

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JULY 8, 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 Oggerino at 6:00 p.m.

2. ROLL CALL

Those present at roll call were Trustee Paul Oggerino, Interim Director of Finance Carrie Dittman, and Management Analyst Garrett Hummel. Absent: Trustee Umberto Davi.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance and Administration Committee held on Monday, June 10, 2013 were reviewed. Motion to approve made by Trustee Oggerino. Motion carried.

4. DISCUSSION - Water System SCADA Software Upgrade, Metropolitan Pump Company.

Management Analyst Hummel began the discussion with a brief history of the topic. In June 2012, the Village replaced their computer workstations. With the purchase of the new computers, the Village began running the Windows 7 operating system as opposed to Windows XP. Analyst Hummel explained that the Village's water pump software was not compatible with the new operating system and would require an upgrade. Because the software upgrade was not budgeted in the FY 2012-13 budget, the decision was made to continue running the Windows XP version of the pump software until next budget year. At the 2013 Budget Workshop, the Village Board approved funding for the upgraded SCADA system software.

The Village contacted Metropolitan Pump Company for a quote on the SCADA system upgrade. The Village has used Metropolitan Pump Company for its water pump software since 1998. Metropolitan Pump Company provided a quote in the amount of \$12,390. The quote is just over the budgeted amount of \$12,000. The SCADA system handles the Village's entire water system including opening and shutting of valves, adding chlorine, turning the pumps on and off as well as providing problem alerts and compiling historical data. Analyst Hummel explained if the item is approved at the Committee level this evening, it would be up for consideration by the Village Board at the July 22, 2013 meeting. Trustee Oggerino had no problems with the discussion item.

5. DISCUSSION - Enterprise Resource Planning (ERP) Assessment Project, Sikich LLP.

Interim Finance Director Dittman began with an explanation of enterprise resource planning (ERP) systems. ERP refers to systems that integrate internal and external management of information across an entire organization. The Village's current system is called Decision Systems and has been in place for nearly 30 years. Although the current system works well in linking accounting and financial reporting with park registrations, parking tickets, business licenses, front counter receipts, payroll, liquor licenses, accounts payable and receivable, and water readings and billing, the system is proprietary and many changes require that new programs be written to solve issues. Director Dittman stated funding in the amount of \$9,200 has been included in this year's

budget for an analysis of the Village's current and future ERP needs. The analysis would begin with a series of interviews in which Sikich would speak with key employees to determine processes and needs. Sikich will then consider various government ERP providers in order to attempt to align the Village's needs with an available software product. Various software demonstrations will be conducted in order to enable a final implementation for future budgetary consideration. Potential software products include Microsoft direct products, non-Microsoft products using Microsoft operating systems, and other proprietary products (such as the Village's current system, Decision Systems). These three groups include all ERP product lines available. Director Dittman explained if the proposal is accepted by the Committee, the item would be placed on the July, 22 2013 Board meeting for consideration. Trustee Oggerino approved the item as presented.

Trustee Davi arrived at the meeting at 6:20 PM

6. REPORT - Monthly Reports - June 2013

The Committee reviewed and highlighted the items below for the month May.

- Total cash outlay for all Village funds - \$1,100,094 (fiscal year to date average is \$1,137,691)
- Ave. daily outlay of cash for all Village funds - \$36,669 (fiscal year to date is \$37,291)
- Ave. daily expenditures for the general fund - \$17,608 (fiscal year to date is \$21,128)
- Ave. payroll for active employees including all funds - \$153,711 (payroll year to date is \$768,557)

7. 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

- Sales tax receipts - \$554,507 down 2.61% from the prior year, 3.9% over budget.
- Income Tax receipts - \$195,215 up 19.23% compared to the prior year, 26.4% over budget.

Director Dittman noted that the State of Illinois is only 2 months behind in remittances.

- Utility tax receipts - \$180,489 down 14.18% from the prior year, 13.6% below budget, consisting of:
 - o Telecomm Tax - \$84,861, down 23.2% from the prior year
 - o Northern IL Gas - \$32,916, up 79.9% from the prior year
 - o ComEd - \$63,089, down 23.1%
- Places of Eating Tax receipts - \$79,451 up 5.69% compared to the prior year, 9.8% over budget.
- Fines - \$26,323 down 6.89% compared with the prior year, 4.12% under budget.

- Red Light Fines - \$124,025 up 19.54% from the prior year, 23.2% over budget.
- Building Permit receipts - \$34,405 down 45.95% from the prior year.
- Water sales receipts - \$397,365 up 9.74% from the prior year, 11.05% under budget.
- Hotel/Motel Tax receipts - \$14,556 up 54.29% compared with the prior year, 51.2% over budget.
- Motor Fuel Tax receipts - \$36,403 up 3.87% compared with the prior year, 23.2% over budget

The reports above were approved by Trustee Davi.

8. VISITOR'S BUSINESS

There were no visitors present at the meeting.

9. COMMUNICATIONS

There were no communications received.

10. ADJOURNMENT

Motion to adjourn was made by Trustee Oggerino. Second by Trustee Davi.

The meeting was adjourned at 6:29 p.m.

(Minutes transcribed by: Garrett Hummel, 8/6/13)