

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MAY 14, 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, Interim Finance Director Carrie Dittman and Management Analyst Garrett Hummel.

**3. APPROVAL OF MINUTES**

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

**4. DISCUSSION - Village Workstations - Computer Lease Proposal**

Management Analyst Hummel began the discussion with an overview of the Village's current computer workstation situation. In July 2007, the Village entered into a 3-year lease with Dell for 29 computer workstations. As the end of this lease in 2010, the Village bought out the computers in an effort to save money. The current computers are now approaching 5 years of age which is well past their useful lifecycle. The Village in FY 2012-13 has the need for 26 desktop workstations.

During the budget workshop, the Board approved funding for the leasing of these computers. Quotes were solicited based on the PCS recommendation that the Village utilize HP products. PCS listed several factors for recommending HP products such as reliability, service, and ease of part replacement. Quotes were collected from 3 HP vendors (PCS, HP, and CDW-G). They were all given the specifications that PCS suggest for optimal system performance.

Analyst Hummel explained that PCS's proposal of \$25,811.31 was the lowest price. The PCS proposal came in \$2,788.69 under budget over the course of the 3-year lease. PCS leases their equipment through American Capital Financial Services. All of the leases presented are for three years with the option of a \$1 buy-out at the conclusion of the term. Analyst Hummel further stated that PCS is a reputable company that has provided the Village with IT consulting services for years. Staff's recommendation is to accept the low proposal from PCS. Analyst Hummel noted this issue is on the agenda for the Village Board Meeting immediately following this meeting of the Finance & Administration Committee. Trustees Davi and Trilla agreed with the recommendation.

**5. DISCUSSION - Village Server Replacements**

Management Analyst Hummel began with a history of the Village's servers. In 2007, the Village purchased 4 servers (Village File, Email, Police Department, and Water Billing Servers). The Village's technology plan had all 4 servers up for replacement in 2010. Replacements were postponed as a cost saving measure. In 2011, the Water Billing Server failed and had to be replaced. The other 3 servers are now approaching 5

years of age. Typically servers have a lifecycle of around 3-4 years. Recently, the Email Server had its motherboard fail and the part had to be replaced under our maintenance warranty.

During the budget workshop, the Board approved funding for the purchase of these 3 servers. Quotes were solicited based on the PCS recommendation that the Village utilize HP products. PCS listed several factors for recommending HP products such as reliability, service, and ease of parts replacement. Quotes were collected from 3 HP server vendors. Each proposal was based off the specifications suggested by PCS for optimal system performance.

Analyst Hummel stated that CDW-G's proposal came in at the lowest price of \$24,083.38. Analyst Hummel further explained that due to the rising costs of server parts attributable to part shortages in Asia, the proposal came in \$1,683.38 over budget. Trustee Trilla interjected that the difference between CDW-G's proposal and PCS's proposal was only about \$800. Trustee Trilla elaborated by stating that PCS has been the Village's consultant for years and they will be providing the Village's workstations per the meeting's previous discussion item. Trustee Trilla asked if the installation of the new machines might be easier if all the equipment came from PCS. Trustee Davi agreed that having PCS provide all of the equipment would allow for a smoother transition. Trustee Davi clarified his point by stating PCS would be familiar with working on the equipment they sell as well as the Village's system/network. Analyst Hummel responded that coordination of the delivery would be simpler if the equipment was all coming from the same vendor but that CDW-G's proposal was for the same equipment that PCS would be providing. Trustee Trilla added that the Village should see if PCS was willing to come down in price. Trustee Trilla suggested PCS match the price from CDW-G.

Trustee Davi and Trilla agreed the Finance & Administration Committee would recommend the Village purchase their servers from the second low bidder PCS. Trustee Davi stated he would make this recommendation at the Village Board Meeting later this evening.

## **6. REPORT - Monthly Reports - April 2012**

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

- Total cash outlay for all Village funds - \$713,948

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. Director Dittman responded that the numbers will go down next year once the various Commander payments are done.

- Ave. daily outlay of cash for all Village funds - \$23,798
- Ave. daily expenditures for the general fund (fiscal year to date average) \$70,838\*
  - \* INCLUDES ½ of the budgeted transfer to the L.A.F.E.R Fund (\$1,582,500)
- Ave. daily expenditures for the general fund (fiscal year to date average) \$18,088\*
  - \* EXCLUDES ½ of the budgeted transfer to the L.A.F.E.R Fund

(\$1,582,500)

**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 - \$3,562,238 up 6.87% from the prior year
- Income Tax receipts - \$699,674 up 0.08% compared to the prior year  
Director Dittman reported the state is 4 months behind on income tax payments.
- Utility tax receipts - \$1,146,243 down 5.45% from the prior year
- Places of Eating Tax receipts - \$440,831 up 6.22% compared to the prior year
- Fines - \$165,235 down 12.53% compared with the prior year
- Red Light Fines - Collected \$558,163 down 9.59% compared with the prior year
- Building Permit receipts - \$177,999 down 19.15% compared with the prior year
- Water sales receipts - \$1,885,623 up 2.52% compared with the prior year
- Hotel/Motel Tax receipts - \$67,857 up 10.03% compared with the prior year
- Motor Fuel Tax receipts \$253,372 down 8.07% 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 to adjourn was made by Trustee Davi. Second by Trustee Trilla.

The meeting was adjourned at 6:28 p.m.

(Minutes transcribed by: Garrett Hummel, 5/21/12)