

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JUNE 12, 2017 AT 5:30 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order by Trustee Neal at 5:32 p.m.

2. ROLL CALL

Those present at roll call were Trustee Gayle Neal, Director of Finance Carrie Dittman and Assistant to the Village Administrator Garrett Hummel. Chairman Umberto Davi was absent.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance/Administration Committee held on Monday, May 8, 2017 were reviewed.

Motion to approve made by Trustee Neal. Motion carried.

4. APPROVAL - Annual Appropriation Ordinance FY 2017/18

Director Dittman noted that the Village follows the Illinois Appropriation Act and each year must adopt an appropriation ordinance, which gives the Village the legal authority to expend funds. The operating budget, adopted in April, is management's tool for the day to day expenditures of the Village. The amounts in the operating budget are historically doubled to form the appropriation amounts, as they are in the attached ordinance. The General Fund appropriation is \$22,553,522 and the Village wide appropriation for all funds, including the General Fund, is \$38,270,932. The ordinance is planned to be presented to the Village Board at tonight's Village Board meeting for approval.

Motion made by Trustee Neal to present the appropriation ordinance to the full Village Board. Motion carried.

5. REPORT – Cloud Based Email vs. Purchase of Email Server

Assistant to the Village Administrator Hummel reported on the state of the Village's email/exchange server. It was purchased with 3 (three) other servers in 2012, and all but this one have since been replaced. The average lifespan of a server is 3-4 years, and the email server is now in its fifth year. The FY 17/18 budget includes \$18,333 to replace this server.

The Village's outsourced information technology consultant, PCS, has been recommending to the Village for a few years that the Village consider moving away from a hardware server and instead utilizing "cloud" technology for its email. Cloud based email has the same functionality and look as our current email, but allows for more memory (storage) and larger files to be sent than we are currently capable of. Data would be housed at Microsoft's redundant data centers around the country, rather than in one physical "box" at the Village Hall. Assistant Hummel discussed the various other pros and cons of server vs. cloud as provided in the packet.

He also described the estimated cost savings the Village would achieve by moving to the cloud: approximately \$11,521 savings over 4 years. There is a first-year labor cost of \$10,714 for migrating email inboxes to the cloud, and annual licensing fees of about \$8,136, charged based on number of users. So, the total cost to move to the cloud in FY 17/18 would be approximately \$18,850. The server would cost \$13,334 in year of purchase, plus labor (\$5,000) and various annual anti-virus and other fees (\$4,528), or about \$22,862 in the first year. Then, in about 3 years, another server would have to be purchased (plus labor). The only recurring costs for the cloud are the annual licensing fees.

Because the Village's server began experiencing drive errors in May 2017, the Village decided to move ahead and pursue the cloud option. A migration of email inboxes will begin shortly.

6. DISCUSSION – Finance Committee Meeting Topic Survey

Due to Chairman Davi's absence at tonight's meeting, this item was tabled by Trustee Neal to the next meeting as this information was compiled at Chairman Davi's request.

7. REPORT – Monthly Disbursement Reports – May 2017

The Committee reviewed and accepted the disbursement reports for the month of May and key items are highlighted below:

- Total cash outlay for all Village funds – \$1,344,473. Fiscal Year to Date is \$1,344,473.
- Payroll monthly total for active employees including all funds - \$321,672 (2 payrolls). The average payroll for the year was \$160,836, which is a 9.8% increase from the prior fiscal year. May payroll includes longevity payments to the police officers.
- Average daily outlay of cash for all Village funds – \$43,370. Fiscal year to date daily average is \$43,370. This includes payments on the Police Department renovation.
- Average daily expenditures for the General Fund only - \$18,546. Fiscal year to date average is \$18,546. 23.38% decrease from the prior year.

8. 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 May 31, 2017 (unaudited):

- Sales tax receipts - \$264,472 down 1.27% from the prior year. Trending 3.3% over budget.
- Income Tax receipts - \$114,461 down 1.74% compared to the prior year, 8.0% under budget. The state of Illinois is two months in arrears in payments.
- Utility tax receipts - \$71,829 down 6.02% from the prior year, 8.3% under budget, consisting of:
 - Telecomm tax - \$30,650 down 14.32%
 - Northern IL gas - \$9,264 down 10.09%
 - ComEd - \$31,915 up 4.09%
- Places of Eating Tax receipts - \$39,855 down 3.83% compared to the prior year, trending 0.75% under budget.
- Fines - \$16,151 up 45.64% compared with the prior year, 83.77% over budget. Fines come from County distributions and also local fine tickets written by Village police officers.
- Red Light Fines – \$57,850 down 4.31% from the prior year receipts, trending 23% above budget. The Rt. 83/63rd St. intersection cameras are still down with no anticipated “go live” date yet given by ATS or IDOT, although permits were recently issued by IDOT to re-erect the cameras.

- Building Permit receipts - \$74,352 up 162% from the prior year, 432.86% above budget. May includes permits to Pete's Fresh Market and Willowbrook Inn.
- Water sales receipts - \$247,847 down 5.82% from the prior year, 5.9% below budget.
- Hotel/Motel Tax receipts - \$20,240 up 9.27% compared with the prior year. The revenue is trending at 14% higher than budget. Three of the four hotels are open and active.
- Motor Fuel Tax receipts - \$18,698 down 3.79% compared with the prior year, 5% below budget.

The reports above were approved by Trustee Neal.

9. VISITOR'S BUSINESS

There were no visitors present at the meeting.

10. COMMUNICATIONS

There were no communications.

11. ADJOURNMENT

Motion to adjourn at 6:05 p.m. was made by Trustee Neal. Motion carried.

(Minutes transcribed by: Carrie Dittman, 6/23/2017)