

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JANUARY 13, 2020 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 Chairwoman Berglund at 5:30 p.m.

2. ROLL CALL

Those present at roll call were Chairwoman Sue Berglund, Trustee Michael Mistele, Trustee Paul Oggerino, Director of Finance Carrie Dittman and Village Administrator Brian Pabst.

3. APPROVAL OF MINUTES

Minutes of the Regular Meeting of the Finance & Administration Committee held on Monday, November 11, 2019 were reviewed. Motion to approve made by Chairwoman Berglund, second by Trustee Mistele. Motion carried.

4. DISCUSSION – Managed Information Technology (IT) Services

Director Dittman reminded the Committee that we have been using PCS International for outsourced IT services for many years, predating 2010, as we do not have an on-staff information technology employee. Under PCS's service we pay for a block of time in advance, in increments of \$12,500, for on-site visits by a technician that occur generally once per month, plus the remote time for users to obtain off-site assistance for help throughout the month. Staff has received a proposal from another IT company; however, the proposal was vague on the specific services provided and what would be billed as extra services. It also did not describe the staff that would be assigned to the Village. Due to these and other unknowns, it was not recommended to accept that proposal. The police department has numerous specialized applications that require a lot of troubleshooting and configuration and is a heavy user of the service, and any company selected would have to have that requisite knowledge. The Committee agreed that issuing a Request for Proposal (RFP) for IT services would be the preferred route. However, due to the complexity of applications, staff requested that we have assistance from an external IT expert to assist in drafting the RFP and evaluating responses.

Director Dittman also commented that Windows 7, which the Village currently operates under, will no longer be supported by Microsoft effective this week, which means that Microsoft will no longer put out updates for viruses and other bug fixes. The operating system itself will continue to work. Director Dittman relayed the numerous controls the Village already has in place to mitigate the risks of a virus or malware that may not be prevented due to the lack of continued Microsoft Windows 7 updates. The cost to upgrade to Windows 10 now would be somewhere between \$5,000 - \$10,000 due to the labor costs of installing on every Village computer. The alternative would be to wait until new computers are purchased, which would already have Windows 10 loaded on them, to avoid the duplicate work and cost. The Village is slated to get new computers in Fiscal Year 2020/21 anyway, and the Committee agreed to wait until new computers are purchased.

5. DISCUSSION – Audit Request for Proposal (RFP)

Director Dittman gave the Committee a brief update that she was working on an RFP for auditing services using our prior audit RFP as well as templates provided by Administrator Pabst. Our current auditing firm has been servicing us for about 10 years and it might be time for a fresh set of eyes, as well as competitive fees. She will keep the

Committee informed of the progress but hopes to have it completed within the next month.

6. REPORT – Monthly Disbursement Reports – November and December 2019

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

- Total cash outlay for all Village funds –fiscal Year to Date is \$9,364,185.
- Payroll monthly total for active employees including all funds - \$286,261 and \$297,759 (2 payrolls each month). The average payroll for the year was \$154,114, which is a 0.46% increase from the prior fiscal year.
- Average daily outlay of cash for all Village funds for the current month: \$43,885 & 34,347. Daily average fiscal YTD: \$38,835. Average monthly cash outlay for all Village funds fiscal year to date (FYTD): \$1,170,523.
- Average daily expenditures for the General Fund only: \$32,423 & 18,049. Fiscal YTD average is \$25,467 which is a 0.17% decrease from the prior year.

7. REPORT – Sales Tax, Business District 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

The Committee reviewed and accepted the revenue trend reports for November and December and key items are highlighted below.

- Sales tax receipts - \$2,964,437 YTD up 11.35% from the prior year. Trending 13.6% over budget. The budget was increased this fiscal year by \$400,000.
- Business District sales tax receipts - Year to date is \$442,961, 43.94% above the prior year and 60.6% over budget. This represents collections of the 1.0% sales tax collected in the Village's new business district. The revenue comes from the Town Center plus Marshalls, Skechers & Pete's Fresh Market which have now opened and reported collections.
- Income Tax receipts - \$619,118 YTD up 14.81% compared to the prior year, 16.8% over budget. Director Dittman relayed that we budgeted for a continued 5% reduction in income taxes due to the state's reduction of 5%.
- Utility tax receipts - \$537,192 YTD down 7.08% from the prior year, 5.2% under budget, consisting of:
 - Telecomm tax - down 9.99%
 - Northern IL gas – down 0.07%
 - ComEd - down 7.54%
- Places of Eating Tax receipts - \$370,130 YTD up 5.2% compared to the prior year, trending 11.27% over budget.
- Fines - \$89,384 YTD down 0.90% compared with the prior year, 4.60% over budget. Fines come from County distributions and local fine tickets written by Village police officers. Director Dittman noted that we are now breaking fine revenue down by overweight fines, DUI fines, local fines and other fines collected by DuPage

County.

- Red Light Fines – \$520,379 down 22.53% from the record setting prior year receipts, trending 20.3% over budget. All three approaches are live.
- Building Permit receipts - \$257,731 YTD down 33.29% from the prior year, 72.24% over budget. Much of this is due to one-time, non-recurring projects that occurred this time last year, which has been excluded to arrive at the budgeted amount.
- Water sales receipts - \$2,244,677 YTD down 3.83% from the prior year, 0.56% below budget.
- Hotel/Motel Tax receipts - \$184,312, 2.33% lower compared with the prior year. The revenue is trending at 0.4% lower than budget. The additional 1% tax became effective November 1, and that will begin to appear in December collections. Three of the four hotels are open and active.
- Motor Fuel Tax receipts - \$191,180 YTD, up 29.71% from the prior year, 29.8% above budget. Since September we are now receiving 2 payments each month: the normal distribution plus the additional distribution of the new Transportation Renewal Fund dollars. This is a portion of the \$0.19/gallon tax that was instituted by the state of Illinois beginning July 1, 2019 (payments to the Village beginning in September).

8. VISITOR'S BUSINESS

There were no visitors present.

9. COMMUNICATIONS

Director Dittman reminded the Committee of the self-storage tax protest letter that was received from Public Storage's tax counsel. She shared the response as prepared by the Village attorney.

10. ADJOURNMENT

Motion to adjourn at 6:16 p.m. was made by Chairwoman Berglund, seconded by Trustee Mistele. Motion carried.

(Minutes transcribed by: Carrie Dittman)