

**AGENDA**  
**CITY OF PLANO**  
**COMMITTEE OF THE WHOLE**  
**January 9, 2023**  
**Immediately following the City Council**  
**meeting**

1. CITIZEN'S COMMENTS
2. Jay Koyak - 420 W. Rt. 34 #1A - Sand Dollar Slots - Request For Liquor License
3. Hire Todd Latham For The Accountant II Full-Time Position

Documents:

[HIRE ACCOUNTANT.PDF](#)

4. Request Lauterbach & Amen, LLP To Be The City's Auditors

Documents:

[LAUTERBACH AMEN 3 YEAR PROPOSAL 2023-2025.PDF](#)

5. Purchase Replacement Cameras For Lobby And Safe Zone At The PD

Documents:

[AD5 QUOTE.PDF](#)

6. Water/Sewer Rate Study
7. CITIZEN'S COMMENTS
8. Aldermen Comments/Questions



17 E. Main Street, Plano, Illinois 60545, Phone 630-552-8275, Fax 630-552-8292

---

## AGENDA ITEM MEMO

October 10, 2022

To: Aldermen and Mayor

From: Zoila Gomez, City Treasurer/Budget Officer

Subject: Request for Accountant II regular full-time, permanent staff member

I am writing this memo in order to request an Accountant II regular full-time, permanent staff member for the finance department. A need for this staff member has been identified and was discussed with the Personnel & Insurance Committee meeting on August 30, 2022 under the old/new business section. Upon their recommendation I bring this request to the Committee of the Whole.

The new hire will start as an Accountant II with a salary of \$52,305.80 which is the starting salary for this level; this position will have the ability of promotion to Senior Accountant upon availability of position opening.

The position would affect the current Fiscal Year 2023 budget at an approximate cost of \$26,152.88 (13 payrolls) spread over four funds: General \$17,522.43 67% of Salary, Parks \$261.53 1% of Salary, Sewer \$4,184.46 16% of Salary and Water \$4,184.46 16% of Salary.

I feel this is an important move for the finance department and this will help our current employees maintain a seamless transition period and a healthy work-life balance.

I appreciate you taking my request into consideration.

Thank you.



17 E. Main Street, Plano, Illinois 60545, Phone 630-552-8275, Fax 630-552-8292

---

## ATTACHMENT

### **Title: Accountant II**

**Position:** Non-Exempt; Reports Directly to City Treasurer / Budget Officer

**Summary:** Have thorough knowledge of the principles and practices of fund accounting as applied to municipal government according Government Accounting Standards Board (GASB). This position will perform high level accounting duties and apply technical skills to the maintenance and reporting of the City's financial transactions. Maintain confidentiality of all records. Ascertain certifications and trainings within 5 years of employment and keep all certifications current. Must be able to fulfill any additional duties as requested and prepare periodic reports for the city treasurer/budget officer and council as requests are received.

### **Essential Duties and Responsibilities:**

**General Ledger:** Analyze and maintain general ledger accounts, prepare and post journal entries, and monitor revenues and expenditures. Reconcile subsidiary ledgers to the general ledger on a monthly basis. Analyze accounting system transaction, fund conditions, and transfers.

**Banking:** Maintains records for Debt Service and Motor Fuel Tax; ensure timely and accurate payments. Verify deposit amounts and confirm against daily cash reports before sending to bank. Issues all manual and accounts payable vendor checks and performs monthly bank statements reconciliations in a timely fashion.

**Fixed Assets:** Accountable for recording the cost of newly-acquired fixed assets (both tangible and intangible), tracking existing fixed assets, recording depreciation, and accounting for the disposition of fixed assets. Maintains the fixed asset records for all city property per GASB 34 requirements.

**Audit:** Assist in gathering annual audit report information and audit preparation. Such as preparing accrual and adjusting entries. Assisting with the Management Discussion and Analysis (MD&A). Conducts internal audits of other department financial functions to ensure compliance.

**Accounts payable:** Accounts payable process verification and support person for data entry. Maintain accurate W-9s for each vendor and process new vendor requests. Keep maintenance of all A/P records. Cancel / void checks and prepares replacement checks as required. Research invoice credits or outstanding invoices and respond to vendor inquiries. Prepares reports and researches inquiries for revenue, expense, and vendor information. Reviewing and verifying of Vendor Run Report before being issued to City Council. Completing and reconciling year-end 1096 & 1099s and maintain compliance with current regulations.

**Payroll:** Payroll support person, processing verification, verification of employment records, time accruals and new-hires. Processes and reviews for accuracy all salary and position change of status for employees. Completes



17 E. Main Street, Plano, Illinois 60545, Phone 630-552-8275, Fax 630-552-8292

Payroll Action notices. Reconciling and completing year-end W-2s & W-3. Verifying payroll entries to the general ledger. Reviewing and verifying monthly wage reports. Resolve payroll discrepancies by collecting and analyzing information. Maintain payroll operations by following policies and procedures and reporting needed changes. Maintain employee confidence by keeping information confidential. Maintain compliance with current laws and regulations.

Benefits: Assist with the management of all employee benefits and retirement programs; including open enrollment, coordinating retirement, pension, and 457 plans. Prepares payments and reconciliations of insurance and liability bills.

**Supervisory Responsibilities:** None

**Qualifications:** Must be able to interpret and implement federal and state laws, and local ordinances pertinent to public finance, accounting, payroll and human resource management. Possess computer skills including proficiency in Microsoft Office applications and financial software applications. Must be able to attend professional conferences, workshops and seminars, as they pertain to the position.

**Certification, Education and Training Required:** Bachelor's degree in accounting or related field required, from an accredited college or university. Must attain industry related certifications: Ascertain the Certified Payroll Professional (CPP) certification through the American Payroll Association, Certified Illinois Municipal Treasurer (CIMT), Certified Public Funds Investment Manager (CPFIM), Certified Public Finance Administrator (CPFA), and IMRF Authorized Agent Certification within 5 years of employment and keep all certifications current.

**Other Skills:** Preferred Software knowledge: BS & A software, ADP Workforce Now, and Microsoft Office applications.

Appendix D

City of Plano  
Request for Proposal  
Auditing Services  
All-Inclusive Maximum Price

For the Audits of the FY2023-FY2025 Financial Statements

Firm Submitting Proposal:

Lauterbach & Amen, LLP

Fee Table:

	2023	2024	2025
General Purpose Annual Financial Report	\$25,600	\$26,400	\$27,200
Annual Financial Report to be filed with the State Comptroller's office	\$370	\$380	\$390
Management Letter	-	-	-
Annual Police Pension Report including those filed with the Illinois Department of Insurance	\$2,500	\$2,550	\$2,600
Total All-Inclusive Maximum Price	\$28,470	\$29,330	\$30,190

\*Attach Certification

NOTE: The above fees include the complete rotation of both the audit team and partner on this engagement for the three years quoted above.

*Ronald J. Amen*

\_\_\_\_\_  
Signature of Authorized Representative

Ronald J. Amen

\_\_\_\_\_  
Name of Authorized Representative

Managing Partner

\_\_\_\_\_  
Title

December 14, 2022

Date: \_\_\_\_\_

## Kathy Miller

---

**From:** Norman Allison <NAllison@Planopoliceil.org>  
**Sent:** Thursday, January 5, 2023 1:08 PM  
**To:** Kathy Miller  
**Subject:** COW  
**Attachments:** ADS Quote.pdf

Kathy,

For the COW on 1/9, I am looking to add the following item:

1. Discuss purchase of additional cameras for lobby and safe zone of Plano Police Department from ADS.
  - a. Quote Attached.

Thanks,  
Norm

Lieutenant Norm Allison  
M.S. Public Safety Administration  
Plano Police Department  
630-552-3122

*"Every accomplishment starts with the decision to try."- JFK*

## Kathy Miller

---

**From:** Norman Allison <NAllison@Planopoliceil.org>  
**Sent:** Thursday, January 5, 2023 1:09 PM  
**To:** Kathy Miller  
**Subject:** Re: COW

Sorry, I meant to say replacement cameras.

Norm

Lieutenant Norm Allison  
M.S. Public Safety Administration  
Plano Police Department  
630-552-3122

*"Every accomplishment starts with the decision to try."- JFK*

---

**From:** Norman Allison  
**Sent:** Thursday, January 5, 2023 1:08:25 PM  
**To:** Kathy Miller (kmiller@cityofplanoil.org)  
**Subject:** COW

Kathy,

For the COW on 1/9, I am looking to add the following item:

1. Discuss purchase of additional cameras for lobby and safe zone of Plano Police Department from ADS.
  - a. Quote Attached.

Thanks,  
Norm

Lieutenant Norm Allison  
M.S. Public Safety Administration  
Plano Police Department  
630-552-3122

*"Every accomplishment starts with the decision to try."- JFK*



Alarm Detection Systems  
 1111 Church Road - Aurora, Illinois 60505  
 630.844.6300  
 www.adsalarm.com

**October 3, 2022**  
 Account No. 154915  
 Proposal No. PRO-193973  
 Quote No. QT-0060106

## Customer Sales Quotation

Customer Site

**Plano Police Department**  
 111 E. Main Street  
 Plano, IL 60545

Site Contact

Norm Allison - (815) 931-9847  
 NAllison@Planopoliceil.org

Security Consultant

**William D Waitek**  
 630-844-5314  
 bwaitek@adsalarm.com

**Services**

- CCTV Repair Service

**Equipment**

<u>Quantity</u>	<u>Description</u>	<u>Physical Location</u>	<u>Already Exists</u>
1	Video System		
3	Apex Traverse 1 Ch Rec License		
1	MV Series 8 Port POE 4TB		
2	Outdoor 2MP Vandal Dome IR MOTORIZED VARIFOCAL		
1	Outdoor 5MP Vandal Dome IR MOTORIZED VARIFOCAL		
650	CAT 6+ Riser Green		
1	Cat 6 Modular Plugs Bag of 10		
	3/4" Jhook With Beam Clamp		
3	Wall Mount Arm Ivory For QNV Cameras		
3	Pendant Cap For Vf Xnv/Pnv		
3	Ceiling Mount Microphone		





Alarm Detection Systems  
 1111 Church Road - Aurora, Illinois 60505  
 630.844.6300  
 www.adsalarm.com

**October 3, 2022**

Account No. 154915  
 Proposal No. PRO-193973  
 Quote No. QT-0060106

## Customer Sales Quotation

Customer Site

**Plano Police Department**  
 111 E. Main Street  
 Plano, IL 60545

Security Consultant

**William D Waitek**  
 630-844-5314  
 bwaitek@adsalarm.com

Site Contact

Norm Allison - (815) 931-9847  
 NAllison@Planopoliceil.org

### We Provide

- Install 3 vandal-resistant dome cameras.
- Install 3 pendant caps.
- Install 3 wall-mount brackets.
- Install 1 8-port NVR.
- Install all cable and miscellaneous hardware necessary for a complete and professional installation.
- Provide 1 license.
- Program and Test existing alarm system.
- Provide 24 hour full parts and labor repair service on camera system. Inspections will be performed to clean, test, repair or replace the equipment to ensure the system is operating at its peak performance level.
- Provide smart phone app.

### Customer Provides

- Customer to provide a dedicated 120VAC circuit/outlet where necessary.
- Customer will provide access for installation during normal business hours.
- Customer to provide internet connection/Static IP where necessary.
- Customer to provide IT support, required bandwidth and programming when necessary.

### Exclusions

- Repair service does not cover Acts of God, vandalism, customer damage or remodeling.

### Additional

- 50% down payment is due when the agreement is signed.

### Available Payment Options

<u>Description</u>	<u>Contract Amt</u>	<u>Monthly Rate</u>	<u>Accepted</u>
Safe Vision Remote - with Service Agreement - Customer Owned	\$11,876.81	\$118.77	<u>                    </u>



Alarm Detection Systems  
 1111 Church Road - Aurora, Illinois 60505  
 630.844.6300  
 www.adsalarm.com

**October 3, 2022**

Account No. 154915  
 Proposal No. PRO-193973  
 Quote No. QT-0060106

## *Customer Sales Quotation*

Customer Site

**Plano Police Department**  
 111 E. Main Street  
 Plano, IL 60545

Security Consultant

**William D Waitek**  
 630-844-5314  
 bwaitek@adsalarm.com

Site Contact

Norm Allison - (815) 931-9847  
 NAllison@Planopoliceil.org

Safe Vision Remote - with Service Agreement - Alarm Company Owned	\$4,750.72	\$296.92	_____
Safe Vision Remote - with Service Agreement - Alarm Company Owned	-	\$415.69	_____

Pricing is valid for thirty days from the quotation date.  
 Installation and activation of this quotation requires a signed agreement.