



EMERGENCY TELEPHONE SYSTEM BOARD OF DU PAGE COUNTY

Consolidated 9-1-1 Services for DuPage County
421 N. County Farm Road, Wheaton, Illinois 60187
630-550-7743 ETSB911@dupageco.org

BOARD MEMBERS:

Mr. Greg Schwarze
Chairman
DuPage County Board
Representative

Mr. Mark Franz
Vice Chairman
Village of Glen Ellyn
DuPage Mayors & Managers
Conference Representative

Mrs. Gwen Henry, Ex-Officio
DuPage County Treasurer

Ms. Jean Kaczmarek, Ex-Officio
Secretary - DuPage County Clerk

Mr. Grant Eckhoff
DuPage County Board
Representative

Mr. Michael Guttman
DuPage Public Safety
Communication
(DU-COMM) Representative

Chief Erik Kramer
Addison Fire Protection District
DuPage County Fire Chiefs
Association Representative

Mr. Joseph Maranowicz
Village of Addison
DuPage Mayors & Managers
Conference Representative

Mr. Stephen Rauter
Citizen Representative

Chief David Schar
Village of Winfield
DuPage County Police Chief
Association Representative

Mr. William Srejma
Addison Consolidated Dispatch
Center
(ACDC) Representative

Deputy Chief Eric Swanson
DuPage Sheriff's Office
Representative

Mr. Michael G. Tillman, RPL
Superior Air-Ground Ambulance
Services Inc.
Emergency Services Representative

Ms. Yeena Yoo
DuPage County Board
Representative

Ms. Linda Zerwin
Executive Director
9-1-1 System Coordinator

TO: DuPage County Treasurer's Office

FROM: Greg Schwarze, Chairman
Emergency Telephone System Board of DuPage County

DATE: November 8, 2023

SUBJECT: ETSB Payment of Claims List FY23 – September 13, 2023

The payment of the below listed accounts has been approved by the ETS Board at a meeting held on November 8, 2023. You are hereby authorized to pay the invoices as listed on the attached DuPage County Payment Listing Transaction report dated October 27, 2023.

<u>FY2023 Equalization Fund (4000-5820):</u>	\$	<u>1,438,460.00</u>
Total:	\$	1,438,460.00

APPROVED BY:

Greg Schwarze, Chairman

ATTEST:

Secretary

**EMERGENCY TELEPHONE SYSTEM BOARD OF DU PAGE COUNTY
FY23 EXPENDITURE VS. BUDGET**

COMP	AU	Account	Description	ANNUAL	ACTUAL	YEAR TO DATE		REMAINING	% YTD	% YTD
				APPROPRIATION	BUDGET	EXPENDED	ENCUMBERED	AVAILABLE	EXPENDED	REMAINING
4000	5820	50000-0000	REGULAR SALARIES	\$ 908,742	\$ 908,742	\$ 697,669	\$ -	\$ 211,073.16	77%	23%
4000	5820	50050-0000	TEMPORARY SALARIES/ON CALL (new)	\$ 13,728	\$ 13,728	\$ 9,940	\$ -	\$ 3,787.78	72%	28%
4000	5820	50080-0000	SALARY & WAGE ADJUSTMENT	\$ 34,952	\$ 34,952	\$ -	\$ -	\$ 34,952.00	0%	100%
4000	5820	51000-0000	BENEFIT PAYMENTS	\$ 13,260	\$ 13,260	\$ 4,409.98	\$ -	\$ 8,850.02	33%	67%
4000	5820	51010-0000	EMPLOYER SHARE I.M.R.F.	\$ 108,595	\$ 108,595	\$ 56,637.53	\$ -	\$ 51,957.47	52%	48%
4000	5820	51030-0000	EMPLOYER SHARE SOCIAL SECURITY	\$ 69,519	\$ 69,519	\$ 52,433.61	\$ -	\$ 17,085.39	75%	25%
4000	5820	51040-0000	EMPLOYEE MED & HOSP INSURANCE	\$ 191,040	\$ 191,040	\$ 69,539.05	\$ -	\$ 121,500.95	36%	64%
4000	5820	51050-0000	FLEXIBLE BENEFIT EARNINGS	\$ 3,000	\$ 3,000	\$ 550.00	\$ -	\$ 2,450.00	18%	82%
4000	5820	52000-0000	FURN/MACH/EQUIP SMALL VALUE	\$ 44,000	\$ 44,000	\$ 4,415.06	\$ -	\$ 39,584.94	10%	90%
4000	5820	52100-0000	I.T. EQUIPMENT-SMALL VALUE	\$ 77,500	\$ 77,500	\$ 20,589.25	\$ 47,965.07	\$ 8,945.68	27%	12%
4000	5820	52200-0000	OPERATING SUPPLIES & MATERIALS	\$ 2,000	\$ 2,000	\$ 1,244.69	\$ -	\$ 755.31	62%	38%
4000	5820	52210-0000	FOOD AND BEVERAGE	\$ 750	\$ 750	\$ 494.65	\$ -	\$ 255.35	66%	34%
4000	5820	52250-0000	AUTO/MACHINERY EQUIPMENT/PARTS	\$ 60,000	\$ 130,000	\$ 76,003.56	\$ 23,212.44	\$ 30,784.00	58%	24%
4000	5820	52260-0000	FUEL & LUBRICANTS	\$ 2,500	\$ 2,500	\$ -	\$ -	\$ 2,500.00	0%	100%
4000	5820	52270-0000	MAINTENANCE SUPPLIES	\$ 2,000	\$ 2,000	\$ 67.47	\$ -	\$ 1,932.53	3%	97%
4000	5820	52280-0000	CLEANING SUPPLIES	\$ 500	\$ 500	\$ 20.91	\$ -	\$ 479.09	4%	96%
4000	5820	53000-0000	AUDITING & ACCOUNTING SERVICES	\$ 107,400	\$ 107,400	\$ 107,400.00	\$ -	\$ -	100%	0%
4000	5820	53020-0000	INFORMATION TECHNOLOGY SERVICES	\$ 749	\$ 749	\$ -	\$ -	\$ 749.00	0%	100%
4000	5820	53030-0000	LEGAL SERVICES	\$ 60,000	\$ 60,000	\$ 60,000.00	\$ -	\$ -	100%	0%
4000	5820	53040-0000	INTERPRETER SERVICES	\$ 20,000	\$ 20,000	\$ 6,982.98	\$ 12,999.47	\$ 17.55	35%	0%
4000	5820	53090-0000	TECHNICAL/PROFESSIONAL SERVICES	\$ 102,000	\$ 102,000	\$ 79,550.00	\$ -	\$ 22,450.00	78%	22%
4000	5820	53130-0000	PUBLIC LIABILITY INSURANCE	\$ 106,794	\$ 106,794	\$ 91,796.00	\$ 2,500.00	\$ 12,498.00	86%	12%
4000	5820	53200-0000	NATURAL GAS	\$ 3,700	\$ 3,700	\$ -	\$ -	\$ 3,700.00	0%	100%
4000	5820	53210-0000	ELECTRICITY	\$ 25,000	\$ 25,000	\$ 13,543.42	\$ -	\$ 11,456.58	54%	46%
4000	5820	53220-0000	WATER & SEWER	\$ 500	\$ 500	\$ -	\$ -	\$ 500.00	0%	100%
4000	5820	53250-0000	WIRED COMMUNICATION SERVICES	\$ 1,129,906	\$ 1,129,906	\$ 155,948.53	\$ 811,222.70	\$ 162,734.77	14%	14%
4000	5820	53260-0000	WIRELESS COMMUNICATION SVC	\$ 11,100	\$ 11,100	\$ 7,166.94	\$ 1,878.80	\$ 2,054.26	65%	19%
4000	5820	53300-0000	REPAIR & MTCE FACILITIES	\$ 45,000	\$ 45,000	\$ 4,199.00	\$ -	\$ 40,801.00	9%	91%
4000	5820	53310-0000	REPAIR MAINT INFRASTRUCTURE	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 50,000.00	0%	100%
4000	5820	53370-0000	REPAIR & MTCE OTHER EQUIPMENT	\$ 55,826	\$ 62,126	\$ 31,203.97	\$ 26,300.35	\$ 4,621.68	50%	7%
4000	5820	53400-0000	RENTAL OF OFFICE SPACE	\$ 20,580	\$ 20,580	\$ 8,580.00	\$ -	\$ 12,000.00	42%	58%
4000	5800	53410-0000	RENTAL OF MACHINERY & EQUIPMENT	\$ 15,000	\$ 15,000	\$ 10,395.62	\$ -	\$ 4,604.38	69%	31%
4000	5820	53500-0000	MILEAGE EXPENSE	\$ 2,000	\$ 2,000	\$ 181.04	\$ -	\$ 1,818.96	9%	91%
4000	5820	53510-0000	TRAVEL EXPENSE	\$ 100,000	\$ 100,000	\$ 24,646.62	\$ -	\$ 75,353.38	25%	75%
4000	5820	53600-0000	DUES & MEMBERSHIPS	\$ 1,483	\$ 1,483	\$ 655.00	\$ -	\$ 828.00	44%	56%
4000	5820	53610-0000	INSTRUCTION & SCHOOLING	\$ 110,000	\$ 110,000	\$ 38,913.81	\$ -	\$ 71,086.19	35%	65%
4000	5820	53800-0000	PRINTING	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 5,000.00	0%	100%
4000	5820	53801-0000	ADVERTISING	\$ 3,000	\$ 3,000	\$ 41.40	\$ -	\$ 2,958.60	1%	99%
4000	5820	53803-0000	MISCELLANEOUS MEETING EXPENSE	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ 1,500.00	0%	100%
4000	5820	53804-0000	POSTAGE & POSTAL CHARGES	\$ 1,500	\$ 1,500	\$ 1,364.09	\$ -	\$ 135.91	91%	9%
4000	5820	53805-0000	OTHER TRANSPORTATION CHARGES	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ 1,500.00	0%	100%
4000	5820	53806-0000	SOFTWARE LICENSES (new)	\$ 330,193	\$ 522,408	\$ 488,392.34	\$ 29,423.75	\$ 4,591.91	93%	1%
4000	5820	53807-0000	SOFTWARE MAINT AGREEMENTS	\$ 3,077,533	\$ 2,963,533	\$ 2,184,530.82	\$ 603,208.01	\$ 175,794.17	74%	6%
4000	5820	53808-0000	STATUTORY & FISCAL CHARGES (new)	\$ -	\$ 4,243	\$ 4,242.89	\$ 0.11	\$ (0.11)	100%	0%
4000	5820	53810-0000	CUSTODIAL SERVICES	\$ 54,200	\$ 54,200	\$ 40,000.00	\$ 1,200.00	\$ 13,000.00	74%	24%
4000	5820	53830-0000	OTHER CONTRACTUAL EXPENSES	\$ 5,341,478	\$ 5,263,263	\$ 1,677,236.00	\$ 3,483,074.00	\$ 102,953.00	32%	2%
4000	5820	54100-0000	IT EQUIPMENT	\$ 1,655,057	\$ 1,600,007	\$ 566,078.48	\$ 574,343.50	\$ 459,585.03	35%	29%
4000	5820	54107-0000	SOFTWARE (new)	\$ 136,875	\$ 189,854	\$ 52,978.31	\$ 49,922.40	\$ 86,953.29	28%	46%
4000	5820	54110-0000	EQUIPMENT AND MACHINERY	\$ 1,983,197	\$ 9,749,263	\$ 7,788,630.06	\$ -	\$ 1,960,632.71	80%	20%
Total				\$ 16,090,157	\$ 23,934,695	\$ 14,438,672	\$ 5,667,251	\$ 3,828,772	60%	16%
EXPENDITURES FOR PERIOD: November 8, 2023						\$ 1,418,460.00 Internal Transfer:				
COMP	AU	Account	Description	ANNUAL	ACTUAL	YEAR TO DATE		REMAINING	% YTD	% YTD
				APPROPRIATION	BUDGET	TRANSFERRED	ENCUMBERED	BALANCE	EXPENDED	REMAINING
4000	5820	53828-0000	CONTINGENCIES (xfers to Personnel/Contracts/Commodities)	\$ 300,000.00	\$ 300,000.00	\$ (80,543.00)	\$ -	\$ 219,457.00	-27%	73%
4000	5820	54199-0000	CAPITAL CONTINGENCY (xfers to Capital)	\$ 29,446,769	\$ 29,446,769	\$ (7,874,095.00)	\$ (1,900,000.00)	\$ 19,672,674.00	-27%	67%



OFFICE OF THE COUNTY AUDITOR

Bill White, J.D., C.I.A.
DuPage County Auditor

421 N. County Farm Road
Wheaton, Illinois 60187
(630) 407-6075
FAX: (630) 407-6076
www.dupageco.org/auditor

To: Hon. Greg Schwarze, Chairman
DuPage County Emergency Telephone System Board (ETSB)

ETSB Members

From: Bill White, J.D., C.I.A. *WFW*
County Auditor

Subject: Internal Audit of Accounts Payable
#23-44

Date: November 2, 2023

The Office of the County Auditor has completed a limited scope internal audit of the transaction processing of ETSB invoices submitted for payment. The audit identified two exceptions that required correction by the ETSB and Finance Department.

All invoices submitted have been reviewed and released for payment by the County Auditor. The results of the audit are presented below.

Results

My Office has performed voucher pre-audit procedures for the invoices submitted for approval by the ETSB at the November 8, 2023, Board Meeting. The invoices listed on the Bank Account Payment History Report dated October 27, 2023, have been examined and are recommended for payment. The total amount of the expenditures is \$1,418,460.

It was noted that a Dick Buss & Associates LLC invoice for \$20,000 originally paid on July 28, 2023, had been voided on October 2, 2023. The original check had never been received by the vendor and was re-issued on this Bank Account Payment History Report. The expenditure amount below does not include the \$20,000 re-issued check.

• FY2023 Equalization Fund (4000-5820)	\$1,418,460
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Two exceptions were identified by the County Auditor.

A Motorola Solutions, Inc. invoice for software maintenance costs in the amount of \$78,213.34 was submitted by the ETSB with insufficient funds available in the budget account for Software and Maintenance (4000-5820-53806) and an incorrect service period in the invoice description. The invoice was disapproved by the County Auditor on October 17, 2023. The ETSB approved a budget transfer at its October 18, 2023, meeting and resubmitted the invoice on October 24, 2023. The Finance Department corrected the invoice description and the County Auditor recommended the invoice for payment that same day.

An AT&T invoice for wired telephone services in the amount of \$6,206.37 was entered by the Finance Department into the MHC system with an incorrect invoice number. The invoice was disapproved by the County Auditor on October 17, 2023. The Finance Department corrected the invoice number and resubmitted the invoice to the County Auditor for approval on October 18, 2023. The County Auditor recommended the invoice for payment on October 19, 2023.

Objective

The County Auditor will perform a series of procedures designed to evaluate the internal controls involved in the processing of transactions in the accounts payable system. The actual procedures performed will depend upon the County Auditor's assessment of risks associated with the transactions.

Background/Audit Scope

Invoices and the related supporting documentation are initially prepared and submitted for payment processing by County departments to the centralized accounts payable function administered by the Finance Department.

The County Auditor performs audit procedures on the payment documentation after the information has been entered into the accounts payable system by the Finance Department. These procedures include reviewing the scanned images of the invoice and supporting documentation and comparing it to the information entered into the system. Significant discrepancies noted between the supporting documentation and the information recorded in the system are identified by the County Auditor as exceptions. In these situations, the County Auditor notifies the Finance Department of the problem. When the discrepancies are resolved, the County Auditor approves the invoice.

A Bank Account Payment History Report is generated by the Finance Department after the invoices have been approved and the County Auditor verifies that each of the recommended payments was properly posted to the County's General Ledger.

Audit Findings and Recommendations

The County Auditor audited 28 invoices submitted for payment, two exceptions were identified.

The ETSB should verify that they have sufficient funds available for the payment of invoices prior to forwarding to the Finance Department for entry into the ERP and MHC systems.

The Finance Department should verify the completeness and accuracy of invoices entered into the ERP and MHC systems prior to forwarding to the County Auditor for review and payment recommendation.

The ETSB should continue to regularly review available ERP reports and real-time transaction information to monitor the progress of invoices submitted for payment to preclude the potential for incorrect payments.

Thank you for your continued assistance.

cc: Linda Zerwin, Executive Director
Jeff Martynowicz, Chief Financial Officer

Bank Account Payment History

AP255 Date: 10/27/23
Time: 13:09

JOB SUBMISSION PARAMETERS

User Name: DP\FNMAW
Job Name: AP255-4000
Step Nbr: 1

Pay Group: 4000
Cash Code: 1414

Class C Accounts Payable

Payment Date: 102723 - 102723
Payment Numbers: -
Payment Code:

Bank Account Payment History

AP255 Date 10/27/23
Time 13:10

Pay Group 4000 ETSB PAY GROUP
Bank Account Payment History

USD

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Cash Code 1414 Bank 071923909
Payment Code ACH
Payment Date Range 10/27/23 thru 10/27/23
Payment Currency USD

Vendor	Invoice	Voucher	Auth PL	Due Date	Dsc Date	Scheduled Amount	Discount Amount	Net Payment Amount
Payment Number	529985	Payment Date	10/27/23	Vendor	10667	CDW GOVERNMENT INC	Status Issued	
10667 MF44353				IX 102	10/27/23	363.84	0.00	363.84
10667 MN64288				IX 102	11/15/23	18.64	0.00	18.64
10667 MN68262				IX 102	11/15/23	296.60	0.00	296.60
10667 MP16655				IX 102	11/16/23	294.09	0.00	294.09
10667 MP69027				IX 102	11/17/23	139.50	0.00	139.50
				*** Payment Total		1,112.67	0.00	1,112.67
Payment Number	529986	Payment Date	10/27/23	Vendor	11067	FOX VALLEY FIRE & SAFETY	Status Issued	
11067 IN00624340				IX 102	09/28/23	47.55	0.00	47.55
				*** Payment Total		47.55	0.00	47.55
Payment Number	529987	Payment Date	10/27/23	Vendor	10115	MOTOROLA SOLUTIONS CREDIT CO.	Status Issued	
10115 32195				IX 102	10/26/23	1,167,644.09	0.00	1,167,644.09
				*** Payment Total		1,167,644.09	0.00	1,167,644.09
				*** Payment Code ACH Total		1,168,804.31	0.00	1,168,804.31
				Payment Count		3		

Bank Account Payment History

AP255 Date 10/27/23
Time 13:10

Pay Group 4000 ETSB PAY GROUP
Bank Account Payment History

USD

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Cash Code 1414 Bank 071923909
Payment Code CHK

Payment Date Range 10/27/23 thru 10/27/23
Payment Currency USD

Vendor	Invoice	Voucher	Auth PL	Due Date	Dsc Date	Scheduled Amount	Discount Amount	Net Payment Amount
Payment Number 10008	1180946 0719352809	2023	Payment Date 10/27/23	Vendor 10008 IX 102	10/19/23	6,206.37	0.00	6,206.37
				*** Payment Total		6,206.37	0.00	6,206.37
Payment Number 10008	1180947 4634032801	2023	Payment Date 10/27/23	Vendor 10008 IX 102	10/19/23	2,408.84	0.00	2,408.84
				*** Payment Total		2,408.84	0.00	2,408.84
Payment Number 10008	1180948 630R06015909	2023	Payment Date 10/27/23	Vendor 10008 IX 102	10/16/23	1,821.38	0.00	1,821.38
				*** Payment Total		1,821.38	0.00	1,821.38
Payment Number 10008	1180949 S667122122-23264		Payment Date 10/27/23	Vendor 10008 IX 102	10/21/23	983.89	0.00	983.89
				*** Payment Total		983.89	0.00	983.89
Payment Number 10009	1180950 287316512139X10082023		Payment Date 10/27/23	Vendor 10009 IX 102	10/30/23	411.90	0.00	411.90
				*** Payment Total		411.90	0.00	411.90
Payment Number 10216	1180951 31409693		Payment Date 10/27/23	Vendor 10216 IX 102	11/11/23	616.25	0.00	616.25
				*** Payment Total		616.25	0.00	616.25
Payment Number 10216	1180952 6005744764		Payment Date 10/27/23	Vendor 10216 IX 102	10/31/23	392.98	0.00	392.98
				*** Payment Total		392.98	0.00	392.98
Payment Number 10023	1180953 3669066070 101223		Payment Date 10/27/23	Vendor 10023 IX 102	11/11/23	1,021.58	0.00	1,021.58
				IX 102	10/19/23	239.94	0.00	239.94
				*** Payment Total		1,261.52	0.00	1,261.52
Payment Number 32776	1180954 523		Payment Date 10/27/23	Vendor 32776 IX 102	08/06/23	20,000.00	0.00	20,000.00
				*** Payment Total		20,000.00	0.00	20,000.00
Payment Number 10461	1180955 18779		Payment Date 10/27/23	Vendor 10461 IX 102	11/12/23	1,100.00	0.00	1,100.00
				*** Payment Total		1,100.00	0.00	1,100.00
Payment Number 10102	1180956 7474142		Payment Date 10/27/23	Vendor 10102 IX 102	10/22/23	138.37	0.00	138.37
				*** Payment Total		138.37	0.00	138.37
Payment Number 10809	1180957 1101091339		Payment Date 10/27/23	Vendor 10809 IX 102	10/11/23	17,776.44	0.00	17,776.44
				*** Payment Total		17,776.44	0.00	17,776.44

Bank Account Payment History

AP255 Date 10/27/23
Time 13:10

Pay Group 4000 ETSB PAY GROUP
Bank Account Payment History

USD

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Cash Code 1414 Bank 071923909
Payment Code CHK

Payment Date Range 10/27/23 thru 10/27/23
Payment Currency USD

Vendor	Invoice	Voucher	Auth PL	Due Date	Dsc Date	Scheduled Amount	Discount Amount	Net Payment Amount
Payment Number 25029	1180958 P230000753	Payment Date 10/27/23	Vendor 25029 IX 102	10/19/23		INTERGRAPH CORPORATION 1,703.00	Status Issued 0.00	1,703.00
			*** Payment Total			1,703.00	0.00	1,703.00
Payment Number 11403	1180959 264702	Payment Date 10/27/23	Vendor 11403 IX 102	09/24/23		MIDWEST OFFICE INTERIORS INC 4,415.06	Status Issued 0.00	4,415.06
			*** Payment Total			4,415.06	0.00	4,415.06
Payment Number 10115	1180960 8330259207	Payment Date 10/27/23	Vendor 10115 IX 102	11/18/23		MOTOROLA SOLUTIONS INC 7,830.00	Status Issued 0.00	7,830.00
			*** Payment Total			7,830.00	0.00	7,830.00
Payment Number 10115	1180961 7844620230901	Payment Date 10/27/23	Vendor 10115 IX 102	10/31/23		MOTOROLA SOLUTIONS - STARCOM21 123,640.00	Status Issued 0.00	123,640.00
			*** Payment Total			123,640.00	0.00	123,640.00
Payment Number 10115	1180962 1187109179	Payment Date 10/27/23	Vendor 10115 IX 102	11/09/23		MOTOROLA SOLUTIONS INC 78,213.34	Status Issued 0.00	78,213.34
			*** Payment Total			78,213.34	0.00	78,213.34
Payment Number 39549	1180963 331309807001	Payment Date 10/27/23	Vendor 39549 IX 102	10/19/23		ODP BUSINESS SOLUTIONS, LLC 50.98	Status Issued 0.00	50.98
			*** Payment Total			50.98	0.00	50.98
Payment Number 10643	1180964 S100882172.001	Payment Date 10/27/23	Vendor 10643 IX 102	09/30/23		SOUTH SIDE CONTROL SUPPLY CO 219.13	Status Issued 0.00	219.13
			*** Payment Total			219.13	0.00	219.13
Payment Number 11201	1180965 34855593 083123	Payment Date 10/27/23	Vendor 11201 IX 102	09/30/23	ETSB	UNITED STATES POSTAL SERVICE 34.12	Status Issued 0.00	34.12
			*** Payment Total			34.12	0.00	34.12
Payment Number 10597	1180966 9944923911	Payment Date 10/27/23	Vendor 10597 IX 102	10/20/23		VERIZON 432.12	Status Issued 0.00	432.12
			*** Payment Total			432.12	0.00	432.12
			*** Payment Code CHK Total			269,655.69	0.00	269,655.69
			Payment Count			21		
			*** Cash Code 1414 Total			1,438,460.00	0.00	1,438,460.00
			Payment Count			24		
			*** Pay Group 4000 USD Total			1,438,460.00	0.00	1,438,460.00
			Payment Count			24		