst Hummel explained the Village entered into a 3-year lease for 26 new computers at an amount of \$25,811. This amount was \$2,788 under budget over the course of the lease or \$929 under budget per year. Analyst Hummel explained the computer workstation install costs were based on a combination of flat rate and hourly labor costs. The flat rate pricing included the configuration of each workstation and the transferring of files. The hourly labor included computer application and program installs as well as any debugging necessary. The labor costs originally came in at \$26,291. The Village challenged several portions of the installation invoices and after the dispute process was complete,

the Village was credited \$2,151. Including this credit amount, the final labor bill for computer installs came to \$24,140 which was \$2,135 over the budgeted amount. Analyst Hummel explained the overage came about because the installers ran into several conversion issues when trying to install some of the Village's older programs on the new operating system. Trustee Trilla inquired as to why it was agreed upon to have installs done on an hourly rate and not a flat rate. Analyst Hummel acknowledged that he agreed with Trustee Trilla's statement, but that PCS did not offer a flat rate that would cover the entire install of the computers. Analyst Hummel further elaborated by saying that during a project wrap-up meeting with PCS, that exact topic was discussed and PCS said they would look into providing such a service in the future.

The final item Analyst Hummel presented was the software costs associated with the computer replacement project. The Village had budgeted \$400 per computer or \$10,400 for possible software costs. Fortunately, most of the Village's software and applications were compatible with the new operating system. Because of this the software costs for the project currently are at \$4,106. This amount is \$6,294 under the budgeted amount.

Overall, Analyst Hummel stated that the Village Hall server/computer replacement project came in \$3,356 under budget.

**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. Second by Trustee Trilla.

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

(Minutes transcribed by: Garrett Hummel, 9/17/12)